

**INDIAN INSTITUTE OF SCIENCE  
BANGALORE-560 012**



**TENDER DOCUMENT**

**MANAGEMENT & MAINTENANCE OF STP-I IN IISc CAMPUS**

**TENDER NO. 17/CCMD/2018-19 DATED 05.04.2018**

Address :

Center for Campus Management and Development  
Indian Institute of Science,  
Bangalore – 560 012.

Phone : 080 - 22932203/2202

E-mail : [office.ccmd@iisc.ac.in](mailto:office.ccmd@iisc.ac.in)

Web site : <http://www.iisc.ac.in/business-with-iisc/tenders/>

## **CONTENTS OF TENDER DOCUMENT**

Sl. No.	Description of contents	Page Number
1.	General Definitions	3
2.	Schedule of Events (Schedule A)	4
3.	Tender Notice	5-6
4.	General Instructions for bidders	8-9
5.	Essential Requirements of the Bidder/Company/Agency/Firm	10
6.	Terms and Conditions	11-14
7.	Scope of work (Annexure I)	15-18
8.	Annexure II – Tender Application – TECHNICAL BID	19-21
9.	Annexure III – Tender Application – FINANCIAL BID	22
10.	Certificate of Ethical Practices	23

## **GENERAL DEFINITIONS**

1. IISc., or Institute means, The Indian Institute of Science, Bangalore.
2. "Director" means, The Director of IISc or his authorized representative.
3. "Registrar" means, The Registrar of IISc or his authorized representative.
4. 'Areas' means, areas specified in this tender in general and any other areas specified by the Registrar/Officer-in-charge.
5. "Tenderer" also means the contractor who would be the successful bidder.
6. The selected agency/service provider means the successful bidder.

## SCHEDULE OF EVENTS

### Schedule A

Tender No.	17/CCMD/2018-19
Issue of Tender Document	From 16.04.2018
Last date for receipt of bids	10.05.2018 up to 3.30 p.m.
Validity of bid:	90 days from the date of opening of tenders
Tender Fee (Non refundable)	Rs.5, 000.00
Earnest Money Deposit	Rs.48,000.00 In the form of Demand Draft in favour of REGISTRAR, Indian Institute of Science, Bangalore payable at BANGALORE
Date & Time of opening of Technical Bid:	11.05.2018 at 3.30 p.m.
Tender document details can be downloaded from the website:	<a href="http://IISc.ac.in/business-with-IISc/tenders/">http://IISc.ac.in/business-with-IISc/tenders/</a>
Place of opening the bids:	Office of CCMD, Indian Institute of Science, Bangalore - 12
Date & Time of opening of Financial Bids:	TO BE ANNOUNCED LATER
Date & Time of Pre-bid:	03.05.2018 at 3.30 pm in the Office of CCMD, Indian Institute of Science, Bangalore - 12
Contract Commencement Date:	1 <sup>st</sup> sep 2018
Contract Duration:	3 years of M&M
FINANCIAL Turn-over of bidders:	Rs. 48 lakhs per annum (similar nature of work only) in preceding two years

## TENDER NOTICE

Tender Notification No. 17/CCMD/2018-19

Date: 05.04.2018

Sealed tenders are invited under **Two Bid System** ie, Technical Bid and Financial Bid accompanied by E.M.D. by way of Crossed Demand Draft drawn in favour of the **Registrar, Indian Institute of Science, Bangalore** from reputed, experienced and Financially Sound **Companies/Firms/Agencies/Contractors.**

The Technical Bid and the Financial Bid shall be submitted in separate covers duly super scribed as TECHNICAL & FINANACIAL BID. These two covers shall be submitted in a single cover duly super scribing the Name of the work with Name and Address of the Tenderer addressed to the undersigned.

Sl. No.	Name of the work	Estimated cost per year	E.M.D Rs.	Cost of Tender Document (Non-refundable) Rs.	Time for completion
1.	Management and Maintenance of Sewage Treatment Plant I (STP-I) at IISc.	Rs. 24 lakhs	Rs. 48,000/-	Rs., 5,000/-	3years of M&M

1) Schedule of dates:

- a) Last date for Receipt of duly filled tenders along with EMD and Tender Fee enclosed in Technical bid on 10.05.2018 up to 3.30 pm
- 2) The applicant shall submit the proof of the Registration, GST, PAN and Sales Tax Clearance Certificate obtained from concerned department while submitting requisition for issue of tender forms
- 3) Eligibility Criteria:
  - a) The Companies/Firms/Agencies/Contractors should have executed a single work of similar nature in Government/Semi Government costing not less than **19.20 lakhs** in any one of the financial year during the block period of previous five years.
  - b) The Companies/Firms/Agencies/Contractors shall have achieved in at least two consecutive financial years a minimum sum of turnover not less than **Rs. 48,000,00/- in the last five years i.e. 2013-14 to 2017-18.**

- 4) The tenderer shall submit the E.M.D. (re-fundable) and Tender fee (Non re-fundable) in the form of Demand Draft in favour of the Registrar, IISc along with the Technical Bid.
- 5) Conditional tenders will not be accepted.
- 6) Bidder shall sign all the pages of the tender document as a token of acceptance of all the terms and conditions of the contract and enclose the same along with technical bid.
- 7) The last date for submission of duly filled tender form along with E.M.D. and Tender Fee is 10.05.2018 up to 3.30 p.m. and the Technical Bid will be opened on 11.05.2018 at 3.30 p.m. at the office of CCMD, IISc, Bangalore or otherwise the next convenient working day during office hours.
- 8) All bidders shall be technically evaluated by the committee on parameters like Technical background specific to the scope of the work, Man power, Infrastructure, Experience, etc.
- 9) Financial Bid of the technically qualified agencies only will be opened. The date and time of opening the Financial Bids of successful bidders will be intimated separately.
- 10) The Institute reserves the right to accept or reject any or all tenders without assigning any reason thereof.
- 11) For further details, contact CCMD office, Indian Institute of Science, Bangalore during working hours.

**Obligations of the agency:**

1. The agency should employ men/women aged above 18 (and preferably below 45), who have good health and clean conduct records.
2. The agency should employ personnel who can converse well in English and local language.
3. The agency should provide Uniforms to all personnel employed by them.
4. The agency should provide necessary tools and equipment's that are necessary for the Management and maintenance of Sewage Treatment Plant.
5. The agency is responsible for getting necessary ID cards for his workmen from the Institute Security Officer.
6. The agency is responsible for the safety and Insurance of his work force.

## **GENERAL INSTRUCTIONS FOR BIDDERS**

1. The bids are invited under **two bid system i.e. Technical Bid and Financial Bid in separate sealed covers, superscribed respectively as “Technical Bid” and “Financial Bid” along with the Tender No. as given in Schedule A.** Both sealed envelopes should be put in another sealed envelope super scribed as “Tender for Management and Maintenance of STP-I in IISc campus.”
2. The Earnest Money Deposit (EMD) refundable (without interest) and Tender Fee (Non refundable) , should be necessarily accompanied with the Technical Bid of the agency in the form of Demand Draft/Pay Order from any of the scheduled bank drawn in favour of the Registrar, IISc payable at Bangalore valid for a period of 60 days. Offers not accompanied by earnest money and tender fee of the requisite amount or without proper validity will be summarily rejected.
3. The bidder is required to enclose photocopies of the necessary documents as listed in Annexure II.
4. Bids submitted after the deadline shall not be accepted under any circumstances whatsoever.
5. Any conditional bid shall not be considered and will be out-rightly rejected in very first instance.
6. The bidder shall quote the Technical & Financial bids as per the format enclosed as Annexure II & III.
7. The Earnest Money will be forfeited if the bidder rescinds from the offer.
8. The bidder should include the list of firms where they have provided similar services in the last 5 years, along with name, phone and fax number of the contact person there, so that references for their services can be obtained, if required.
9. All entries in the bid form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected.** Cuttings, if any in the Technical Bid must be initialed by the person authorized to sign the bid.
10. The envelope containing Technical Bid shall be opened first on the scheduled date and time as given in Schedule A in the presence of representatives of the Companies, Firms/Agencies, who wish to be present on the spot at that time.
11. Technical Bids will be evaluated by a committee. The technical evaluation will include checking the financial turnovers, experiences, registration certificates, legal, financial, statutory, taxation and other associated compliance of existing contracts. The committee will evaluate the performance of the agency in their existing contracts which may include obtaining references and/or visiting the work site, and the quality of the manpower deployed by them.
12. Financial bids of technically qualified, eligible bidders meeting all the requisite criteria shall be opened on a date & place (to be notified later) in presence of short-listed bidders or their authorized representatives.



13. The contract is for the duration specified in Schedule A. The contract will be reviewed yearly, and extended until the duration of the contract.
14. IISc reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Director of IISc, in this regard is final and binding on all.

**ESSENTIAL REQUIREMENTS OF THE BIDDER**  
**COMPANY/FIRM/AGENCY**

The bidder should fulfill the following technical specifications:

1. The bidder/Company/Firm/Agency should be registered with the appropriate registration authority (labour commissioner, etc.,)
2. The bidder/Company/Firm/Agency should have reputation with at-least five years experience in providing similar services to Public Sector Companies/Banks/Government Departments/Research Organizations/Reputed Private Sector Companies.
3. The bidder/Company/Firm/Agency should be registered with Income Tax and Service Tax departments.
4. The bidder/Company/Firm/Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Act.
5. Either the Registered Office or one of the Branch Office's of the bidder should be located in Bangalore.
6. The bidder/Company/Firm/Agency should have its own Bank Account.
7. The bidder/Company/Firm/Agency should have trained manpower technically qualified to handle SCADA based systems and operation of plant.

## **TERMS AND CONDITIONS**

### **General**

1. The contract is for a duration of THREE years & will be evaluated at the end of each year for assessing the performance. The contract will be reviewed yearly, and extended until the duration of the contract. However the requirement of manpower will also be reviewed and curtailed/retained/enhanced yearly.
2. The contract can be extended further by the mutual consent of contracting agency and IISc.
3. The contract may be terminated before the contract period owing to deficiency in service or substandard quality of the service provided by the selected company/Firm/Agency. Further, IISc reserves the right to terminate the initial contract at any time after giving two months notice to the successful bidder.
4. The bidder shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under the contract to any other agency without the prior written consent of IISc.
5. The bidder will be bound by the details furnished by him/her to IISc, while submitting the bid or at subsequent stage. In case, any of such documents furnished by the firm is found to be false at any stage, it would be deemed to be a breach of terms of contract making the firm liable for legal action besides termination of contract.
6. The bidder shall ensure that the manpower deployed in IISc, conforms to the technical specifications of age and language skills prescribed in the section on Scope of Work of the Tender Document.
7. The successful bidder shall furnish the following documents in respect of the individual manpower who will be deployed in IISc, before the commencement of the work.
  - (i) List of manpower shortlisted by agency for deployment at IISc, containing full details ie., date of birth, marital status, address, etc.
  - (ii) Bio-data of the persons.
  - (iii) Character Certificate from a Gazetted Officer of the Central/State Government.
  - (iv) Certificate of verification of antecedents of persons by local police authority.
8. In case, the person employed by the successful bidder commits any act of omission/commission that amounts to misconduct/indiscipline/incompetence/security risks, the successful bidder will be liable to take appropriate disciplinary action against such persons, including their removal from work, immediately after being brought to notice, failing which it would be assumed as breach of contract which may lead to cancellation of contract.
9. The selected agency shall provide identity cards to the personnel deployed in this office carrying the photograph of the personnel and personal information such as name, date of birth, age and identification mark, etc.
10. The selected agency shall ensure that any details of office, operational process, technical knowhow, security arrangements, and administrative/organizational matters are not divulged or disclosed to any person by its personnel deployed in this office.
11. The selected agency shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work, etc.

12. The selected agency shall designate a coordinator, out of the deployed personnel, who would be responsible for immediate interaction with this office, so that optimal services of the persons deployed by the agency could be availed without any disruption.
13. The selected agency shall immediately provide a substitute in the event of any person leaving the job due to his/her personal reasons. **The delay by the agency in providing a substitute beyond three working days shall attract liquidated damages @ Rs 5,000/- per day (per such case) on the service providing agency, besides deduction in payment on pro-rata basis.**
14. It will be the responsibility of the contractor to meet transportation, food, medical and any other requirement of contractor's manpower for carrying out the contract works. IISc will have no liability in this regard at any stage.
15. Payment shall be made only to the contractor and on a monthly basis as per actual services. The contractor has to raise invoices in the first week of the next month for the services rendered in the month.
16. IISc reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The Director, IISc is the final authority for settling any disputes and the decision of the Director in this regard shall be final and binding on all.

## LEGAL

1. For all intents and purposes, the bidder shall be the "Employer" within the meaning of different Labour Legislations in respect of manpower so employed and deployed at IISc, for contractual services.
2. The selected agency shall be solely responsible for the redressal of grievances/resolution of disputes relating to persons deployed. IISc, in no way, be responsible for settlement of such issues whatsoever. IISc shall not be responsible for any damages, losses, FINANCIAL or other injury claims to any person deployed by service providing agency in the course of their performing the functions/duties, or for payments towards any compensation.
3. The manpower deployed by the contractor shall not have any claims of Master and Servant relationship vis-à-vis IISc nor have any principal and agent relationship with or against the IISc.
4. The manpower deployed by the contractor for the contract shall not be entitled for claim, pay, perks and other facilities which may be admissible to casual, ad-hoc regular/confirmed employees of IISc, during the currency or after expiry of the contract. In case of termination of the contract also, the persons deployed by the contractor shall not be entitled to or and will have any claim for absorption or relaxation for absorption in the regular/otherwise capacity in IISc. The contractor should communicate the above to all the manpower deployed in IISc by the contractor.
5. **The selected agency will be required to pay minimum wages as prescribed under the Minimum Wages Act of Central Government.** The bidder will maintain proper record as required under the Law/Acts.

6. The selected agency will be responsible for compliance of all statutory provisions relating to Provident Fund, and Employees State Insurance etc., in respect of the persons deployed by it at IISc.
7. The selected agency shall also be liable for depositing all taxes, levies, Cess, etc. on account of services rendered by it to IISc & income tax to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
8. The selected agency shall maintain all statutory registers under the applicable Law. The agency shall produce the same on demand to the concerned authority of IISc or any other authority under Law.
9. The Tax Deduction at Source (T.D.S) shall be deducted as per the provisions of the Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by IISc.
10. In case, the service provider fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IISc is put to any loss/obligation, monetary or otherwise, IISc will be entitled to get itself reimbursed out of the outstanding bills or the Further Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.
11. The selected agency will indemnify IISc from all legal, FINANCIAL, statutory, taxation, and associated other liabilities.

## FINANCIAL

1. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD) and Tender fee as stated in Schedule A, **failing which the tender shall be rejected outright.**
2. The proof of the Annual turn-over for last three years – certificate to be signed by CA in the form of audited balance sheet or statement of accounts shall be provided, failing which the tender shall be rejected outright.
3. The EMD in respect of the agencies which do not qualify the Technical Bid (First Stage)/ Financial Bid (Second competitive stage) shall be returned to them without any interest. **Further, if the agency fails to deploy manpower against the initial requirement within 15 days from the date of placing the order, the E.M.D. shall stand forfeited without giving any further notice and the contract will be terminated.**
4. Bids offering rates which are lower than the minimum wages for the pertinent category would be rejected.
5. The proof of remittance of statutory deductions of PF, ESI to the appropriate agency, for those employed at IISc, must be provided by the selected agency to IISc every (previous) month along with the claim bill, failing which the claim bill shall not be settled.
6. In case of breach of any terms and conditions attached to this contract, the EMD and Further Security Deposit of the agency will be liable to be forfeited besides annulment of the contract.
7. The agency shall raise the bill, in triplicate, along with attendance sheet (duly verified by Project Engineer cum Estate Officer, CCMD) in respect of the persons deployed and submit the same through the respective departments to Accounts Section, IISc in the first

week of the subsequent month. As far as possible the payment will be released within two weeks from the date of submission of bills.

8. The claims in the bills regarding GST etc., should be necessarily accompanied with documentary proof pertaining to the concerned month bill. A requisite portion of the bill/whole of the bill amount shall be held up till such proof is furnished, at the discretion of IISc.
9. Further Security deposit (FSD) of 5 ½ % on the monthly bills and final bill will be deducted in addition to Earnest Money Deposit. When the FSD deducted from monthly Bills of the contractor @ 5 ½ % of the bill amount exceeds Rs.1.00 Lakh, the amount in excess of Rs. 1.00 Lakh may, at the request of the bidder, be released to him against the production of the bank guarantee issued from a Nationalized Bank only for an equal amount in the prescribed form.
10. EMD and FSD will be released after completion of the contract period.

## **Annexure-I**

### **Scope of the work**

- a. Management and maintenance of Sewage Treatment Plant (Submerged Membrane Bio-Reactor Technology) in IISc campus including pumping station behind New Staff Quarters and connected sewage collection well.
- b. Management and Maintenance of Pumping Station in the battery limits of the STP.
- c. Management and Maintenance of all the structures and equipment's in the battery limits of the STP-I.
- d. Supply and provide chemicals that are required for daily chemical dosing of the plant.
- e. Setting up of a lab for day-to-day analysis of sewage and treated water.

#### **The Sewage Treatment Plant consists of the following:**

1. Bar Screen (Coarse & fine)
2. Belt Oil skimmer
3. Air grid equalization tank
4. Drum screen
5. Feed pumps – submersible pumps
6. Sludge recirculation pumps – centrifugal
7. Bio Reactor including Tank, Air grid, Diffusers and Air blowers for equalisation tank
8. SKID mounted MBR which includes Tanks, Air grid & diffusers, Air blowers for Membrane Module, Hollow fibre membranes, Permeate Pump, Backpulse pump, PLC and Compressor
9. Hypo Dosing Tank & Pump
10. Citric acid Tank & Citric acid dosing pump
11. Air grid-Sludge tank
12. Centrifuge system
13. Interconnecting piping including Sewage line and Air blower line
14. Chain block & lifting arrangement
15. Instrument Cum Starter Panel including Starters, PLC & HMI
16. Level switches, Flow meters and Pressure Gauges

#### **Management and Maintenance of the STP requires the following staff :**

1. Plant Manager
2. Plant Operator(s) (to work in shifts)
3. Electrical/Mechanical Technician(s)
4. Labour/Helper (to work in shifts)
5. Laboratory Analyst

#### **The Sewage Treatment Plant has to be monitored for the following parameters :**

1. pH
2. Total Solids (TS)

3. Suspended Solids (SS)
4. Total Dissolved Solids (TDS)
5. Biochemical Oxygen Demand (BOD)
6. Chemical Oxygen Demand (COD)
7. Dissolved Oxygen (DO)
8. Temperature
9. Chlorine Demand
10. Residual Chlorine
11. Mixed Liquor Suspended Solids (MLSS)
12. Mixed Liquor Volatile Suspended Solids (MLVSS)
13. Sludge Volume Index (SVI)

**The Management and Maintenance envisages all the required tasks to ensure**

- a) Maximum system availability.
- b) Most efficient and effective Sewage Treatment Plant.
- c) Enhance the life expectancy of membrane, pipe lines, pumps and other connected equipments.
- d) Regular maintenance of Membrane, Pumps, Pipes, all structures and equipments in the battery limits of the STP-I and the pumping station behind New Staff Quarters.
- e) Preventive maintenance/scheduled maintenance.
- f) Breakdown maintenance.
- g) Maximum service to Institute community in proper maintenance of Sewage Treatment Plant.
- h) Maintenance of proper records of maintenance and repairs. (Log book, registers, check list etc., shall be approved by IISc).
- i) Assistance to IISc in up-keep of Plant and improvements.

Taking preventive maintenance such as maintenance of defective lines, pumpsets, PLC, membrane and other connected equipments, etc. Agency has to maintain a check list for preventive maintenance & upkeep the system accordingly. However, Agency has to prepare a detailed check list covering all the required items and submit for IISc approval before being implemented.

The Management of Sewage Treatment Plant involves deployment of right persons as mentioned above for maintenance and these persons would be responsible for the work contracted for this purpose. The main jobs will include:

- a. Routine maintenance of all equipments connected to the Sewage Treatment Plant.
- b. Daily chemical dosing as per the requirement of the plant.
- c. Filling up of Approved Data Sheets for the different tools, tackles and equipments, raising deficiency reports and communicating to IISc Engineers and maintenance staff.



- d. Recording all complaints/equipment failures and other events that occur in the order of sequence with the time of occurrence correctly and record them in Log Book.
- e. Carrying out maintenance correctly and accurately and recording the same in the relevant Log Books.
- f. Strictly following maintenance instructions given by the IISc.
- g. Observing all safety precautions and ensure safety to men and material and the equipment during the contract period.
- h. Attending to all emergencies which may arise during the contract period such as sudden break downs of pumps and other equipments connected to the STP-I, etc., shall get acquainted with the maintenance of all tools and equipments covered under the contract.
- i. Attending to all complaints pertaining to non-availability of treated water and address the issue promptly.
- j. Preparing daily reports and periodic returns in the prescribed format in duplicate and submit to the concerned IISc authority.
- k. Assuming responsibility for the tools, equipment & other materials for any damages that occur due to mal-operation of equipment and shall make good the loss suffered by IISc.
- l. To be alert in attending to all maintenance and events promptly without delay.
- m. Updating of break downs, registers, Data Books, etc. Apart from the above, the agency shall carry out the checks in the document during the contract period daily.
- n. Ensuring routine, preventive and breakdown maintenance works for the Maintenance of Sewage Treatment Plant which involves all the routine.

**Co-ordination with IISc Engineers and complaint cell people:**

- a. Co-ordination with IISc officials for all related works and giving reports to regarding, information from IISc complaint cell and Co-ordination with Engineers and staffs of IISc in all relevant activities.

**Terms and Conditions**

1. All disputes that may arise shall be referred to the Director of IISc, whose decision in this regard shall be final.
2. All major faults and problems shall be reported to IISc within half a day of occurrence through a memo. After inspection by IISc, procedures for rectification shall be got approved by the agency.
3. Any damage or loss due to failure to carry out prescheduled maintenance work shall be to the risk and cost of the agency.
4. Any other work covered under respective terms and conditions, if required or insisted by any regulatory body including hiring of tools & machinery, etc., shall be undertaken by the agency.
5. The necessary salary and other allowances due to the employees by the agency shall be paid by them and shall strictly comply with all rules and regulations of statutory bodies and other labor laws. All employees engaged by the agency shall be comprehensively insured for accidents and injuries.
6. The duration of the contract initially is for a period of three years – likely to be extended after assessing the performance of the agency.

7. The monthly service charges for the above work shall be paid to the agency on monthly basis on production of bill.
8. The payment to the successful agency is subject to all statutory deduction like Security Deposit, Income Tax, Tax, etc., as are applicable at the time of payment.
9. All materials and tools used for replacement, repairs, testing, etc., shall be approved by IISc.
10. The annual service maintenance of the equipment's shall be carried out as applicable from time to time. The work shall be carried out through authorized personnel. The service charges shall be paid by the agency.
11. The agency shall note that they shall have to carry out their work in close co-ordination with other contractors/agencies working in the same premises.
12. In the event of agency showing lack of attendance to the work, negligence or unfair performance in the opinion of IISc, then the contract may be terminated at any stage without prejudice to the right by action under any other relevant clause of the contract.
13. The agency shall follow all security rules framed by IISc from time to time regarding removal of materials from site, issue of identity cards, control of entry of persons and other similar matters.
14. The agency's personnel shall not disclose any information or drawings furnished to him by IISc. Any drawings, records and other information's prepared by the contractor or by IISc or jointly by both for the execution of the works shall not be disclosed without the prior approval of the IISc. No photograph of the Pumping station or any other place within the premises of IISc shall be taken without the prior approval of the IISc.
15. The agency shall keep his work spot, site office and surroundings neat, clean and tidy. It should be free from dust, rubbish, scrap, surplus materials and unwanted tools and equipment's. All scaffolding and temporary structure including the tools and equipment's shall be removed as soon as the job for which they are intended are completed. All equipment and material to be taken inside the plant building shall be cleaned thoroughly before taking them inside. The agency shall employ adequate housekeeping staff for above purpose. The Engineer-in-charge has the right to stop the work, if the agency fails to improve upon the house keeping after having been notified.
16. IISc will have the right to withdraw the works permit for any of the workmen for reasons of misconduct, incompetence in work, violation of safety and fire rules, negligence on duty etc.
17. Cost of damages caused due to bad workmanship shall be recovered from the agency.
18. The knowledge/Information of availability of manpower on daily basis shall be responsibility of agency themselves and not by IISc. Agency should ensure availability of their representative throughout the contract period who shall be responsible for manpower availability and their record keeping.
19. The agency shall depute staff to ensure round-the clock for maintenance services on all days in a Month as per requirement.

## Annexure II

### TECHNICAL BID

(To be enclosed in a separate sealed envelope)

### **MANAGEMENT & MAINTENANCE OF SEWAGE TREATMENT PLANT IN IISc CAMPUS**

1. Name of Tendering Company/Firm/Agency : \_\_\_\_\_  
(Attach certificate of registration)
2. Name of Proprietor/Director : \_\_\_\_\_  
Company/Firm/Agency
3. Full address of Reg. Office with Reg. No. \_\_\_\_\_
4. Telephone No. : \_\_\_\_\_
5. Fax No. : \_\_\_\_\_
6. E-Mail Address : \_\_\_\_\_
7. PAN/GIR/TIN No. (Attach Attested Copy) : \_\_\_\_\_
8. Labour Regn. No. (Attach Attested Copy) : \_\_\_\_\_
9. Service ax Regn. No. (Attach Attested Copy) : \_\_\_\_\_
10. E.P.F. Regn. No. (Attach Attested Copy) : \_\_\_\_\_
11. E.S.I. Regn. No. (Attach Attested Copy) : \_\_\_\_\_
12. GST Regn. No. (Attach Attested Copy) : \_\_\_\_\_
13. FINANCIAL turnover of the tendering Company/Firm/Agency, such as profit and loss statements and auditor's reports (audited balance sheet) and Annual Turn Over for the last five years to be provided as per the format below:-

Sl.No	Year	Turn Over Amount	Remark
1	2013-14		
2	2014-15		
3	2015-16		
4	2016-17		
5	2017-18		

[ Report on the financial standing of the tendered, such as profit and loss statements and auditor's report (Audited balance sheet) for the last five years to be enclosed along with Income tax clearance certificate duly signed by competent Authority]

14. Give details of Experiences of similar nature of work contracts handled by the tendering Company/Firm/Agency on behalf of PSUs/Research Organizations/Government Departments during the last five years in the following format. Attested copies of work orders may also be attached.

Experience in Indian Institute of Science, Bangalore, if any.

Sl. No.	Details of client along with address, telephone and FAX numbers	Nature of work executed (as in work order)	Amount of Contract (Rs. In lakhs)	Duration of Contract	
				From	To

Experiences of any PSUs/Research Organization/Government Departments.

Sl. No.	Details of client along with address, telephone and FAX numbers	Nature of work executed (as in work order)	Amount of Contract (Rs. In lakhs)	Duration of Contract	
				From	To

(If the space provided is insufficient, a separate sheet may be attached)

15. Details of Earnest Money Deposit & Tender Fee : \_\_\_\_\_  
D.D No. & Date & Bank

16. Additional information, if any \_\_\_\_\_  
(Attach separate sheet, if required)

**ANNEXURE III**

(To be enclosed in a separate sealed envelope)

**FINANCIAL BID****MANAGEMENT & MAINTENANCE OF SEWAGE TREATMENT PLANT  
IN IISc CAMPUS****Amount for the work of Management and Maintenance  
of Sewage Treatment Plant in IISc campus:**

- |                                                                                                         |                 |
|---------------------------------------------------------------------------------------------------------|-----------------|
| a) Total Management & Maintenance charges for the 1 <sup>st</sup> year<br>(to be paid on monthly basis) | .....Rs.        |
| b) Total Management & Maintenance charges for the 2 <sup>nd</sup> year<br>(to be paid on monthly basis) | .....Rs.        |
| c) Total Management & Maintenance charges for the 3 <sup>rd</sup> year<br>(to be paid on monthly basis) | .....Rs.        |
| <hr/>                                                                                                   |                 |
| <b>Total amount for the contracted period of 3 years</b>                                                | <b>.....Rs.</b> |

**Grand Total in words** .....**Signature of the Tenderer**

Note :

1. The rates quoted by the bidder should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract.

<b>CERTIFICATE OF ETHICAL PRACTICES</b>	
I.	I/We assure the Institute that neither I/We nor any of my/our workers will do any act/s, which are improper/illegal during the execution of the contract awarded to us
II.	Neither I/We nor anybody on my/our behalf will indulge in any corrupt activities/practices in my/our dealing with the Institute.
III.	I/We will have no conflict of interest in any of our works/contracts at the Institute.
DATE	SIGNATURE OF THE TENDERER