



THE INSTITUTE OF MATHEMATICAL SCIENCES
(An autonomous institution under the Dept. of Atomic Energy, Govt. of India)
CHENNAI
Tender for

Providing Housekeeping Services and Up Keep of Office Premises, Students Complex and Associated Buildings at Taramani, Pallavaram & Tiruvanmiyur in Chennai

Tender No: IMSc/ Housekeeping /Tr.01/2020

NOTICE INVITING TENDER

Sealed tenders in two parts (Technical bid & Price Bid) are invited by the Registrar, IMSc on behalf of the Director, IMSc, Chennai from experienced registered Contractors/firms/Cooperative Societies having a valid license under Contract Labour (Regulation and Abolition) Act, 1970 for providing Housekeeping Services in reputed organizations / Government / PSUs at Chennai and the similar works (#)

Three each similar completed works, costing not less than the amount equal to 40% of the estimated cost put to tender,

(or)

Two each similar completed works, costing not less than the amount equal to 60% of the estimated cost put to tender

(or)

One similar completed work of aggregate cost not less than the amount equal to 80% of the estimated cost during past five years ending last day of the month previous to the one in which applications are invited. The work completed up to previous day of last date of submission of tenders shall also be considered.

Note1: Works got executed on back to back through another contractor will not be treated as eligible works. Joint ventures are not accepted.

Note2: 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 last date of submission of tender.

NIT No: IMSc/Housekeeping/Tr.01/2020

Name of work	Providing Housekeeping and Up Keep of Office Premises, Students Complex and Associated Buildings at Taramani, Pallavaram & Tiruvanmiyur in Chennai.
Estimated Cost	Rs.85,81,936/-
Earnest Money Deposit	Rs.1,71,639/-
Period of Contract	Twelve (12) Months.
Performance Security Deposit	5% of tendered value
Cost of Tender Document (This amount is not refundable)	Rs.1000 /-
Tender sale period	From 23-10-2020 to 12-11-2020 10:00 hrs. to 17:00 hrs. on all working days.
Due date and time for submission of tender	17-11-2020 at 15:00 hrs. [or the next working day if 17-11-2020 happens to be a holiday]
Date and time of opening of tender Part - I (Technical bid)	17-11-2020 at 15.30 hrs. [In the presence of available tenderers.]
Date and time of opening of tender Part - II (Price bid)	The tenderers whose technical bids are accepted and the tenderers who are technically qualified will be informed about the date of opening of price bid (Finance Bid – Part-II) only through mail. Therefore it is mandatory for all the bidders to mention their email ID for the correspondence purpose for this tender.
Place for tender opening	Office of the Registrar, The Institute of Mathematical Sciences, Taramani, Chennai.
Similar works (#) means.	Successfully completed Housekeeping services to reputed organisations / Government / PSUs.

Sale of Tender documents: Direct sales between 10:00 and 17:00 hrs. from the cashier on all working days duly recommended by Registrar / Administrative Officer / Accounts Officer, IMSc, Chennai.

Tender documents can be had by submission of duly filled in prescribed format which need to be duly recommended by Administrative Officer on any working day from 23-10-2020 to 12-11-2020 on payment of cost of tender document in cash in person or by demand draft (drawn in favour of “ The Institute of Mathematical Sciences”) from the Accounts Officer, IMSc, Chennai 600 113.

Tenderer must produce original certificates in support of their experience, turnover, solvency, manpower, tools & plants etc.,at the time of request for Tender document.

Visit of the Campus: The tenderers are advised to visit Institute Buildings, Guest Houses, Students hostel, Sports Complex at Campus, Taramani and associated buildings at Pallavaram and Tiruvanmiyur, Chennai to ascertain the nature and quantum of work before tendering.

TENDERS NOT ACCOMPANYING THE FOLLOWING ARE LIABLE TO BE SUMMARILY REJECTED.

1) **EMD** should be paid only through Demand Draft drawn from a scheduled bank in favour of '**The Institute of Mathematical Sciences**', payable at Chennai.

Note: Payment of EMD through CASH, BANK GUARANTEE AND CHEQUES WILL NOT BE ACCEPTED.

EMD of successful tenderer will be returned immediately after submission of Performance Security Deposit. In case of non-submission of Performance Security Deposit within prescribed/extended time, the Earnest Money Deposit submitted will be forfeited.

2) Contractors who submit the following documents shall be eligible to apply.

- i) Performance Certificates for completed works (Original)
- ii) GST registration certificate (Copy)
- iii) PAN (Permanent Account Number) Registration (Copy)
- iv) Form A to Form D (attached herewith)
- v) Bank Account Number, IFSC code and Branch details.
- vi) EPF & ESI Registration (Copy)

3) Quoted rates should be inclusive of GST and other applicable taxes and IMSc will not entertain any claim whatsoever in this respect separately. GST-TDS and Income Tax as applicable will be deducted from the bills of the work.

4) Should have an average annual financial turnover through service contracts at least 100% of estimated cost during the immediate last 3 consecutive financial years (ie., 2017 to 2020, 3 financial years). Certificate from Chartered Accountant to be enclosed.

5) Should not have incurred any loss for more than two years during the last five years ending previous financial year. Details shall be furnished as per proforma as specified in **Form – A**.

6) A solvency of 40% of estimated cost should be obtained by tenderer from any scheduled bank as per proforma specified in **Form – B** shall be enclosed. The solvency certificate shall not be older than one year from the tender opening date.

7) Applicant should enclose the details of all works of similar class completed in the proforma as specified in **Form – C**.

8) List of ongoing housekeeping service contracts under execution or awarded shall be enclosed as per proforma specified in **Form – D**.

9) Enclose details regarding organizational structure of the firm.

10) The tenderer shall be required to place the Earnest Money and Technical bid and Financial bid in three separate sealed envelopes marked 'Earnest Money' , 'PART-I' (Technical bid) and 'PART-II' (Financial bid) respectively and all these three envelopes be placed in one Master Envelope superscribed with the Tender No., Title of the tender and due date in bold letters and submitted.

The envelope containing the EMD shall be opened first. If the EMD is found to be in order then only the envelope containing the Part – I (Technical Bid) will be opened. Part-II will be kept under safe custody. The Part-II financial bid should be valid for 180 days from the date of opening of Part-I (Technical Bid).

Part-I (Technical Bid) will be evaluated and the firms which are technically qualified, will be intimated about the date of opening of Part-II and the firm representative whose tenders are technically qualified will be permitted to participate in the opening of Part-II (Financial Bid). The EMD submitted by the tenderers who are found to be technically non-qualified, will be refunded.

11) The tenderers are required to drop their MASTER ENVELOPE sealed tender documents in a box kept at security cabin at Institute Main Gate IV Cross Road, CIT Campus, Chennai.

12) The master envelope, if dropped, in any box other than the specified tender box kept at Security cabin at Institute main gate will not be considered under any circumstances.

13) The tenders received after the closing time and date shall not be considered. If any information furnished by the tenderer is known to be false at any stage, the tender / bid will be canceled and such bidder will be liable to be debarred from the future tendering process in IMSc.

14) **In case of successful tenderer, the tenderer is required to deposit an amount equal to 5% of the tendered value of the contract as irrevocable performance security deposit in the form of Bank Guarantee from any one of the nationalized Banks or 'Demand draft from any scheduled bank drawn in favour of "The Institute of Mathematical Sciences" within a period of 15 days of issue of letter of intent. The letter of award of work will be issued only after the above said performance security deposit in any one of the prescribed forms is received and accepted failing which the Institute shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the earnest money absolutely. Earnest money deposited along with bid shall be returned after receiving Performance security deposit.**

15) Tenderer must ensure to quote rate of each item. The column meant for quoting rate in figures. If any cell is left blank the same shall be treated as "0". Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO). **It will be assumed that the Contractor will execute the work at zero cost as he has added the cost in other items.**

16) Contractors shall quote the rates both in words and figures. In case there is a variation between the rates in figures and words, then the rate quoted by the contractor in words shall be taken as correct.

17) When the rate quoted by the contractor, in figures and in words tallies, but the amount is not worked out correctly, the rate quoted by the contractor shall be taken as correct and not the amount.

18) The name of the tenderer shall be filled on the relevant pages of the tender form and all the pages shall be invariably signed and sealed.

19) This tender document should be returned with all the papers intact without detaching any part of it.

20) The tenders shall be valid for a period of 180 days from the date of their opening.

21) Tenderer to note that tenders with any condition including that of conditional rebate shall be rejected forthwith.

22) A formal contract shall be entered into with the successful tenderer. In this contract the successful tenderer will be defined as contractor.

23) The Department reserves the right to accept / reject any prospective application without assigning any reason thereof.

24) Short listing of the agencies shall be subject to the verification of their credentials from the places where they carried out similar works, through a Technical Evaluation Committee of experts, constituted by IMSc.

25) Bidders shall not be under a declaration of ineligibility for tender quoting and fraudulent practice.

26) Information regarding service contracts in hand, current litigation, orders regarding exclusion, expulsion or block entry if any to be furnished.

27) It is clearly understood that the bidders should not have any blood relationship with any employee working in IMSc.

28) The tenderer before quoting their bids or submitting the tender may please read out the tender document line by line and ensure that they are meeting the terms and conditions of the tender in all respects. IMSc will not be held responsible for any error / oversight made by the prospective tenderer / bidder while submitting the bid.

29) A declaration to the effect that the firm had not been black listed by any Government Institute, Public sector undertaking or Autonomous Institutions, if so furnish the details.

30) This Notice Inviting tender shall form a part of the tender document.

For further information please contact Registrar, Phone no : 044-22543150,
Fax no : 044-22541586 on working days.

The **Registrar** on behalf of the Director, IMSc does not bind himself to accept the lowest or any other tender, and reserves to himself the authority to reject any or all of the tenders or to allot parts of the works to different agencies without assigning any reasons thereof. All tenders, in which any of the prescribed conditions is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer, shall be summarily rejected. Please refer our website: www.imsc.res.in / tenders for further details regarding more eligibility criteria if any.

Sd/

REGISTRAR

For and behalf of the Director,
The Institute of Mathematical Sciences

FORM 'A' : FINANCIAL INFORMATION

I. Financial Analysis - Details to be furnished duly supported by figures in Balance Sheet/ Profit and Loss Account for the last three years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (copies to be attached).

Particulars	Financial Year		
	2017-18	2018-19	2019-20
'i) Gross Annual Turnover on Housekeeping work Rupees (In Lakhs)			
ii) Profit / Loss Rupees (In Lakhs)			
iii) Certified By			

Supporting Documents are to be attached.

Name and Address of Chartered Accountant :

II. Financial arrangements for carrying out the proposed work.

III. Solvency Certificate from Bankers of the bidder in the prescribed Form "B".

Signature of Bidder(s)

Signature of Chartered Accountant with Seal

FORM – B :FORM OF BANKER'S CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information that M/s./Shri

_____ (with address) a

customer of our bank are / is respectable and can be treated as good for any engagement upto a

limit of Rs _____ (Rupees _____
_____).

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

(Signature)

For the Bank

Note:

- (1) Bankers certificates should be on letter head of the Bank.
- (2) In case of partnership firm, certificate should include names of all partners as recorded with the Bank.

FORM 'C' : DETAILS OF ALL SIMILAR WORKS COMPLETED IN ALL RESPECTS DURING THE LAST FIVE YEARS ENDING ON THE LAST DAY OF THE MONTH SEPTEMBER 2020

Sl. No.	Name of the similar work/ Project and location	Owner or Sponsoring organization	Cost of work (Rupees in Lakhs)	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Litigation / arbitration pending/ in progress with details*	Name & Address / Phone No. of Officer to whom reference may be made	Remarks

* Indicate gross amount claimed and amount awarded by the Arbitrator.

Notes:

a. Applicant may submit separate form for giving details of work (completed) for each year to fill up the details as above. Separate sheets if any shall be numbered in sequence.

b. The copies of the work orders for each work along with completion certificate shall be submitted.

c. Certified that the above list of works is complete and no work has been left-out and the information given is correct to my knowledge and belief.

Name of Authorized signatory

FORM 'D' : PROJECTS UNDER EXECUTION OR AWARDED

Sl. No	Name Of The Similar Work/ Project And Location	Owner Or Sponsoring Organization	Cost Of Work (Rupees in Lakhs)	Date Of Commencement as per Contract	Stipulated Date of Completion	Name And Address/ Telephone Number Of Officer To Whom Reference May Be Made	Remarks

Name of Authorized Signature
