



சர்தார் வல்லபாய் படேல் சர்வதேச ஜவுளி  
மற்றும் மேலாண்மை கல்லூரி,  
கோயமுத்தூர் – 641004.

सरदार वल्लभभाई पटेल इंटरनेशनल स्कूल ऑफ़  
टेक्सटाइल्स एंड मैनेजमेंट  
कोयंबटूर – 641004.

**SARDAR VALLABHBHAI PATEL INTERNATIONAL SCHOOL  
OF TEXTILES AND MANAGEMENT,  
COIMBATORE-641004.**

**Tender for Providing various Services  
at Hostel, Administrative,  
& Academic Wings of SVPITM, Coimbatore -641 004.**

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**NOTE: ALL THE PAGES SHOULD BE SIGNED BY THE TENDERER AND SUBMITTED**

**TENDER FORM**

**SARDAR VALLABHBHAI PATEL INTERNATIONAL SCHOOL OF TEXTILES AND MANAGEMENT,  
COIMBATORE - 641004**

**(A Govt. autonomous body under Ministry of Textiles)**

**TENDER NO: SVPISTM/TENDER/Services/2023-24/Part II/ 01 dated @ Coimbatore-641004 the  
10.01.2024.**

Cost of the Tender Document : Rs. 590/- (500 + 18% GST) (Non-Refundable)

Name of the work : Providing Various Services  
at Hostel, Administrative, and Academic  
Wings of SVPISTM, Coimbatore -641 004.

Period of Contract : One year.  
This can be extended further up to One year.

Tender no & date : **SVPISTM/TENDER/Services/2023-24/Part II/ 01 dated  
@ Coimbatore-641004 the 10.01.2024.**

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**TO BE FILLED BY THE TENDERER**

1. Name and address of the tenderer :
2. EMD payment details DD/ BG no.,  
Date & Name of the Bank  
(EMD DD / BG should be enclosed) :
3. Rates are to be quoted in Section – VI : Financial Bid
4. GST Registration. No. :
5. PAN & IT return copy should be enclosed :
6. Address of local office @ Coimbatore  
Contract no (Mobile/B-Fone no.) :
7. The cost of the tender document should be enclosed : DD No :  
Date :  
Bank :
8. Experience (certificate for a minimum period  
of two years in Govt. Org./ PSU should  
be enclosed) :
9. Copy of License from ALC for the  
General conservancy services,  
EPF& ESI Registration  
Certificates should be enclosed :

## SECTION - I NOTICE INVITING TENDER

### SARDAR VALLABHBHAI PATEL INTERNATIONAL SCHOOL OF TEXTILES AND MANAGEMENT, AVANASHI ROAD, COIMBATORE-641 004.

**SVPISTM/TENDER/Services/2023-24/Part II/ 01 dated @ Coimbatore-641004 the 10.01.2024.**

For and on behalf of the SARDAR VALLABHBHAI PATEL INTERNATIONAL SCHOOL OF TEXTILES AND MANAGEMENT, COIMBATORE-641 004, the DIRECTOR, SVPISTM, Coimbatore – 641004 invites Sealed tenders from reputed and Registered Service Providing agencies for Providing Various Services on CONTRACT basis at Hostel, Administrative, and Academic Wings of SVPISTM, Coimbatore -641 004.

In this tendering process, no tender document shall be physically available for sale. The document can be obtained by downloading the same from the **website svpistm.ac.in**.

#### DETAILS OF ESTIMATED COST, COST OF TENDER DOCUMENT AND EARNEST MONEY DEPOSIT OF THE TENDER:

Sl No	ZONE	Approximate estimated cost of the tender (In Rs.)	Cost of Tender document (In Rs.)	EMD (In Rs.)
1	Coimbatore	65,25,168/-	590/- (500 + 18% GST)	1,30,503/-

**GST NO.** : 33AAETS0003R1ZI

**COST OF THE TENDER DOCUMENT (Non-Refundable):** As per the table above.

(to be paid by crossed DD drawn in favour of SVPISTM, Coimbatore 641004 along with EMD)

**PERIOD OF CONTRACT** : One year, which can be extended further up to one year (if mutually agreed)

**LAST DATE FOR SUBMISSION** : Upto 13:30 Hrs on 30-01-2024.

**DATE & TIME FOR OPENING THE TENDER** : at 14:00 Hrs on 30-01-2024.

Contact Details for any clarification

**S.U.SANKAR**  
Administrative officer,  
SVPISTM, Coimbatore - 641004  
Mobile: +91 9443432657 E-Mail <admin@svpitm.ac.in>

#### General Terms & Conditions :

SVPISTM reserves the right to reject any or all tenders without assigning any reason whatsoever. SVPISTM reserves the right to award an addition or reduction of the number of units based on the actual requirement at the time of the award. The rate quoted should be inclusive of any levies and all taxes.

#### NOTE:

The tender document has to be downloaded from the website **svpistm.ac.in**.

The cost of the tender document has to be paid in the form of DD drawn in favour of “SVPISTM” Coimbatore-641004, payable at Coimbatore and **EMD should be paid in the form of DD/PBG** while submitting the tender document. Otherwise, the tender is liable to be rejected

The Tender document to NSIC/MSME registered Firms/Companies is free of cost if they produce documentary proof (i.e. self-attested copy of the registration certificate with NSIC/MSME). They are also exempted from payment of EARNEST MONEY DEPOSIT.

## **SECTION - II TERMS AND CONDITIONS**

**SARDAR VALLABHBHAI PATEL INTERNATIONAL SCHOOL OF TEXTILES AND MANAGEMENT,  
COIMBATORE- 641 004.**

**SVPISTM/TENDER/Services/2023-24/Part II/ 01 dated @ Coimbatore-641004 the 10.01.2024.**

**TENDER TERMS AND CONDITIONS FOR PROVIDING Various Services on CONTRACT basis at Hostel, Administrative & Academic Wings of SVPISTM, Coimbatore -641 004.**

### **1. PREAMBLE**

For and on behalf of SARDAR VALLABHBHAI PATEL INTERNATIONAL SCHOOL OF TEXTILES AND MANAGEMENT, COIMBATORE-641 004, the DIRECTOR, SVPISTM, Coimbatore – 04 invites Sealed Tenders from reputed and registered service providers for providing Various Services on CONTRACT basis at Hostel, Administrative, Academic Wings of SVPISTM, Coimbatore -641 004. (from here on SVPISTM means DIRECTOR, SVPISTM, or Competent Authority floating the Tender/ intends to invite Tender).

### **2. ELIGIBILITY**

The bidders intending to bid should be registered with the Assistant Labour Commissioner for License for providing Various Services/Housekeeping/General Conservancy Services/Security services and they should have experience in the field of providing General conservancy services. They should have a minimum experience of two years in Government Organization/ PSUs in any of the Financial Years ie., 2017-2018, 2018-19, 2019-20,2020-21, 2021-22 & 2022-23.

The service provider should strictly abide by the statutory provisions of various Acts of the State in force in connection with the employment of the contract labour viz. Contract Labour R & A Act 1970, Bonus Amendment Act 2015, Workmen Compensation Act, EPF Act, ESI schemes, and any other regulation covered under Labour Act.

The disqualified/debarred tenderer and the tenderer who has not met the contractual obligations against earlier contracts with SVPISTM or has not fulfilled the tender conditions for the tenders floated by SVPISTM are not eligible to participate in the tender.

### **3. TENDER SUBMISSION**

#### **3.1 Offline Submission**

**The bid should be submitted only in OFFLINE.** The cover should contain all the prime eligibility documents along with fees towards the cost of the tender document, EMD enclosures, eligible documents, **and all pages of the tender document with the signature of the tenderer and it should be PVC / WAX sealed.**

The envelope should be superscripted at the top of the cover as **“Technical / Qualifying bids for Tender for providing Various Services at Hostel, Administrative & Academic Wings of SVPISTM, Coimbatore -641 004. DO NOT OPEN BEFORE 14:00 Hrs on 30-01-2024.”.**

**The financial bid document should be removed from the tender document and covered with a separate sealed envelope with the name of the tenderer, superscripted at the top as ‘Financial Bid for supply of Various Services on CONTRACT basis to the Hostel, Administrative & Academic Wings of SVPISTM, Coimbatore -641 004. “Do not open before finalization of qualifying bid ’ and addressed to Administrative Officer, SVPISTM, Coimbatore – 641004.**

The completed tender forms along with the enclosures and the sealed cover containing the financial bid should be submitted in ONE cover and addressed to

**Shri. S.U. Sankar,  
Administrative Officer,  
SARDAR VALLABHBHAI PATEL INTERNATIONAL  
SCHOOL OF TEXTILES AND MANAGEMENT,  
1483, AVANSHI ROAD,  
COIMBATORE – 641004.**

The tender can be sent by registered post with acknowledgement due or can be submitted in this office on or before the due date and time. Any delay in postal transit will not be accepted as a valid reason for condoning the delay in the submission of the tender.

**3.2** The last date for submission of tender is **13:30 Hrs on 30-01-2024.**

#### **4. EARNEST MONEY DEPOSIT**

**4.1** The EMD as mentioned in the NIT should be paid and enclosed with the Tender offer.

- a) EMD shall be deposited in the form of Demand Draft/BANK GUARANTEE in favour of “SVPISTM, Coimbatore-641004 issued by any Nationalized Bank / Scheduled Bank, valid for 210 days from the date of NIT. The DD / Bank Guarantee should have been issued, not earlier than the date of NIT. The DD/BG for the EMD amount in original should be attached to the Tender Offer. No other mode of payment for EMD will be accepted.
- b) Tenderers who are registered with NSIC/MSME authorities for the tendered service/item is exempted from the payment of EMD on the production of a self-attested copy of the certificate issued by NSIC/MSME.
- c) The EMD will not carry any interest while it is in the custody of SVPISTM.

**4.2** The EMD will be refunded to the successful/unsuccessful tenderers after the finalisation of the Tender. The EMD paid in the form of DD/PBG will be returned to the successful tenderer on payment of SD, execution of the agreement, and finalization of the Tender. The EMD will be refunded to the unsuccessful tenderer after the finalization of the Tender.

4.3 The EMD will be forfeited if a successful tenderer does not pay the Security Deposit in time and execute the Agreement. Also, he will not be eligible to participate in the tender for the same work, for one year from the date of intimation to pay the Security Deposit.

4.4 The EMD will be forfeited if the tenderer withdraws the tender within the validity period of the bid.

## 5. DOCUMENTS ESTABLISHING BIDDERS' ELIGIBILITY AND QUALIFICATIONS

The bidder shall furnish the self-attested copies of the following documents, as part of his bid documents establishing the bidder's eligibility. The original documents should be produced on demand for verification and return.

1. Cost of Tender Document (Crossed DD in original ) (Mandatory)
2. Cost of EMD - DD/PBG in original as per Section-I. (Mandatory)
3. Experience certificate in the relevant field services for a minimum period of two years in Govt. organization / PSUs in any of the Financial Years ie. 2018-19, 2019-20,2020-21, 2021-22 & 2022-23.
4. Payment of EMD / Bank Guarantee in original as per Section-I
5. Certificate for not having near relatives working in SVPISTM as per Annexure in Section V.
6. Copy of latest EPF and ESI proof for payment, registration code number, and registration certificate. If the bidder is the present contractor of SVPISTM, the bidder has to submit a certificate from the SVISTM stating that he has cleared all the dues of the contract laborers towards Wages /EPF / ESI / Bonus, etc. up to the period for which the bills are settled by SVPISTM.
7. Copy of License from the Asst. Labour Commissioner for the work specified in this tender. (Mandatory)
8. Copy of PAN number and IT return copy for the assessment year 2021-22, 2022-23 and 2023 – 24 alongwith the latest profit and loss statement.
9. Copies of Articles of Association and Memorandum of Association in case of Limited company OR Copies of partnership Deed and Power of Attorney in case of Partnership Firm **OR Affidavit in case of the sole proprietorship.**
10. Copy of GST Registration Certificate with the number.
11. Self-declaration by the bidder stating that the Bidder **has not been black-listed** by any Central/ State Governments/ PSUs in India at the time of submission of the bid must be submitted in this regard (Mandatory).
12. Tenderer's Profile.
13. Vendor Master Form.

**Any bid devoid of the above documents will be summarily rejected.**

## 6. BID OPENING

- a) The tenders will be opened in the Academic Block, SVPISTM, Coimbatore- 641004 in the presence of the tenderers or their representatives present at that time.
- b) Two-stage processes will be adopted in the opening of the bids. On the opening date, the "**Technical / Qualifying**" envelope submitted offline shall be opened.
- c) The Financial bid that is submitted will be opened only for qualified bidders in the "**Technical /Qualifying bid Evaluation.**"
- d) The date and time of opening of the Financial Bid shall be conveyed to all the bidders who have qualified for the qualifying bid and their representative shall be allowed to attend the financial bid opening.
- e) If the Office remains closed or is not able to function due to unexpected reasons the tender will be opened at the same time of the next working day.
- f) Tenders received after the deadline for submission of bids prescribed by SVPISTM Coimbatore shall be rejected and recorded . Or it shall be returned to the bidder at the discretion of the Competant authority.
- g) If the representative / authorized person of the bidder attends the bid opening, an authorization letter to this effect must be produced by him before he is allowed to participate in the bid opening. The format of the "**AUTHORISATION LETTER**" is enclosed in the tender offer.
- h) SVPISTM Coimbatore reserves the right to disqualify such tenderers who have a record of not meeting contractual obligations against earlier contracts entered into with the SVPISTM or not fulfilling the tender conditions in the previous tenders floated by SVPISTM.

### 6.1 The tender shall be opened in the following manner:-

The Tender opening committee shall count the number of Bids and assign serial numbers to the Bid Documents. For example, if 10 Tenders have been received the Tenders shall be numbered as 1 of 10, 2 of 10., up to 10 of 10. All the members of the Tender Opening Committee shall initial on the outer envelopes of all the Tender Documents with the date.

The envelopes containing the Tender offer and not properly sealed, as required vide relevant para shall not be opened and shall be rejected outright. **Closing the cover with gum will not be treated as a sealed cover.** The reasons for not opening such Tender offers shall be recorded on the face of the envelope and all the members of the Tender opening committee shall initial with the date.

On the date of opening the tenders mentioned in NIT, the "*Technical/Qualifying Bid*" Submitted only will be opened. The Qualifying bid will be opened only in respect of those contractors who meet the eligibility criteria and other terms and conditions stipulated in the Tender.

During the Financial Bid opening, in case **there is any discrepancy in figures and words in the quote**, the same shall be announced in the Bid opening time, but **the rate quoted in words shall prevail.**

**MODIFICATIONS AND WITHDRAWALS OF BIDS ONCE SUBMITTED WILL NOT BE ENTERTAINED.**



## 6.2 REJECTION OF TENDER

- a) Tender in which any of the prescribed conditions are not fulfilled or incomplete in any respect is liable to be rejected.
- b) No clause in terms and conditions, agreement, or Annexure should be added or altered. If any clause is found added or altered the tender will be rejected.
- c) The bidder is expected to examine all Instructions, Terms & Conditions. Failure to furnish any information required as per the tender conditions or submission of the tender schedule not substantially responding to the tender condition in every respect will be at the bidders' risk and shall result in the rejection of the tender.

## 6.3 RATE QUOTING METHOD

- a) The rate should be quoted only for which the cost of the Document and EMD have been paid as per NIT in figures and words in the Price Bid form.
- b) **For submission, the bid document should be removed from the tender document and covered with a sealed envelope with the name of the tenderer, superscribed at the top as 'Financial Bid' and addressed to The Administrative Officer, SVPISTM, Coimbatore -4.**
- c) Any ambiguity in rates shall make the Tender invalid. No clause should be added or altered in **Section-VI Financial Bids**.
- d) The tenderer should quote the rate in the Financial Bid in Indian Rupees only. In case there is any difference in the amount written in figures and the amount written in words, then the amount written in words will be treated as the amount quoted.

## 6.4 EVALUATION CLAUSE

- a) Only those bids that conform to all the terms and conditions of the bid documents will be considered for evaluation.
- b) The qualifying/technical bids shall be evaluated initially. The Technical Bid Evaluation committee shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed and whether the bid documents are generally in order.
- c) Before the detailed evaluation, SVPISTM will determine the substantial responsiveness of each bid in the bid document. For the purpose of these clauses, a substantially responsive bid conforms to all the terms and conditions of the bid documents without deviations. SVPISTM's determination of the bid's responsiveness is to be based on the contents of the bid documents without deviations. A bid, determined as substantially non-responsive will be rejected by SVPISTM.
- d) SVPISTM Coimbatore reserves the right to disqualify such bidders who have a record of not meeting the contractual obligations against earlier contracts with SVPISTM or not fulfilling the tender conditions for the tender floated by SVPISTM.
- e) SVPISTM may waive any minor infirmity or non – conformity or irregularity in a bid that does not constitute a material deviation provided such waiver does not prejudice or affect the relative ranking of the bidder.
- f) The Financial bid of the valid qualifying / technical and responsive bids shall be opened subsequently on a day fixed by the SVPISTM and evaluated separately. The date of the opening of the financial bid shall be communicated to the technically acceptable bidders individually.
- g) The evaluation will be done based on the total lowest quoted for service charges as per Grand Total in Section VI- FINANCIAL BID.

## 7) SECURITY DEPOSIT

- 1) The successful Bidder including NSIC/ MSME registered firms should remit a **Security Deposit equivalent to 10% of the awarded amount** for the work specified for 18 months within 15 days from the date of receipt of the communication by the Bidder.
- 2) This security deposit is payable in the form of DD/ Bank Guarantee issued by a Nationalised / Scheduled Bank and it should be for eighteen months.
- 3) If the period of validity of the tender is extended, the validity period of the DD/ Bank Guarantee shall also be extended. Failure to pay the security deposit within the specified time will entail the forfeiture of EMD and the rejection of the tender.
- 4) The Security Deposit will not carry any interest while it is in the custody of SVPISTM.
- 5) The Security deposit will be returned after the successful completion of the tender if there is no liability on the part of the Bidder to SVPISTM.
- 6) The Security deposit will be forfeited in the following circumstances.
  - I. In case of any document is found false / forged at any stage, the Security deposit will be forfeited.
  - II. If the contract is terminated by the SVPISTM due to poor quality of service or negligence/misbehavior / bad act of the contractor / his personnel or non-observing of the provisions stipulated in the contract, the Security deposit shall be forfeited.
  - III. If the contractor is found violating any law/rule related to work and workman and a report in this regard is received from the competent authority indicating the contractor for violation of any law/rule, the Security deposit shall be forfeited without prejudice to any other action as per provisions of the contract.
  - IV. If the contractor fails to undertake the work within the time limit mentioned, the penalty for delay shall be recovered from the Security deposit.
  - V. If the contractor fails to rectify the defect in the work done as ordered by the SVPISTM or fails to make good the damage done to the assets of SVPISTM or state /central Govt. property or public property or other private operators' property while executing the work, the recovery to the extent of the cost of rectification or damage done as assessed by the SVPISTM, COIMBATORE shall be recovered from the pending bills / Security deposit. The assessment of recoveries made by the Director shall be final and binding on the contractor.
  - VI. If any of the statutory payments (EPF / ESI / GST & cess) are found not remitted/paid, the Security deposit shall be forfeited.

## 8) AGREEMENT

- 1) The successful tenderer will be required to execute an agreement in a Non-judicial stamp paper of appropriate value within the time frame stipulated by SVPISTM, Coimbatore.
- 2) The SVPISTM reserves the right to add/delete/modify the clauses in the agreement.
- 3) Failure of the successful bidder to comply with the requirement of SVPISTM shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security (EMD) in which event the SVPISTM may make the award to any other bidder, at the discretion of SVPISTM or call for new bids.

## 9) VALIDITY

The bid shall remain valid for 180 days from the date of bid opening and it will remain binding upon the bidder and is to be accepted at any time before the expiry of the period. A bid valid for a shorter period shall be rejected by SVPISTM as non-responsive.

## 10) GENERAL

1. The period of the contract shall normally be one year from the date of awarding of the tender but can be extended for a further period of one year or till such time a fresh tender is finalised whichever is earlier at the same rates, terms, and conditions.
2. The rates for reimbursement of services once approved will not be changed under any circumstances. No upward revision of the rate is allowed during the entire period of the contract and the extended period.
3. The service provider should strictly abide by the provisions of various acts of the State in force in connection with the employment of the contract labour. It is the responsibility of the service provider to ensure payment of wages as per the Minimum Wages Act amended from time to time. The workers shall also be given weekly off after six continuous working days. **The minimum rates of wages include the wages for the weekly day of rest.**
4. For the laborers carrying out the Services, the contribution of EPF, and ESI should be made to the laborers employed.
5. The tenderers can approach SVISTM to ascertain the area and quantum of work.
6. Income Tax at appropriate rates will be deducted at source from the monthly payment of bills.
7. The successful tenderer must be an assessee under the provisions of Service Tax Rules and enclose a copy of the Registration Certificate with the Tender Document. As it is a statutory obligation, the applicable rate of Service Tax from time to time may be shown in the monthly bills submitted to this office by the contractor. The Service Tax Registration number should invariably be printed on the bills of contractors.
8. The contractor is fully responsible for any failure towards non-payment of Minimum Wages/ Bonus / EPF/ ESI / non-adherence to Labour Laws, which may lead to a penalty by the concerned authorities. The responsibility will continue even after the tenure of the contract.

## SECTION - III

### GENERAL / COMMERCIAL CONDITIONS OF THE CONTRACT

#### 1. QUALITY OF WORK

- 1.1 The tenderer should execute the whole and every part of the work in the most substantial and workmanlike manner otherwise in every respect in strict accordance with the scope of work.
- 1.2 The scavenging work should be carried out four times a day.
- 1.3 In the event of any failure to comply with any of the clauses of these tender terms and conditions of the agreement, the tender is liable to be cancelled and the Security Deposit is liable to be forfeited.
- 1.4 If the service of the tenderer is not satisfactory, SVPISTM has the right to terminate the tender by giving 15 days' notice with the forfeiture of the Security Deposit.

#### 2. RESPONSIBILITY OF THE SERVICE PROVIDER

- 2.1 The service provider shall be responsible for the discipline of the persons employed by him. If at any time, it is found that the persons are indulging in an act of misbehavior or misconduct, etc. the SVPISTM shall have the right to have him/her replaced by the service provider.
- 2.2 The service provider shall maintain complete personal data of persons employed by him such as name, father's name, permanent address, village/taluk/district, police station concerned, signature and fingerprints, etc. The incumbent should have undergone character and antecedents verification through the police etc.
- 2.3 The service provider should be responsible for the welfare of his persons as per the various State / Central Government Acts and Regulations.
- 2.4 The service provider should arrange to do a health check-up for the laborers from the ESI dispensary whenever necessary at regular intervals.
- 2.5 Child labour and Persons aged above 60 years should not be engaged.
- 2.6 The service provider will be solely responsible for the employment of persons and payment of wages and other benefits, to them and SVPISTM shall in no way be responsible for the same. He should not wait for the SVPISTM's payment to pay his persons. The payment has to be made on or before the 3<sup>rd</sup> of the following month without fail. The payment has to be made through a Bank/cheque and a salary slip should be issued to the labourers and the proof of payment should be enclosed. Employee's contribution of ESI / EPF should be deducted and the same should be paid with the employer's contribution to the EPF / ESI account of the laborers.
- 2.7 The contractors should register their establishment and upload the contribution of the employees through the electronic challan cum Return (ECR) facility. Paid EPF challans of the persons for laborers engaged by the contractor should be attached to the bills every month. The contractor should submit every month a copy of ECR along with the Challan containing the relevant details, to check the remitted amount status along with the names of employees for whom the contractor's establishment has remitted the amount.
- 2.8 EPF payment of the laborers engaged by the contractor in respect of this tender should be remitted to the Office of the Employees Provident Fund Organisation, Coimbatore only.
- 2.9 In case of any addition/reduction in requirements, the service provider should be in a position to carry out the work at the approved rate without delay. **The requirement of services may be increased/decreased by 50% of the total requirement.**

- 2.10 In case any workman of the service provider suffers injury/damage or meets with an accident during the discharge of duties, the entire cost of compensation should be borne by the tenderer, and SVPISTM shall stand indemnified against any such compensation claim.
- 2.11 Cooking/halting after duty hours by the persons engaged as laborers by the service providers inside the SVPISTM campus is not permitted.
- 2.12 The tenderer should provide first aid facilities for the contract laborer.
- 2.13 Identity cards should be supplied by the agency to their employees. No person will be allowed to work in SVPISTM without an identity card.
- 2.14 The tenderer should ensure that the persons employed by them should not participate in any Dharna or Agitation or strike organized by them or by the trade union / Association of SVPISTM. The tenderer will be terminated for violation of the above condition with the forfeiture of the Security Deposit.
- 2.15 The tenderer should provide the number of persons engaged for laborers required and a full-time supervisor to get in touch with the concerned officer in charge for receiving instructions from time to time and for the smooth functioning of the work.
- 2.16 Any communication to the last known address of the tenderer will be sufficient for written communications. Any plea of absence from headquarters or change of address will not be accepted to establish the non-receipt of communication on the part of the tenderer. For this purpose, the tenderer should have a local office in Coimbatore which should be mentioned in the tender form.
- 2.17 Necessary materials such as scented phenyl/soap oil, acid, urinal cakes, bleaching powder, cleaning powder, naphthalene balls, mop sticks, brooms, cobweb sticks, brushes, duster cloths, etc. for cleaning and sweeping shall be arranged by the SVPISTM.
- 2.18 In case of absence/leave against the works of sweeping and scavenging, the contractor must make his arrangement for sweeping and scavenging work immediately without fail.
- 2.19 Concerning the buildings that come under the building in charge, the respective contractor is responsible for undertaking sweeping and cleaning works for the entire building. The details of the sweeping area, open space, toilets, etc. covering all the floors and buildings are to be ascertained from SVPISTM.
- 2.20 The sweeping/cleaning works in the rooms/offices should be certified by the officer/official in charge. The sweeping / cleaning of floors/toilets in the common area should be certified by the building in charge. It should be certified daily in a notebook.
- 2.21 Proper substitute arrangement is required to be made against the absence of persons engaged for general conservancy services. The contractor must make arrangements to carry out the work immediately without fail.
- 2.22 Important information and alerts on Tender are sent to the bidder's registered email address. It is the responsibility of the tenderer to view any Corrigendum / Financial bid opening date and time in e-mail.
- 2.23 All information regarding tender progress shall be sent by e-mail to the registered IDs. It will be the bidder's responsibility to check the updated status/information on their registered IDs at least once daily after the opening of the bid for necessary action. No separate communication will be required in this regard. Non-receipt of emails will not be accepted as a reason for non-updating of the tender progress status.

### 3. INSPECTION

- 3.1 SVPISTM shall have the right to inspect the tender work and examine the final bills of the contractor including all supporting vouchers, abstracts, etc. to be made after payment of the final bill, and if as a result of such audit and technical examination, any sum is found to have been overpaid in respect of any work done by the contractor under the contract or any work claimed by him to have been done by him under the contract and found not to have been executed, the contractor shall be liable to refund the amount of overpayment and it shall be lawful to SVPISTM to recover the same from him through the security deposit or future bills.

### 4. DAMAGES AND LOSSES

- 4.1 The successful Bidder will be engaged as "WORK CONTRACTOR" on "WORK CONTRACT BASIS" which is purely a work contract based on the principles of the Law of Contract.
- 4.2 The tenderer getting the work order will be entirely responsible for all losses and damages caused during the execution of work by his party men, material, and properties belonging to SVPISTM. SVPISTM shall have no liability whatsoever.
- 4.3 Any legal or financial implications while executing the work would be vested with the tenderer only. SVPISTM shall have no liability whatsoever.

### 5. DELAY

- 5.1 All the other works mentioned in Section IV should be completed well before the commencement of office and during lunch break as per the instructions of the unit officer / Officer-in-charge concerned.

### 6. PENALTIES / LIQUIDITY DAMAGES

- 6.1 **FOR NON-PERFORMANCE OF CLEANING & Delay in Commencement of work:** If general cleaning of floor/toilets/urinals on any floor is not carried out satisfactorily, proportionate Penal deductions will be made by SVPISTM at the rate of 2% of the bill amount for each day of delay, subject to a maximum of 12% when the required services are not provided.
- 6.2 If any consequential damages occur while carrying out the work, the damage incurred should be borne by the tenderer. Quantum of liquidity damages assessed by the SVPISTM shall be final and non-challengeable by the contractor.
- 6.3 The contractor is fully responsible for any failure towards the non-payment of EPF / ESI / GST & Cess which leads to penalty by the authorities concerned. If any recovery of penalty is levied by the Labour Commission etc., for non-compliance with statutory rules it will be recovered from the contractor's bills or Security Deposit. SVPISTM shall stand indemnified against any such penalties. The responsibility will continue even after the tenure of the contract.
- 6.4 **PENALTY FOR Non-Providing Services:** A penalty of Rs. 500/- shall be imposed for non-supply of Services per day per unit. In this regard, the decision of the competent authority is final and non-challengeable by the contractor.
- 6.5 In case of absence/leave against the works, the contractor must make alternate arrangements immediately without fail. If he fails to make alternate arrangements SVPISTM shall make alternate arrangements and the cost will be recovered from the bill.
- 6.6 The above penalties will be made by way of deductions in the monthly bill presented by the contractor. The decision of the SVPISTM will be final in all the above matters.

- 6.7 If any consequential damages occur while carrying out the work, the damage incurred should be borne by the tenderer. Quantum of liquidity damages assessed by the SVPISTM shall be final and non-challengeable by the contractor. **In all matters the decision of the Director, SVPISTM Coimbatore will be final.**

## **7. TERMINATION**

- 7.1 SVPISTM, Coimbatore may without prejudice to any other remedy for breach of contract, may terminate the contract with the forfeiture of the Security Deposit in whole or in parts by giving 15 days' notice if the contractor fails to perform any of the terms and conditions under the contract.
- a. SVPISTM, Coimbatore may without prejudice to other rights under the law of the contract get the tender work done at the risk and cost of the contractor in the above circumstances.
  - b. SVPISTM Coimbatore may also by giving written notice and without compensation to the contract terminate the contract with the forfeiture of the Security Deposit if the contractor becomes unwilling, bankrupt, or otherwise insolvent without affecting its right of action for remedy, as deemed fit.
- 7.2 SVPISTM shall not be responsible for any loss or damage incurred to the contractor as a result of the termination of the contract. SVPISTM shall be free to take due action for the appointment of a new contractor during the period under notice and thereafter. The contractor / the company will be debarred for further participation in the tender floated by SVPISTM. The decision of SVPISTM, Coimbatore as to the quantum of loss and negligence will be final.
- 7.3 The contractor shall under no circumstances sublet the contract and if he does so, the SVPISTM, Coimbatore whereupon by notice in writing rescind the contract with the forfeiture of Security Deposit.

## **8. PAYMENT OF BILLS**

- 8.1 The contractor shall submit all his bills on monthly basis (calendar month) in triplicate on serial machine numbered printed forms only, to the officer concerned along with an advance stamped receipt on or before the 1<sup>st</sup> of the following month. The acknowledgment for submission of bills should be obtained from the concerned officer. The bills for payment should be prepared neatly. The approved contractor should note the tender number in the concerned bills for payment.

## **9. RIGHTS RESERVED FOR SVPISTM**

- 9.1 SVPISTM Coimbatore reserves the right to blacklist a tenderer for a suitable period in case he fails to honor his tender without sufficient grounds.
- 9.2 SVPISTM reserves the right to award the tender to deserving parties either in full or in part. The decision of SVPISTM Coimbatore is final and unquestionable. SVPISTM, Coimbatore intends to limit the number of technically and commercially responsive bidders from the list of such bidders arranged in increasing order of their evaluated prices starting from the lowest to order against this tender.
- 9.3 SVPISTM reserves the right to approve more than one agency/contractor at the same approved rates.
- 9.4 SVPISTM reserves the right to approve the L1 tender for each Service.
- 9.5 This award of work contract does not confer any right to the appointment in SVPISTM.
- 9.6 The SVPISTM reserves the right to call the tenderer and conduct a negotiation, if necessary.

- 9.7 SVPISTM reserves the right to counteroffer the bidder to other bidders who agree with the rates of the L1 bidder.
- 9.8 In case of any dispute before entering into the contract, the decision of the Director, SVPISTM, Coimbatore shall be final.
- 9.9 Any clarification issued by SVPISTM, in response to a query raised by prospective bidders shall form an integral part of bid documents and it may amount to an amendment of relevant clauses of the bid documents.
- 9.10 The SVPISTM reserves the right to change the terms of trade from time to time with a notice period of 30 days.
- 9.11 SVPISTM Coimbatore reserves the right to disqualify such bidders who have a record of not meeting the contractual obligations against earlier contracts with SVPISTM or not fulfilling the tender conditions for the tender floated by SVPISTM, Coimbatore.
- 9.12 The Director, SVPISTM, Coimbatore shall be the final authority for deciding the successful tenderer and her decision will be final.
- 9.13 SVPISTM, Coimbatore reserves the right to change the specifications at any stage before the commencement of the said work.
- 9.14 The SVPISTM reserves the right to withhold or delay the payment for the contractor in case of any pending disputes.

#### **10. COMMITMENTS OF THE BIDDER**

The bidder will not enter with other bidders into an undisclosed agreement or understanding whether formal or informal. This applies in particular to prices and any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

#### **11. DISQUALIFICATION FROM THE BIDDING PROCESS AND EXCLUSION FROM FUTURE CONTRACTS.**

If the bidder before award or during execution has committed a transgression through a violation of clause 10 above, the SVPISTM, Coimbatore is entitled to disqualify the bidder from the bidding process and exclude him from the future contract.

#### **12. COMPENSATION FOR DAMAGES**

If the SVPISTM, Coimbatore has disqualified the bidder from the bidding process before the award according to Clause 10/11, SVPISTM, Coimbatore is entitled to forfeit the Earnest money Deposit

#### **13. RESTRICTIONS**

Any attempt for negotiations direct or indirect or any attempt to secure any interest for the actual prospective tenderer or influence by any means for the acceptance of particular tender will render the concerned tenderer liable for exclusion from consideration.

#### **14. FORCE MAJEURE**

- a) If at any time, during the continuance of this contract, the performance in whole or in part, by either party of any obligation under this contract shall be prevented or delayed by reasons beyond control -FORCE MAJEURE- Neither party shall, by reasons of such events be entitled to terminate this contract, nor shall either parties have any claim for damages against the other in respect of such non-performance or delay in performance.



- b) The force majeure shall include war or hostility, or acts of the public enemy, or civil commotion, or sabotage, or fire, or floods, or explosions, or epidemics, or quarantine, or restrictions, or strikes, or lockouts or acts of God (hereinafter referred to as eventuality).
- c) Provided such force majeure provisions apply only if notice of happening of any such eventuality is given by either party claiming concession to the other within 21 days from the date of occurrence thereof,
- d) Provided activities under the contract that were interrupted under the force majeure event are resumed as soon as practicable after such event comes to an end, or ceases to exist, and the decision of the SVPISTM, Coimbatore as to whether the activities have been so resumed or not, shall be final and conclusive.
- e) Provided further that if the performance in whole or part of, any obligation under this contract is prevented or delayed by reasons, for any such events for a period exceeding 60 days, either party may at his option terminate the contract.

## **15. DISPUTES / ARBITRATION**

### **1) Arbitration:**

All disputes or differences whatsoever between the contractor and the Institute related to the Contract will be settled by arbitration as per the provisions of the Indian Arbitration and Conciliation Act, 1996, and shall be binding for all purposes.

### **2) Legal dispute:**

Any dispute, which may necessitate legal redressal will be restricted to the jurisdiction of the Civil courts at Coimbatore only.

## **16. COMPLIANCE WITH LAWS AND REGULATION**

- 16.1 All the successful tenderers are bound by the labour laws as amended from time to time and also bound by the various provisions of the said laws.
- 16.2 All payments of wages, EPF, and ESI Contributions for the laborers engaged by the contractor for the execution of the tender work and all other liabilities imposed by the Minimum Wages Act, Contract Labour (R & A) Act 1970, Bonus amendment Act 2015 and the EPF and ESI organizations wherever applicable will be the sole responsibility of the contractor. The guidelines as per the Bonus Amendment Act 2015 should be followed. The payment of the Bonus to the laborers engaged in this contract will be the responsibility of the tenderer and it will not be reimbursed by SVPISTM.
- 16.3 The Registers and documents as stipulated in the Contract Labour Act 1970 are to be strictly maintained by the service provider.

## **17. NEAR RELATIVE CERTIFICATE**

SVPISTM staff appointed on either a regular or ad-hoc basis and their near relatives are prohibited from participation in this tender. Hence, the tenderer participating in the SVPISTM tender should ensure that none of their near relatives are working in SVPISTM. The near relatives for this purpose are defined as

- a. Members of a Hindu Undivided Family.
- b. They are husband and wife.
- c. The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) and brother's wife, sister(s) and sister's husband (brother in law).

The tenderer should give a certificate to the effect that none of his / her relatives is working in the units of SVPISTM as defined above (A copy of which is enclosed).

In the case of proprietorship firm, the certificate will be given by the proprietor, for a partnership firm, the certificate will be given by all the Partners, and in the case of a limited company by all the Directors of the company. Any breach of these conditions by the company or firm or any other person, the tender/work will be canceled and the EMD / Security Deposit will be forfeited at any stage whenever it is noticed. The SVPISTM will not pay any damages to the Company or firm or concerned person. The company or the firm or the person will also be debarred for further participation in the tenders floated by the SVPISTM.

#### **18. SET-OFF**

Any sum of money due and payable to the tenderer (Including Security Deposit refundable to him) under this contract may be appropriated by the SVPISTM, Coimbatore, and set off against any claim of the SVPISTM for payment of a sum of money arising out of this contract or under any other contract made by the contractor with the SVPISTM.

### **SECTION - IV**

#### **SPECIAL CONDITIONS OF THE CONTRACT**

##### **SCOPE OF WORK**

##### **General conservancy:-**

1. The contractor should ensure that the premises are maintained neat and tidy throughout the day.
2. Daily Sweeping and garbage removal in carpet area, rooms, staircases, verandahs, and removing of garbage, waste papers, etc. from gardens and dustbins in the entire campus of SVPISTM.
3. The contractor should ensure prompt watering of plants and removal of weeds in the campus.
4. The contractor should ensure the prompt maintenance of the Garden and the plants in the campus.
5. Daily mopping of floors with water in computer rooms, Academic block, Administrative block, and auditorium.
6. Daily cleaning of Toilets, Urinals, Glass windows, and washbasins by using soap oil and liquid-scented phenyl both inside and outside the buildings as frequently as required.
7. Daily washing and cleaning of drinking water containers, water coolers, water vessels, utensils, etc. with washing agents.
8. Different persons should be employed for the works of water carrying and cleaning of toilets.
9. Drinking water should be collected from the drinking water pipes daily and stored in the water containers kept in various places of the buildings. Drinking water should also be fetched from outside, wherever necessary. The supply of drinking water to the staff wherever required.
10. Weekly cleaning with soap oil etc. of doors and glass panes on windows.
11. Maintenance and regular water cleaning around the building and cutting of wild bushes and unwanted vegetation wherever necessary. Cleaning of sewage water flows inside and outside the premises wherever required.
12. Weekly cleaning of fans, tube lights, electrical fittings, etc. should be carried out.
13. Fortnight cleaning of walls, ceiling, terrace, and removing cobwebs/ Saturdays and Holidays.

14. Maintenance of Conference Hall/meeting halls etc keeping the linen cloth frequently washed and serving refreshments at different meetings.
15. The sweeping, cleaning, and scavenging works should be carried out before the commencement of the college office hours as per the instructions of the unit officers/building in charge.
16. All other required efforts are to be taken up by the contractor to ensure the cleanliness of the buildings.
17. Any other work as assigned by the officer in charge and any service similar to those noted above.

**SCOPE OF WORK: Watch & Ward SERVICES**

1. Round-the-clock security arrangements, including Saturdays, Sundays, and Holidays to be provided at the SVPISTM Campus, Coimbatore as per the following requirement of security supervisor and guards on a shift basis.

Security Services	2 Nos. (6.00 AM to 02.00 PM)
Security Services	2 Nos. (02.00 PM to 10.00 PM)
Security Services	2 Nos. (10.00 PM to 06.00 AM)

2. The Service provider may preferably engage ex-servicemen/civilians well-trained in the field of security services **with three years of experience**. They should be literate (Security personnel with at least a 10<sup>th</sup> Certificate), and able to read, write and understand Tamil and English languages. They should have first-aid training in the area of industrial security and handling fire-fighting equipment.
3. The security supervisors and guards must be smartly dressed in proper uniforms, while on duty. If at any time any of the security personnel are found to be guilty of misconduct in any manner, the Service providers shall be asked to replace that person.
4. The Security personnel assigned duties at the Institute campus and the hostels should deal with staff, students, and visitors, politely and courteously, while enforcing discipline. In case any security staff is found to misbehave or indulge in misconduct of any nature, the Service provider shall be asked to replace that person.
5. The Service provider shall verify the character, and attendance of security personnel before deployment in the SVPISTM Campus. The particulars of staff (name, age, address, qualifications, previous service experience, etc.,) engaged by the Service provider should be submitted to the Director, SVPISTM. SVPISTM reserves the right to verify the antecedents of the security personnel engaged on duty through the local police officials. For this purpose, the Service provider should submit the requisite detailed information and passport-size photographs and extend cooperation in getting the verification done.
6. The security supervisor/guards shall not be changed by the Service provider until and unless so warranted.
7. SVPISTM will not be responsible for providing any residential accommodation to security personnel deployed by the security agency.

8. The security personnel shall not indulge in any loose or unwarranted talk with the employees, students, or visitors. During Sundays/holidays or after office hours on working days, the security shall be extra vigilant.
9. It would be the responsibility of the Service provider to maintain and ensure full-proof security at the main gate by regular checks of incoming/outgoing personnel. As far as visitors are concerned, the security personnel should insist that they write in the register their name, address, telephone number, the purpose of visit, and the person they want to meet and thereafter issue a visitor pass. The visitors' pass, should be collected back, when the visitor leaves, duly signed by the concerned official.
10. All incoming and outgoing entities and goods should be thoroughly checked by the security guards. The security personnel must ensure that SVPISTM's property, whether equipment or materials is not allowed to be taken out of the campus, without a proper gate pass duly signed by the authorized officials. To keep proper records of incoming and outgoing material the proper register should be maintained.
11. The security supervisor shall also check the garbage/wastage being taken out for disposal to ensure that none of the useful items are taken out for disposal.
12. The Security personnel will carry out occasional random checks of the vehicles of staff and students while leaving the campus to ensure that none of the property of SVPISTM is being taken out unauthorized.
13. SVPISTM officers may carry out surprise checks at any time of the day or night. During duty hours if any security guard is found missing or sleeping or in a drunken state, such a person will have to be replaced immediately. In such instances, SVPISTM reserves the right to cancel the security contract or impose a penalty of Rs.2000/- per such occurrence.
14. In the event of any eventuality or mishap happening at the campus, such as robbery, vandalism, fire, communal riot, earthquake, etc., the security persons on duty shall immediately inform the Director / or other officers. A list of Residential phones or Mobile phone numbers of SVPISTM Officers shall be available with the Security at the main gate. The Service provider shall be held responsible if the message is not conveyed to the SVPISTM officers immediately.
15. After office hours on working days and Sundays/Holidays, the Security Supervisor on duty at the main gate shall also receive phone calls/messages from other institutions/organizations and depending upon the urgency of the matter, relay such messages to the concerned officials of SVPISTM.
16. In case of any damage or loss to the Institute's property or material caused directly or indirectly by the security personnel, the Service provider shall be held fully responsible, and the Institute shall be entitled to deduct the appropriate amount + penalty from contract fees payable to the Agency. The amount of loss or damage as determined by the Director, SVPISTM shall be final and binding on the Security Agency.
17. Similarly, the Service provider shall be responsible for the theft, fire, or any other damage in the Institute occurring on account of the carelessness of the security personnel. The amount of damage as determined by the Director of the Institute, in such cases, shall be final and binding on the security agency.

18. The security personnel on duty, will not leave the duty point on completion of their 8-hour shift duty, unless and until the next person on duty takes over/or a reliever person takes charge. In case any security guard falls sick, the Service provider shall be responsible for providing a reliever person out of its pool of security guards, at its own cost.
19. The Service provider shall maintain a record of major/minor incidents on daily basis and report the same to the Director / or any other official authorized in this regard. The Agency will also enquire about any incidents, like theft, indiscipline, disobedience, or any unauthorized activities/criminal activities happening on the campus. The Service provider shall also be responsible for lodging complaints with police authorities in such instances and take follow-up action for recovery of lost material/equipment.
20. The security personnel at the main gate will also maintain a logbook for the Institute's transport vehicles as well as vehicles hired from the Transport Contractor for each tour undertaken, name of the officer/faculty using the transport facility, meter readings, place visited, etc.
21. The Service provider shall provide torches with dry cells, batons, raincoats, umbrellas, or any other materials required to its staff of guards and supervisors, along with uniforms, at its own cost.
22. The security personnel shall keep watch at various points designated including patrolling the campus, especially after office hours. In the event of a power failure at any time, the security personnel should use emergency lights and place them at vantage points, as well as intensify patrolling. The security guard shall also keep a check and avoid the wastage of electricity and water.
23. To manage key of doors inside SVPISTM building/office vehicles etc., and issue to authorized persons only.
24. To switch off and switch on electrical switches, fans, computer systems, the closing of water tapes, etc., after office hours.
25. The security personnel should check that no street dogs enter the campus premises.
26. The same security personnel should not be given more than 8 hours of duty in a day. If it is found that the same security personnel is around duties for more than 8 hours in a day an amount equivalent to two shifts will be deducted from the bill for such incidence.
27. The posts/couriers received at the main gate should be handed over to the concerned immediately on receipt. However if the same is not delivered the reason there off should be brought to the notice of the SVPISTM in-charge officer and no post/courier should be kept at the main gate for more than 2 days.
28. The classroom should be kept open only if the classes are held; if no classes are conducted the same should be kept locked. The classrooms may be opened when called for in case of any requirement by the concerned faculty/staff.
29. The Rooms/Cabins of the officers should be kept locked when the officer is not present. The Security will be held responsible for any theft/missing.

**SCOPE OF WORK: Other Services.**

- a) The persons deployed for support services are expected to assist the Director, Faculties, Administrative officer, and Accounts officer in discharging their duties as per the norms of the SVPISTM.
- b) Proper maintenance of Power Supply and allied work, Civil work inside the premises, and maintenance of the system of Information and technology including computers.
- c) To carry out any other tasks assigned by the Management from time to time.

**SECTION - V****BID FORM****The requirement of Various Services**

Nature of Service	Role	Qualification required	No of Units.
Watch and ward Service	Watchman Service	10 <sup>th</sup> Passed. Knowledge to read, speak, and write in Tamil	(Three Shifts per day) Two Units per Shift <b>(Totally 6 Units per day)</b>
General maintenance	Attendant.	10 <sup>th</sup> Passed. Knowledge to read, speak, and write in Tamil	01 Units
	Gardening	Knowledge to read, speak, and write in Tamil	01unit
	Multi-task work	Knowledge to read, speak, and write in Tamil	02 Units
	Sweeping	Knowledge to read, speak, and write in Tamil	10 units
	Scavenging	Knowledge to read, speak, and write in Tamil	04 Units
Supervisory	Supervising the Gardnering/Sweeping Service	10 <sup>th</sup> Passed. Knowledge to read, speak, and write in Tamil	01unit
Supporting Services - 1	Technical Support to IT/Civil/electrical wing	diploma holder in the relevant field.	01 unit.
Supporting Services - 2	Hostel Services	10 + 2 Passed. Knowledge to read, speak, and write in Tamil	01unit
	Suporting to Cilvil-work,	ITI/Diploma Passed. Adequate Knowledge in civil work to Assist Civil Engineers,	01unit
	Data Entry	Any Bachelor's Degree from a recognized University / Institution. Proficiency in Computer Operations.	01 Units

To

The Administrative Officer,  
SVPISTM, COIMBATORE - 641004.

Dear Sir,

1. Having examined the conditions of the contract and scope of work the receipt of which is hereby duly acknowledged, we, the undersigned, offer to take up the work in conformity with the said conditions of the contract and scope of work for the sum shown in the schedule of prices attached herewith and made part of this Bid.
2. DD/PBG In original for Rupees ..... towards payment of EMD and the cost of the Document for Rs..... are enclosed herewith.
3. We undertake, if our Bid is accepted, to commence the work within the date mentioned in the Awarding letter.
4. If our Bid is accepted, we will pay or obtain the performance guarantees of a Nationalized / Scheduled Bank for a sum of Rupees .....as per the tender for the due performance of the Contract.
5. We agree to abide by this Bid for 180 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
6. Until a formal Agreement of Contract is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.
7. The bid submitted by us is properly sealed and prepared to prevent any subsequent alteration and replacement.
8. We understand that you are not bound to accept the lowest or any bid, you may receive.
9. If my / our tender is accepted we will abide by the terms and conditions mentioned in the tender terms, conditions, and agreement.

Dated this ..... day of .....2024.

Name (In Block letters): .....

Signature:

In the capacity of:

.....

Duly authorized to sign the bid for and on  
behalf of: .....

Witness Signature:

Name & Address

**AUTHORISATION LETTER**

To

The Administrative Officer,  
SVPISTM, COIMBATORE - 641004.

Subject: Authorization for attending bid opening on ..... for the  
Tender for Supply of Various Services at the Hostel, Administrative,  
and Academic Wings of SVPISTM, Coimbatore -641 004.

Order of Preference	Name	Specimen Signature
---------------------	------	--------------------

- 1.
- 2.

Signature of the Tenderer

Note:

1. Only one representative will be permitted to attend the bid opening. An alternate representative will be permitted when the regular representative is not able to attend. The person who is authorized to attend the bid opening must have the authorization certificate.
2. Permission for entry to the hall where bids are opened may be refused in case of authorisation as prescribed above is not produced.



**CERTIFICATE**

**ANNEXURE**

(Certificate on Non-Participation of near relatives in the tender  
General / Commercial conditions of Contract)

**CERTIFICATE**

I, ....., S/O .....  
Participating in the Tender for the Supply of Various Services at Hostel, Administrative,  
Academic Wing of SVPISTM, Coimbatore -641 004, do hereby certify that none of my relative(s)  
are employed in the SVPISTM unit as per the details given in the tender document. In the case at  
any stage, it is found that the information given by me is false/incorrect, SVPISTM shall have the  
absolute right to take any action as deemed fit without any prior intimation to me.

(Signature of the tenderer)

Name (Block Letters) : .....

Position : ..... Date : .....

**Note:** In the case of a proprietorship firm the certificate will be given by the proprietor,  
for partnership firm, the certificate will be given by all the Partners, and in the case  
of the limited company by all the Directors of the company.

**DECLARATION**

**FOR UNDERSTANDING THE TERMS AND CONDITIONS OF TENDER/ SPECIFICATION OF WORK**

I/We..... also hereby declare that "The Tender Document is submitted as in the website vide NIT No: **SVPISTM/TENDER/Services/2023-24/Part II/ 01 dated @ Coimbatore-641004 the 10.01.2024.**

I/We .....have read, understood, and agree with all the terms and conditions, and specifications included in the tender documents and offer to execute the work at the rates quoted by us in the tender form.

If I/We fail to enter into the agreement and commence the work in time, the EMD/SD deposited by us will stand forfeited to the SVPISTM.

The tenderer hereby covenants and declares that all the information, Documents, and Photocopies of the Documents/Certificates enclosed along with the Tender offer are correct.

If anything is found false and/or incorrect and/or reveals any suppression of fact at any time, SVPISTM reserves the right to debar our tender offer/cancel the LOA/Purchase/ work order if issued and forfeit the EMD/SD/Bill amount pending with SVPISTM. Besides, SVPISTM may debar the contractor from participation in its future tenders.

Place :

Date :

Signature of the tenderer/Authorized Signatory :

Name of the Tenderer :

Seal of Tenderer :

**SECTION – VI**  
**FINANCIAL BID**

**TENDER FOR PROVIDING VARIOUS SERVICES on a WORK CONTRACT basis at Hostel,  
Administrative, Academic Wing of SVPISTM, Coimbatore -641 004.**

Rates are to be quoted after having gone through the terms and conditions and scope of work based on the following benchmark rates. The evaluation will be done based on the lowest quoted service charges for each Service Description.

**Name of the Tenderer** :

Sl. No	Service Description	Rate for Reimbursement of services	Service charge in % on Total wages
1	General Maintenance	Rs. 628/- per Day	
2	Supervisory - Maintenance	Rs. 709/- per Day	
3	Supporting Services - 1	Rs. 832/- per Day	
4	Supporting Services - 2	Rs. 915/- per Day	
5	Watch and Ward Service (without arms)	Rs. 832/- per Day	

**Service time: 8 Hours per Day/per Unit.**

Signature of the Tenderer

Affix a recently  
taken Passport  
size Photograph,  
and sign it over.

### TENDERER PROFILE

**General:**

1. Name of the Individual/Agency/firm/company  
Shri / Smt /M/s.....
2. Name of the tenderer submitting the tender  
(Signing the tender) whose photograph is affixed  
Sri/ Smt .....  
*(In the case of Proprietary/partnership firms, the tender has to be signed only by  
the Proprietor/Partner, as the case may be)*
3. Address of the Firm/Company  
.....  
.....
4. Postal Address  
.....  
.....
5. Contact Details
  - a. Mobile Number : .....
  - b. Alternate Mobile Number : .....
  - c. Office /Fax/ Residence : .....
  - d. Email address : .....
6. Registration & Incorporation particulars of the Proprietorship/Agency/firm/Company,  
if any
  - a. Proprietorship. : .....
  - b. Partnership. : .....
  - c. Private Limited. : .....
  - d. Public Limited. : .....*(Please attach copies of documents )*
7. Name of the Proprietor/ Partners/ Directors:  
.....
8. Name of Tenderer bank, address, and the current account number, having ECS/EFT  
facility  
.....  
.....
9. Permanent Income Tax Number, Income Tax circle  
.....  
*(Please attach a copy of the income tax return for the assessment year 2021-22 & 2022-23)*

10. GST Registration No. (If certificate not received ARN NO./Pro.ID .No.)

.....

11. Details of Technical and supervisory staff:

.....

**CERTIFICATE**

I, ..... S/o..... hereby declare that the details given in the tender document are true and correct. In the case at any stage, it is found that the information given by me is false/ incorrect, SVPISTM shall have the absolute right to take any action as deemed fit/without any prior intimation to me.

Place : .....

Date : .....

Signature of Tenderer/Authorized Signatory

Name of the Tenderer: .....

Seal of the Tenderer :

Address:

.....  
.....  
.....

Address:

.....  
.....  
.....

2. Signature:

Name (BLOCK LETTERS)

.....  
Address :  
.....  
.....  
.....

2.

Signature:

Name (BLOCK LETTERS):

.....  
Address :  
.....  
.....  
.....

**MANDATE FORM**

**SARDAR VALLABHBHAI PATEL INTERNATIONAL SCHOOL OF TEXTILES AND MANAGEMENT,  
(A GOVT OF INDIA ENTERPRISE)**

Authorization for payment of Supplier's/contractor's Bills through E-payment proforma.

1	<b>Name of the company /Firm</b>	
2	<b>Address</b>	
3	<b>Particulars of Bank Account</b>	
	Name of the Bank	
	Branch Name	
	Type of Account	Savings Bank Account/Current Account
	Ledger No./ Folio No.	
	Name of the Account Holder	
	Account Number appearing in the cheque Book	
	Branch Code	
	Branch Address	
	Telephone No. of the Branch	
	Whether SEFT system available	YES/ NO
	Whether RTGS enable branch	YES/ NO
	If RTGS enabled, IFSC code	
	9 - Digit code number of the Bank and branch as appearing on the MICR cheque issued by the Bank	

Date of effect:

I hereby express my willingness to receive payment of the bills through the Electronic fund transfer scheme. I do authorize the SVPISTM to arrange to credit the payment through the Electronic Payment System to my account given above.

**PERFORMANCE BANK GUARANTEE PROFORMA**  
(To be typed on Rs.100/- non-judicial stamp paper)

Dated .....

Bank Guarantee in respect of Tender dated ..... between SARDAR VALLABHBHAI PATEL INTERNATIONAL SCHOOL OF TEXTILES AND MANAGEMENT, Coimbatore

M/s....., having its Registered Office at ..... (hereinafter called CONTRACTOR ) has entered into an agreement dated .... (hereinafter referred to as "the said agreement") with M/s SARDAR VALLABHBHAI PATEL INTERNATIONAL SCHOOL OF TEXTILES AND MANAGEMENT,(SVPISTM in short) (A Government autonomous body ) with the office at Avanashi Road, Coimbatore – 641 004 whereby SVPISTM has agreed to appoint CONTRACTORS for providing SVPISTM services on the terms and conditions exclusively mentioned therein for the Coimbatore

It has been agreed between the parties that a Bank Guarantee for Rs.....(Rupees ..... only) shall be given by the CONTRACTOR in favour of the SVPISTM for the due and faithful performance of the terms and conditions of the said agreement. ....Bank having its office at ..... has at the request of the CONTRACTOR (M/s.....), agreed to give the guarantee as hereinafter contained:

1. We, ..... (hereinafter called "the Bank") do hereby undertake and assure to the SVPISTM that if in the opinion of the SVPISTM, the CONTRACTOR has in any way failed to observe or perform the terms and conditions of the said agreement or has committed any breach of its obligations thereunder, the Bank shall on demand and without any objection or demur pay to the SVPISTM the said sum of Rs.../- (Rupees.....only) or such lesser amount as SVPISTM may demand without requiring SVPISTM to have recourse to any legal remedy that may be available to it, compel the Bank to pay the same.
2. Any such demand from the SVPISTM shall be conclusive as regards the liability of CONTRACTOR to pay to SVPISTM or as regards the amount payable by the Bank under this guarantee. The Bank shall not be entitled to withhold payment on the ground that the CONTRACTOR had disputed its liability to pay or has disputed the quantum of the amount or that any arbitration proceeding or legal proceeding is pending between CONTRACTOR and SVPISTM regarding the claim.
3. We, the Bank further agree that the guarantee shall come into force from the date hereof and shall remain in full force and effect for thirty months from the date of commencement of the agreement or the term of this guarantee whichever is later. But if the period of the said agreement is extended either according to the provisions in the said Agreement or by mutual agreement between the CONTRACTOR and the SVPISTM, the Bank shall automatically renew the period of the Guarantee for such period which expires 6 (six) months after the renewed period of the said agreement failing which it shall pay to the SVPISTM the said sum of Rs. /- (Rupees ..... only) without SVPISTM demanding the payment of the above sum.

4. The Bank further agrees that the SVPISTM shall have the fullest liberty without the consent of the Bank and without affecting in any way the obligations hereunder to vary any of the terms and conditions of the said agreement or to extend the time for performance of the said agreement from any of the powers exercisable by SVPISTM against the CONTRACTOR and to forebear to enforce any of the terms and conditions relating to the said agreement and the Bank shall not be relieved from its liability because of such failure or extension being granted to CONTRACTOR or through any forbearance, act or omission on the part of SVPISTM or any indulgence by SVPISTM to CONTRACTOR or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of relieving or discharging the guarantor.
5. The Bank further agrees that in case this Guarantee is required for a larger period and it is not extended by the Bank beyond the period specified above in Clause 3, the Bank shall pay to SVPISTM without SVPISTM having to demand the payment of the said sum of Rs. /- (Rs. .... only) on the last day on which the Bank Guarantee is due to expire.
6. Notwithstanding anything herein contained;
  - a. The liability of the Bank under this guarantee is restricted to Rs. /- (Rs... only) and it will remain in force for a period of 30 months i.e. up to \_\_\_\_\_.
  - b. The guarantee shall stand completely discharged and all rights of the SVPISTM under this Guarantee shall be extinguished if no claim or demand is made on us in writing on or before .....
7. The Bank guarantees under its constitutional power to give this guarantee and..... and ..... who have signed it on behalf of the Bank have authority to do so.
  - a. The Bank guarantees that the below-mentioned officer who has signed it on behalf of the Bank has authority to give this guarantee under its delegated power.

Place .....

Date .....

(Signature of the Bank Officer)

Rubber stamp of the bank Authorized Power of Attorney Number:

Name of the Bank officer :

.....

Designation : .....

Complete Postal address of Bank: .....

Telephone Numbers : .....



**CHECKLIST**

<b>Sl. No</b>	<b>Document / Form</b>	<b>Remarks</b>
1	BID security (EMD) DD/ Bank Guarantee (Mandatory)	
2	Tender form in original, duly filled in and signed by the Bidder on each page. (Mandatory)	
3	DDs for the cost of the Tender Form (Mandatory)	
4	Experience certificate (Mandatory)	
5	Near relative certificate from every partner (in case of partnership company)	
6	BID form	
7	PAN number –proof copy to be enclosed	
8	GST number (Proof of application registration if number not provided)	
9	Copy of two years IT returns filed for the assessment year 2020-21,2021-22,2022-23 & 2023-24	
10	EPF / ESI registration certificate with registration number	
11	Copy of Labour license (Mandatory)	
12	Declaration (Mandatory)	
13	E-payment mandate form	
14	Copy of the Article & Memorandum of Association of the company in case of Limited company OR Copies partnership Deed and Power of Attorney in case of Partnership Firm OR Affidavit in case of the sole proprietorship.	
15	Bidder's profile	
16	Vendor Master Form	

**VENDOR MASTER FORM**

(The details listed will be used for making all payments against POs / WOs, refund of EMDs / SDs, intimation of payments by email, issue of TDS certificates, etc.)

**(\*) Minimum Required Fields to be Filled by the Company/Vendor.**

Title\* : .....  
Name\* : .....  
Address\* : .....

.....  
.....

Town/District\* : .....

City\* : .....

State\* : .....

Postal/Pin code\* : .....

**Contact Details:** .....

Telephone : ..... Fax No.: .....  
Number

Email id : .....

Name of Contact ..... Mobile No: .....  
Person

Alternate Contact ..... Mobile No: .....  
Person

**Tax information:**

PAN .....

GST reg. no. ....

LST (Local VAT reg.No.) .....

**INCOME TAX  
EXEMPTION DETAILS**

IT exemption no. .... IT exemption rate: .....

IT Exemption date .....

**Payment Transaction/Bank Details:**

Bank Country :  
.....

Bank Name :  
.....

Bank Address :  
.....

Bank A/c No :  
.....

Bank IFSC :  
.....

Account holder's Name :  
.....

Type of Account : Savings(10) Current(11)

SWIFT Code :  
.....

(for Foreign Vendors)

IBAN :  
.....

(For Foreign Vendors)

**(Enclose a blank Cheque / a photocopy of the Cheque to verify A/c No. & Bank details)**

**Industry Status :**

Micro/ SSI Status : Yes / No

1. I/We hereby authorize SVPISTM to make all payments to us by cheque /direct credit to our bank account details which are specified above.
2. I/We hereby authorize SVPISTM to deduct bank charges applicable for such direct bank payments.

**Note:**

- 1) If PAN is not provided, TDS @20 % will be deducted wherever applicable.
- 2) If Excise Registration/ GST Registration/VAT Registration Number is not provided, then the taxes will not be paid wherever applicable.
- 3) If Bank Particulars are not provided, the payment will be made by Cheque only.
- 4) If the relevant documents for Micro/SSI status are not provided, then the relevant exemptions will not be given.