



**Indian Maritime University, Kochi Campus  
(A Central University Govt. of India)  
Kochi 682029**

**TENDER FOR  
"PROVIDING HOUSE KEEPING SERVICES AT IMU KOCHI CAMPUS"**

**TENDER NO. IMU/KoC/T-003/2018**

**VOLUME – I**

**TECHNICAL BID**

**Last Date for Submission : 10:00 Hrs on 13.06.2018**

**Date & Time of Opening : 11:00 Hrs on 13.06.2018**



## **NOTICE INVITING TENDER**

**INDIAN Maritime University, Kochi Campus  
(A Central University Govt. of India)  
Kochi 682029**

Sealed tenders are invited under **Two cover system**, from the Contractors who satisfy the eligibility conditions for the following work:

Name of the work & Tender No.	EMD	Sale period	Last date of receipt of tender documents
IMU/KoC/T-003/2018 Tender for "Providing Housekeeping services at IMU Kochi Campus". Estimated cost : Rs. 26.04 lakhs per annum	Rs.52,080.00	14.05.2018 To 13.06.2018	13.06.2018 Up to 10:00 Hrs

**T.NO:IMU/KOC/T-003/2018**

**Pre bid meeting schedule: 30.05.2018 at 3 PM at IMU Kochi Campus.**

**The Tenders forms and other conditions / details can be obtained from our website [www.imu.edu.in](http://www.imu.edu.in)**

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## **NOTICE INVITING TENDER**

**T.NO:IMU/KOC/T-003/2018**

To,

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Dear Sir(s)

Indian Maritime University Kochi Campus hereinafter referred to as IMU – Kochi Campus invites Sealed/Tamper Proof Tenders in two cover system from specialized experienced contractors, who have carried out works of similar nature and magnitude in last five years in respect of following work.

<b>Name of work</b>	: TENDER FOR HOUSEKEEPING SERVICES AT IMU KOCHI CAMPUS FOR THE YEAR 2018.
<b>Estimated cost of work</b>	:Rs.26.04 Lakhs
<b>Earnest Money Deposit</b>	:Rs. 52,080.00
<b>Period of contract</b>	:12 Months
<b>Cost of Tender form</b>	:Free downloading from IMU website
<b>Last date of submission</b>	: 13.06.2018 up to 10:00 Hrs
<b>Place of submission</b>	:Tender Box kept at IMU-KOCHI Campus
<b>Date of opening</b>	: 13.06.2018 at 11:00 Hrs
<b>Validity period of tenders for acceptance</b>	:120 days from date of submission

You are requested to inspect the site and also to make the local enquiries before filling this tender so as to acquaint yourself/yourselves with local conditions etc.

The tender documents are to be submitted in tender box kept at IMU-KOCHI Campus. The bidder may also send the bid documents by Speed Post, addressed to "**The Director, Indian Maritime University – KOCHI Campus, South End Reclamation Area, NH-47A, Near Alexander Parambithara Bridge, Matsyapuri P O, W Island, KOCHI- 682029**", so as to reach the University not later than **10:00 HRS on 13.06.2018**. It is the responsibility of the tenderer to ensure that the tender should reach the Director's office before the scheduled time mentioned above. Tenders received / submitted after the stipulated time will be summarily rejected. The tenders (Technical Bid) will be opened **at 11.00 Hrs on 13.06.2018** at

Indian Maritime University–KOCHI Campus, KOCHI- 682029 and interested tenderers may be present at the time of tender opening.

Tender must be accompanied by Earnest Money Deposit (EMD) by Demand Draft drawn in the name of **"INDIAN MARITIME UNIVERSITY,KOCHI"** from a nationalized or a scheduled bank payable at KOCHI. The EMD will be returned to unsuccessful tenderers within one month of technical bid opening or on expiry of the validity period whichever is later. The earnest money deposit of the successful tenderer will be treated as security deposit and will be kept as initial contract deposit for due execution of the contract. The security deposit/ EMD will not bear any interest.

The bid for the work shall remain valid for a period of 120 days from the date of opening of tender. The university shall without prejudice to any other right or remedy, be at liberty to forfeit the EMD / Security Deposit, if any tenderer/contractor:

- (i) withdraws his offer before the aforesaid validity period,'or'
- (ii) makes any modification in the terms and conditions of the tender,'or'
- (iii) fails to commence the work within prescribed time,'or'
- (iv) Abandons the work before its completion.

The IMU reserves the right to reject any or all the tenders without assigning any reason thereof and it is not binding on IMU to accept the lowest bid or any other bid.

## UNDERTAKING

**From:**

**To**

The Director,  
INDIAN MARITIME UNIVERSITY, KOCHI Campus,  
South End Reclamation Area, NH-47A,  
Near Alexander Parambithara Bridge,  
Matsyapuri P O, W Island, Kochi – 682029

Dear Sir,

I/We the undersigned have carefully gone through and clearly understood all parts of the tender documents named "TENDER FOR PROVIDING HOUSEKEEPING SERVICES AT IMU KOCHI CAMPUS" including Notice to contractors, General instructions to tenderer, Tender Form, Articles of agreement, General conditions, any corrigendum thereof and Material specifications etc. of INDIAN MARITIME UNIVERSITY.

I/We have also taken into consideration the nature and position of the site, the surroundings and the conditions under which the work will be carried out. I/We do hereby undertake to execute the whole or part of the work covered by the tender strictly in accordance with the above tender drawings & documents.

I/We enclose herewith Demand Draft No. \_\_\_\_\_ dated drawn on \_\_\_\_\_ bank as EMD for a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_

only) in favour of "**INDIAN MARITIME UNIVERSITY, KOCHI**" payable at KOCHI and in the event of your accepting my/our above tender, I/We agree to convert the earnest money deposit of Rs. \_\_\_\_\_

(Rupees \_\_\_\_\_ only) as security deposit. I/We understand that the EMD/Security deposit mentioned above shall not bear any interest. In the event of my/our tender being accepted, I/We agree to enter into a contract in the form annexed hereto with such alterations and additions thereto, as suggested by IMU, as may be necessary to give effect to the acceptance of this tender and such contract shall contain and give full effect to the whole scheme and the drawings attached to the tender.

I/We understand that IMU has the right to reject the work order without assigning any reasons and conditional tender of any sort will be summarily rejected. In case my/our tender is accepted, I/We agree to pay all the charges connected with the preparation, Stamping and execution of the contract agreement and I/We shall abide by the terms of contract and such other reasonable terms and conditions the University may fix from time to time depending on the circumstances.

Yours sincerely,

**(Tenderer's Signature with seal)**

Date:

Address:

Witness signature:

1)

2)

Note: Strike whichever is not applicable

**SECTION-I**  
**GENERAL DIRECTIONS TO TENDERERS**

1. Tender document should be submitted in sealed tamper proof cover superscribed with the name of the work i.e. **"TENDER FOR PROVIDING HOUSE KEEPING SERVICES AT IMU KOCHI CAMPUS FOR THE YEAR 2018"**. All pages of tender documents, conditions, corrigendum if any and drawings etc. shall bear the signature of the tenderer at the lower right hand corner. The tender document should bear the full signature of the tenderer or if the tenderer is partnership firm, then tender should bear the full signature of all the partners or the signature of the person holding power of attorney on behalf of the such tenderer and in case the tenderer is a Pvt. Ltd. or Public Ltd., Co. by any competent/ authorized person duly authorized by an official not below the rank of Director or Chief Executive or the Board. Any corrigendum or addendum will also form the part of the tender document and will have to be submitted by the tenderer along with the tender document.
2. In case any clarification is required, the tenderer may send the same by email to [aradmin.kochi@imu.ac.in](mailto:aradmin.kochi@imu.ac.in). Clarification shall be entertained only till 06.06.2018. In any case, the tenderer will be responsible to bind himself to the terms & conditions, corrigendum (if any), and specifications of the tender document once submitted by him.
3. The Tenderers are required to submit two separate Bids i.e. – Technical bid and Price bid, as per prescribed proforma. The two Bids should be submitted in two separately sealed envelopes superscribed **"Technical Bid for House Keeping Services in IMUKOCHI Campus"** and **"Financial Bid for House Keeping Services in IMU KOCHI Campus"**. Both the above said sealed envelopes should be put in a third envelope sealed and superscribed **"Tender for Providing House Keeping Services in IMU KOCHI Campus for the year 2018"**.

The Technical bid envelop shall include the following documents.

- i) EMD – in the form of DD in favour of "INDIAN MARITIME UNIVERSITY, KOCHI" payable at KOCHI
- ii) Turnover for last five years duly certified by a Chartered Accountant.
- iii) Work completion certificates of similar nature of work executed in last 05 years.
- iv) Copy of labour license issued by CLC/RLC state/central for



engagement of casual labour 15 nos. per day minimum for any daily work.

- vi) EPF & ESIC Registration with copies of payment challans of last 12 months.
- vii) Technical bid document -Volume I with the signature of the tenderer at the lower right hand corner in all pages.
- viii) All the documents should be duly notarized. Original document must be produced for verification, when demanded.

4. The second envelope containing "Financial bid" shall contain only the price bid as per the proforma.

a) The tenderer should quote his offer as item wise rate (manpower cost and material cost) at the appropriate place in Financial bid envelope. However lowest bidder shall be decided on the basis of total amount arrived. He should not quote his offer anywhere directly or indirectly in Technical Bid envelope. The tender shall be unconditional.

b) The Financial Bid Envelop will be opened only for those tenderers who have qualified upon evaluation of their technical bids. The Financial Bids of those tenderers who have not qualified upon evaluation of technical bid will not be returned. Tenders submitted without EMD or which does not contain requisite documents, will be summarily rejected.

5. The tenderer should write the rates of all the items mentioned in the bill of quantities in figures as well as in words. The amount for each items and the total bid amount should be worked out. In case of arithmetic mistakes in calculations of amounts and total, the rates of individual items will be considered as final. In case of discrepancies between the rates written in words and rates written in figures, the rates written in words will be considered as final.

6. IMU reserves the right to accept or reject the tender if the tenderer fails to submit the documents as per clause 3 of this section.

7. **Security Deposit**

Successful tenderer shall have to deposit Initial Contract Deposit (ICD) of 5% of the contract amount (i.e. the awarded cost of work). Since, the EMD of successful tenderer will be adjusted against Initial Contract Deposit (ICD), the balance part of ICD payable by Contractor [i.e. ICD minus EMD adjusted] shall have to be paid by the successful bidder by way of Demand Draft in favour of Indian Maritime University, KOCHI Payable at KOCHI, within seven days of receipt of work order. The ICD so paid will from the part of security deposit to be kept during the course of execution of work and will be retained by IMU until the completion of contract. This EMD/ICD/Security deposit will not bear any interest. In

addition to the ICD, 5% will be recovered from each Running Account (RA) Bills & from Final Bill such that the total security deposit with the University (ICD+RA Recovery) will not be more than the 10% of the contract amount or actual bill amount whichever is more. If the contractor fails to deposit ICD within 07 days of receipt of work order the same will be recovered from 1<sup>st</sup> RA Bill along with any other dues payable, with penal interest @18% P.A. worked out from the date of receipt of work order.

8. The Price bids shall be inclusive of all applicable taxes (Except GST), Octroi charges, incidental expenses and all other taxes and charges as may be applicable and are to be paid by the contractor for satisfactory completion of work and any claim for any extra payment on any such occasion shall not be entertained. It is explicitly made clear that even if the prices of material/labour goes up or for any reason the cost of the project work increases, the University shall not be liable to pay any additional sum to the contractor. All statutory payments of Govt. duties such as ESIC/EPF etc. have to be borne by the contractor.
9. Under no circumstances contractor will be entitled to claim enhanced rates for any item in this contract.
10. All the works are to be carried out as per relevant IS specification. The work is to be carried out as per requirements specified by IMU. All work shall be measured according to the rules of Indian Standard without reference to any local custom unless otherwise specified.
11. Deductions on account of Income tax as applicable from time to time will be made from all bills whether running or final and certificate of deductions will be given to the contractor.
12. The entire work shall be carried out under the supervision of the staff/person employed/deputed by IMU.
13. The contractor is required to give 2 sets of uniforms to all the housekeeping staff including supervisor.
14. The period of contract will be 1 year initially. The work order will be issued for one year and after reviewing the performance of the contractor and the work, it may be extended for a further period of one year, at the sole discretion of IMU, subject to the satisfactory performance & mutual consent. The Rate/ Price quoted by the tenderer must be inclusive of all taxes (Except GST), duties and charges and shall be the same (including all other terms and conditions) till the completion of the Contract including the period of extension, if any.

## 15. Eligibility Criteria

### 1) Labour License

Labour license issued by CLC/RLC state/central for engagement of casual labours for a minimum of 15 nos. per day for any daily work.

### 2) ESI & EPF

Tenderer should have E.P.F. & E.S.I.C. Registration and the firm shall submit copies of payment challans of last 12 months.

### 3) Possession of Valid PAN & GST Registration

The Contractor should have a valid Income Tax Registration Number / PAN /GST Registration and other statutory requirements as per Rules in force.

[Mode of Proof: Copy of the PAN Card and GST Registration certificate to be produced]

### 4) Experience

Should have carried out and completed similar works for a period of not less than 5 years i.e. since January 2013 or earlier.

[Mode of Proof: Copy of agreement/ Work Order & completion certificate or any similar documentary proof]

- i) at least 1 Work of similar nature costing 80% of estimated cost (Rs. 20.83 lakhs)
- ii) at least 2 Works of similar nature costing 60% of the estimated cost (Rs.15.62 lakhs)
- iii) at least 3 Works of similar nature costing 40% of the estimated cost. (Rs. 10.41 lakhs)

OR

OR

“Similar Service” means the bidder should have the experience of having entered a contract for housekeeping services with Government/Semi-Government/Public Sector/Private sector/ National level educational institute like IIT, IIM, NIT/ Universities/Banks/Public limited companies.

## **5) Turnover**

Tenderer should have annual turnover of 50% of estimated cost (Rs. 13.02 lakhs) in each year during the last 03 years period. i.e. 2014-15, 2015-16 and 2016-17.

[Mode of Proof: Annual Accounts duly certified by Chartered Accountant /Income Tax Returns. It shall be IMU's prerogative to decide whether the document produced is valid evidence or not and to call for additional proof if required].

**SECTION-II**  
**GENERAL CONDITIONS OF CONTRACT**

**A. TECHNICAL DETAILS**

AREA TO BE COVERED : Academic cum Administrative Building incl. Auditorium, Library, Marine Workshop, Sub Station, Hostel, Canteen area, Roads/ Platforms and other open areas in the Campus (including playfield etc.), new 120 bedded hostel which will be ready by July 2018 and old MBA Campus at Bristow Road, Willington Island and its premises.

SCOPE OF WORK : As specified in section-V

PERIOD OF CONTRACT : 12 Months

**B. GENERAL CONDITIONS**

- 1) The contractor should not sub-contract fully or partly the tendered work to any other person/firm/organisation.
- 2) The tenderer must pay the minimum wages to their workers as per the central labour commission rules & regulation in force from time to time.
- 3) All the workers should be provided with uniform & Identity cards by the contractors.
- 4) The working timings to carry out various jobs shall be from 08:00 HRS to 17:00 Hrs (Except Sundays) including intervals for lunch & tea or any other timing as may be fixed by the University, from time to time. In addition to the weekly off on Sunday, another 10 holidays declared by Central Government of India will also be available for the workers. The list of these holidays may be obtained from the Office of Deputy Registrar, KOCHI Campus or any other Competent Authority after finalization of the tender. No other holiday except these mentioned above will be offered to the workers during the contract period.
- 5) It will be the sole responsibility of the contractor/supervisor to supervise the work carried out by the labourers.

- 6) Successful Tenderer / bidder will be solely responsible for all statutory requirements and liabilities under various labour laws including workmen's compensation Act, Industrial disputes Act, Minimum wages Act, payment of Bonus Act, Factories Act, Contract Labour Act etc.
- 7) The various records maintained under various labour legislations, should be maintained and should be made available for scrutiny as and when required by the University or by any other Statutory Authorities.
- 8) The successful tenderer should keep the muster roll and the same must be verified every day by the Supervisor & counter-signed by University authorities.
- 9) The University reserves the right to terminate the contract without advance termination notice of three months for noncompliance/violation/contravention of any of the provisions of labour laws, non-implementation of court orders or orders from labour law authorities received from time to time.
- 10) The contractor shall be solely responsible for damages to University property and for any injury or loss caused to his workmen. He shall obtain necessary insurance from approved Insurance Company and IMU KOCHI shall have no responsibilities/liabilities in this respect. The contractor shall indemnify IMU in respect of all expenses/loses arising out of damages to University property and due to any injury or loss caused to his workmen
- 11) In the event of failure to carry out the work assigned under the contract to the satisfaction of IMU KOCHI, the IMU reserves the right to get the work done through alternative sources at the cost and risk of the contractor.
- 12) All safety & security rules, regulations and practices prevalent in the University should be strictly followed by the contractor and contract labourers.
- 13) The contractor should abide by the rules, regulations, bylaws, Statutes etc. made applicable by the Govt. /Semi-Government and other local authorities for execution of the tendered job.
- 14) The successful Tenderer shall be solely responsible for the damage to the University property due to negligence of the agency and cost of all such damages will be recovered from the amount payable to the agency.

- 15) The successful Tenderer shall indemnify against any actions, awards, and proceedings, claims and demands that may be made against it due to any act, negligence, and default etc. made by the contractor or its workers. The successful tenderer shall comply with labour license norms of/ with the Regional Labour Commissioner, KOCHI, w.r.t. the provision of service to IMU within one month of actual commencement of service.
- 16) If a contractor wishes to terminate the contract before the expiry, due to any reason, then the contractor should give three months written notice to the University. After such termination, the security deposit (ICD + Retention money till the date of termination) amount will not be refunded to the contractor.
- 17) The contractor should provide services with branded sanitary consumables as listed below. The quantities are only indicative and the minimum required. Depending on the usage and consumption the actual quantity may be more than the specified one. The contractor has to procure and use material as per actual requirement (ensuring the minimum specified) and no extra amount shall be paid by institution if more than the above are consumed. University will not be responsible for any increase in the rates or tax on items.

<b>Sl. No.</b>	<b>Materials Required per Month</b>	<b>Std. Qty</b>
1	Scented Phenol Concentrated / Germ free	40ltrs
2	Soap Oil / All clean	20 ltrs
3	Harpic Liquid Toilet cleaner	20ltrs
4	Coconut brooms	10 Nos.
5	Grass Brooms	10 Nos.
6	PVC Wiper	6 Nos.
7	Bleaching Powder ISI	2 Kgs
8	Mop with stick	6 Nos.
9	Toilet brush (EWC)	5 Nos.
10	Acid - floor cleaning	5 ltrs
11	Vim bar (100g)	10 nos.
12	Urinal cubes (1 pkt 10 Nos)	10 pkts
13	Naphthalene balls white (Big)	2Kgs.
14	Colin Mirror Cleaner (500 ml)	5 ltrs
15	Air Freshener (Flora, Odonil)	20 Nos.
16	Room freshener	3 nos.
17	Lysol (500 ml)	6 containers
18	Dettol	2 ltrs
19	Scotch Brite	10 Nos.
20	Plastic garbage bag (200 ltr) (30' * 50')	50 Nos.
21	Plastic garbage bag (100 ltr) (30' * 40')	50 Nos.
22	Soap – Hammam/ Medimix (Small)	10 Nos.
23	Hand wash	6 Nos.
24	Waste cloths (Standard Size)	20 Nos.
25	Hand Gloves and Shoes	As required
26	Mosquito Repellent spray ( Hit/Mortein) 250 ml	2 nos.
27	Drainex cleaner ( Kivi)	10 pkts
28	Grass Oil (500 ml)	2 Bottles

- 18) The tenderer should arrange cleaning equipments and tools in sufficient numbers at their own cost and they should keep them in good condition at site during the tenure of the contract under their supervision and at their own risk. For items 4 to 10, the quantity mentioned should be available as stock at the beginning of each month.



- 19) Contractor should provide minimum 10 Nos. per day housekeeping workers and 01 No. supervisor per day to carry out the work in the assigned area from time to time as per the scope of work as given in Section-V & as detailed in the table given below. Out of 10 workers a minimum of 3 Nos. of workers should be male members. In case of absentees, a sum of Rs.500.00 per day per person as compensation will be levied on contractor and the same will be recovered from each running account bill of the contractor.

Sl. No.	Description of Work	Minimum No. of labours to be engaged per day
1	Semi Permanent Building	3
2	Permanent Administrative-cum-Academic Building	4
3	Workshop	1
4	Willington Island Campus	2
5	Supervisor	1
	Total	11

- 20) The University or his representative may terminate the contract at its discretion, at any time, in case of unsatisfactory service and non-rectification of such deficiency, even after the communication from Office of Deputy Registrar, IMU KOCHI Campus or any other Competent Authority.
- 21) If there is any damage to any part of the building, road, kerbs, fence, water pipes, cables, drains, electric or telephone posts or wires, trees, grass land or any cultivated ground contiguous to the premises upon execution of tendered work by the contractors' labourers, the contractor shall make good the same at their own expense and in the event of their refusing or failing to do so, the damage shall be repaired at their expenses by the IMU and such cost +25 % of such cost towards general supervision will be deducted from any sums, due to/which becomes due to the contractor.

- 22) The Contractor should engage the labourers aged between 18 and 50 years old. They should also provide proof of age if required for verification of Authorities. The persons engaged should be healthy and strong. No labour below the age of EIGHTEEN (18) shall be employed on the work.
- 23) **Injury to person**  
The contractor shall be liable and indemnify IMU against any liability, loss, claim or proceeding whatsoever arising under any statute or at common law in respect of personal injury to or the death of any person whomsoever arising out of and in the course of or caused by carrying out the works and the contractor should give the ESIC benefit to the worker as per the Act of the Employee's State Insurance Corporation.
- 24) INDIAN MARITIME UNIVERSITY- KOCHI Campus, shall have right to deduct from the moneys due to the contractors any sum required or estimated to be required for making good the loss suffered by a worker or workers by reason of non-fulfilment of the conditions of the contract for the benefit of the workers, non-payment of wages or of deductions made from him or their wages which are not justified by their terms of the contract or non observance of the regulations.
- 25) Under the provision of the Minimum Wages Act, 1948 and the minimum wages (central) rules, 1950 the contractors is bound to allow or cause to be allowed to the labourers directly employed in the works one day's rest for six days continuous work. The minimum rate wages shall include payment of such working day or rest. In the event of default by the contractor, the IMU shall have the right to deduct the sum or sums not paid on account of wages for weekly holiday to any labourers, and pay the same to the persons entitled thereto from any money due to the contractor by the IMU KOCHI.
- 26) The contractor shall be primarily liable to all applicable statutory payments to be made under, and for the observance of the regulations without prejudice to the University's right to be indemnified from its contractor.

**27) Termination of Contract**

The competent authority of IMU accepting the tender may without prejudice to the right against the contractor in any delay or inferior workmanship or otherwise or to any claims for damage in respect of any breaches of contract and without prejudice to any rights or remedies under the provision of this contract or otherwise and whether the date of completion has or has not elapsed by notice in writing, absolutely determines whether the contract can be terminated in any of the following cases:

- a) If the contractor have been given by Deputy Registrar or any other Competent Authority, a 7 day's notice to rectify, reconstruct or replace any defective work and in the opinion of Deputy Registrar or any other Competent Authority, that the contractor will be unable to complete the work and secure completion of the work by the date of completion.
- b) If the contractor, being a company pass a resolution or the court shall make order that company shall be wound up or any instructions are received from Income Tax department or any Government Organization.
- c) If the contractor commits breach of any of the terms and conditions of the contract.
- d) If the contractor becomes insolvent, when the contractor has made himself liable for action under any of the cases aforesaid. The Director on behalf of IMU shall take action as under:
  - i) To terminate or annul the contract and upon such termination or rescission, security deposit of the contractor shall be liable to be forfeited and shall be at disposal of the IMU.
  - ii) To carry out the balance work through another agency and recover the balance amount arising out of difference between the latter rate and former rate from the original selected tenderer, from any amount payable to him including Earnest Money, any bills payable, Security Deposit or any amount payable to him for any other work.
  - iii) To take possession, of any tools, plants, materials and stores in or upon the work or site thereof belonging to the contractor and procured by the contractor and intended to be used for execution of work and given due credit while setting account

or given requisite notice to remove all such materials failing which shall take action to either remove them from the site of work at the contractor's expense or sell them by auction on account of contractor at his risk and cost.

28) **Settlement of Disputes**

Should any dispute arise between the Bidder and the IMU which cannot be resolved amicably through mutual negotiations, the same shall first be resolved through Arbitration, failing which in a Court of competent jurisdiction based in KOCHI irrespective of the locus of the dispute.

29) Conditional tender will be rejected without assigning any reason.

30) **Entry and Exit**

The contractor, his agents, representative, workmen, etc. and his materials, carts, trucks, or other means of transport, etc. will be allowed to enter through and leave from only such gate or gates and at such times as the Deputy Registrar or authorized In-charge of the restricted areas may bear at their sole discretion. Contractor's authorized representative if required are to be present at the places of entry and exit for the purpose of identifying his carts, trucks, etc. to the personnel In-charges of the security of the restricted area.

31) **Temporary Identity Permits**

The contractor or his representative/site In-charge oversees and other regular staff are required individually to be in possession of the temporary entry permit which will be issued by the Security on the recommendation of the Deputy Registrar/authorised officer. Regarding casual labourers/ skilled workers to be engaged in the execution of the work, following procedure shall be followed. The casual/skilled workers who will be engaged by the contractor shall be allowed to enter IMU premises through gates on production of Daily Attendance card which will be marked by the authorized representative of the contractor before entering at the security gate. The Security Officer shall have the authority not to allow any labourer who does not possess the "Marked muster roll cards". The labours working and moving in the campus areas should always

carry the muster roll card with them for identification. Contractor shall be responsible for the conduct and action of his/workmen/agent or representative at all time.

32) **Fire Precaution**

The contractor, his agents, representative, workmen etc. shall strictly observe the orders pertaining to fire precautions prevailing within the restricted areas.

33) The contractor has to obtain CAR policy before commencement of the work and he should pay ESI and EPF contribution against the workers engaged by him and challans should be submitted along with the monthly bills for release of payment.

34) The indemnity bond and promissory note will be required to be submitted by the contractor for secured advance if any.

35) No mobilization advance will be given to the contractor.

36) If the contractor violates security rules and regulations of the University, a penalty of 0.50% of the work order amount will be recovered from their dues.

37) IMU reserves its rights to divide the work among different agencies or not to execute any items in the schedule of work or to call any agency for negotiation without assigning any reason and without giving any reference to anybody and also to divide the work among two or more agencies.

38) No work will be sublet to any other agency and if found, the said agency will be black listed by intimating to the other organization.

I say and declare that I will carry out the work as per the conditions of contract attached to the said tender.

**SIGNATURE OF TENDERER**

**NAME AND ADDRESS OF TENDERER**

**RUBBER STAMP OF PROP. OR FIRM OR COMPANY**

**SECTION-III**  
**TERMS OF PAYMENT**

- 1) No advance payment against ensuring up-keeping bills will be made under any circumstances.
- 2) Monthly bill will be paid on the basis of number of labourers engaged and as per scope of work and amount of incomplete work will be deducted from the total monthly bill as specified in section-VI, Details of Penalties.
- 3) The contractor shall submit bills in respect of the services rendered by him on calendar month basis with daily & monthly report in the prepared format duly signed by the respective department representative along with copies of salary paid Register, Attendance Sheet and E.P.F., ESIC and any other Tax (if applicable) amount paid bank challans.
- 4) Contractor should deposit the ESIC, Employee Provident fund contribution & any other tax (if applicable) to the concerned office separately for those workers engaged in IMU, KOCHI site and the said statement should be submitted along with bill to University.
- 5) The total security deposit equivalent to 5% of the contract value will be deducted from running bill. The amount shall be refunded on completion of the contract after adjusting all dues. If the application for refund is not received within three years, the amount will be credited to University account and thereafter no claim will be entertained.
- 6) Income Tax will be recovered at the prevailing rates from the bills payable to the contractor.
- 7) Wages of labourers shall be paid by A/c payee cheques through bank and necessary bank statement & photocopy of pay slip of each labourer shall be produced to University along with bill if required by IMU.
- 8) Water & Electricity will be provided free of cost by the University.
- 9) In the event of any dispute over this contract, Director IMU, KOCHI's decision shall be final and binding.

**SIGNATURE OF TENDERER**

**NAME AND ADDRESS OF TENDERER**

**RUBBER STAMP OF PROP. OR FIRM OR COMPANY**

**SECTION-IV**  
**Special Conditions for Labour Contract**

- 1) The contractor shall follow the rules and regulations of the Contract Labour (Regulation & Abolition) Act 1970 and rules 1971.
- 2) The Contractor shall provide EPF & ESIC facility to the labourers as provided in the Act.
- 3) The Contractor shall follow the minimum wages Act of the Central Govt.
- 4) The Contractor shall disburse salary to the labourers on the 7th of every month.
- 5) The salary shall be paid through online transfer or in the form of A/C payee cheque and disbursement details shall be submitted to IMU Kochi Campus.
- 6) Every month, the copy of the salary register shall be submitted before release of payment to the contractor.
- 7) The Contractor shall adopt all safety measures on site / office.
- 8) The Contractor shall provide all required tools to the labourer on the date of commencement of the contract.
- 9) As per Bonus Act 1965 & its amendment & the notification published in the Gazette of India, New Delhi on 27th Oct. 2007, contractor is required to make payment of bonus to the labourers from its profit. University will not reimburse bonus amount to the contractor.
- 10) The Contractor shall obtain required labour license from RLC Kochi within 15 days from the date of issue of work order. All returns as per rules shall be submitted to the RLC Kochi by the contractor.
- 11) Details of EPF contribution and ESIC contribution paid by the contractor in respect of his labourers are required to be submitted before the release of second RA bills and if the contractor fails to do so, recovery of the EPF and ESIC contribution will be done from their RA bill amount and will be credited to the EPF and ESIC accounts of the Labourers directly by the University.
- 12) IMU reserves its rights to entertain complaints of labourers, to investigate into the matters and if labourer's claims are found to be

Correct, the said amount will be adjusted through RA Bills / Security Deposit of the contractor and to release the said payment to the labourer.

- 13) The contractor has to obtain CAR policy before commencement of the work

**SIGNATURE OF TENDERER**

**NAME AND ADDRESS OF TENDERER**

**RUBBER STAMP OF PROP. OR FIRM OR COMPANY**



## **SECTION-V** **SCOPE OF WORK**

### **DAILY CLEANING**

1. Sweeping of front road entrance & parking area. Removal of paper, plastics, from the area between the wings and around the hostel & removal of mud, silt, all types of waste material and unwanted material from the location & its disposal at given location before 09:00 a.m. every day.
2. Sweeping and mopping of floors, lounges of Administrative cum Academic building, hostel block, basic marine workshop and the new hostel (120 bedded – that will come up by July, 2018) with floor cleaner & disinfectant (dilution of material as prescribed on packing).
3. Collection & segregation of waste (biodegradable, recyclable and other material) from all dustbins in veranda/corridors, offices, lounges, Computer room, twice a day (morning in between 8:30 a.m. to 9:30 a.m. & afternoon 2 p.m. to 4 p.m.) and storage or disposal at given location as per direction of University representative.
4. Sweeping, mopping with floor cleaner & disinfectant and removal of mud, silt, all type of waste & unwanted material from all staircases, verandas & Corridor floor once a day.
5. Cleaning of all Toilet blocks floor, dado, glasses, door panel, window panels, mirror and plumbing fixtures, Urinals, Washbasin and W.C. pans **three times a day (in the morning before 9 a.m., in afternoon during 1-2 pm & during evening between 4-5 p.m.)** with toilet cleaner as per time schedule.
6. Cleaning and removal of chock-up of toilets, Nahani trap, W.C., Urinals, washbasin, drainage lines, chambers and main chamber. No water-logging should be there in the toilet areas. Clear draining of water and excreta/urine is to be maintained. Drainage systems are to be kept operational and checked every day. In case of blockage clearing/ repair/ unblocking, should be done immediately. Removal of Drainage blocks/ Choke-up in sewage lines and manholes to be done on occurrence.
7. Cleaning of water cooler & its surrounding area twice a day with spiral in between 9 to 11 a.m. and 3 to 4 p.m.
8. Cleaning of chairs, tables & other furniture, computer room, office with clean wet, clean cloth.

9. Cleaning of all staircases & Veranda/Balcony railings with wet & dry floor duster.
10. Continuous dry mopping in all corridors & connected area.
11. Sweeping & mopping of canteen area. Collection & segregation of dry & wet garbage twice a day (In between 9 to 11 a.m. & 2 to 4 p.m.) and storage or disposal at given location as per direction of the Competent Authority of IMU.
12. Stop the entry of stray animals in the IMU premises and cleaning of dust made by them on floor with disinfectant.
13. Shifting of mattress, furniture (chairs, table, cots, cupboard etc.) & collected unwanted materials inside the Hostel or anywhere in the campus as per as per direction of the Competent Authority of IMU.
14. Cleaning of each and every room and bathroom everyday in all hostels.
15. Sweeping of all roads/ platforms inside the Campus area and at any other place as and when required by the representative of IMU.

#### **WEEKLY CLEANING:**

1. Hard cleaning of all toilets blocks floor, dado, glasses, door & window panels, mirror plumbing fixtures, W.C. pans, Urinals and Washbasin, piping, Hand rails and cobweb removal with required sanitary materials & High pressure cleaner, floor scrubbing & hand scrubbing machine (preferably every Saturday).
2. Unwanted material and solid waste collection from building surroundings up to the fence and disposal at given location.
3. Removal of old sanicubes & Naphthalene ball from Urinals & washbasins. Checking & putting 2 Nos. Naphthalene balls & 1 No sanicubes in each urinal & washbasin.
4. Every Saturday sweeping & mopping of floor with disinfectant (As per dilution prescribed on material packing), cobweb removal, furniture cleaning, cleaning of window glass panels & door panels from inside & outside of all rooms.
5. Washing of all dustbins from the corridor with disinfectant and cleaning material.
6. Removal of cobwebs from all wings at all heights in the corridor, staircase, verandas, foyer, lounge, offices, computer rooms & open spaces etc.

7. All flooring has to be scrubbed, washed & cleaned by floor scrubbing machines, wet & dry vacuum cleaner, & liquid floor cleaner as per dilution factors given on branded items.
8. Cleaning of storm water drains by flashing with water and removing the waste material from it & disposing it as per directions of the Competent Authority of IMU.
9. Removal of cobweb from all wings at all heights from outside the Hostel building.
10. Cleaning & wiping of tube lights, fans & exhaust fans.
11. Cleaning of electrical fittings, electrical panel from outside & the area behind the electrical panel.
12. Cleaning of plinth protection from building surrounding inside the compound and removal of wild growth from plinth protection.
13. Cleaning of all glass panels with glass cleaning agent from inside & outside.
14. Terrace, parking, concrete walk ways, roads & building surrounding area to be cleaned with bleaching powder during rainy season.
15. Cleaning of all open areas in the Campus including playgrounds or any other work specifically instructed by the Director or any other Competent Authority of IMU.

## **HOUSEKEEPING**

### **SWEEPER – All duties as per their contract and the following listed below:**

1. Emptying all dustbins and their cleaning by 09.00 am. This includes separating recyclable material, and storing for future use.
2. Cleaning of all corridors, staircases by 11.00 am.
3. Cleaning of furniture, cob webs, railings, any other tables and chairs etc.
4. Cleaning of outside premises by 1.00 pm.
5. Swabbing and cleaning of corridors, staircases once more.

6. Shifting of furniture if any, as per directions of the Competent Authority of IMU.
7. Sweepers should not leave allocated premises and should bring food etc. with them
8. Sweeper should not be doing any private work like washing clothes etc. during duty hours.

Each sweeper should be provided with his own bucket, broom, plastic pan, swabs, cob web removing broom, phenyl, bleaching powder, harpic and a register to take signatures. A space can be provided for them to keep their kits.

**SUPERVISORS – All duties as per their contract and including the following listed below:**

1. Taking round after every one hour of the entire Campus & hostels to check whether cleaning is happening as per schedule.
2. Ensure that the sweepers do not move out of the allocated premises during duty hours.
3. Ensure that daily and weekly cleaning schedule is maintained.
4. Ensure that all registers are maintained and checked and counter signed by the Hostel warden or any other Competent Authority of IMU on a daily basis.
5. Report to the contractor for supplies, duties and all duty related matters.
6. The supervisor will have nothing to do with the hostel matters other than maintaining cleanliness and hygiene in hostels.
7. They should inspect hostel rooms and bathrooms on a daily basis. At least one third (1/3) of the rooms should be inspected daily to make sure that cleaning has actually happened as per requirements. In case of any problem ensure re-cleaning immediately.
8. Supervisors cannot leave University premises for lunch etc., and are advised to bring food, etc. with them.

**SECTION-VI**  
**DETAILS OF PENALTIES**

<b>Sl. No.</b>	<b>Default</b>	<b>Penalty</b>
1	Failure to maintain sanitation and cleanliness and failure to dispose waste/littering in or around the toilet blocks	Rs 500 per day for each toilet blocks
2	Choked sewer connections resulting into water logging stagnation	Rs.1000 for 1 <sup>st</sup> day and Rs.1500 for subsequent days.
3	Employees not wearing uniform	Rs 50 per day per person
4	Employees absent from duty as per Section II (Clause 19)	Rs 500 per day per staff
5	Shortage in deployment of Male members as per clause 19	Rs 500 per day per staff
6	Consumable not available in the admin-cum-academic block toilets blocks as required for cleaning / maintaining such as soaps, Brooms, soft brush, chock, removers, disinfectants, Naphthalene balls etc.	Rs 100 per day per Toilet
7	Failure to supply branded sanitary consumables as listed in Section II (Clause 18)	Twice the MRP rate of the product
8	Failure to keep the site clean	Apart from the penalty prescribed, the Deputy Registrar/authorised official shall have the right to get this work done at the cost of the agency either departmentally or through any other agency. The expenses so incurred would be intimated to The agency by Deputy Registrar and the Requisite amount would be Deducted from the monthly bills of the agency for the Services rendered by it.
9	Failure to provide the required quantity of resources in proper serviceable condition as agreed in Section II (Clause 17) with operational staff	Rs.1000 per resource that is short in requirement as per Section-V Scope of Work

**SIGNATURE OF TENDERER**  
**NAME AND ADDRESS OF TENDERER**  
**RUBBER STAMP OF PROP. OR FIRM OR COMPANY**

**SECTION-VII**  
**FORMS**

**1. FORM OF TENDER**

**To**  
**THE DIRECTOR**  
**INDIAN MARITIME UNIVERSITY, KOCHI Campus,**  
South End Reclamation Area, NH-47A,  
Near Alexander Parambithara Bridge,  
Matsyapuri P O, W Island, Kochi – 682029

Sir,

1. Having perused the Scope of tender for Providing House Keeping Services at IMU KOCHI campus and we, the undersigned submit our offer to IMU and hereby specifically undertake to do the following should our tender-bid be accepted.
2. We hereby undertake to furnish an Initial security deposit in the manner set-forth in the "Instruction to Tenderers" and to commence the work at site within 7 days from the date of issue of the work order.
3. We undertake to enter into and execute an agreement with IMU in the prescribed format in accordance with the conditions of Contract within 15 days from the date of issue of the work order.
4. Unless and until a formal agreement is prepared and executed, our tender-bid together with IMU's written acceptance thereof, shall constitute a binding Contract between us.
5. We shall and hereby undertake to abide by the terms and conditions of this tender for a period of 90 days from the day of opening of the Tender-Bids. We shall if so required, extend the validity of the offer for such period as may be mutually agreed upon.

6. We further agree that in the event of our withdrawing our tender-bid prior to the receipt of the final decision from IMU or in the event of our failing to furnish the Performance Security, in such form as prescribed in this Tender or in the event of our tender-bid being accepted and we fail to execute an agreement in the prescribed format within 15 days from the date of issue of work order to commence work, then the EMD submitted along with our tender-bid shall stand forfeited without requiring the performance of any further act whatsoever by IMU.
7. We are aware and acknowledge that IMU is not bound to accept the lowest or any tender that IMU may have received.
8. Should our tender-bid be accepted, we find ourselves to be wholly and solely responsible for the due performance of the Contract.
9. Should our tender-bid be accepted, we undertake to perform the work of tender for Providing House Keeping services at IMU KOCHI Campus at the price quoted in the Tender-bid during the stipulated Contractual period of one year from the date of the execution of the Contract and shall strictly abide by the conditions of the Tender.

Dated at KOCHI this .....day of 2018.

Signature in the capacity of duly authorized to sign the tender-bid for and on behalf of .....

**(IN BLOCK CAPITALS)**

**WITNESS**

**(1)**

**(2)**

**Address**

**2. FORM OF POWER OF ATTORNEY**

Dated: .....

**POWER OF ATTORNEY**  
**To whom so ever it may concern**

Mr. /Ms. .... (Name of the person along with father/husband's name, residing at..... (address), acting as ..... (Designation and name of the Firm/Company), and whose specimen signature is attested below, is hereby authorized on behalf of ..... (Name of the Firm/Company) to provide information and respond to enquiries etc. for Providing House Keeping services at IMU KOCHI campus. The said Mr./Ms. ....is hereby further authorized to sign and submit relevant documents on behalf of the Firm/Company in respect of the above.

(Attested signature of Mr. /Ms. ....)

For..... (Name of the Firm/Company)

Attested by Notary Public



### **3. FORM OF AGREEMENT**

STAMP PAPER

(VALUE Rs.200)

**AGREEMENT NO. .... OF 2018**

CONTRACTOR AGREEMENT for the work of \_\_\_\_\_

\_\_\_\_\_ Article of agreement made at  
\_\_\_\_\_ this \_\_\_\_\_ day of  
the Two Thousand \_\_\_\_\_, between INDIAN MARITIME  
UNIVERSITY, KOCHI Campus, A central University a body established by  
an Act of Parliament (Indian Maritime University Act – 22 of 2008) acting  
through its Director or any other Officer nominated by the IMU(KOCHI  
Campus), (hereinafter called the IMU) of the one part and

\_\_\_\_\_ Whose Registered Office  
is situated at \_\_\_\_\_  
(herein after called "the contractor") of the other part.

#### WHEREAS

The IMU, being desirous of having provided and executed certain works mentioned enumerated or referred to in the Volume –I [IMU TENDER DOCUMENTS] which inter-alia consists of eight sections (Section I-VIII) to be annexed and are designed to form part of this contract and are included in the term "CONTRACT" herein used.

#### AND WHEREAS

The IMU accepted the tender of the contractor for the provisions and the execution of the said work at the rate stated in the schedule of quantities of works (Herein after called "Schedule of Rates") upon the terms and subject to the conditions of contract.

NOW THIS AGREEMENT WITNESS AND IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES AND AS FOLLOWS

1. In this Agreement, the words and expressions shall have the same meaning as are respectively assigned to them in the conditions of Contract hereinafter referred to.

2. The documents which form part of the contract will be the **Volume-I**

**[IMU TENDER DOCUMENTS]** which inter-alia consists of eight sections (Section I-VIII) and **Volume-II [CONTRACTOR'S BID DOCUMENT]** which consists schedule of quantities of work and other documents constituting the Tender and acceptance thereof. It is further agreed that the work order No. \_\_\_\_\_ dated \_\_\_\_\_ shall constitute the contract between the parties.

3. In consideration of the payments to be made to the contractor for the works to be executed by him, the contractor shall and will duly provide, execute and complete the work as per the time limit mentioned in the tender documents and shall maintain the same thereafter, perform all such acts and things in the contract mentioned or described or which are to be implied there from or may be reasonably necessary for the completion of the said work and at the times and the manner and subject to the terms and conditions or stipulations mentioned in the contract.

4. In consideration of the due provision, execution and completion of the said work, the IMU do hereby agree with the contractor that IMU, will pay to the contractor in the respective amount for the work actually done by him at the "scheduled rate" quoted and accepted by IMU and such other sums as may become payable to the contractor under the provisions of the contract, such payment to be made at such time and in such manner as provided for in the agreement.

5. In consideration of the due provision, execution and completion of the said work and contractor does hereby agree to pay to the IMU the sum as may be due to the IMU for the services if any rendered by the IMU to the contractor and such other sum or sums as may become payable to the IMU towards loss, damages to the IMU equipment, material, plant and machinery including these hired to the contractor if any as set forth in the said conditions of contract, such payment to be made at such time and in such manner as provided in the contract.

6. The contractor has to deposit with the IMU the sum of 5% equal value of financial limit as Initial Contract Deposit (ICD) and remaining part will be recovered from contractor by allowing the IMU to deduct from the bills payable to them at the rate of 5% of amount payable to the contractor. This security deposit will be retained until the expiry of the contract and refunded after 2 month from the payment of final bill for the due observance and performance of this contract.

7. All disputes arising out of or any in connection with this agreement or concerning thereto shall be deemed to have arisen in KOCHI and the same will be referred to this sole arbitrator of Director or anybody nominated by the Director, IMU for his decision and his decision will be final.

8. The several parts of this contract have been read by me/us and fully understood by me/us.

IN WITNESS WHEREAS THE PARTIES HAVE ACCEPTED THESE PRESENT IN DUPLICATE THE DAY AND THE YEAR FIRST AS MENTIONED ABOVE.

SIGNED AND DELIVERED FOR AND ON BEHALF OF THE

INDIAN MARITIME UNIVERSITY, KOCHI Campus  
SIGNATURE:

\_\_\_\_\_

DESIGNATION: \_\_\_\_\_

In the presence of witness

1) \_\_\_\_\_ (Address)

2) \_\_\_\_\_ (Address)

SIGNED AND DELIVERED FOR ON BEHALF OF

\_\_\_\_\_

(Signature) \_\_\_\_\_

In the presence of witness

1) \_\_\_\_\_ (Address)

2) \_\_\_\_\_ (Address)

**Section-VIII**  
**TECHNICAL BID**

*(First sheet shall be on the letter head and  
All pages have to be authenticated at the bottom)*

- (1) Whether the bidder has obtained Labour license issued by CLC/RLC for engagement of minimum 15 nos. of labours per day

Yes/No.

(a) Mode of proof enclosed:

(b) Available at which page number of Bid Document:

- (2) E.P.F & ESIC registration with copies of Payment Challans for the last 12 months.

Yes/No.

(b) Mode of proof enclosed:

(c) Available at which page number of Bid Document:

- (3) Details of " Providing Similar Services " carried out during the last five financial years (2013-14 to 2017-18):

(a) At least three similar services to the value of Rs.10.41 lakhs each (Rupees Ten lakhs and Forty One Thousand only) during the last five financial years (2013-14 to 2017-18)

Sl. No.	Name, Address & Contact No. of the Client for whom the work was carried out	Value of the work	Mode of proof enclosed	Available at which page no. Of the bid document
1.				
2.				
3.				

(b) At least two similar services to the value of Rs.15.62 lakhs each (Rupees Fifteen lakhs and Sixty Two Thousand only) during the last five financial years (2013-14 to 2017-18)

Sl. No.	Name, Address & Contact No. of the Client for whom the work was carried out	value of the work	Mode of proof enclosed	Available at which page no. Of the bid document
1.				
2.				
3.				

- (c) At least one similar services to the value of Rs.20.83 lakhs each (Rupees Twenty lakhs and Eighty Three Thousand only) during the last five financial years (2013-14 to 2017-18)

Sl. No.	Name, Address & Contact No. of the Client for whom the work was carried out	value of the work	Mode of proof enclosed	Available at which page no. Of the bid document
1.				
2.				
3.				

- (4) Average annual turnover for the last 03 years i.e. 2014-15, 2015-16 and 2016-17.

Financial Year	Turnover in Rupees (Rs. In Lakhs)	Page number of document
2014-15		
2015-16		
2016-17		

- (5) Whether the Bidder have a valid Income Tax Registration Number / PAN , G.S.T Registration and other statutory requirements as per Rules in force –

YES / NO

a. Mode of Proof enclosed:

b. Available at which page number of Bid document:

(6) Whether the Bidder has been attached EMD for an amount of Rs 52,080/- from Nationalized or scheduled bank.

YES/ NO

a) Mode of Proof enclosed:

b) Available at which page number of Bid document:

(7) Whether the Bidder has been debarred or black listed by any Government Department / agency in the past 05 (five) years on account of fraudulent or corrupt practices or inefficient/ineffective performance?

Yes / No

(8) Whether the bidder inspected the site. If so, date and time of inspection of site: YES/NO

### **Declaration**

I/We certify that all the particulars furnished above are true and correct and based on documentary evidence, and that I/we understand that if any of the above particulars is found to be false or misleading, our bid is liable to be summarily rejected at any stage and my/our company is liable to be blacklisted/debarred by IMU for at least 3 years.

**Date:**

**Signature with Seal of Authorized Signatory:**

**Place:**