TENDER DOCUMENT

for


NIT No: IW/SS/NIT/2223/014

Tender Serial No. ____________________________ Issued to:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________
## Contents

1. NOTICE INVITING TENDER  
   1.1. INTRODUCTION ................................................................. 2  
   1.2. PARTICULARS ................................................................. 2  
   1.3. ELIGIBILITY CRITERIA ....................................................... 3  

2. INFORMATION TO BIDDERS ......................................................... 4  
   2.1. SCOPE OF WORK ............................................................... 4  
   2.2. GENERAL INSTRUCTIONS ................................................... 4  
   2.3. SUBMISSION OF TENDER .................................................... 5  
   2.4. EVALUATION OF BIDS AND AWARD OF WORK ......................... 6  
   2.5 COMPLAINT HANDLING ..................................................... 7  

3. UNDERTAKING BY THE BIDDER .................................................... 8  
   Annexure(s).................................................................................. 9-14  

4. Checklist for Documents to be uploaded on https://eprocure.gov.in/eprocure/app................................. 15  

   PRICE BID(SOQ)........................................................................... 16
1. **NOTICE INVITING TENDER**

1.1. **INTRODUCTION**

Indian Institute of Technology (IIT) Kharagpur, hereinafter called IITKGP, invites online tenders from the eligible contractors for **Mechanized cleaning of 8 Nos of bathrooms in the Annex building of the Aerospace Engg. Department for 2023-2024**.

1.2. **PARTICULARS**

<table>
<thead>
<tr>
<th><strong>1. NIT Number</strong></th>
<th>IW/SS/NIT/2223/014</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2. Name of Work</strong></td>
<td>Mechanized cleaning of 8 Nos of bathrooms in the Annex building of the Aerospace Engg. Department for 2023-2024</td>
</tr>
<tr>
<td><strong>3. Location of Work</strong></td>
<td>Annex building of the Aerospace Engg. Department at IIT Kharagpur</td>
</tr>
<tr>
<td><strong>4. Estimated Cost (including 18% GST)</strong></td>
<td>₹ 3,17,900/- (Rupees Three Lakhs Seventeen Thousand Nine Hundred Only)</td>
</tr>
<tr>
<td><strong>5. Earnest Money Deposit</strong></td>
<td>₹ 6,358.00/- (Rupees Six thousand Three Hundred and Fifty Eight only) (Not mandatory for bidders registered under MSE category)</td>
</tr>
<tr>
<td><strong>6. Time Limit for Execution</strong></td>
<td>365 days from Date of Start.</td>
</tr>
<tr>
<td><strong>7. Tender Basis and Mode</strong></td>
<td>Two stage(Technical Bid &amp; Financial Bid)</td>
</tr>
<tr>
<td><strong>8. Mode of Payment to IITKGP (EMD)</strong></td>
<td>i) Original Demand Draft/Pay Order or copy of valid registration certificate under MSE category has to be submitted physically at the office of Sr. EE(C) on or before the due date/extended date of submission of bid. &amp; Scanned copy of Demand Draft/Pay Order/Registration under MSE category has to be uploaded on <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> ii) Demand Draft/Pay order to be drawn in favour of IIT KHARAGPUR payable at Kharagpur.</td>
</tr>
<tr>
<td><strong>9. Date, Time &amp; Venue of Pre-bid Meeting</strong></td>
<td>02.03.2023, 16:00 hrs, CCM Meeting Room, 1st Fl, Old Bldg., IIT Kharagpur, Kharagpur-721302</td>
</tr>
<tr>
<td><strong>10. Closing Date &amp; Time for Receipt of bids</strong></td>
<td>09.03.2023 upto 15:00 hrs</td>
</tr>
<tr>
<td><strong>11. Date&amp; Time for Opening of Technical Bid</strong></td>
<td>10.03.2023 at 15:30hrs</td>
</tr>
<tr>
<td><strong>12. Date&amp; Time for Opening of Price Bid</strong></td>
<td>Shall be intimated to the eligible bidders subsequently through CPP portal.</td>
</tr>
<tr>
<td><strong>13. Engineer-in-charge and contact details.</strong></td>
<td>Mr. S.K.Biswas , Sr. Executive Engineer, Tel: 03222-282580, Email: <a href="mailto:skbiswas@adm.iitkgp.ac.in">skbiswas@adm.iitkgp.ac.in</a></td>
</tr>
<tr>
<td><strong>14. Address for tender issue, submission and opening</strong></td>
<td>Office of Chief Engineer , Civil Construction &amp; Maintenance Section, 1st Floor, Old Building, IIT Kharagpur, Kharagpur WB 721302</td>
</tr>
<tr>
<td><strong>15. Website for full and updated information</strong></td>
<td><a href="http://www1.iitkgp.ac.in/topfiles/tenders.php">http://www1.iitkgp.ac.in/topfiles/tenders.php</a>; <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a></td>
</tr>
<tr>
<td><strong>16. Website for tender submission &amp; processing</strong></td>
<td><a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a></td>
</tr>
<tr>
<td><strong>17. Hard copy submission of Technical Bid Document</strong></td>
<td>Hard Copy of the Technical Bid document to be submitted at “Civil Construction &amp; Maintenance Section , 1st Floor, Old Building, IIT Kharagpur, Kharagpur WB 721302 on or before 16.03.2023</td>
</tr>
</tbody>
</table>
1.3. ELIGIBILITY CRITERIA

1.3.1. The bidder must be registered in appropriate class of works with Government organization like CPWD/ PWD/ MES or PSUs or those having experience in similar nature of works awarded by Government/ Semi Government Organizations/ Government Funded Autonomous Organization.

1.3.2. The bidder must have done at least 1 (ONE) similar work of value of 80% of the estimated cost or 2 (TWO) similar works for projects each of value 60% of the estimated cost or 3 (THREE) similar work for projects each of value 40% of the estimated cost with Government/ Semi-government/PSU/ Government Funded Autonomous Organization during last 7 (seven) years preceding last date of the month of tender submission.

Note:

(i) The estimated cost is ₹317900.00/- (Rupees Three Lakhs Seventeen Thousand Nine Hundred Only).

(ii) The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to the last date of receipt of applications for tender.

(iii) Similar works shall mean: Mechanized Cleaning and Housekeeping of Building(s)/ Public Place(s) etc.

1.3.3 The bidder must be registered with appropriate government authority as a bonafide business entity and must have GST registration certificate and Permanent Account Number of income tax.

1.3.4 Average annual turnover of the bidder as per ITCC or profit & loss statement shall not be less than 30% of the estimated cost, not having incurred loss in more than two years, during last 5 years ending 31 Mar 2022. The documents submitted should be duly certified and audited by Chartered Accountant.

1.3.5 The registrations and licenses should be valid during the execution phase.

[Signature]
Senior Executive Engineer (SS/WW/Civil)

On behalf of the Director, Indian Institute of Technology Kharagpur

Copy to:

1) Registrar
2) SE(Civil)
3) SE(E&M)
4) Executive Engineer (Civil/E&M)
5) Engineer(Telephone)
6) Assistant/ Junior Engineer (Civil/ E&M)
7) Notice Board
8) Office file
2. INFORMATION TO BIDDERS

2.1 SCOPE OF WORK

2.1.1. The IITKGP intends for “Mechanized cleaning of 8 Nos of bathrooms in the Annex building of the Aerospace Engg. Department for 2023-2024”. All material required for the work is within the scope of the bidder.

2.1.2. The mechanized cleaning job is to be carried out by using High pressure water jet machine, Wet and dry vacuum cleaner machine, Single disc floor scrubber machine including adequate cleaning materials of standard quality so as not to damage the floor, walls, tiles, mirrors, fittings, fixtures etc.

2.1.3. Cleaning & sanitation of Bathrooms & Toilets: The Bathrooms & Toilets are to be cleaned and to be kept always in neat & in hygienic condition. Necessary disinfectant is to be used for cleaning of toilets/ urinals/wash basins & flooring. Liquid soap, toilet tissues, hand tissue, hand wash, odonil, urinal pad etc. to be provided on consumable basis as & when required at the cost of contractor. These items should be made available in the adequate quantity at various places in the Bathrooms & Toilets etc.

2.1.4. Constraint: The job needs to be executed in Residential campus/busy office/ Academic area/ Hospital area without causing any disturbances to the normal functioning of the Institute / Academic work. Adequate/ safe barricading has to be ensured to segregate the working zone from public circulating area.

2.1.5. The vendor shall work out execution sequence and methodology so as to complete the project within the envisaged time and the estimated cost, duly handling the constraint mentioned above.

2.1.6. All the machines deployed by agency, are to be parked in working condition within the IIT Kharagpur Campus area during the entire contract period.

2.1.7. The machines/ equipment and disinfectant detergents/ liquids should not destroy the surface of flooring. Cleaning and housekeeping operations shall not cause any damage to the buildings, equipment, personnel etc.

2.1.8. Assessment and deployment of the number of workers and their skillset for the given job will be at the discretion of the contractor. The minimum no. of Machinery / Tools & Plants to be deployed are mentioned in Annexure-D.

2.1.9. The above cleaning operations has to be carried out so that the IIT Kharagpur campus and its surroundings are always kept neat and clean even during special events / programmes of various centres, departments, schools etc. held alongside or beyond the normal office, academic programmes etc.

2.2. GENERAL INSTRUCTIONS

2.2.1. Bidding documents are to be obtained electronically through websites: http://www1.iitkgp.ac.in/topfiles/tenders.php. The tender fee in the prescribed mode must accompany the tender documents issued electronically at the time of submission.

2.2.2. The bid document shall be read in conjunction with GCC (General Condition Contract) available on http://www1.iitkgp.ac.in/topfiles/tenders.php.

2.2.3. The bidder shall visit and inspect the site and obtain all information on his own responsibility and at own cost, which may be necessary for the purpose of quoting and submitting the tender. No excuse or ignorance as to site conditions and local information shall be accepted after awarding of the contract. Access to the site will be granted by the Engineer-in-charge on all working days within working hours.

2.2.4. The quoted rate should be inclusive of manpower, machine, tools & plants, materials etc. required for performing the contract satisfactorily.

2.2.5. IITKGP shall not provide any space at site for labour hutments.

2.2.6. All clarifications about the tender shall be sought by bidder on or before pre-bid meeting. The bidders may make suggestions which shall be considered during the Pre Bid Meeting. Intending bidder(s) may also send their queries or suggestion, if any, through e-mail to the Engineer-in-charge on skbiswas@adm.iitkgp.ac.in on or before, 02.03.2023,15:30 pm. No queries shall be entertained after notification of replies to noteworthy queries received till the date of pre-bid meeting.

2.2.7. Completion certificate issued by Competent Authority will only be considered as credential. If the Completion certificate issued by Competent Authority does not reflect the type of work, then Final bill / Schedule of Quantity of the qualifying works also to be attached along with the Completion certificates. Certificate from private individuals/ organizations for whom such works have been executed shall not be accepted.
2.2.8. The bidding document (consisting of specifications, the schedule of quantities of various types of items to be executed, the set of terms and conditions of the contract and other documents / drawings, if any), Addendum/Corrugenda, Clarifications to Pre-bid queries can be downloaded from the websites: i) http://www1.iitkgp.ac.in/topfiles/tenders.php; ii) https://eprocure.gov.in/eprocure/app. Corrugenda, if any shall be published only on these websites at any time before the closing time of tender. The institute shall not be responsible for any delay / difficulties / inaccessibility of downloading facility for any reason what so ever. The tenderers who have downloaded the tender documents from website must visit the website and ensure that such addendum(s)/corrugendum(s) (if any) is also downloaded by them. This shall be the responsibility of the prospective registered bidders to check the web site for any such corrugendum/addendum before closing time of tender and ensure that bid submitted by them are in accordance with all the corrugendum’s/addendums.

2.2.9. All costs, charges & expenses that may be incurred in connection with the preparation of his tender shall be borne by him and the Institute accepts no liability whatsoever therefore.

2.2.10. Firm Price: Bidder’s quoted Rates/Prices for executing the activities under the Contract shall remain firm till completion of the entire work & shall not attract any escalation under any circumstances whatsoever.

2.2.12. Rates quoted by the bidders (in the uploaded Excel Template having form of contract as “Percentage”) shall be inclusive of GST (Goods and Services Tax - Central, State and Interstate)and all applicable taxes. Income Tax and all other statutory deductions like labour cess etc. will be deducted from the bill as per prevailing rules.

2.2.13. Exemption to IITKGP against any tax/ duty/ fee/ surcharge/ charge/ cost, if any, found applicable or sought later from IITKGP after award shall be passed on to IITKGP by the contractor without dispute.

2.2.14. IITKGP reserves the right to reject any or all of the bids without assigning any reason.

2.2.15. Bid Validity: Bid shall remain valid for 120 days from the date of submission.

2.2.16. If any. Information furnished by the bidder is found as false / fabricated, then his bid will be rejected and treated as cancelled. Even if such manipulation is detected at any stage after signing of the contract, it would lead to termination of the contract besides forfeiture of Earnest Money Deposit and liabilities towards prosecution. In such cases the bidder will be debarred from participation in future tendering process in IITKGP as per prevailing Government norms. And the bidder must be submitted the undertaking regarding Blacklisting/ Non-Debarment of company/ Firm’s Letterhead as per Annexure-F.

2.2.17. Earnest Money Deposit(EMD) of requisite amount and that in prescribed mode or proof of payment thereof shall be submitted with the Technical Bid explained in following section.

2.2.18. Exemption from EMD: MSEs registered with District Industries Centers, National Small Industries Corporation and any other body specified by Ministry of MSME or Startups as recognized by Department of Industrial Policy and Promotion shall be exempted from payment of EMD in the bid. The self-attested photocopy of their evidence should be submitted by the bidder(s) along with the formal request letter for exemption

i. In case the NSIC/MSEs registration certificate is found invalid during evaluation, the bid of such bidder shall be rejected.

ii. Bidder so exempted for submission of EMD shall have to submit an undertaking as per Annexure-B.

iii. Bidders not having NSIC/ MSE s registration has to submit EMD along with an undertaking as per Annexure -B.

2.2.19. Refund / Conversion of Earnest Money Deposit: The Earnest Money received shall be refunded to the unsuccessful bidders without any interest upon executing the Contract Agreement by successful bidder. The Earnest Money Deposit of successful bidder shall be retained and converted into part of Security Deposit.

2.2.20. Forfeiture of Earnest Money Deposit: Earnest Money Deposit will be forfeited in any of the following cases:

(i) The bidder withdraws / modifies his tender during the period of Bid Validity.

(ii) The bidder, in case of tie between lowest bids, refuses to submit revised offer.

(iii) The bidder does not accept the correction of arithmetical errors of his tender.

(iv) The bidder fails to deposit Performance Guarantee and information as per format given in GCC within the stipulated time period before award of the work.

2.2.21. The provisions of Public Procurement (Preference to Make in India), Order 2017 and subsequent amendments issued from time to time by Department for Promotion of Industry & Internal Trade (DPIIT), Ministry of Commerce and Industry, Government of India shall be applicable. Undertaking/ Declaration of Local Contents as per Annexure-E.

2.3. SUBMISSION OF TENDER

2.3.1. Help for Contractors, FAQ, information about DSC and Bidders Manual Kit containing the detailed guidelines for e-Procurement system are also available on Central Public Procurement Portal.[https://eprocure.gov.in/eprocure/app]
2.3.2. It is mandatory for all the bidders to have a valid Class-II/Class-III Digital Signature Certificate (in the name of person having power of attorney to sign the Bid) from any of the licensed Certifying Agency (Bidders can see the list of licensed 
CA’s from the link www.cca.gov.in) to participate in e-Procurement of IIT Kharagpur.

2.3.3. It is mandatory for the bidders to get their firm/company registered with IIT Kharagpur as well as with e-procurement 
portal to have Vendor Code, User ID & Password. You may follow the below mentioned links-
For IIT Kharagpur: https://erp.iitkgp.ac.in/SupplierFacilities/login.htm
For e-procurement portal: https://eprocure.gov.in/eprocure/app 
IIT Kgp shall not be liable for delay in processing or non-processing of the payment or refund in the absence of Vendor 
Code registration.

2.3.4. Tender documents will be available online on website https://eprocure.gov.in/eprocure/app which can be 
downloaded free of cost.

2.3.5. Bidders may download and refer the “Instructions for Online Bid Submission” from (https://eprocure.gov.in/eprocure/app;jsessionid=A8B54EEC72D86DF9AA9D9B2DDACDAB8D.eprocgep47?page=BiddersManualKit&service=page).

2.3.6. The tender documents shall be submitted online in the prescribed format given on the websites and technical bids 
received online shall be opened as per NIT or Corrigendum thereof. No other mode of submission is acceptable. 
Detailed credentials as per the requirement of eligibility criteria and all tender papers except Bill of Quantities are to 
be submitted in “Technical Bid”.

2.3.7. Bidders cannot submit the tender after the due date and time of e-bid submission. Time being displayed on Central 
Public Procurement Portal https://eprocure.gov.in/eprocure/app (“Server System Clock Time”) shall be final and 
bind on the tender. e-Bids are required to be submitted by bidders, only as per the Indian Standard Time (IST) and 
not the time as per their location/country.

2.3.8. The bidders are advised to submit their e-bids well before the e-bid due date. IIT Kharagpur shall not be responsible 
for any delay in submission of e-bids for any reason including server and technical problems.

2.3.9. The Technical and Financial Bid shall be digitally signed by the Authorized Signatory of the bidder & submitted "on-
line" only. However hard copy of Technical Bid Document shall be submitted in a sealed envelope super scribed with 
"Hard Copy of Technical Bid/Tender document for NIT No- IW/SS/NIT/2223/14 for the work “Mechanized cleaning of 
8 Nos of bathrooms in the Annex building of the Aerospace Engg. Department for 2023-2024.” as prescribed in 1.2.17 
NO PRICE BID TO BE SUBMITTED OFFLINE.
The authorized signatory of the bidder must be in possession of Power of Attorney before submitting the digitally 
signed bid. Scanned copies of various documents can be prepared in .pdf file format.

2.3.10. Any tender received without original Earnest Money in the form as specified in clause 1.2.5, 1.2.8 of tender 
documents shall not be considered and shall be summarily rejected.

2.3.11. IIT Kharagpur reserves the right to cancel the tenders before submission/opening of tenders, postpone the tender 
submission/opening date and to accept/reject any or all tenders without assigning any reasons thereof. IIT 
Kharagpur’s assessment of suitability as per eligibility criteria shall be final and binding.

2.3.12. Tenderers may note that they are liable to be disqualified at any time during tendering process in case any of the 
information furnished by them is not found to be true. EMD of such tenderer shall be forfeited. The decision of IIT 
Kharagpur in this regard shall be final and binding.

2.3.13. The EMDs shall be received at the Office of CE ,1st Floor, Old Building, IIT Kharagpur, Kharagpur WB 721302, up to 
15:00hrs, 09.03.2023 or Corrigenda otherwise.

2.3.14. EMDs shall be submitted in an envelope super scribed "Mechanized cleaning of 8 Nos of bathrooms in the Annex 
building of the Aerospace Engg. Department for 2023-2024." with the NIT NO: IW/SS/NIT/2223/14

2.4. EVALUATION OF BIDS AND AWARD OF WORK

2.4.1. The Bid of bidder will be opened electronically on the specified date and time of opening at the Office of Chief Engineer 
Civil Construction & Maintenance Section, 1st Floor, Old Building, IIT Kharagpur, Kharagpur WB 721302 in the presence 
of willing bidders or their authorized representatives.
2.4.2. Date, time and place of opening of Financial Bid will be informed after evaluation of Technical Bid to the Technically Qualified Bidders Bidders through CPP portal.

2.4.3. Bids shall, first, be checked for payment of Earnest Money Deposit. Only those bids found to have duly paid/ submitted Earnest Money Deposit shall be considered for evaluation.

2.4.4. Evaluation of Technical Bid: The bids received will then be assessed on the eligibility criteria mentioned at Para 1.3 of Notice Inviting Tender. Bids found not meeting the eligibility criteria shall be considered non-responsive and shall be rejected summarily.

2.4.5. IITKGP retains the right to revert back to individual bidders with further clarifications / queries on the Technical Bid. The bidder has to respond to the queries within the specified time mentioned in the covering letter.

2.4.6. On the date & time specified for opening of Financial Bid or the Revised Financial Bids as the case may be will be opened on specified date and time.

2.4.7. EVALUATION OF Financial Bids: The Financial Bid should contain the complete bid document with duly filled in Schedule of Financial Quote. Financial Bids opened as above will be checked for arithmetical errors.

2.4.8. The successful bidder shall be issued Letter of Acceptance (LOA) of the bid, and be required to furnish a Performance Guarantee as per General Conditions of Contract, Program Schedule with specific Milestones to be achieved as to complete the work within the stipulated time limit.

2.4.9. Letter of Award (Work Order) shall be issued to the successful bidder only after receipt of the Performance Guarantee, along with Program Schedule and the details of Technical Staff to be deployed for the work.

2.4.10. Agreement (Contract) consisting of complete tender document including conditions, bill of quantities, technical proposal and specialized services, drawings, if any, and acceptance thereof together with any correspondence leading thereto, shall be drawn and signed with the awardee after issue of Work Order.

2.4.11. Date of start of work shall be reckoned from 7th day from the date of issue of "Letter of Acceptance".

2.5 COMPLAINTS HANDLING :-

2.5.1 All maintenance complaints shall be got addressed by the contractor to the satisfaction of Engineer-in-charge within 3 days from the date of issuance of the “Job Card” from IIT Kharagpur.

2.5.2 Complaints requiring completion time more than 3 days shall be responded specifically by the contractor with the scheme, in consultation with Engineer-in-charge, and timeline for compliance, to the Engineer-in-charge within 3 days from the date of issuance of the “Job Card”.

2.5.3 Any complaint left unattended by the contractor beyond 3 days without specific reasons on record shall attract levy of penalty of Rs.50/- per complaint per day from 4th day to 7th day and Rs.100/- per complaint per day thereafter recoverable from dues to the contractor.

2.5.4 In case of emergency situation, contractor should be available 24 x 7 to attend that specific emergency work.
3. **UNDERTAKING BY THE BIDDER**

**UNDERTAKING**

I / We have read and examined the Tender document including terms & conditions, specifications, bill of quantities, drawings and designs, general rules & directions, General Conditions of Contract, Special Conditions of Contract and all relevant other documents, publications and rules referred to in the Conditions of Contract and all other contents in the tender documents for the work.

I / We, hereby tender for execution of the work specified for the Indian Institute of Technology Kharagpur within the time specified and in accordance in all respects with the specifications, designs, drawings and instructions in writing.

We agree to keep the tender open for 120 days from the last date of its submission and not to make any modifications in its terms and conditions. A sum of ₹ : __________ has been deposited in cash/ demand draft of a scheduled bank as earnest money. If I / we, fail to furnish the prescribed performance guarantee within prescribed period, I / we agree that the said Director, Indian Institute of Technology Kharagpur or his authorized officer shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Further, if I / we fail to commence work as specified, I / we agree that the Director, Indian Institute of Technology Kharagpur shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said earnest money and the performance guarantee absolutely, otherwise the said earnest money shall be retained by him towards security deposit to execute all the works referred to in the tender documents upon the term and conditions contained or referred to therein.

Further, I / We agree that in case of forfeiture of earnest money or both Earnest Money & Performance Guarantee as aforesaid, I / We shall be debarred for participation in the re-tendering process of the work.

I / We hereby declare that I / We shall treat the tender documents, drawings and other records connected with the work as secret / confidential documents and shall not communicate information derived there-from to any person other than a person to whom I / We am / are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

Seal & Signature of Contractor

Postal Address

Dated

Witness

Address

Occupation
## TECHNICAL STAFF OF CONTRACTOR

<table>
<thead>
<tr>
<th>DISCIPLINE</th>
<th>NAME</th>
<th>QUALIFICATION</th>
<th>EXPERIENCE</th>
<th>CONTACT NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worker/ Staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


UNDETTAKING FOR GCC COMPLIANCE
UNDETTAKING

We hereby undertake that we shall fulfill all the terms & conditions of GCC-IIT Kharagpur within the specified time frame, after the acceptance of our offer in case our offer is accepted; failing which IIT KARAGPUR may go ahead to take necessary action such as reporting the non-compliance to appropriate Government authorities and barring us from future participation in IIT KARAGPUR works.

Seal & Signature of Contractor

DATED:
TO WHOM IT MAY CONCERN

This is to certify that the total turnover and Profit/Loss summary of M/s .......... having its registered office at.................for last five Financial years are as given below:

<table>
<thead>
<tr>
<th>Description</th>
<th>Financial years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Turnover from Operations</td>
<td></td>
</tr>
<tr>
<td>Profit(+)/Loss(-) After Tax</td>
<td></td>
</tr>
</tbody>
</table>

The above is true to the best of our knowledge and belief.

(TO BE VERIFIED BY Chartered Accountants)
Equipment

Minimum number and types of cleaning machines are listed below. Vendor, at their discretion, may choose to deploy more or superior machines if they so require to optimize the cleaning process. However, any claim by vendor for extra payment on account of more or superior machines shall not be entertained by IITKGP.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Machine*</th>
<th>Minimum nos. to be deployed</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>High pressure water jet machine</td>
<td>1</td>
</tr>
<tr>
<td>b.</td>
<td>Wet and dry vacuum cleaner</td>
<td>1</td>
</tr>
<tr>
<td>c.</td>
<td>Single Disc floor Scrubber machine</td>
<td>1</td>
</tr>
</tbody>
</table>

*Approved Makes: Karcher, Taski-Diversey, Eureka Forbes, Fasa, Roots, Comac or equivalent approved by IIT Kharagpur

Note:

1. The machineries to be parked for entire contract period in IIT Kharagpur campus.
2. All the machineries deployed should be in working condition at any point of time during the contract period.
3. The servicing of machineries is preferred to be done inside the campus only during weekends.
4. Prior permission from Engineer – In – charge is to be taken, if it is absolute necessary to shift machine outside campus for repairing or maintenance purpose.
5. Non deployment of any machinery (i.e. due to non-availability of machineries in the campus or breakdown of machineries) as given in Annexure- D will lead to cancellation of work order with forfeiting of PBG.

Seal & Signature of Contractor
DECLARATION OF LOCAL CONTENT

(To be given on Company Letter Head – For tender value upto Rs.10 Crores)
(To be given by Statutory Auditor/Cost Auditor/ Practicing Cost Accountant/ Practicing Chartered Accountant for tender value in excess of Rs.10 Crores)

Tender No: ........................................

To
The Chairman
Departmental Purchase Committee
Department of ......................
IIT Kharagpur
PIN: 721302

Subject: Declaration of Local Content-reg.
1. Country of origin of Goods being offered: .................................................................
2. We hereby declare that items offered has ................% local content.

(Clarification for Local content calculation as per OM No: P-45021/102/2019-BE-II-Part (1) (E-50310), dated 4th March 2021 of Department of Promotion of Industry and Internal Trade, Ministry of Commerce and Industry, Govt. of India.)
3. The details of the location(s) at which local value addition is made are given in the below table;

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Item</th>
<th>Location(s) of Local Value addition</th>
</tr>
</thead>
</table>

"Local Content" means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of the imported content in the item (including all customs duties) as a proportion of the total value, in percent.

Important:
"False declaration will be in breach of Code of Integrity under Rule 175(1)(ii)(h) of the General Financial Rules 2017 for which a bidder or its successors can be debarred for up to two years as per Rule 151(iii) of the General Financial Rules 2017 along with such other actions as may be permissible under law."

Date:

Yours faithfully,

(Signature of the bidder, with Official Seal)
UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT
(On Company / firm's Letterhead)

I/We hereby confirm and declare that we, M/s _________________________, is not blacklisted/ Deregistered/ debared by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services as on date.

Signature of the Authorized Person

Date: ------------------

Full Name: ------------------

Place: ------------------

Company Seal: ------------
4. Checklist for Documents to be uploaded on [https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Documents</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Tender Documents</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>EMD</td>
<td>1.2.5</td>
</tr>
<tr>
<td>3.</td>
<td>Document support of Bonafide Business Entity and other supporting documents</td>
<td>1.3.4, 1.3.7</td>
</tr>
<tr>
<td>4.</td>
<td>GST Registration Certificate</td>
<td>1.3.4</td>
</tr>
<tr>
<td>5.</td>
<td>Permanent Account Number</td>
<td>1.3.4</td>
</tr>
<tr>
<td>6.</td>
<td>Average annual turnover of the bidder as per ITCC or profit and loss statement for last 5 year</td>
<td>1.3.5</td>
</tr>
<tr>
<td>7.</td>
<td>Experience Certificate</td>
<td>1.3.2</td>
</tr>
<tr>
<td>8.</td>
<td>Annexures A, B, C, D, E &amp; F</td>
<td>9-14</td>
</tr>
<tr>
<td>9.</td>
<td>SOQ</td>
<td>16</td>
</tr>
</tbody>
</table>
Bill of Quantity

Name of work: Mechanized cleaning of 8 Nos of bathrooms in the Annex building of the Aerospace Engg. Department for 2023-2024

<table>
<thead>
<tr>
<th>Item</th>
<th>Rate per month (₹) (Inclusive of all taxes)</th>
<th>Rate per month in words (Inclusive of all taxes)</th>
<th>Amount for 12 months (₹) (Inclusive of all taxes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanized cleaning of 8 Nos of bathrooms in the Annex building of the Aerospace Engg. Department for 2023-2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total(₹)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of the Agency with Seal Date