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भारतीय प्रौद्योगिकी संस्थान धारवाड

Indian Institute of Technology Dharwad

Near High Court, PB Road, Dharwad-580011

TEL NO: +91 836 2212 839

TENDER FOR PROVIDING
UNISEX SALON AT IIT DHARWAD

Tender no.: IITDH/C&S/2019-20/12/USLN

Notice Inviting Tender (NIT)

1	Date of Tender Publishing on website	29 July 2019
2	Site visit at IIT Dharwad	During office hours between 0930 – 1700 hrs up to 09 August 2019
3	Last Date and Time for Submission of Tender	13 August 2019 at 1100 hrs (No late bid will be accepted)
4	Opening of Techno-commercial Bid	13 August 2019 at 1130 hrs
5	Address for submission of bid documents	The Assistant Registrar (C&S) IIT Dharwad Pune Bengaluru Highway Near High Court Dharwad bench Dharwad, Karnataka – 580011
6	Venue for opening of Bids	Same as above
7	Duration of Contract	Initially 01 year from the date of issue of work-order (Subject to further extension as per tender terms)
8	EMD	Rs. 5,000.00 (Rupees Five Thousand only)
9	Estimated clientele	550 approx.

Detailed tender notice can be downloaded from the website of the Institute at: http://iitdh.ac.in/announcements_tenders.php

The right to suspend the tender process or part of the process, to accept or reject any or all the tenders at any stage of the process and/or to modify the process or any part thereof at any time without assigning any reason thereto vests with IIT Dharwad without any obligation or liability whatsoever.

**Sd/-
Assistant Registrar (C&S)
IIT Dharwad**

GENERAL INSTRUCTIONS TO TENDERERS/BIDDERS

1. IIT Dharwad invites Tender Enquiry (TE) under single bid system **for providing unisex salon at IIT Dharwad**. Techno- commercial Bids along-with Earnest Money Deposit (in form of DD/ Bankers cheque in favour of Registrar, IIT Dharwad payable @ Dharwad) & supporting documents in hard copy shall be received as per NIT in **sealed envelopes**.
2. All the pages of this tender document (**including commercial bid format**) along with necessary supporting documents as applicable will form the techno-commercial bid. These pages should be duly filled and should be sealed in the envelope super scribing '**Techno-commercial Bid for Providing unisex salon at IIT Dharwad**'. Each page of the bid document shall be signed by the bidder.
3. The techno-commercial bids shall be opened as per schedule placed at NIT. IIT Dharwad reserves the right to reject any or all the tenders/bids without assigning any reason thereof.
4. The tender **for Providing unisex salon at IIT Dharwad** shall initially be awarded for a period of one year from date of award of contract. However, the tender may further be extended for a period of two more years (on year to year basis) on mutual agreement subject to providing of satisfactory services of the firm to IIT Dharwad. It may also be noted that the rates quoted by the firm, terms & conditions of the tender document shall remain unchanged during the currency of contract.
5. For any query/clarification please contact Assistant Registrar (C&S) IIT Dharwad during working hrs on phone no 0836-2212-823 or all time on **arcs@iitdh.ac.in**. Interested bidders are invited for **site visit** during all working hours between 0930 hrs to 1700 hrs.
6. The detail of information to be provided along-with bid, list of items/services with rates fixed by IIT Dharwad, penalties, and other instructions are appended at **Annexure A - D** to this document.

SCOPE OF WORK

Detail of **Providing unisex salon at IIT Dharwad** is as mentioned below: -

1. **General Overview of the service: -**

IIT DHARWAD currently operates from about 135 acres WALMI (Water And Land Management Institute) Campus with various facilities spread across a large area. This tender document provides for requirement of **unisex salon at IIT Dharwad** to the entire satisfaction of the user and Institute authorities which shall include the following: -

(a) Running an efficient unisex salon at IIT Dharwad campus during designated time slots for the for students as per a pre-decided list of items / service and rates fixed / approved by the IIT Dharwad authorities. A general structure of list along-with tentative items is given in succeeding paragraphs of this document. Also, only approved items at designated rates are required to be used at the salon.

(b). The **timings of the salon** are strictly to be followed.: -

Ser No	Morning timings	Evening timings
(i)	0800 hrs to 1200 hrs	1400 hrs to 1800 hrs

(c) The **approximate strength** of residents of the IIT Campus during regular semester (January to April and mid-July to November) is approximately 550. The numbers during summer and winter vacations (i.e. during June, July and December each year) is around 50 - 150. This may vary based on number of summer/winter courses offered.

(d) **Engagement of required staff** shall be done by the Contractor in consultation of the institute authorities for their suitability. It is essential for the staff to be of legal age, suitably trained, and experienced to be deployed. One skilled manager of adequate experience in running unisex salon will be deputed by the Contractor in consultation with Institute authorities who shall necessarily be present in each shift for supervision and overall management of operations.

(e) The Contractor will make all necessary arrangements for **neat, clean and organisational outlook** of all its workers befitting stature of IIT Dharwad in consultation with institute authorities.

(f) The Contractor will make all necessary arrangements for **accommodating and transporting all manpower** deployed by him so as to ensure timely operation of the salon. Institute will have no obligation in this regards whatsoever.

(g) The Contractor will ensure absolute **hygiene and cleanliness** of the salon compound and surroundings with proper waste disposal in harmony with institute systems.

(h) The Contractor will be solely responsible for the general **discipline and conduct of his staff** at the Institute at all the time. It may be noted that only verified individuals through mandatory Police verification on submission of such document will be allowed to enter the Institute and will be deemed deployment worthy. In case of a violation financial penalty will be levied on the Contractor as deemed fit by the Institute.

(i) The contractor will pay **Rs.500/- towards water and electricity charges** every month. Wastage of water and electricity must be avoided.

(j) The contractors will have to bid for license fee for the premises of salon for the first year. The highest bidder will be given the offer to start the salon. Thereafter IIT will have a right to review the rate each year subsequently.

(k) The Contractor will be required to provide a security deposit of **Rupees Five thousand only (Rs.5,000/-)** at the time of award of work. The security deposit should be in form of an interest free DD or bankers cheque issued from a scheduled/ nationalized bank in favour of Registrar, IIT Dharwad payable at Dharwad / Hubballi, which will be returned after completion of the contract, and will be held against in default in performance and violations of terms and conditions. EMD of the successful bidder will be retained as Security Deposit for this tender.

(l) The contract will have an option to extend the contract **with the same terms & conditions of the present contract** for a period of one year each on acceptance of the Contractor. This will be applicable within the currency and six months after expiry of contract. It will be entirely the discretion of the Buyer to exercise this option or not.

(m) The preparation of site, service arrangement and required accessories are to be arranged by the contractor. The contractor has to arrange for a suitable setup at the salon.

(n) Security of licensed premises, equipment, fittings and fixtures, furniture etc. is the responsibility of the Contractor. Any damage to the Institute Infrastructure by the Contractor team or caused due to their neglect will be repaired or replaced at Contractors' cost.

(o) Cleaning of salon and its surroundings will be the sole responsibility of the Contractor. The highest possible standards of hygiene are expected. Violations attract financial penalty as laid out vide this document.

(p) IIT Dharwad is a total tobacco free campus, therefore none of the staff deployed at the campus should be possessing or consuming tobacco products such as bidi, cigarette, chewing tobacco in any form, gutkha, masala, pan etc. Violation will attract penalty.

(q) Bidder shall not assign or transfer any part of the leased property to any other party during the contract. The lease will expire in case of death or insolvency of the contractor during currency of the contract.

(r) The staff should be able to fluently speak any two languages out of Kannada, Hindi and English.

(s) Clean & fresh aprons, towels should be used for each customer, Instruments should be sterilized in hot boiling water or disinfectant. Shaving blades used for one customer should be discarded after use and new blade should be used for each customer. Standard and reputed companies' products should be used. These products should not cause adverse reactions of any type.

(t) All the equipment used in service of customers will be kept neat and clean without any stain etc. Care should be taken to avoid injury to customers via sharp objects during salon/ processes. Disinfectant and first aid measures should be available for emergencies.

2. **Minimum eligibility Criteria**

IIT Dharwad has set up minimum eligibility criteria for the bidding purposes. All bidding parties must meet following criteria before they apply for the bid. The bidding parties meeting the criteria must enclose their supporting documents along with the technical bid.

<u>Sl. No.</u>	<u>Criterion</u>	<u>Documents to be provided</u>
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1	The bidder shall be a firm/ company/ partnership/ proprietorship firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932 and who have their registered offices in India.	Copy of Certificate of incorporation and Partnership Deed. (As the case may be)
2	The bidder should be in salon / grooming business for not less than one year before 31/07/2019.	Proof of experience is to be submitted.
3	Bidder should be registered with Income Tax and Goods & Service Tax departments	(a) Attested copy of PAN/GIR Card (b) Attested copy of Goods & Service Tax registration certificate
4	The bidder or any of its partners/directors etc. should not have been black listed/debarred by any of the government agencies or department or should not have been found to be guilty of moral turpitude or convicted of any economic offense or with violation of any labour laws etc. by any court or any authority appointed to enforce any labour laws or regulations.	Self-Declaration in the format in Annexure- 'A'
5	The bidder should have a registered shop at Hubballi-Dharwad.	Details and Relevant document (any document verifying ownership or legal lease of the registered office as per list of valid address proof documents mandated by Unique Identification Authority of India (UIDAI)

Note: -

Any firm/bidder not fulfilling any of the above mentioned criteria duly supported by the indicated documents shall be out-richtly rejected and the bid shall not be considered for further evaluation.

3. Evaluation Criteria: -

(a) Bids will be opened and evaluated on the basis of documentary validation and evaluation criteria including minimum eligibility criteria stipulated in the tender document. bids of technically unqualified bidders will be rejected. Commercial quote of only technically qualified contractors will be considered.

(b) As per the price bid format, **bidders will bid for the License fee and the H-1 bidder (highest price offering bidder) will be awarded the contract for running the unisex salon.**

(c) There should be no ambiguity in quoted price and the license fee must be quoted as per the price bid format. Conditional offer or the proposal not furnished in the format attached at **Annexure 'B'** shall be considered non-responsive and is liable to be rejected.

Special Terms and Conditions

1. The bidding firms are advised to study carefully the various clauses contained in the Special Terms and Conditions before submitting their bids. Firms willing to participate in the tender may also visit IIT Dharwad, Dharwad and acquaint themselves with the nature and quantum of work involved before submitting the bids.

2. Contract Implementation.

- (a) Sub-contracting of the work will not be allowed.
- (b) Persons below the age of 18 years shall not be engaged for the work. The Contractor will submit medical certificate/any other certificate as age proof of the workmen deployed by him. The Contractor will also submit medical certificate to the effect that the workmen deployed by him are fit for work and are not suffering from any contagious disease.
- (c) Working hours will be 8 hours per day for the workmen excluding break period. The timings and the break period will be indicated by the authorised rep. of the institute.
- (d) Contractor shall not change any employee without consent of the authorised rep. of the institute. Contractor will provide his telephone numbers of his office/residence/mobile on which he can be accessed / approached by institute.
- (e) The Contractor will be accountable for any accident, injury and loss of life to the workers deployed by him and shall be responsible for payment of compensation as per law. If need arises, the institute will recover such amount from the Contractor to effect payment to the affected person(s).
- (f) **Institute reserves the right to terminate the contract at any time without assigning any reason.** However, wherever feasible the institute may consider notification of the annulment in advance to the Contractor.

3. Safety & Insurance.

- (a) The Contractor shall follow safety procedures in all respects.
- (b) The Contractor will adhere to safe working practices and will take all safety measures necessary for safety of his workmen. He will remain responsible for the safety of his engaged persons. The Contractor should provide all necessary safety instructions, personal protective safety equipment to the persons engaged by him as applicable and required.
- (c) The Contractor will ensure that the workmen maintain good personal hygiene and shall need to be free from any contagious diseases. The workforce will be subjected to medical check-up of appropriate medical authority identified by IIT Dharwad. Unfit personnel will not be deployed by the contractor. The expenditure on this effect will be paid by the Contractor.
- (d) The Contractor shall be liable to bear all expenses/damages/compensation in the event of any injury or loss of life of the personnel engaged by him while on duty.

4. Security

- (a) The Contractor and the persons engaged by him should not have any adverse police record and should bear good character. The Police Verification and security clearance initiation for all the workmen and supervisory staff is to be ensured by the Contractor at the time of placement of supply order. The receipt of the verification forms by the concerned Police Department will be furnished within 45 days of signing the contract.
- (b) The security office will maintain register for the Contractor's workmen and obtain their signature/thumb impression while coming "IN" and going "OUT" or as the case may be.

- (c) The Contractor shall be bound by all security procedures followed at IIT Dharwad and abide by security instructions for all purposes. Workmen engaged by him will be liable for check and search by the security on duty while mustering in and out and also at the other random places and timings. Any breach/violation of security regulations in the work premises by any of the Contractor's persons shall be Contractor's responsibility.
- (d) The Contractor will be responsible for good conduct of his workmen. If any workman is found indulging in undesirable activities, he will have to be withdrawn immediately as asked by the institute and replaced with a new person.
- (e) Institute reserves right to disallow any or all of the Contractor's men from being deployed inside the institute campus without assigning any reason.
- (f) In the event of any damage to the property of the institute or life of its employees and/or their dependents the Contractor shall be liable for payment of compensation and/or prosecution in accordance with applicable law and provisions. Compensation for damage to the property of the institute will be as assessed by authorized representative(s) of the institute and shall be recoverable from the Contractor at market value.

5. **General**

- (a) The persons employed by the Contractor, will have no right whatsoever to claim permanent/temporary employment in this organization. There will be periodical as well as surprise checking of the services provided by the Contractor for the subject job by the representative of the institute. In case of default, the contract will be liable for short closure of supply order forfeiting the security deposit.
- (b) If any employee of the Contractor is found to have committed misconduct or misbehaviour, the institute at its sole discretion, may direct the Contractor to remove such employee and the Contractor shall remove such employee(s) without questioning the decision of the institute.
- (c) The personnel deployed by the Contractor will not become member of any trade union of the Institute. If the personnel employed by the Contractor indulge in union activities which affect the service obligation of the Contractor or safety and security of the Institute, the contract will be liable for termination. In the event of violation, they will be debarred from entering Institute premises and contract can also be considered for termination.
- (d) Further, the personnel deployed by the Contractor shall not engage themselves in any undesirable activities within the institute premises. They shall not indulge in any business dealings with any agency directly or indirectly associated with Institute or in trade union activities. In the event of violation, they will be debarred from entering the Institute and contract can also be considered for termination and forfeiture of the security deposit.
- (e) The personnel deployed by the Contractor shall be available at the place of work defined for them. They must not visit undesignated places without valid authorization by Institute.
- (f) No housing/accommodation will be provided by the institute to the personnel deployed by the Contractor unless otherwise specifically provided in the contract.

6. **Indemnity Clause.**

The Contractor has to execute an indemnity bond stating **"The Contractor indemnifies IIT Dharwad of any issues arising due to operation of salon"**.

SELF-DECLARATION – NO BLACKLISTING

(Date)

The Assistant Registrar (C&S)
IIT Dharwad

Dear Sir,

Ref: Tender for providing unisex salon at IIT Dharwad

In response to the Tender Document for providing unisex salon at IIT Dharwad, I/ We hereby declare that presently our Company/ firm _____ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

We further declare that presently our Company/ firm_____is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission including violation of relevant labour laws.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be debarred from bidding in future against any other tender.

Yours faithfully,

Place:

Signatures_____

Date:

Name_____

Seal of the Organization

PRICE BID

<u>Sl. No.</u>	<u>Description</u>	<u>Rate offered (INR) per Month</u>
(A)	Monthly License Fee for running unisex salon at IIT Dharwad	

Note:-

The bidder is to acquaint himself with the scope of work, all terms and conditions & penalty details etc. of the tender document before quoting the rates. The highest bidder will be given the contract to run the Salon.

Signature of the Contractor with seal

List of Items / Service

(The items and their indicated Rates are purely representational. The final item list and prices may differ based upon a mutual acceptance between Institute authorities and the Contractor)

<u>SI No</u>	<u>Name of Service</u>	<u>Rate</u>
(a)	Hair Cut	40
(b)	Hair cut with Shampoo	50
(c)	Styling	50
(d)	Hair Colour	100
(e)	Head Massage	40
(f)	Shaving	30
(g)	Face Massage	70
(h)	Bleach	80
(i)	Facial	100
(j)	Any other service in consultation	As agreed upon

Penalties / Fine

(In case of violation/s, the penalty will be deducted out of security deposit of Contractor)

<u>Violation</u>	<u>Penalty per complaint</u>
Violation of any contractual obligation not mentioned below	Rs.2,000/-
Non adherence to the timings mentioned in the tender	Rs.2,000/-
Changes in listed items or rates without permission of IIT Dharwad	Rs.2,000/-
Inappropriate personal hygiene of workers	Rs.2,000/-
Use of spurious brands, repeat blades.	Rs.5,000/-
Damage to Institute infrastructure	Rs.5,000/-
Possession or consumption of Tobacco / alcoholic items as mentioned in RFP	Rs.5,000/-