



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/5063329
Dated/दिनांक : 28-06-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	19-07-2024 15:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	19-07-2024 15:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	120 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Ports, Shipping And Waterways
Department Name/विभाग का नाम	Na
Organisation Name/संगठन का नाम	Indian Maritime University
Office Name/कार्यालय का नाम	Mumbai Port Campus
Item Category/मद केटेगरी	Hiring of Sanitation Service - Labourer; 6; All Areas; All Areas; Daily; 3 , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Others; Office Peon , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Others; Attendant
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	50 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

Bid Details/बिड विवरण	
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	269034

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	14

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

Mumbai Port Campus
Indian Maritime University, Mumbai Port Campus, Hay Bunder Road, Darukhana, Mumbai - 400033
(Indian Maritime University)

Splitting/विभाजन

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. Purchase preference will be given to MSEs having valid Udyam Registration and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM No. F.1/4/2021-PPD dated 18.05.2023 [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
 1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
 2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
 3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Additional Scope of Work and Size of Areas to be Serviced:[1718707696.pdf](#)

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
05-07-2024 15:00:00	Indian Maritime University, Mumbai Port Campus, LBS College & MERI, Hay Bunder Road, Sewree, Mumbai - 400033

Hiring Of Sanitation Service - Labourer; 6; All Areas; All Areas; Daily; 3 (20)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Category of Resource	Labourer
Number Of Working Days in Week	6
Type of Area	All Areas
Area Inclusions	All Areas
Cleaning Cycle	Daily
Cleaning Frequency	3
Consumables/Equipments and cleaning agents to be provided by	Buyer
Machineries to be provider by	Buyer
Addon(s)/एडऑन	
Consumables/Equipments and cleaning agents to be provided by Service Provider	NA
Machineries to be provider by service provider	NA

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources	Additional Requirement/अतिरिक्त आवश्यकता
1	Harish Chandra Upadhyay	400033, Indian Maritime University-Mumbai Port Campus (LBS College & MERI), Hay Bunder Road, Mumbai - 400033	20	<ul style="list-style-type: none">• Approx Area in Sq.Ft : 261360• Minimum Wage Per Month Per Resource (Including ESI, PF, ELDI, PF Admin Charge, and relieving charges if applicable) in INR exclusive of GST : 22835

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Others; Office Peon (5)**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
Core	
Skill Category	Semi-skilled
Type of Function	Others
List of Profiles	Office Peon
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	7 to 10 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Designation	Attendant/ Labourer/ Sweeper

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Harish Chandra Upadhyay	400033,Indian Maritime University-Mumbai Port Campus (LBS College & MERI), Hay Bunder Road, Mumbai - 400033	5	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 862 • Bonus (INR per day) : 0 • EDLI (INR per day) : 2.88 • EPF Admin Charge (INR per day) : 2.88 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 26.25 • Provident Fund (INR per day) : 69.23 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Others; Attendant (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Semi-skilled

Specification	Values
Type of Function	Others
List of Profiles	Attendant
Educational Qualification	Secondary School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Designation	Housekeeping Supervisor

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Harish Chandra Upadhyay	400033, Indian Maritime University-Mumbai Port Campus (LBS College & MERI), Hay Bunder Road, Mumbai - 400033	1	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 862 • Bonus (INR per day) : 0 • EDLI (INR per day) : 2.88 • EPF Admin Charge (INR per day) : 2.88 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 26.25 • Provident Fund (INR per day) : 69.23 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. **Forms of EMD and PBG**

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

Indian Maritime University, Mumbai Port Campus
payable at
Mumbai

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

3. **Generic**

Actual delivery (and Installation & Commissioning (if covered in scope of supply)) is to be done at following address

Indian Maritime University
Mumbai Port Campus
Hay Bunder Road
Darukhana
Sewree Mumbai 400033

4. **Service & Support**

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

5. **Generic**

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

6. **Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

7. **Buyer Added Bid Specific Scope Of Work(SOW)**

Text Clause(s)

SCOPE OF WORK

1. Consumable/ Cleaning Material to be provided by IMU-MPC

1.1. DAILY CLEANING:

1.1.1. Sweeping of roads, entrance, parking area and other open areas.

1.1.2. Sweeping of campus side of the road pavement / green areas outside the boundary of the campus.

1.1.3. Removal of paper / plastic / wrappers/ empty bottles and other items from all areas inside the campus.

1.1.4. Sweeping and mopping of floors in lobby, corridors, office rooms, classrooms, mess with floor cleaner & disinfectant (dilution of material as prescribed on packing). The offices and classrooms should be cleaned before 9:30 am.

1.1.5. Collection & segregation of waste (biodegradable, recyclable and other material) from all dustbins in morning in between 8:00 a.m. to 9:30 a.m.

1.1.6. Sweeping, mopping with floor cleaner & disinfectant and removal of mud, silt, all type of waste & unwanted material from all staircases

1.1.7. Cleaning of all Toilet blocks floor, dado, glasses, door panel, window panels, mirror and plumbing fixtures, Urinals, Washbasin and W.C. pans three times a day in the Office blocks with toilet cleaner as per time schedule. Few common toilets may require more frequent cleaning.

1.1.8. Cleaning and removal of chock-up of toilets, W.C., Urinals, washbasin, drainage lines, chambers and main chamber. No water-logging should be there in the toilet areas. Clear draining of water and excreta/urine is to be maintained. Drainage systems are to be kept operational and checked every day. In case of blockage clearing/ repair/ unblocking, it should be done immediately. Removal of Drainage blocks/ Choke-up in sewage lines and manholes on occurrence.

1.1.9. Cleaning of water cooler surrounding area

1.1.10. Cleaning of chairs, tables & other furniture in offices/labs and classrooms with wet cloth.

1.1.11. Stop the entry of stray animals in the IMU premises.

1.1.12. Shifting of furniture (mattress, table, cotes, cupboard etc.) & collected unwanted materials inside the Hostel or anywhere in the campus as per instruction of IMU representative.

1.1.13. To carry out any other work of any nature, as and when assigned by the Competent Authority at IMU Mumbai Campus.

1.2. Weekly cleaning (preferably on every Saturday):

1.2.1. Hard cleaning with brush of all toilets blocks floor, dado, glasses, door & window panels, mirror plumbing fixtures, W.C. pans, Urinals and Washbasin, piping, Hand rails and cobweb removal with required sanitary materials & High pressure cleaner, floor scrubbing & hand scrubbing machine.

1.2.2. Removal of old sanicubes & Naphthalene ball from Urinals & washbasins. Checking & putting 2 Nos. Naphthalene balls & 1 No sanicubes in each urinal & wash basin.

1.2.3. Washing of all dustbins from the corridor with disinfectant and cleaning material.

1.2.4. Removal of cobwebs from all wings at all heights in the corridor, staircase, verandas, foyer, lounge, offices, computer rooms & open spaces etc.

1.2.5. Cleaning of storm water drains by flashing with water and removing the waste material from it & disposing it as per direction of University representative.

1.2.6. Cleaning & wiping of tube lights, fans & exhaust fans.

1.2.7. Cleaning of electrical fittings, electrical panel from outside & the area behind the electrical panel.

1.2.8. Removal of wild growth from buildings / walls / roofs.

1.3. Garden:

1.3.1. The maintenance shall include watering, manuring, fertilizing, plant protection from pests and diseases, sweeping, weeding, mowing and disposal of garden refuse, cultivation and cutting of edges, pruning and clipping of hedges etc. and minor repair works and all other landscape operations necessary for the proper growth for garden features and maintaining them in proper standard of maintenance which includes replacement of indoor and potted plants time to time.

1.3.2. Daily adequate watering of all garden features with hose pipe or sprinkler system in different areas should be done regularly. Manure and Fertilizers specified shall be applied by contractor as required. Manure, Fertilizers and chemicals shall be provided by contractor during the season and whenever required.

1.3.3. Trimming and grooming of creepers /climbers, hedge plants on regular basis.

1.3.4. Lawn mowing and removal of wild weeds from the lawns / garden regularly.

1.3.5. Maintenance of flowers/plants pots and garden on day to day basis.

1.3.6. Soil and manure required to set up new pots/garden /lawn/ etc. shall be provided by the contractor as and when required.

1.3.7. Cutting of grass in lawns, pruning of plants/trees/hedges etc. at required intervals and removing the waste to the proper place. The contractor shall thoroughly clean the dust and dirt, debris etc., and remove all the scaffoldings and other materials used for the works away from the site and keep the site free from all the above. All tools, tackles and lawn cutting equipment's have to be arranged by Contractor only.

1.3.8. Periodic checks to be carried out for pests and disease. In the event of infestation prompt spraying of appropriate, pesticides, insecticides and fungicides will be required or eradication of the same, Pesticides, insecticides and fungicides will be supplied by contractor.

1.3.9. Regular up gradation of garden by keep changing the flowers, plants in garden area as well as in pots (outdoor and indoor). Contractor shall also be responsible for maintenance for indoor plants. To prepare and maintain garden with seasonal plants, flowers, herbs as per seasonal plan.

8. **Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

9. **Generic**

Consortium: In case of Contracts, wherein the seller alone does not have necessary expertise, the seller can form consortium with other sellers for submission of the bid, with one of the consortium company as leader. However, each and every member of the consortium shall be equally responsible for the complete execution of the project contract. An undertaking to this effect is to be uploaded with bid.

10. **Service & Support**

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

11. **Service & Support**

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

12. **Payment**

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

13. **Past Project Experience**

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

14. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

Indian Maritime University, Mumbai Port Campus
payable at
Mumbai

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

15. **Service & Support**

The Service Provider is required to have at least 20 % of the required manpower on service provider's payroll for at least one year. Necessary documents relating to such manpower will be uploaded by the bidder for verification of the buyer. Such manpower will be part of total manpower to be provided by the Service Provider in case he gets the contract against this bid.

16. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

1. **GENERAL INSTRUCTIONS:-**

1.1. **Contract Period:**

The successful bidder will be awarded contract of Providing Housekeeping and Horticulture services at IMU-MPC initially for a period of one year and if the University is satisfied with the services provided by the contractor, then the contract may be extended for further period of maximum two years (on year to year basis) i.e. up to a maximum of three years. The rates, terms and conditions for such extended period will remain same.

1.2. **Submission:**

1.2.1. The Technical Bid of the Tender shall be submitted Online (through GeM) as well as in tender box which will be placed at the Main Gate, addressed to THE DIRECTOR, INDIAN MARITIME UNIVERSITY, MUMBAI PORT CAMPUS, HAY BUNDER ROAD, MUMBAI - 400 033.

1.2.1.1. **Technical Bid shall contain the following mandatory:**

- 1.2.1.1.1. Copy of Income Tax Returns for the last three financial years.
- 1.2.1.1.2. Profit and loss statement duly attested by the Tenderer's Chartered Accountant for last three financial year
- 1.2.1.1.3. Proof for the work executed as per the eligibility criteria clause.
- 1.2.1.1.4. Copy of Registration Certificate of GST/ ESIC/ EPF and Shop Establishment should be Mumbai/ Navi Mumbai/ Thane.
- 1.2.1.1.5. Proof of average annual turnover.
- 1.2.1.1.6. Annexure - I to Annexure - VIII

1.2.1.2. **Price Bid: To be submitted Online (Through GeM)**

1.2.2. The IMU, in exceptional circumstances, and at its sole discretion, may extend the tender due date by issuing a corrigendum.

1.2.3. The tenders will be opened in the GeM Portal.

1.2.4. IMU reserves the right to cancel or withdraw the tender any time. IMU also reserves the right to reject any or all tenders without assigning any reason.

2. **Agreement:**

Upon receipt of the Work Order from IMU-MPC, successful bidder shall execute an agreement on stamp paper for value of Rs.500/- (Rupees Five Hundred only) within 15 days from the date of receipt of Work Order as per prescribed format in Annexure IV.

3. **Clarification /Information:**

Any clarification / Information can be obtained by email to procurement.mumbaiport@imu.ac.in. IMU-MPC will respond to any valid request for clarification, raised during or up to the pre-bid meeting.

4. **Resolution of Disputes:**

- 4.1. In case of any dispute, the decision of the Director, IMU-MPC will be binding to contractor/ agency.
- 4.2. Failing such settlement/ dispute the same shall be referred for arbitration by a sole Arbitrator appointed by IMU-MPC. Such arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act 1996 or re-enactment thereof for the time being in force and shall be held in Mumbai. In case the Arbitration award is not acceptable to either of the parties, they may approach courts having jurisdiction at Mumbai.
- 4.3. The Court of Mumbai in the State of Maharashtra only will have the jurisdiction to deal with and decide any legal matters or disputes what-so-ever arising out of this tender.

5. Payment Terms: The Service Provider shall be paid at the following rates:

- 5.1. Whenever Government of India revises the minimum wages, such revised wages will be applicable. No increase in amount, other than the minimum wages in the present rate as increased by GOI will be considered by the IMU - MPC. The Contractor should make payment to the deployed personnel at the above rates for the period actually employed in a month **before 7th of the following month**. The above base rate/minimum rates of wages include also the wages for weekly day of rest. The Staff will be paid for each shift of Eight hour Thirty minute duty per day. Office holidays will be considered for paying minimum wages as per the above para.
- 5.2. Applicable bonus at the minimum applicable rates, as per the GOI notification, for the period of deployment of staff is to be paid by the service provider and included / added to the bill for the month in which the bonus is so paid by the service provider and submit the proof and calculation of payment along with the bill.
- 5.3. The contractor should submit the bill to IMU-MPC on or before 15th day of the succeeding month along with supporting documents as determined by IMU - MPC including the following pertaining to the previous month:
- 5.4. Proof of payment of the wages paid to the deployed staff proof of deposit of Employee & Employer's contribution towards EPF and ESIC remitted to the respective organizations within the due date as stipulated in their respective statutes.
- 5.5. Wage Bill Register in format prescribed.
- 5.6. Copy of Bank advice memo for crediting to the individual SB account of the deployed staff.
- 5.7. Any other documents/proof as required by the Director or Authorized Officer for verification of Calculation sheet showing the total amount of Service Charges payable etc.
- 5.8. The contractor should ensure that the net amount as per the Wage Bill Register agrees with the amount deposited with the respective Savings Bank (SB) accounts of the deployed employee. The contractor should furnish a certificate to this effect. Difference, if any, between the net amount payable to the staff and amount credited to the Bank for reimbursement to the respective SB accounts of the staff, will be withheld from the bill of the service provider.

6. Disbursement of Bills:

- 6.1. IMU - MPC will, after verification of the claim for its correctness and completeness from the contractor, make payment within fifteen working days after the date of receipt of the claim. No interest is payable by IMU in case of any unavoidable delay in settling the bills. However IMU would endeavour to settle the bills within said date. TDS at the rates applicable shall be deducted.
- 6.2. Monthly payment must be disbursed by agency irrespective of approval/payment by IMU-MPC.

7. Penalties:

The contractor shall execute the assigned work as per the contract and if the same have not been executed up to the expected level, warning notice shall be issued in this regard. If there is no improvement despite issue of warning notice, penalty will be imposed at the rate of 1% of the contract value per month.

The penalties will be imposed on violation of terms and conditions of agreement as per the list given below:

Sl. No.	Description of Irregularities	Penalty
1.	If the required workers are less than the minimum required on any given day	Rs.500/- per day per worker
2.	If the garbage from dustbins is not lifted as per schedule	RS.500/- per day
3.	Staff not wearing Uniform/without ID Card / not wearing safety tools i.e. gloves/ safety boots/ gumboots etc.	Rs.100/- per worker/ day
4.	If it is found that no action is being taken after the complaint of Un-clean premises and improper Housekeeping.	Rs.1,000/- per day
5.	Misbehavior by the housekeeping staff to IMU- MPC Officials or they fight among themselves.	Rs.500/- per incident
6.	Consumables not available in the Office block and Students Hostel blocks as required for cleaning	Rs.200/- per incident

The contractor shall indemnify IMU-MPC for any theft, loss, damage, and deterioration loss of product, material or property arising from any act of negligence on the part of the Personnel so deployed.

The contractor shall not subcontract the assigned work to any other agencies.

The Contractor shall abide by all laws and regulations and statutory obligations in force from time to time including labour laws and shall indemnify the IMU- MPC from any claims in this regard.

In case of any accident or mishap all legal and statutory responsibilities of labor/persons deployed for work in IMU will lie with contractor/agency and IMU will not be concerned with any financial and legal matter or obligations and will not be a party for court etc.

8. Termination of the Contract

In the event Contractor fails to execute the work with due diligence or expeditiously or shall refuse or neglect IMU-MPC reserves the right for termination of the contract at any time by giving **two month written notice**, and also has the right to award the contract to any other agency at the cost, risk and responsibilities of bidder. Similarly the contractor may terminate the contract by giving two month notice by assigning reasons.

9. Evaluation of Bids:

Technical Bid Evaluation:

The Bid submitted will be evaluated based on the details of technical qualification submitted by the bidder in the prescribed formats to ascertain whether the bidders qualify. The Price Bid of only those firms which technically qualify as per the documents in Technical bid will be opened. IMU- MPC or his representative reserves the right to obtain any clarifications from any of the bidder without vitiating the tendering process.

Financial Bid Evaluation:

The latest minimum wages applicable as on the date of release of this tender will be the basis for calculation.

Financial Bid evaluation will be done on the Total Value. (Total value includes Minimum wages of Resources [including PF, ESIC, ELDI, PF Admin Charges] + Service Charges + GST) (Breakup of Total value is mandatory along with the financial bid).

10. INDEMNITY BOND: Contractor shall sign an Indemnity Bond in an approved format as per ANNEXURE VIII before starting the work, indemnifying the IMU-MPC from any damages, prosecution, other legal suits and claims arising out of any mishaps occurring at the work place due to non adherence to safety codes, not following the standard work procedures and for violating rules and regulations for which the contractor shall be solely responsible.

In case of any damage to property by the contractor, IMU-MPC shall have the right to recover the cost of such damages from payments due to the contractor and decision of the IMU-MPC shall be binding on the Contractor.

In the event of any damage to the loose furnitures, interiors, computers and such other equipments or to the existing building structure etc., during carrying out the contract the cost of repairing the same including the cost of replacement if any will be recovered from the contractor.

Annexure - I

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FORM OF TENDER

NOTE: This Memorandum forms part of the Tender and this should be duly filled in, signed & sealed and enclosed along with the Tender.

To
THE DIRECTOR,
INDIAN MARITIME UNIVERSITY
MUMBAI PORT CAMPUS
HAY BUNDER ROAD
MUMBAI - 400 033.

Sir,

Being duly authorized to represent and act on behalf of

hereinafter called "the tenderer" and having visited the sites and examined Terms and Conditions of Contract, Instructions to the Tenderers, Schedules and Bill of Quantities for the Menu of Tender for "HOUSEKEEP

ING SERVICES AT INDIAN MARITIME UNIVERSITY, MUMBAI PORT CAMPUS” ; and

1. I / We offer to execute the work in conformity with the terms and Conditions of this tender/contract.
2. I / We undertake that, if our Tender is accepted, to do the HOUSEKEEPING SERVICES contract for the periods specified in this Schedule.
3. If my / our tender is accepted we will furnish a Security Deposit within 15 days of receipt of work order through a Demand Draft or Bankers Cheque from Nationalized Bank or a Scheduled Bank in India approved by Government of India for a sum equivalent to 5% of the value of contract of any Nationalized Bank or Scheduled Bank in India as Security deposit for the due performance of the Contract.
4. I / We agree to abide by this Tender for a period of 120 days from the date fixed for receiving the same or such further period as may be mutually agreed upon and it shall remain binding upon us and may be accepted at any time before the expiration of that period should we fail to abide by our Tenders during the above said period of 120 days or such extended period as mutually agreed upon, the IMU shall be at liberty to forfeit the Earnest Money deposited by us.
5. Unless and until a formal agreement is prepared and executed, this Tender together with your written acceptance thereof, shall constitute a binding Contract between us.
6. (i) We understand that the IMU reserves the right to,
 - a. Amend the scope of tender and value of contract under this work at any time
 - b. reject or accept any tender including the lowest, cancel the tender process and reject all tender without assigning any reason.
 (ii) We agree that the IMU will not be liable for any such action and will be under no obligation to inform the tenderer of the grounds for such action as rejection, modification, delays, cancellation etc.
7. If our Tender is accepted as a whole or as individual components, we understand that we are held fully responsible for the due performance of the Contract.

We have furnished Earnest Money in the form of Demand Draft issued by payable at Mumbai in favour of the INDIAN MARITIME UNIVERSITY, Mumbai Port Campus Mumbai-400 033 for an amount of Rs..... (Rupees.....). If our tender is not accepted, the Earnest Money shall be returned to us on our application within period as specified in the tender for the return of such EMD amount. If our Tender is accepted the Earnest Money shall be adjusted against the Security Deposit at 3% of the Contract value, or refunded on production of a Security deposit as contemplated in the relevant clause for an amount equivalent to 3% of the contract value with the good and sufficient services as may be required for the faithful performance and proper fulfillment of the Contract and execute the Contract Agreement as required by the terms of this Tender.

8. We agree to execute the HOUSEKEEPING SERVICES contract referred to in the Tender Documents upon the Terms and Conditions contained or referred to therein and to carry out such deviations as may be ordered.

SIGNATURE..... FOR AND ON BEHALF OF.....

..... DATE

Witnesses:

1. Signature.....

2. Signature.....

Name.....

Name.....

Address.....

Address.....

Annexure - II

INDIAN MARITIME UNIVERSITY

TENDER FOR PROVIDING "HOUSEKEEPING SERVICES" AT

IMU MUMBAI PORT CAMPUS

Covering Letter to Accompany Technical Bid

Name & Address of the Bidder

TO

THE DIRECTOR,
Indian Maritime University,
Mumbai Port Campus
Hay Bunder Road,
Mumbai - 400033.

Sir,

1. Being duly authorized to represent and act on behalf of herein after called "The tenderer" and having reviewed and fully understood all the qualifying information provided, the undersigned hereby applies to be qualified under Cover - I for the **Tender for providing "Housekeeping Services" AT IMU MUMBAI PORT CAMPUS.**

2. Attached to this letter are copies of original documents defining

i) The tenderer's legal status

ii) The Principal place of business and

iii) The place of incorporation or the place of Registration

3. (i) This tender (Under Cover-I and Cover II) is made in the full understanding that contents of

Cover-I will be subject to verification of all information submitted therein along with the tender and authorize IMU or its authorized representative to verify the statements, documents and information submitted and to clarify the financial and technical aspects of this application.

(ii) We understand that the Employer reserves the right to,

- Amend the scope of tender and value of contract under this work any time
- reject or accept any tender including the lowest, cancel the tender process and reject all tender without assigning any reason.

(iii) We agree that the Employer will not be liable for any such action and will be under no obligation to inform the bidder of the grounds for such action.

4) We certify that all the particulars furnished in our Bid are true and correct and based on documentary evidence. We understand that if any of the particulars is found to be false or misleading, IMU has the right to summarily reject our bid at any stage and that our company is liable to be blacklisted /debarred by IMU for at least 3 years.

5) In the event of our being awarded the work, we undertake to remit the Security Deposit and execute the Contract with IMU within 07 (Seven) days from the date of issue of the Purchase Order failing which the Work Order may be cancelled.

6) Our Price Bid is exclusive of GST and the price quoted shall be firm till the execution of the contract and for the extended period if any.

DATE:

TENDERER'S SIGNATURE WITH STAMP

Annexure - III

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INDIAN MARITIME UNIVERSITY

**TENDER FOR PROVIDING "HOUSEKEEPING SERVICES" AT
IMU MUMBAI PORT CAMPUS**

Experience on Contract for similar works (executed during the last 3 years) as per clause Pre-Qualification Criteria

Sl. No.	Name and address of the Institution & Name of contact person & Telephone No.	Period of contract	Date of commencement of contract	Date of completion of contract	Work Cost	Mode of Proof enclosed

Note : Each item / contract listed under the above columns shall be supported by documentary evidence / Performance certificate issued by the competent authority in original or with a Xerox copy duly notarized or self attested, subject to production of the originals when demanded.

DATE:

TENDERER'S SIGNATURE WITH STAMP

Annexure - IV

INDIAN MARITIME UNIVERSITY

**TENDER FOR PROVIDING "HOUSEKEEPING SERVICES" AT
IMU MUMBAI PORT CAMPUS**

Qualification Questionnaire

Annual turnover data form Audited Balance sheet and Profit and loss Account of the firm for the last three financial years shall be enclosed.

The information supplied should be the annual turnover of the tenderer in terms of amount billed for each financial year of work in progress or completed.

Annual turnover data for the last 3 financial years is to be provided in the following format.

SL.NO	FINANCIAL YEAR	ANNUAL TURNOVER
-------	----------------	-----------------

1	2020-21	
2	2021-22	
3	2022-23	

(The latest Income Tax Returns, duly attested by the Tenderer's Chartered Accountant, shall be attached)

DATE:

TENDERER'S SIGNATURE WITH STAMP

Annexure - V

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INDIAN MARITIME UNIVERSITY

**TENDER FOR PROVIDING "HOUSEKEEPING SERVICES" AT
IMU MUMBAI PORT CAMPUS**

Declaration regarding Blacklisting/Debarring

(On company letter head)

To
The Campus Director
Indian Maritime University,

Mumbai Port Campus

Sub.: Declaration regarding Blacklisting/Debarring for taking part in tender.

Dear Sir,

I/We _____ Firm/Contractor/Manufacturer / Partner(s)/Authorized Distributor/agent of M/s. _____

hereby declare that the firm/company namely M/s. _____ has not been blacklisted or debarred by Union / State Government/ Autonomous organizations/universities in the past three years from taking part in tenders in India.

There is no legal case presently against the Director or the firm and they have not been convicted by the court.

In case the above information found false I/we are fully aware that the tender/ contract will be rejected/cancelled by the Indian Maritime University, Mumbai Port Campus, and EMD/ Performance Security shall be forfeited.

In addition to the above, Indian Maritime University, Mumbai Port Campus shall not be responsible to pay the bills for any completed / partially completed work.

[Name ,Signature & Seal] for and on behalf of M/s. _____

Note: This letter shall be on the letterhead of the company and shall be signed by a person competent and having the power of attorney to bind the company/firm.

Annexure - VI

FORMAT OF AGREEMENT

(To be submitted on stamp paper of Rs.500/-)

IT IS THIS _____ day of _____ 2024 MUTUALLY AGREED between the IMU, Mumbai Port Campus, **hereinafter**

r referred to as **“the Employer”** (which expression shall mean and include their assigns and successors) on the one part ANDM/sa Company /**incorporated under the companies Act, 1956.....having its Registered office at.....** herein after referred to as **“the Contractor”** (which expression shall mean and include their permitted assigns and successors) on the other part: WHEREAS the Employer is desirous that certain Goods and Services should be provided and certain Works be executed as per Tender **documents hereinafter called „The Works”** and **has accepted a Tender by the Contractor for the execution, completion and guarantee of** such works.

NOW THIS AGREEMENT WITNESSES as follows:-

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz.,
 - a) Technical and Financial bids
 - b) Instructions to the Bidders
 - c) Terms and Conditions of contract
 - d) The work specified in the Tender documents
 - e) The Annexures`
 - f) The Purchase Order
 - g) Bank Guarantee
2. In consideration of the payment to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute, complete and guarantee the Works in conformity in all respects with the provisions of the contract.
3. The Employer hereby covenants to pay the Contractor in consideration of the execution, completion and guarantee of the works the contract price at the times and in the manner prescribed by the Contract.
4. The contract shall be governed by all the conditions as described in the terms and conditions of contract, work mentioned in the Tender documents and any other conditions given in the Tender documents.
5. This agreement shall be governed by the laws of India and shall be subject to the Jurisdiction of the Courts in Mumbai.

IN WITNESS WHEREOF the parties hereto have caused their respective common seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day and year first above written.

SIGNED AND DELIVERED

On behalf of the Contractor

Signature

Name

Address

Official Seal

Place

Date

On behalf of the Contractor

Witness:

i) Signature

Name:

Address:

Place

Date

ii) Signature

Name:

Address

Place

Date

On behalf of Employer

Signature

Name

Address

Official Seal

Place

Date

On behalf of the Employer

Witness:

i) Signature

Name:

Address:

Place

Date

ii) Signature

Name:

Address

Place

Date

Annexure - VII

FORMAT OF BID SECURITY DECLARATION

-

I/We-----
----- hereby states and understand that, if I/We -----
-----withdra
w/modify our tender during the period of validity of the tender, The Indian
Maritime University, Mumbai Port Campus would suspend the bidder from p
articipation in any future tenders of Indian Maritime University for a period
of Six (06) months.

Signature _____

Name _____

Date

Capacity in which signed _____

Place

Seal of the firm to be affixed.

Annexure - VIII

INDEMNITY BOND FORMAT

THIS DEED OF INDEMNITY BOND executed at Mumbai on this _____ day of _____ month of year two thousand and twenty four (2024) By M/s _____ duly represented by proprietor / one of its partners Sri _____, aged _____ years, son of Sri _____, residing at _____ (hereinafter referred to as Contractor)

In favour of

Indian Maritime University- Mumbai Port Campus, University by act of parliament, having its Head Office, Chennai. Whereas IMU-MPC has invited tenders through GeM portal from pre-qualified Contractors for housekeeping and general cleaning works at IMU-MPC. The Contractor was shortlisted and become successful in securing the subject work through competitive tendering and the work specified in the tender documents has been awarded in favour of Contractor by IMU-MPC vide their letter.....

And whereas as per tender documents, the Contractor has to enter into a Contract Agreement with IMU-MPC and execute an Indemnity Bond before starting the work. The Contractor has entered into Contract Agreement with IMU-MPC on

In consideration of IMU-MPC having awarded the above said Contract, the Contractor hereby undertake to indemnify and keep harmless the IMU-MPC from any damages, prosecution, other legal suits and claims arising out of any mishaps occurring at the site due to faulty work, faulty construction and for violating rules and regulations, any possible damage to the building and members of public in course of execution of the work for which Contractor shall be solely responsible.

Further, Contractor hereby indemnifies and keep IMU-MPC indemnified for any loss or damages incurred or suffered or to be incurred or to be suffered by IMU-MPC on account of breach of the terms and conditions of the Contract by the Contractor.

Signature of Contractor with Seal

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and

resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।

---Thank You/धन्यवाद---