



**INDIAN MARITIME UNIVERSITY  
MUMBAI PORT CAMPUS**

**TENDER FOR PROVIDING "HOUSEKEEPING, SANITIZATION &  
HORTICULTURE SERVICES" at IMU Mumbai Port campus, Hay Bunder  
Road**

**TENDER NO – IMU-MPC/PUR/2020-21/HK/08**

**VOLUME - I**

**TECHNICAL BID**

<b>Issue of Tender Document</b>	<b>: 23.03.2021</b>
<b>Pre-Bid Meeting</b>	<b>: 1030 Hrs on 05.04.2021</b>
<b>Last Date for Submission</b>	<b>: up to 1700 Hrs on. 16.04.2021</b>
<b>Opening of Technical Bid</b>	<b>: 1430 Hrs on 19.04.2021</b>
<b>Earnest Money Deposit (EMD)</b>	<b>: NIL</b>
<b>Estimated Cost</b>	<b>: 98 Lakhs</b>

All bidders are requested to visit IMU Mumbai Campus website : [www.imumumbaiport.ac.in](http://www.imumumbaiport.ac.in) & [www.imu.edu.in](http://www.imu.edu.in) for regular updates.

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**INDIAN MARITIME UNIVERSITY**  
**(A central University, Govt. of India)**  
**Mumbai Port Campus,**  
**Mumbai - 400033**

**TENDER NO. IMU-MPC/PUR/2020-21/HK/08**  
**TENDER FOR PROVIDING "HOUSEKEEPING, SANITIZATION & HORTICULTURE**  
**SERVICES" AT**  
**IMU MUMBAI PORT CAMPUS**

**1. OBJECTIVE:-**

IMU Mumbai Port Campus is inviting open tenders from qualified bidders for providing "Housekeeping, Sanitization & Horticulture Services" at IMU Mumbai Port Campus, Hay Bunder Road, Mumbai – 400033.

**2. PRE-QUALIFICATION CRITERIA:-**

2.1. a) The bidder should have satisfactorily completed three similar housekeeping & horticulture works as given in the scope of work during the last two years each costing not less than 40% of the present estimated cost i.e. Rs. **39,20,000/-** in Central Government/ State Govt. / PSUs / Private Organizations/ Marine Training Institute; **(or)**

b) Two similar housekeeping & horticulture works as given in the scope of work during last two years each costing not less than 50% of the present estimated cost i.e. Rs. **49,00,000/-** in Central Government/ State Govt. / PSUs / Private Organizations/ Marine Training Institute; **(or)**

c) One similar housekeeping & horticulture works as given in the scope of work during last two years each costing not less than 80% of the present estimated cost i.e. Rs. **78,40,000/-** in Central Government/ State Govt. / PSUs / Private Organizations/ Marine Training Institute.

[Mode of Proof: Copy of Purchase Order / Contract agreement proving 'Award of Work'/ Copy of Completion Certificate/ Final Invoice/ Letter indicating return of Security Deposit for proving satisfactory 'Completion of Work'].

2.2. The firm should have average annual turnover of **Rs. 30 Lakhs** during the last 03 financial years (i.e. 2017-18, 2018-19, 2019-20).

[Mode of Proof: Copy of Profit & Loss Account of the company for each of the 3 years authenticated by a Chartered Accountant (or) Copy of Income Tax return for each of the 3 years authenticated by a Chartered Accountant].

2.3. The bidder should possess valid PF & ESIC Registration Certificate, trade license, PAN and GST Registration Certificate and A well-established agency within Mumbai and Maharashtra Region only. The Agencies should have a local office in Mumbai.

[Mode of Proof: Copy of PF, ESIC, trade license, PAN, GST Certificates should be submitted with application].

2.4. The bidder should submit Income Tax returns for the last three years (2019-

20, 2018-19, 2017-18)

[Mode of Proof: Copy of Income Tax return for each of the 3 years authenticated by a Chartered Accountant].

- 2.5. The Bidder should NOT have been debarred or blacklisted by any government department/ agency in the past 3 (three) years on account of fraudulent or corrupt practices or inefficient/ ineffective performance. [Mode of Proof: Self declaration in the format prescribed].

The Bidder must possess **all Five (5) (i.e. from 2.1 to 2.5)** Pre-Qualification Criteria. If the firm does not possess even one of these, it shall stand disqualified and the bid will not be taken up for evaluation.

**3. EARNEST MONEY DEPOSIT (EMD):-**

Every tenderer shall submit a bid security declaration in the attached format as Annexure III (Form – VI)

**4. SECURITY DEPOSIT:**

Successful tenderer shall have to give security deposit of 3% of the contract amount (i.e. the awarded cost of work) by way of Demand Draft in favour of "INDIAN MARITIME UNIVERSITY, MUMBAI PORT CAMPUS," Payable at Mumbai, within Seven (07) days of receipt of work order. This Security deposit will not bear any interest.

Upon the complete fulfillment of the contract by the Contractor to the satisfaction of IMU-MPC, the security deposit will be returned to the Contractor.

**5. GENERAL INSTRUCTION:-**

**5.1. 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 upto a maximum of three years. The rates, terms and conditions for such extended period will remain same.

- 5.2. **Tender Documents:** The Tender document can be downloaded from the IMU website [www.imu.edu.in](http://www.imu.edu.in) and [imumumbaiport.ac.in](http://imumumbaiport.ac.in).

**5.3. Submission:**

5.3.1. The Tender shall be submitted 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-400033 up to date mentioned in Cover Page.**

5.3.2. The tenderer's shall seal the Technical-Bid and Price-Bid in separate envelopes (Cover-1 and Cover-2) duly marking the envelopes as **"Cover-1-Technical Bid"** and **"Cover-2 – PriceBid"**. The two envelopes along with the covering letter, Power of Attorney, if any shall then be sealed in an outer envelope. The envelope shall contain the following:

## **Outer Envelope**

- (a) Covering Letter;
- (b) Sealed Cover – 1; and
- (c) Sealed Cover – 2

### **Cover-1 – Technical Bid**

- a. Duly filled in Tender-Document with relevant details and complete in all respects. (Except price bid)
- b. Copy of Income Tax Returns for the last three financial years duly attested by the Tenderer's Chartered Accountant.
- c. Proof for the work executed as per the eligibility criteria clause.
- d. Copy of Registration Certificate of IT, PAN, GST.
- e. Proof of average annual turnover.
- f. Annexure – II (Form of Tender)
- g. Annexure –III (Form I to Form VI)
- h. Annexure – IV (Mandate Form)

### **Cover –2 – Price Bid**

**PRICE BID/COVER** duly filled in (both in figures and words).

- 5.3.3. The IMU, in exceptional circumstances, and at its sole discretion, may extend the tender due date by issuing a corrigendum.
- 5.3.4. The tenders will be opened in the presence of the representatives of the tenderers who choose to attend the tender opening (The maximum number of representatives attending the technical bid opening to be limited to 01 person).
- 5.3.5. Due to the present pandemic situation, the opening aspect of the tenders are also carried out through Video Conferencing.
- 5.3.6. The offer will remain valid for a period of 120 days from the date of opening of tender. If required, the validity shall be extended for further period by mutual consent.
- 5.3.7. 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.

## **6. Validity:**

The tender shall be valid for a period of **120 Days** from the last date for submission of the tender.

## **7. Payment Terms:**

100% payment on monthly submission of bills/ invoice and acquaintance role duly signed and verified by representative of IMU-MPC. The attendance report, Challan of ESIC & PF, Salary disbursement sheet, Salary calculation sheet, bank statement showing transfer of the amount to the respective housekeeping staff and other required documents are mandatory to be submitted with bill.

## **8. Service Charges:**

Service Charge @ **per person per month** will be paid to the Service Provider subject to number of days in the month actually worked considering 26 days in a

month. Administrative holidays other than one day weekly off will be considered for calculating 26 days. Service charges so agreed shall cover all liabilities (Identity Card, Uniform, Rain Coat, gumboot, torch light, other accessories and other charges like police verification, Medical Examination, etc) and obligation as per the terms and conditions of contract and incidental expenditure required for Manpower services and all other liabilities of the service provider including profit margin of the service provider.

**9. 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 07 days from the date of receipt of Work Order as per prescribed format in Annexure III (Form-V).

**10. 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.

**11. Resolution of Disputes:**

- 11.1. In case of any dispute, the decision of the Director, IMU-MPC will be binding to contractor/ agency.
- 11.2. 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.
- 11.3. The Court of Mumbai in the State of Maharashtra only will have the jurisdiction to deal with and decide any legal matters or disputes whatsoever arising out of this tender.

## **12. Scope of Work:**

### **12.1. Garden:**

- 12.1.1. 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.
- 12.1.2. 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.
- 12.1.3. Trimming and grooming of creepers /climbers, hedge plants on regular basis.
- 12.1.4. Lawn mowing and removal of wild weeds from the lawns / garden regularly.
- 12.1.5. Maintenance of flowers/plants pots and garden on day to day basis.
- 12.1.6. Soil and manure required to set up new pots/garden /lawn/ etc. shall be provided by the contractor as and when required.
- 12.1.7. 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.
- 12.1.8. 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.
- 12.1.9. 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.

### **12.2. DAILY CLEANING:**

- 12.2.1. Sweeping of roads, entrance, parking area and other open areas.
- 12.2.2. Sweeping of campus side of the road pavement / **green areas** outside the boundary of the campus.
- 12.2.3. Removal of paper / plastic / wrappers/ empty bottles and other items

from all areas inside the campus.

- 12.2.4. 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.
- 12.2.5. 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.
- 12.2.6. Sweeping, mopping with floor cleaner & disinfectant and removal of mud, silt, all type of waste & unwanted material from all staircases
- 12.2.7. 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.**
- 12.2.8. 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.
- 12.2.9. Cleaning of water cooler surrounding area
- 12.2.10. Cleaning of chairs, tables & other furniture in offices/labs and classrooms with wet cloth.
- 12.2.11. Stop the entry of stray animals in the IMU premises.
- 12.2.12. 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.
- 12.2.13. To carry out any other work of any nature, as and when assigned by the Competent Authority at IMU Mumbai Campus.

### 12.3. **Daily sanitization**

All areas in the premises of IMU Mumbai Port Campus including the following shall be cleaned and disinfected completely using user friendly disinfectant mediums:

- Entrance Gate
- All office rooms, conference halls,
- Common areas within the building
- Washroom, Toilet, Sink etc.
- Walls
- Parking lots
- Hostels
- Dining Area
- Guest Houses



- Residential Quarters
- Lab Equipment's
- Office cars
- Regularly used surfaces

**12.4. Weekly cleaning (*preferably on every Saturday*):**

- 12.4.1. 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.
- 12.4.2. Removal of old sanicubes & Naphthalene ball from Urinals & washbasins. Checking & putting 2 Nos. Naphthalene balls & 1 No sanicubes in each urinal & wash basin.
- 12.4.3. Washing of all dustbins from the corridor with disinfectant and cleaning material.
- 12.4.4. Removal of cobwebs from all wings at all heights in the corridor, staircase, verandas, foyer, lounge, offices, computer rooms & open spaces etc.
- 12.4.5. Cleaning of storm water drains by flashing with water and removing the waste material from it & disposing it as per direction of University representative.
- 12.4.6. Cleaning & wiping of tube lights, fans & exhaust fans.
- 12.4.7. Cleaning of electrical fittings, electrical panel from outside & the area behind the electrical panel.
- 12.4.8. Removal of wild growth from buildings / **walls / roofs**.

**13. Personnel and Wages:**

The successful tenderer shall deploy 40 (Forty) personnel in all as detailed below.

A)	Supervisor with knowledge and experience in Housekeeping and Horticulture <b>(Semi Skilled)</b>	01 No.
B)	Qualified Electricians (ITI qualified with three years' Experience or person with Five Years' experience in the relevant field and license Holder for relevant field) <b>(Semi Skilled)</b>	01No.
C)	Qualified Plumber (ITI qualified with three years Experience or person with Five Years experience in the relevant field and license Holder for relevant field) <b>(Semi Skilled)</b>	01 No.
D)	Qualified Barber (with three years Experience in the relevant field and license Holder for relevant field) <b>(Skilled)</b>	01 No.
E)	Gardener <b>(Unskilled)</b>	02 Nos.

F)	Labourers ( <b>Unskilled</b> )	28 Nos.
G)	Labourers ( <b>Semi Skilled</b> )	06 Nos.
	<b>Total.....</b>	40 Nos.

The Contractor has to ensure that, the personnel engaged should be provided with a Photo Identity Card.

The personnel engaged by the successful tenderer (Contractor) shall have no claim or interest or right whatsoever with regard to employment with IMU.

The Contractor (successful tenderer) shall ensure strict discipline and decorum amongst his personnel during work period at IMU.

As and when required for any other works related to IMU-MPC, the contractor has to supply the required labour on day to day basis or on lump sum basis for the additional jobs/ works for which the management of IMU shall reimburse separately on submission of the bills, on successful completion of the jobs/ works by the contractor.

The payment for the lump sum requirement will be made on the basis of rate quoted by the contractor as per price bid. While the jobs / works are being executed by the contractor and in the event of any accident/ untoward incident, the management of IMU is in no way connected and it shall be the sole responsibility of the contractor only, and for all practical purposes, the labour /workers engaged for the above works / jobs shall be the workers of the contractor.

IMU-MPC reserves the right to reduce the number of personnel mentioned in the tender document or increase the number of personnel over and above the personnel engaged as and when needed for a shorter duration or till the end of the contract. Contractor should not deploy any labour in IMU-MPC without police verification and medical certification.

Wages to the Personnel so engaged by the contractor shall not be less than the rates notified in the "**Gazette Notification**" issued by the **Central Government** from time to time with regard to minimum wages applicable to the respective categories and adopt the latest revisions with regard to Provident Fund and ESI etc. Overtime has to be paid as per Government norms in respect of personnel engaged for beyond stipulated working hours.

The payments to the Housekeeping personnel should be made on or before 7<sup>th</sup> of each month **or** not later 7 days of the previous month reimbursement bill cleared by IMU MPC. Failure to comply with the requirements may invite a penalty of 2% on the monthly bills.

Wage slips to be provided to the housekeeping personnel for each month of payment of salary.

The contractor shall not employ any person of age below 18 years and above the age of 60 years and they should be sound in health in carrying out the duty and should not have infected diseases. In addition, the contractor shall get the antecedent of his workmen verified and the certificate to that effect should be submitted before their deployment to IMU-MPC.

#### **14. 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.

#### **15. Evaluation of Bids:** **Technical Bid Evaluation:**

The Bid submitted will be evaluated based on the details of technical qualification submitted by the bidder under Cover I in the prescribed formats to ascertain whether the bidders qualify. The Cover II (Price Bid) of only those firms which technically qualify as per the documents in Cover I will be opened.

In exceptional cases 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:**

Since the Basic + VDA is fixed as per minimum wages statutory guidelines the same not required to quoted by the bidder. The bidder is required to submit their bids for:-

- i) Material charges as per tender.
- ii) Service Charges.

Total cost including the material Charges and Service Charges, etc. will be taken for comparison among the bidders for evaluation and the bidder who quoted the lowest total cost (excluding GST) will be awarded the work.

However, mere quoting of low rates alone will not confer any right to such bidders seeking acceptance. In case the Price bid of more than one agency is same, as L-1, then IMU MPC will decide the L1 based on highest turnover.

Quoting unworkable rate of service charges will not be considered and is liable to be rejected. If the committee decides the rate as unworkable, the service provider will be asked to give write-up about justification as to how it will be able to fulfill its entire obligation with the quoted service charge. If the committee decides that the justification is not workable enough w.r.t quality and effective execution of the contract, the bid will be rejected. The decision of the Committee in this regard will be final and no further correspondence will be entertained.

In case of any changes in GST rate or any other statutory obligation resulting in generation of extra profit by the service provider, the same has to be passed on to IMU- MPC.

#### **16. 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:

<b>Sl. No.</b>	<b>Description of Irregularities</b>	<b>Penalty</b>
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 misshapen all legal and statutory responsibilities of labor/persons diploid for work in IMU will lies with contractor/agency and IMU will nowhere concerned with any financial and legal matter or obligations and will not be a party for court etc.

**ANNEXURE - I**

The contractor should provide branded sanitary consumables as listed below along with delivery challan (to be provided every month on or before 5<sup>th</sup> date of every month).

<b>Sr. No.</b>	<b>Materials</b>	<b>Qty.</b>	<b>Unit</b>
1	Scented Phenoyl Concentrated / Germ free	40	ltrs
2	Soap Oil / All clean	15	ltrs
3	Harpic Liquid Toilet cleaner (500 ml)	30	containers
4	Coconut brooms (300 gm)	20	Nos.
5	Hill Brooms (400 gm)	70	Nos.
6	Vim cleaning liquid	05	Ltrs.
7	Urinal cubes	08	kg
8	Naphthalene balls white (Big)	05	kg
9	Toilet brush (EWC)	12	Nos.
10	PVC Wiper	08	Nos.
11	Colin Mirror Cleaner (500 ml)	10	containers
12	Jasmine room spray (200 ml)	30	containers
13	Air Freshner (Flora, Odonil)	50	Nos.
14	Liquid Hand wash (with dispenser)	30	Nos.
15	Mop with stick	40	Nos.
16	Yellow cloth	25	Nos.
17	Lysol (500 ml)	15	containers
18	Dettol (250 ml)	15	Nos.
19	Scotch Brite	25	Nos.
20	Plastic garbage bag (200 ltr)	75	Nos.
21	Plastic garbage bag (100 ltr)	75	Nos.
22	Soap - Hammam/ Medimix (Small)	50	Nos.
23	Acid	10	litres
24	Sabeena	02	Kgs
25	Waste cloths	07	meters
26	Hand gloves and Shoes	As required	
27	Mosquito Repellant spray ( Hit/Mortein) 250ml	15	Nos
28	Brass Cleaner	04	Kg
29	Dranex Cleaner (Kiwi)	05	Nos
30	Mosquito Repellant liquid ( Hit/Mortein) 250ml	05	Nos.
31	Malathion/pyrethrin fog spray liquid concentrated	05	Ltrs.
32	Toilet paper/tissue papers	100	Packets
33	Sodium Hypochlorite 1 %	20	Ltrs.
34	Hand Sanitizer liquid (WHO Recommended Formulation)	10	Ltrs.

The following items required for Horticulture activity shall be provided once during the contract to maintain the garden areas as and when required:

Sr. No.	Materials
1	Gamaxine/Ants powder
2	Urea
3	Potash
4	Phosphorus10% granules
5	Oil Cake
6	Nimkalena
7	Rogar
8	Malathian
9	Monocrotophos
10	Sevin
11	Rose mix
12	Coco mix
13	Gunny Rope
14	Coconut Rope
15	Zinc Phosphate
16	Other pesticides, Chemicals

In addition, Red Soils and Manure of two 100 Kg each has to be provided for once in a year

A tractor trawler/ JCB/ Dumper or any other suitable vehicle along with the driver has to be engaged by the Contractor on as and when required basis for clearing the garbage, debris etc.

**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 "HOUSEKEEPING, SANITIZATION & HORTICULTURE 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, SANITIZATION & HORTICULTURE SERVICES contract for the periods specified in this Schedule.
3. If my / our tender is accepted we will furnish a Security Deposit within 07 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 3% 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- 400033 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, HORTICULTURE & SANITIZATION 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.....  
Name.....  
Address.....

2. Signature.....  
Name.....  
Address.....



**CONTENTS OF QUALIFICATION FORMAT**

	<b>Description</b>
Form I	Letter of application
Form II	Experience for executing similar works
Form III	Annual Turnover Data
Form IV	Declaration regarding Blacklisting/Debarring
Form V	Format Agreement
Form VI	Bid Security Declaration

**Contents of Qualification Format**

**INDIAN MARITIME UNIVERSITY**

**TENDER FOR PROVIDING "HOUSEKEEPING, SANITIZATION & HORTICULTURE SERVICES" AT IMU MUMBAI PORT CAMPUS  
Covering Letter to Accompany Technical Bid**

*[On the Letter head of the Bidder and to be put in a separate sealed cover along with DD for EMD of Rs...../-]*

**FORM – I**  
**FROM**

**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 ..... hereinafter 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, Sanitization & Horticulture 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

**INDIAN MARITIME UNIVERSITY**

**TENDER FOR PROVIDING "HOUSEKEEPING, SANITIZATION & HORTICULTURE SERVICES" AT IMU MUMBAI PORT CAMPUS**

**FORM – II**

**Experience on Contract for similar works (executed during the last 2 years) as per clause 2.1 of 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

**INDIAN MARITIME UNIVERSITY**

**TENDER FOR PROVIDING "HOUSEKEEPING, SANITIZATION & HORTICULTURE SERVICES" AT IMU MUMBAI PORT CAMPUS**

Qualification Questionnaire

**FORM – III**

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	2017-18	
2	2018-19	
3	2019-20	

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

DATE:

TENDERER'S SIGNATURE WITH STAMP

**INDIAN MARITIME UNIVERSITY**

**TENDER FOR PROVIDING "HOUSEKEEPING , SANITIZATION & HORTICULTURE SERVICES" AT IMU MUMBAI PORT CAMPUS**

**FORM - IV**

**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 of 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.

## **FORM – V**

### FORMAT OF AGREEMENT

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

IT IS THIS \_\_\_\_\_ day of \_\_\_\_\_ 2020 MUTUALLY AGREED between the IMU, Mumbai Port Campus, **hereinafter referred to as "the Employer" (which expression shall mean and include their assigns and successors)** on the one part ANDM/s .....a 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



**FORM – VI**

**FORMAT OF BID SECURITY DECLARATION**

I/We-----  
----- hereby states and understand that, if I/We -----  
-----  
---withdraw/modify our tender during the period of validity of the tender, The Indian Maritime University, Mumbai Port Campus would suspend the bidder from participation 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.

**MANDATE FORM**  
**(Account/s Information form)**

**REAL TIME GROSS SETTLEMENT (RTGS)/ NATIONAL ELECTRONIC TRANSFER (NEFT) / INTRA BANK ACCOUNT TRANSFER FACILITY FOR RECEIVING PAYMENTS FROM IMU.**

**A. DETAILS OF ACCOUNT HOLDER:**

NAME OF ACCOUNT HOLDERER / FIRM

COMPLETE CONTACT ADDRESS

MOBILE NUMBER / PH NO

E.MAIL:

PAN :

**B, BANK ACCOUNT DETAILS:**

**ACCOUNT NAME** (Name appearing in your Cheque Book)

BRANCH NAME WITH COMPLETE ADDRESS,

TELEPHONE NO

BRANCH CODE

**Note: Please attach a Cancelled Cheque along with the account information form.**

**COMPLETE BANK ACCOUNT NUMBER (Please note that the Bank Account must be in the name of the Firm as appeared in the bill. In case of other Beneficiaries (Non-vendor) the Account name must be in the name of Applicant)**

IFSC CODE

TYPE OF ACCOUNT (SB/CURRENT/CASH CREDIT)

MICR CODE OF BANK

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the IMU responsible.

( ..... )

Signature of Beneficiary

Date:

**Mandatory for Vendors/suppliers/Contractors etc., Payment:**

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp with Date & Place)

( ..... )

Signature of Bank Manager



**INDIAN MARITIME UNIVERSITY  
MUMBAI PORT CAMPUS**

**TENDER FOR PROVIDING "HOUSEKEEPING & HORTICULTURE  
SERVICES" at IMU Mumbai Port campus, Hay Bunder Road  
TENDER NO – IMU-MPC/PUR/2020-21/HK/08**

**VOLUME – II**

**FINANCIAL BID**

All bidders are requested to visit IMU Mumbai Campus website :  
[www.imumumbaiport.ac.in](http://www.imumumbaiport.ac.in) & [www.imu.edu.in](http://www.imu.edu.in) for regular updates.

**TENDER FOR PROVIDING HOUSEKEEPING SERVICES AT IMU MUMBAI PORT  
CAMPUSES FOR THE YEAR 2020-21**

**FINANCIAL BID FOR HOUSEKEEPING SERVICES**

<b>Sl. No.</b>	<b>Description of Work</b>	<b>Rate Quoted per month</b>	<b>Total Amount Quoted for the year</b>
1	40 Nos. Manpower including Supervisor as per Minimum wages	Rate need not be quoted since Minimum wages (Basic + VDA) as per Statutory Guidelines	Rate need not be quoted since Minimum wages (Basic + VDA) as per Statutory guidelines
2	Material Cost		
3	Service Charges (Per Person)		
4	Tractor trawler/JCB/ Dumper charges (separate)		

Note:-

1. L1 will be decided as per the Sl. No. 15 of tender document .
2. The rate quoted above should be exclusive of GST and any cess on GST.

**Place:**

**Date :**

**SIGNATURE OF THE TENDERER WITH SEAL**