

# Indian Institute of Technology Mandi

## INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR HOUSEKEEPING AND CLEANING SERVICES FOR IIT MANDI

**No. IIT Mandi(I&S)/MGR-007/2015-16/18-19**

**Date: 19-10-2015**

Indian Institute Of Technology Mandi (IIT Mandi) invites Expression of Interest from interested Housekeeping and Cleaning Service Providers for the estate of IIT Mandi at its campus based in Kamand and Mandi for expected period of 1 year which may be further extended based on the performance.

For overview of the scope, pre-qualification criteria, bidding terms and conditions and suggested response formats, visit IIT Mandi website.

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Manager(I&S)  
IIT Mandi

Copy to:

1. IIT Mandi website.
2. Notice board.

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Manager(I&S)  
IIT Mandi

**INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR HOUSEKEEPING AND  
CLEANING SERVICES FOR IIT MANDI**

1. Interested Service Providers who meet the prequalification criteria may furnish their Expression of Interest with all the necessary documents through email at [dgnaik@iitmandi.ac.in](mailto:dgnaik@iitmandi.ac.in) in PDF format on or before 2200 Hours 26 October 2015. Hard copy of emailed documents in support of the pre-qualification bid criteria shall also be submitted in a sealed cover along with the application in the format prescribed on the website, duly signed by an authorized signatory and a non-refundable processing fee of Rs. 5000/- (Rupees Five Thousand only) in the form of a Demand draft or a Pay Order (drawn in favour of Registrar, IIT Mandi, payable at Mandi, Himachal Pradesh) on 28 Oct 2015 prior to the prospective bidders conference.
  
2. It is mandatory for the firms giving EOI to visit IIT Mandi premises at Mandi and Kamand between 1000 Hours and 1600 Hours on 27 October 2015 to have a realistic assessment of the effort involved in providing the housekeeping and cleaning services to the Estate of IIT Mandi. For the visit, prior permission will be obtained for the authorized representatives (not more than three from each firm) based on the details sent by email to [dgnaik@iitmandi.ac.in](mailto:dgnaik@iitmandi.ac.in) on or before 2200 Hours of 26 Oct 2015 with subject in email mentioned as "Permission to visit IIT Mandi premises on 27 Oct 15".
  
3. Prospective Bidder's conference will be held at IIT Mandi, VPO Kamand, Himachal Pradesh, PIN 175005 on 28 October 2015 at 1430 Hours. In the pre-bid conference, the authorized representative will give a presentation to the Institute on the Background & Experience of the Company, Methodology of Providing the Housekeeping and Cleaning Service including proposed use of tools, equipments, manpower for various category of buildings/ works and details of proposed supervisor to be stationed at IIT Mandi. **Kindly note that without visit to the IIT Mandi premises and participation in the presentations, the bids will not be considered.**

**Reporting Address:**

**Manager (I&S),  
IIT Mandi, VPO Kamand,  
Himachal Pradesh, PIN 175005  
Phone: 9816923169, 01905-267126  
Email: [dgnaik@iitmandi.ac.in](mailto:dgnaik@iitmandi.ac.in)**

#### 4. **Scope (Area is Indicative but not final)**

Type of Buildings	Accounting Method	Approx area in Sq Mtr	Method of payment - Monthly
Office Complexes & Classroom	Area	9003	Fixed
Labs	Area	2444	Fixed
Hostels/ Creche/ Medical unit/ Schools	Area	21520	Fixed
Residential Area	Area	1026	Fixed
Guest Houses/ Studio Apartments	Area	456	Fixed
Dining Halls/ Canteens/ Mess	Area	1080	Fixed
Clearance of open areas	Area	Rates only	Measurable
Road surfaces, Sports Courts, Parking Areas	Area	5450	Fixed
Clearance of open drains	Running Meters	130	Fixed
Clearing clogged sewerage lines and man-holes and emptying Sludge pit of the Sewage Treatment Plan	Per Event	Rates only	Measurable

#### 5. **Pre-qualification criteria**

1. ISO 9001:2008 Certified Company may apply.
2. Previous experience of at least three years with reputed clients like Indian Institutes of Technology, National Institutes of Technology, Universities, PSUs, Government Departments, Corporate Sector, with size of the contract of at least 30 lakhs per year per a client. The documents in support of the same shall be provided for verification on 28 Oct 2015 prior to the conference.
3. The prospective bidder should not be involved in any legal dispute with the client who is being provided service nor facing any criminal complaint/ investigations. An affidavit to this effect will have to be submitted by the authorized signatory of the bidder.

#### **Important Dates**

Expression of Interest Advertisement and uploading of Pre-bid qualification criteria, broad scope of work etc uploaded on the website	19/10/2015
Email giving EOI & details of authorized representatives to IIT Mandi latest by -	26/10/2015 2200 Hours
Prospective Bidder's visit to IIT Mandi - Mandi & Kamand Campus	27/10/2015 1000-1500 Hours
Prospective Bidder's Conference and Presentations at IIT Mandi, Kamand Campus	28/10/2015 1430 Hours
Uploading of tenders on IIT Mandi website and CPPP	03/11/2015
Last Date for submitting Tender including Technical and Financial Bid	17/11/2015 1300 Hours
Date of Opening Technical bid	17/11/2015 1600 Hours

**Application Format for submitting EOI**

Date:

To  
Manager (I&S)  
IIT Mandi  
VPO- Kamand,  
Himachal Pradesh,  
PIN-175005

Sub: Expression of Interest (EOI) for the Housekeeping & Cleaning Service for IIT Mandi

Dear Sir,

1. This is in response to your public notice published on IIT Mandi Website and news paper advertisement in Dainik Bhaskar and The Indian Express, inviting EOI for Providing Housekeeping & Cleaning Services for IIT Mandi, we hereby submit our expression of interest. We have attached necessary information along with the documents to prove that we meet the prequalification criteria given on your website. Demand Draft/ Pay Order for Rs. 5000/- favouring Registrar, IIT Mandi, payable at Mandi is enclosed with this application.
2. The information furnished by us in this EOI is correct to the best of our knowledge.
3. We have come prepared with the presentation as given in the advertisement for EOI. Notwithstanding our participation in the Pre-bid conference and presentations, we understand that documents subjected by us will be the basis of technical qualification, and that financial bids of only those qualifying in the technical bids will be opened.

We remain Sincerely yours,

On behalf of the firm:

Signature: .....

Name of signatory:

Designation: