

**INDIAN INSTITUTE OF MANAGEMENT CALCUTTA  
DIAMOND HARBOUR ROAD  
KOLKATA – 700104**

**TENDER DOCUMENT**

**FOR**

**SELECTION OF VENDOR FOR PROVIDING JOB/ SERVICES CONTRACT TOWARDS PROVIDING HOUSE KEEPING SERVICES AT ALL HOSTELS (RAMANUJAN, VLMP, ANNEX, TAGORE, NEW HOSTEL, LAKE VIEW HOSTEL INCLUDING LVH DINING HALL 1<sup>ST</sup> AND 2<sup>ND</sup> FLOOR, NF II, FAMILY HOSTELS F 5, F 6, D 2 FOR DPR STUDENTS, F 2 AND F 4 FOR MBAEx STUDENTS AT IIMC CAMPUS, JOKA**

**TENDER REFERENCE NO: *IIMC/HK HOSTELS/II/24 26*  
DATED: 24 DECEMBER 2024**

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**SELECTION OF VENDOR FOR PROVIDING JOB/ SERVICES CONTRACT TOWARDS PROVIDING HOUSE KEEPING SERVICES AT ALL HOSTELS (RAMANUJAN, VLMP, ANNEX, TAGORE, NEW HOSTEL, LAKE VIEW HOSTEL INCLUDING LVH DINING HALL 1ST AND 2ND FLOOR, NF II, FAMILY HOSTELS F 5, F 6, D 2 FOR DPR STUDENTS, F 2 AND F 4 FOR MBAEx STUDENTS AT IIMC CAMPUS, JOKA**

Sir,



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**SECTION – I**

**INSTRUCTIONS TO BIDDERS (ITB)**

1 . **The Tender Document.** The “Request for Tender” (hereinafter referred to as ‘RFP’) details the terms and conditions for entering into a contract for “**SELECTION OF VENDOR FOR PROVIDING JOB/ SERVICES CONTRACT TOWARDS PROVIDING HOUSE KEEPING SERVICES AT ALL HOSTELS (RAMANUJAN, VLMP, ANNEX, TAGORE, NEW HOSTEL, LAKE VIEW HOSTEL INCLUDING LVH DINING HALL 1ST AND 2ND FLOOR, NF II, FAMILY HOSTELS F 5, F 6, D 2 FOR DPR STUDENTS, F 2 AND F 4 FOR MBAEx STUDENTS AT IIMC CAMPUS, JOKA**” (herein after referred as

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The Procuring Entity, its employees and other associated agencies make no representation or warranty for the accuracy, adequacy, correctness, completeness or reliab

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(b) **Financial Bid/ Cover.** Financial Bid" shall comprise the Price Schedule (To be submitted separately as an excel sheet) considering all financially relevant

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(iv) Bidder must upload scanned copies of originals (or self-attested copies of originals – as specified). Uploaded pdf documents should not be password protected. Bidder should ensure the clarity/ legibility of the scanned documents uploaded by him.

(v) As stipulated in the ITB, copies/ originals of such specified uploaded scanned documents must also be physically submitted sealed in double cover and acknowledgement be obtained before the deadline for the bid submission at the venue mentioned. Failure to do so is likely to result in the bid being rejected as non-responsive. If the office is closed on the deadline for physical submission of originals, it shall stand extended to the next working day at the same time and venue. The Procuring Entity reserves its right to call for verification originals of all such self-certified documents from the Bidders at any stage of evaluation, especially from the successful Bidder(s) before the issue of Letter of Award (LoA).

(vi) Regarding the ~~protected~~ Price Schedule (MS Excel format), Bidder shall write his name in the space provided in the specified location only. Bidder shallca “sted ve T





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Conference/ Meeting are also mentioned in the NIT. After the Pre Bid Meeting/Conference, Minutes of the Pre Bid Conference/necessary Corrigendum (if any) shall be published on the CPP Portal within SEVEN (07) WORKING DAYS from the Pre Bid Meeting/ Conference. If required, a clarification letter and Corrigendum to Tender Document shall be issued, containing amendments of various provisions of the Tender Document, which shall form part of the Tender Document.

17. **Placing of Demand/ Purchase/ Work Order.** Requirement of IIMC could be served through any means of communication available as on date. It could be placed through e-mail and SMS from the appropriate authority of IIMC.

18. **Important Dates.** Important dates related to this RFP are as under:-

Ser No	Events	Date	Time
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- (iii) No communication shall amount to an amendment of the terms and conditions of the contract, except a formal letter of amendment of the contract, so designated.
- (iv) Such communications would be an instruction or a notification or an acceptance or a certificate from the Procuring Entity, or it would be a submission or a notification from the contractor. A notification or certificate which the contract requires must be communicated separately from other communications.
- (b) **The Person Signing the Communications.** For all purposes of the contract, including arbitration, there under all communications to the other party shall be signed by:-
- (i) The person who has signed the contract on behalf of the contractor shall sign all correspondences. A person signing communication in respect of the contract or purported to be on behalf of the contractor, without disclosing his authority to do so, shall be deemed to warrant that he has authority to bind the contractor. If it is discovered at any time that the person, so signing has no authority to do so, the Procuring Entity reserves its right to, without prejudice to any other right or remedy, to terminate the contract for default in terms of the contract and avail any or all the remedies there under and hold such person personally and/ or the contractor liable to the Procuring Entity for all costs and damages arising from such remedies.
- (ii) Unless otherwise stipulated in the contract, the Procurement Officer signing the contract shall administer the contract and sign communications on behalf of the Procuring Entity. Interim or ultimate consignees; Inspecting Agency/ officers and the paying authorities mentioned in the contract shall also administer respective functions during Contract Execution.
- (c) **Address of The Parties for Sending Communications By The Other Party.** For all purposes of the contract, including arbitration, there under the address of parties to which the other party shall address all communications and notices shall be:-
- (i) The address of the contractor as mentioned in the contract unless the contractor has notified the change of address by a separate communication containing no other topic to the Procuring Entity. The Contractor shall be solely responsible for the consequence of an omission to notify a change of address in the manner aforesaid.
- (ii) The address of the Procuring Entity shall be the address mentioned in the contract. The contractor shall also send additional copies to officers of the Procuring Entity presently dealing with the contract.
- (iii) In case of the communications from the contractor, copies of communications shall be marked to the Procurement Officer signing the contract, and as relevant also to Inspecting Agency/ Officer; interim/ ultimate consignee and paying authorities mentioned in the contract. Unless already stipulated in the contract before the contract's start, the Procuring Entity and the contractor shall notify each other if additional copies of communications are to be sent.

Obligation to Maintain Eligibility and Qualifications  
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- (ii) Now or hereafter is or enters the public domain through no fault of Contractor.
- (iii) Can be proven to have been possessed by the contractor at the time of disclosure and which was not previously obtained, directly or indirectly, from the Procuring Entity.
- (iv) Otherwise lawfully becomes available to the contractor from a third party that has no obligation of confidentiality.
- (e) The above provisions shall not in any way modify any undertaking of confidentiality (or Secrecy –



**11. Custody and Return of the Procuring Entity's Materials/ Equipment/ Documents Loaned to Contractor.**

(a) Unless stipulated in the contract, no asset/ property/ drawings/ material/ samples/ equipment/ utility shall be provided or loaned to the contractor for the performance of the contract. Whenever such assets are required to be issued to the contractor (inter-alia in fabrication or design or development) as per the contract, these would be issued only as per terms and conditions and against appropriate safeguards (including Insurances, Bank Guarantee, Indemnity Bonds, and Retention Money etc.) specified therein. The Contractor shall use such property for the execution of the contract and no other purpose whatsoever.

(b) The contractors shall sign receipts for all tools, plants and materials or other assets/ properties made over to him by the Procuring Entity. All such assets shall be deemed to be in good condition when received by the contractor unless he has within twenty-four hours of the receipt thereof notified the Procuring Entity to the contrary. Otherwise, he shall be deemed to have lost the right to do so at any subsequent stage.

(c) These assets shall remain the property of the Procuring Entity, and the contractor shall take all reasonable care of all such assets. The contractor shall be responsible for all damage or loss from whatever cause caused while such assets are possessed or controlled by the contractor, sta

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shall entitle Procuring Entity to take any measure to ensure compliance to such codes and rules





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1 8 . **Penalty for Use of Undue influence.** The Contractor undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the BUYER or otherwise i

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- (l) The BIDDER/ SERVICE PROVIDER is declared bankrupt or becomes insolvent.
- (m) The BUYER has noticed that the Contactor has utilized the services of any Indian/ Foreign agent in getting this contract and paid any commission to such individual/ company etc.
- (n) As per decision of the Arbitration Tribunal.
- (o) The contractor fails to provide the desired standard of item(s)/ service(s) even after three written reminders.
- (p) If the Contractor fails to deliver the item(s)/ service(s) as per approved specification/ quality and tries to supply substitute/substandard items.
- (q) The Contractor uses illegal means to influence or bribe the staff dealing with the contractor.
- (r) If a Force Majeure Event continues or is in the reasonable judgment of the Parties is likely to continue beyond a period 1 2 0 days, the Parties may mutually ~~decide~~ to terminate this Agreement or continue this Agreement on mutually agreed revised terms. If th

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- (ab) Such termination shall not prejudice or affect the rights and remedies, including under sub-clause below, which have accrued and/ or shall accrue to the Procuring Entity after that.
- (ac) Unless otherwise instructed by the Procuring Entity, the contractor shall continue to perform the contract to the extent not terminated.
- (ad) All warranty obligations, if any, shall continue to survive despite the termination.
- (iv) **Contractual Remedies for Breaches/Defaults or Termination for Default.** If there is an unsatisfactory resolution within this period, the Procuring Entity shall take one; or more of the following contractual remedies.
- (aa) Temporary withhold payments due to the contractor till recoveries due to invocation of other contractual remedies are complete.
- (ab) Call back any loaned property or advances of payment, if any, with the levy of interest at the prevailing rate(MIBID - Mumbai Interbank Bid Rate).
- (ac) Recover liquidated damages and invoke denial clause for delays.
- (ad) Encash and/ or Forfeit performance or other contractual securities.
- (ae) Prefer claims against insurances, if any.
- (af) Terminate contract for default, fully or partially including its right for Risk-and-Cost Procurement as per following sub-clause.
- (v) **Risk and Cost Procurement.** In addition to termination for default, the Procuring Entity shall be entitled, and it shall be lawful on his part, to procure Goods similar to those terminated, with such terms and conditions and in such manner as it deems fit at the "Risk and Cost" of the contractor. Such 'Risk and Cost Procurement' must be contracted within ONE (0 1 ) WEEK from the breach of Contract. The Contractor shall be liable for any loss which the Procuring Entity may sustain on that account provided the procurement, or, if there is an agreement to procure, such agreement is made. The Contractor shall not be entitled to any gain on such procurement, and the manner and method of such procurement shall be in the entire discretion of the Procuring Entity. It shall not be necessary for the Procuring Entity to notify the contractor of such procurement. It shall, however, be at the discretion of the Procuring Entity to collect or not the security deposit from the firm/ firms on whom the contract is placed at the risk and cost of the defaulted firm.
- (vi)

**23. Terms & Conditions for providing various services.**

(a) IIM Calcutta requires job/Services like GARDENING, SWEEPING AND CLEANING OF METAL ROADS AND HARD CEMENTED AREAS, HARD/ SOFT SOIL AREAS BY MANUALLY and areas appurtenant thereto in the IIMC campus. Area and quantum of services required may vary from time to time and as per requirement. IIM Calcutta reserves the right to reduce or increase the services, if considered necessary. The man-power deployed by the agency to provide such services should work as per the working days and timings of the Institute.

(b) Any discrepancies or disputes arising out on account of non-adherence to statutory & Labour laws and resolution thereof shall be the responsibility of the Service Providers & IIM Calcutta will not be responsible for the same.

(c) The Service Provider shall not pay to the persons engaged by him less than the minimum wages as per Central Govt. notification and as applicable at IIM Calcutta as amended time to time or any other payment related notifications.

(d) The Service Provider shall take all steps, necessary or otherwise, to comply with and ensure compliance by its Contractor / Manpower supplier with the various applicable laws / rules / regulations / notifications, including without limitation the provisions of the contract Labour (Regulation & Abolition Act) 1 9 7 0 , the Minimum Wages Act, 1 9 4 8 , the Workmen's Compensation Act 1 9 2 3 / Group Insurance Policy, the Employees State Insurance Act, 1 9 4 8 , the Employees Provident Funds and Miscellaneous

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cost of defending such suit settlement of claims, penalty etc. shall be borne by the Service Provider or recovered from the due amounts payable to the agency and or from the security deposit held by IIM Calcutta.

(ab) The decision of Competent Authority, IIM Calcutta in regard to interpretation of the terms and conditions and the agreement shall be final and binding on the Service Provider.

(ac) **The Competent Authority, *IIM Calcutta* shall be the sole authority to decide and judge the quality**

**SPECIAL CONDITIONS OF CONTRACT (SCC)**

**1 . Acceptance of Special Conditions of Contract**





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**SECTION IV**

**SCHEDULE OF REQUIREMENT/ SCOPE OF WORK (SOR/ SOW)**

1 . **Scope of Services.** SERVICE PROVIDER to render HOUSEKEEPING services at ALL HOSTELS consisting of **Ramanujan Hostel, VLMP, Annexe, Tagore, New Hostel, LVH, NF II, Family Hostel namely F 5, F 6 & D 2 for DPR Students and F 2 & F 4 for MBA Ex Students** areas in the entire premises for round the clock and as per requirement and discretion of the IIMC.

2 . **Details of Services.** Housekeeping facilities at ALL HOSTELS which includes Cleaning, Sweeping, Dusting, Disinfection and Sanitization. Hostel wise details are as under:-

(a) **RAMANUJAN HOSTEL.** Total Area is 55,024 Square Feet (Approximately). Tentative area is as under:-

- (i) Living Rooms for Students (including Female Students) : 21 Nos and Approx 20 Nos of Small Store Rooms.
- (ii) Wash Rooms : 16 Nos.
- (iii) Common Rooms.
- (iv) T.T. Room.
- (v) LAN/ Study Room.
- (vi) Office Room.
- (vii) Corridors and Window Panes/ Staircases including Railings.

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- (ii) Wash Rooms : 1 8 Nos.
  - (iii) Office Room
  - (iv) Corridors and Window Panes/ Staircases including Railings.
  - (v) Surrounding Drains and Courtyards.
  - (vi) Upkeep and External Cleaning of Water Coolers.
  - (vii) Outside of Mess and Common Areas.
  - (viii) Monthly Outside Cleaning of Electrical Items.
  - (ix) External cleaning of all tube light fittings and ceiling/wall fans etc. on monthly basis.
  - (x) Roofs should be kept cleaned of tree leaves etc. Stagnant water, if any, after rain should be drained out as per requirement.
  - (xi) De-weeding of the entire building and surrounding areas adjacent of building
  - (xii) Cobweb cleaning on regular basis.
  - (xiii) Dusting doors and windows on regular basis in a complete and neat manner.
- (c) **VLMP HOSTEL.** Total Area is 9 ,4 0 8 Square Feet (Approximately). Tentative area is as under:-
- (i) Living Rooms for Students : 2 4 Nos.
  - (ii) Courtyard.
  - (iii) Common Space/ Office Room
  - (iv) Corridors and Window Panes/ Staircases including Railings.
  - (v) Surrounding Drains and Courtyards.
  - (vi) All Toilets/ Washrooms: 1 2 Nos.
  - (vii) Upkeep and External Cleaning of Water Coolers.
  - (viii) Outside of Mess and Common Areas.
  - (ix) Monthly Outside Cleaning of Electrical Items.
  - (x) External cleaning of all tube light fittings and ceiling/wall fans etc. on monthly basis.
  - (xi) Roofs should be kept cleaned of tree leaves etc. Stagnant water, if any, after rain should be drained out as per requirement.
  - (xii) De-weeding of the entire building and surrounding areas adjacent of building
  - (xiii) Cobweb cleaning on regular basis.
  - (xiv) Dusting doors and windows on regular basis in a complete and neat manner.
- (d) **NEW HOSTEL.** Total Area is 3 6 ,1 4 4 Square Feet (Approximately). Tentative area is as under:-
- (i) Living Rooms for Students : 1 7 0 Nos.
  - (ii) Courtyard.
  - (iii) T.T. and TV Room
  - (iv) Study Room
  - (v) Office Room
  - (vi) Corridors and Window Panes/ Staircases including Railings.
  - (vii) Surrounding Drains and Courtyards.
  - (viii) All Toilets/ Washrooms: 1 0 Nos.
  - (ix) Upkeep and External Cleaning of Water Coolers.
  - (x) Outside of Mess and Common Areas.
  - (xi) Monthly Outside Cleaning of Electrical Items.
  - (xii) External cleaning of all tube light fittings and ceiling/wall fans etc. on monthly basis.
  - (xiii) Roofs should be kept cleaned of tree leaves etc. Stagnant water, if any, after rain should be drained out as per requirement.
  - (xiv) De-weeding of the entire building and surrounding areas adjacent of building
  - (xv) Cobweb cleaning on regular basis.
  - (xvi) Dusting doors and windows on regular basis in a complete and neat manner.
- (e) **LVH (B & C WING) AND DINING HALL (1<sup>ST</sup> AND 2<sup>ND</sup> FLOOR).** Total Area is 1 ,3 9 ,9 3 4 Square Feet



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- a) Sweeping cleaning mopping of Staircase, Railing Common areas, Corridors,
  - b) Window Panes, Roof, Parking areas, Surrounding Drains on regular basis.
  - c) De-weeding of the entire building and surrounding areas adjacent of building
  - d) Garbage should be removed from the inside of building areas on regular basis.
  - e) Shifting of furniture (cots, table, chairs, mattress, wet cloth dry stand, etc.)
  - f) External cleaning of all tube light fittings and ceiling/wall fans etc. on monthly basis.
  - g) Upkeep and External Cleaning of Water Coolers
  - h) Cobweb cleaning on regular basis.
  - i) Monthly outside cleaning of electrical items.
  - j) Dusting doors, windows iron girls, railing etc. on regular basis in a complete and neat manner.
- (iii) F-5 BuildingComm



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(x)	Trimming and Pruning of Small Plants/ Trees	REQUIREMENT Basis
(y)	Upkeep and External Cleaning of Water Coolers	DAILY Basis during Summer Season and REQUIREMENT Basis during Off Season
(z)	External Cleaning of All Electrical Fittings (Ceiling Fans, Tube Lights, Bulbs, Switches etc)	MONTHLY Basis
(aa)	Urinal Screen anti-splash toilet mat with fragrance to be replaced on monthly basis or whenever it loses its fragrance or colour, whichever is earlier.	Monthly basis or whenever it loses its fragrance or colour, whichever is earlier.

**Note.** To maintain the standard of cleanliness each hostel room and corridors and toilets have to be checked on regular basis by the supervisor(s) along with other staff members and control-sheet duly filled and signed should be routinely handed over to hostel Office (C&B), after initials of Supervisor.

In case rooms are not occupied, it should be ensured that windows of the rooms are opened for an appropriate period during the day time and closed thereafter.

4 . **Services for Special Occasions.** If at any time during the existence of the contract, if IIMC desires to utilize the services of the SERVICE PROVIDER for any special days, events or otherwise including but not limited to Board of Governors' meetings, 1 5 th August, 2 6 th January, ~~CM~~ Foundation Day, Annual Convocation Day, any other day as designated by IIMC and communicat

**MATERIALS, LABOUR & EQUIPMENT: IIMC & SERVICE**



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**GENERAL**

In addition to the Services, functions and responsibilities described in the Agreement, SERVICE PROVIDER shall perform the Services, functions and responsibilities described herein and provide the specified Deliverables, all in accordance with the terms of the Agreement, this SOW and further adhering to the procedure laid down in Appendix 'A' ('SOP'), the performance criterion, functional requirements and other specifications and standards for such Deliverables described herein. If any Services, functions or responsibilities not specifically described in this SOW are required for the proper performance and provisions of the Services, they shall be deemed to be implied by and included within the scope of the Services to the same extent and in the same manner as if specifically described in the Agreement or this SOW. Except as otherwise expressly stated in this SOW, SERVICE PROVIDER shall be responsible for providing the facilities, personnel and other resources as necessary to provide the Services.

**1 . POWER, WATER AND OTHER FACILITIES.**

IIMC would be responsible to provide within the scope of work, water, power, at or about the job site(s) for the SERVICE PROVIDER.

IIMC may at any time without notice or specifying any cause suspend or discontinue power supply to the SERVICE PROVIDER, and such suspension or discontinuance shall not entitle the SERVICE PROVIDER to any compensation or damages nor shall constitute a basis for extension of time for completion.

**2 . MANPOWER CRITERIA.**

There are no minimum stipulated educational criteria. Expertise and Experience are factors that will be considered.

**3 . CONDITIONS OF WORK.**

Work shall be carried on as per the Scope of Work as enumerated in this document, adhering to the Standard Operating procedure (Appendix 'A').

**IIMC shall not be responsible for any idle time payments to SERVICE PROVIDER.**

All workmen engaged by the SERVICE PROVIDER should maintain the



1 0 . **FEES.**

The following fees apply to the Services to be performed under this SOW:-

The Service Provider shall be pai

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**1 2 QUALITY OF WORK.**

Ser No	Contract Agreement Defaults/Non-compliances	Penalties for Non-compliance
(a)	Housekeeping work schedules are not adhered regarding timing regularity & utilization of required housekeeping equipment, materials etc. (For this purpose, the SERVICE PROVIDER shall obtain a certificate from the Officer/ Supervisor-in-Charge, IIMC and the certificate(s) is/are to be furnished along with the monthly bill by	
(b)	Housekeeping services entrusted not done to	Upto 1 % of the Monthly bill amount (of Housekeeping Services) may be deducted from total bill of the month (excluding GST) as per discretion of IIMC in addition to these deduction of amount for those work not done.



**1 3 INSPECTIONS & TESTING OF MATERIALS.**

The IIMC Authorized Person shall be entitled at all times, at the risk of the SERVICE PROVIDER, to inspect and/or test by itself or through an independent person(s) or agency(ies) appointed by IIMC or IIMC Authorized Person and/or to direct the SERVICE PROVIDER to inspect and/or test or to get inspected and/or tested, all materials, items and components, whatsoever supplied or proposed for supply for incorporation in the works, inclusive during the course of manufacture or fabrication by the SERVICE PROVIDER and/or at the SERVICE PROVIDER's or his Sub-SERVICE PROVIDER's works or otherwise, of such material, item or component. The inspection and/or tests shall be conducted at the expense of the SERVICE PROVIDER and may be directed by IIMC or IIMC Authorized Person to be conducted by authorized representatives of IIMC/ IIMC Authorized Person or third-party inspection agency(ies) appointed by IIMC. IIMC may also require that all the inspections



**SERVICE SPECIFICATONS & STANDARD OPERATING PROCEDURE**

**1 . EXECUTIVE SUMMARY**

(a) The Indian Institute of Management, Calcutta strives to provide a safe and healthy environment for its staff, guests, SERVICE PROVIDERs, and visitors.

(b) This Standard Operating Procedure establishes the acceptable housekeeping/ Reception Management practices for the HOUSEKEEPING AND MAINTENANCE SERVICES to the facilities at ***RAMANUJAN HOSTE, VLMP, ANNEXE, TAGORE, NEW HOSTEL, LVH, NF II, FAMILY HOSTEL NAMELY F 5, F 6 & D***

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- c. If any activities of any such person are considered by IIMC or IIMC Authorized Person to be criminal in character and/or prejudicial to the public or national interest, the SERVICE PROVIDER shall, in addition to removing such person(s) as stipulated above, also co-operate with IIMC in lodging such complaints with the police or other authorities as IIMC or IIMC Authorized Person considers necessary, and shall co-operate with IIMC, in handing over such person(s) to the concerned authorities as decided by IIMC.
  
- d. The following list of acts shall constitute MISCONDUCT, among other misconducts contained in the Industrial Employment Standing Orders Act, 1946 and Model Standing Orders as applicable: :
  - e. Willful insubordination or disobedience, whether alone or in combination with other
  - f. Theft, fraud or dishonest means
  - g. Taking or giving bribes or any illegal gratification
  - h. Habitual late attendance or absenteeism from work
  - i. Drunkenness, fighting riotous or disorderly or indifferent behaviour
  - j. Habitual negligence
  - k. Smoking near or around the area where combustible or other materials are locked or consuming tobacco in any form within the IIMC premises
  - l. Habitual indiscipline
  - m. Causing damage to the property of the Corporation or that of the SERVICE PROVIDER or creating willful hindrance in the progress of work.
  - n. Sleeping on duty
  - o. Malingering or slowing down work
  - p. Giving of false information

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the work. The plan shall take care to satisfy all requirements specified hereunder. The SERVICE PROVIDER shall submit safety plan along with his offer. During negotiations before placing of work order and during execution of the SERVICE PROVIDER IIMC shall have right to review and suggest modification in the Safety Plan. SERVICE PROVIDER shall abide by IIMC decision in this respect.

6 .2 . The SERVICE PROVIDER shall take all necessary safety precautions and arrange for appropriate appliances as per direction of IIMC or its authorized officials to prevent loss of human lives, injuries to personnel engaged, and damage to property and environment.

6 .3 . The SERVICE PROVIDER shall provide to its work force and ensure the use of the following personal protective equipment as found necessary and as directed by the authorized IIMC officials:

- a. Safety Helmets conforming to IS - 2 9 2 5 : 1 9 8 4 .
- b. Safety Belts conforming to IS - 3 5 2 1 : 1 9 8 3 .
- c. Safety Shoes conforming to IS - 1 9 8 9 : 1 9 7 8 .
- d. Eye and Face Protection devices conforming to IS - 8 5 2 0 : 1 9 7 8 and IS - 8 9 4 0 : 1 9 7 8 .
- e. Hand and body protection devices conforming to: IS - 2 5 7 3 : 1 9 7 3 IS - 8 8 0 7 IS - 8 5 1 9 : 1 9 7 7 .

6 .4 . All tools, tackles, lifting appliances, material handling equipment scaffolds, cradles, safety nets, ladders, equipment etc. used by the SERVICE PROVIDER shall be of safe design and construction. These shall be tested and certificate of fitness shall be obtained be



**REQUIRED INSURANCE**

**1. INSURANCE REQUIREMENTS**

Without limiting SERVICE PROVIDER's liability to IIMC, SERVICE PROVIDER, at its sole cost and expense, shall maintain the following insurance coverage during the term of the Agreement:

**1.1 Employees' Compensation Act Policy (ECA)/ Other Acts in Currency**

All insurance coverage required by statute under the Employees' Compensation Act insurance which provides coverage for employment related death, disability and accidents as per statutory limits.

**2. EVIDENCE REQUIRED**

Prior to the commencement of any work or services under the Agreement, SERVICE PROVIDER shall deliver to IIMC a Certificate of Insurance which evidences SERVICE PROVIDER's compliance with this Section.

**3. NOTICE OF CANCELLATION, NON RENEWAL, OR OTHER MATERIAL CHANGE IN COVERAGE**

SERVICE PROVIDER shall provide IIMC- with thirty (30) days prior written notice of cancellation, non-renewal or failure to renew, or other material change in the coverage provided, including the exhaustion of or material reduction in available limits.

**4. QUALIFIED INSURER**











**SECTION VI**

**ELIGIBILITY CRITERIA OF BIDDERS**

1 . Bidder should have the following minimum eligibility criteria:-

<b>Ser No</b>	<b>Eligibility Criteria</b>	<b>Document to be Produced as Part of Technical Bid</b>
(a)	Bidder should have an Office/ Branch Office/ Operational Office in Kolkata Suburban Area	Copy of Trade Licence or Municipality Enlistment Certificate
(b)	Should have a valid PAN Card	Copy of PAN card
(c)	Should have a valid GST Number	Copy of GST certificate
(d)	Bidder should have minimum THREE (03) YEARS of experience	Copies of Work Order/ Contract Award along with Work Completion Certificate to be provided.
(e)	Satisfactory Certification for all the ongoing Works/ Current Contracts of similar project	For all ongoing works, a satisfactory certificate from the Procuring Entity must be enclosed. Such certificate should be signed within the date in current quarter i.e. from 01 October 2024 to 31 October 2024. Further the bidder must also provide self-d

**SECTION VII**  
**EVALUATION CRITERIA OF BID**

1 . **Evaluation Criteria.**

(a) Technical Bid will be evaluated first as per eligibility criteria of bidders. Financial Bid in respect of those Bidders will ONLY be opened who will have declared as QUALIFIED in Technical Bid Evaluation.

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**FORM 1**

**BIDDER'S INFORMATION**

SL No.	Particulars	Yes/No	Details
1 .	Name of the Service Provider		
2 .	Registered Address		
3 .	Branch/Head Office Address at Kolkata (if any)		
4 .	Name of the Authorized Signatory		
5 .	Trade License No		
6 .	Shop/Establishment Registration No		
7 .	PAN Details		
8 .	GST Registration No		
9 .	Name of Proprietor		
1 0 .	Contact number of proprietor		
1 1 .	PF Registration No		
1 2 .	ESI Registration No		
1 3 .	E-mail ID of proprietor in which all communication will be send		
1 4 .	Name of one point contact person regarding Bid clarification		
1 5 .	Contact number of one point contact person regarding Bid Clarification		
1 6 .	E-mail ID of one point contact person regarding Bid Clarification		

**Certificate to be Submitted by Bidder.** A certificate to be submitted by the bidder on the Letter Head of their Firm/Company as under:-

**“This is to certify that \_\_\_\_\_ is my official mobile number and \_\_\_\_\_ is my official e mail id. Any communication done by the buyer on these above said mobile number /e mail through buyer official mobile/e mail will be treated as an official communication. Buyer reserves the rights to produce these communications during legal proceedings as a form of legal communication from buyer”.**

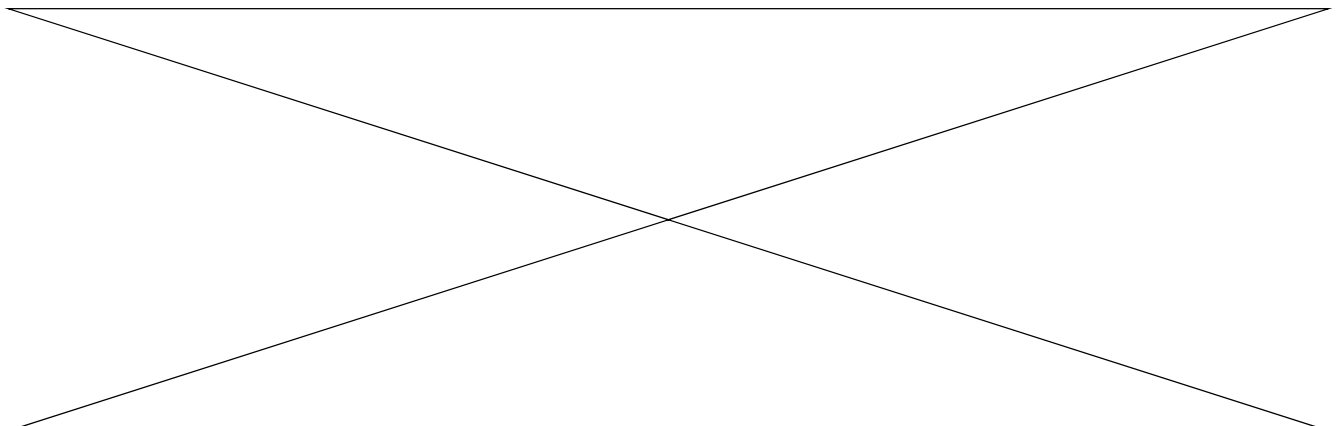
(Signature with date)

.....

(Name and designation)

Duly authorized to sign bid for and on behalf of

[Name & address of Bidder and seal of company]



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**FORM 2**

**TERMS AND CONDITIONS COMPLIANCE**

(To be submitted as part of Technical bid on Company Letter-head)

Bidder's Name and Complete Address \_\_\_\_\_

Tender Document No. \_\_\_\_\_;

Tender Title: \_\_\_\_\_

Note to Bidders: Fill up this Form regarding Terms and Conditions in the Tender Document, maintaining the same numbering and structure. Add additional details not covered elsewhere in your bid in this regard.

Sl. Ref of Tender Document Section,  
No.

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**FORM 3**

**BANK GUARANTEE FORMAT FOR PERFORMANCE BANK GUARANTEE**

To  
The Director  
Indian Institute of Management Calcutta  
Diamond Harbour Road, Joka  
Kolkata – 7 0 0 1 0 4 , West Bengal

Whereas..... (name and address of the contractor) (hereinafter called “the contractor”) has undertaken, in pursuance of contract no .....



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**FORM 4**

**BID SECURITY DECLARATION CERTIFICATE**  
**(AS PER APPLICABILITY)**

To be submitted as part of Technical bid, along with supporting documents if any. A Bid Securing Declaration in lieu of bid security in the

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**FORM 5**

**PERFORMANCE STATEMENT**  
**STATEMENT OF SUPPLIES DURING LAST THREE YEARS AND OUTSTANDING CURRENT ORDERS**  
(To be submitted as part of Technical bid on Company Letter-head)

Tender Document No. Tend No. \_\_\_\_\_;

Tender Title : \_\_\_\_\_;

Bidder's Reference No. \_\_\_\_\_

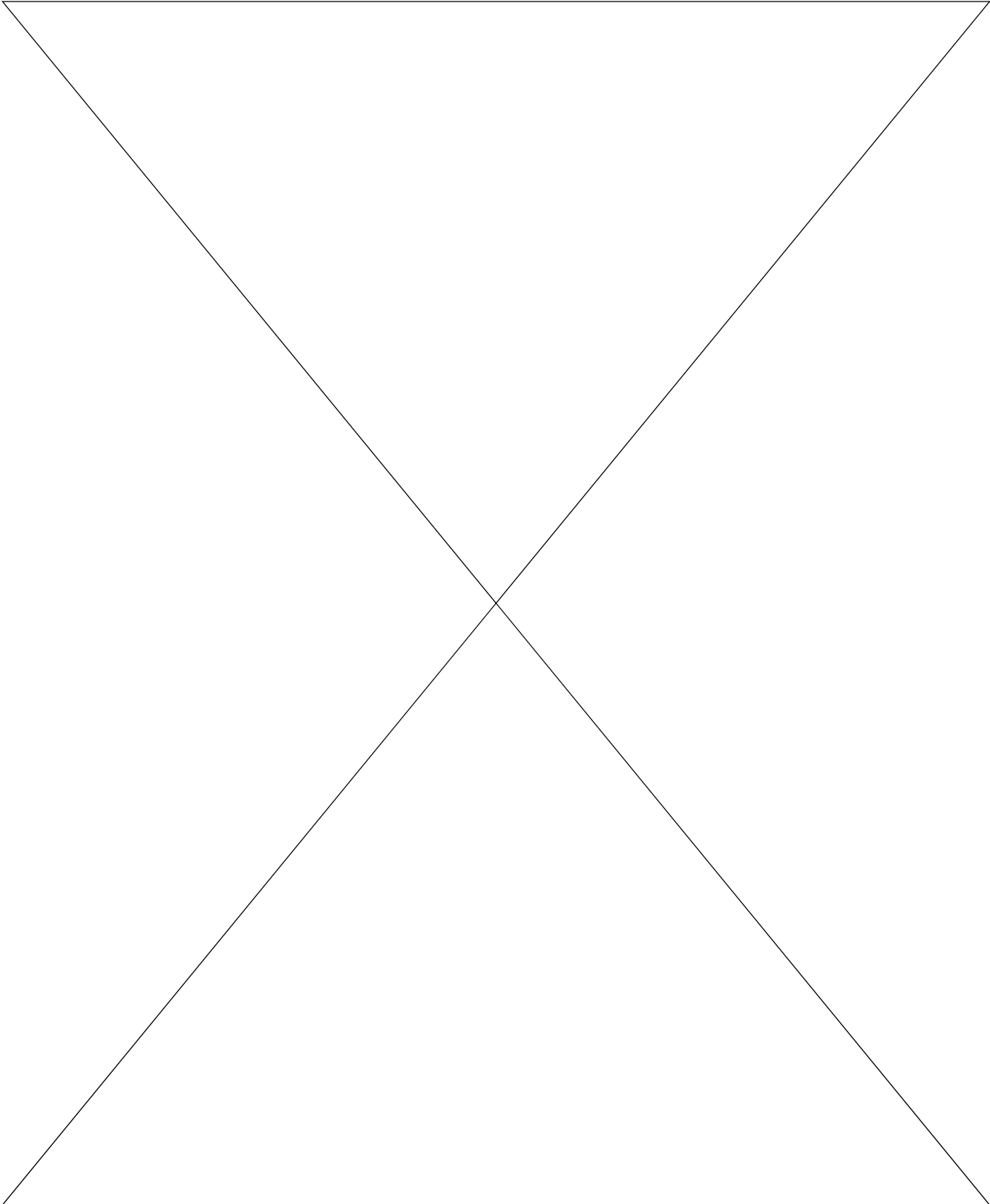
Date. ....

Note to Bidders: Fill up this Form your past performance highlighting their qualification to supply relevant Goods. Statements and Documents to the Performance Statement may be mentioned/ attached here. The list below is indicative only. You may attach more documents as required to showcase your past performance. Add additional details not covered elsewhere in your bid in

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**FORM 6**  
**PRICE BID FORMAT**

**AS PER BOQ UPLOADED IN CPP PORTAL**

**Note.** Quoted rate should inclusive all incidental charges (if any). No additional amount will be paid by IIMC, other than mentioned in BOQ



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**FORM 7**

**INTEGRITY PACT**

(To be signed on Plain Paper)

(To be submitted as part of Technical bid)

**INTEGRITY PACT FOR TENDER DOCUMENT NO \_\_\_\_\_ TENDER TITLE \_\_\_\_\_**

This Agreement (hereinafter called the Integrity Pact) is made on \_\_\_\_ day of the month of \_\_\_\_ 2 0 2 \_\_ at \_\_\_\_\_, India.

BETWEEN

INDIAN INSTITUTE OF MANAGEMENT CALCUTTA through the Chairman of the Board of Governors, for and on behalf of the President of India (hereinafter called the "The Principal", which expression shall mean and include

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c. The 'Bidder/ Contractor' shall not commit any offence under the relevant BNS/ PC Act; further, the 'Bidder/ Contractor' shall not use improperly, for purposes of

**Section 7 Criminal charges against violating Bidder(s)/ Contractor(s)/ Subcontractor(s)**

If the Principal obtains knowledge of the conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal shall inform the same to the Chief Vigilance Officer.

**Section 8 Independent External Monitor**

The Principal appoints a competent and credible Independent External Monitor for this Pact after approval by Central Vigilance Commission. The task of the Monitor is to review independently and objectively whether and to what extent the parties comply with the obligations under this agreement.

6 ) The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. The Monitor would have access to a

**Section 10 Other provisions**

This agreement is subject to Indian Law. The place of performance and jurisdiction is the Registered Office of the Principal, i.e., Kolkata.

1 4 ) Changes and supplements, as well as termination notices, need to be made in writing. Side agreements have not been made.

1 5 ) If the contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

1 6 ) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties shall strive to come to an agreement with their original intentions.

1 7 ) Issues like Warranty/ Guarantee etc. shall be outside the purview of IEMs.

1 8 ) In the event of any contradiction between the Integrity Pact and its Appendix, the Clause in the Integrity Pact shall prevail.

1 9 ) For and on behalf of the Principal

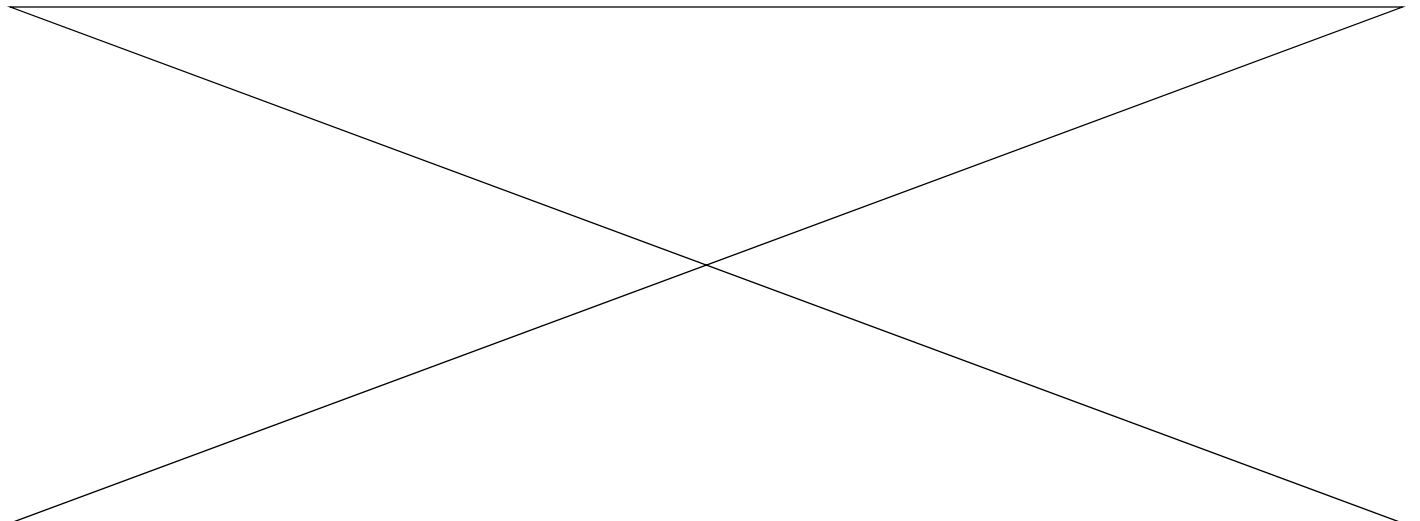
(Name of the Officer and Designation)  
(Office Seal)  
For and on behalf of 'Bidder/ Contractor'

(Name of the Officer and Designation)  
(Office Seal)  
For and on behalf of the Principal

Place  
Date

Witness 1 :  
(Name & Address)

Witness 2 :  
(Name & Address)



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**CHECK LIST: DOCUMENTS TO BE UPLOADED/ ATTACHED**

Bidders are strictly advised NOT to upload/submit any additional documents other than those mentioned in this Check List. Uploading/submitting additional/unnecessary documents other than the documents mentioned in this Check List may lead to rejection of bids.