



भारतीय प्रौद्योगिकी संस्थान रोपड़
INDIAN INSTITUTE OF TECHNOLOGY ROPAR
नंगल रोड, रूपनगर, पंजाब-140001/Nangal Road; Rupnagar, Punjab-140001
Ph. 01881-242193, e-mail: purchase@iitrpr.ac.in

No. 1092-18/AD-MAN/IITRPR/PS/267

07.08.2018

M/s BVG India Ltd.
106, 1st Floor, Mercantile House,
15, K.G Marg, Connaught Place,
New Delhi - 110001.

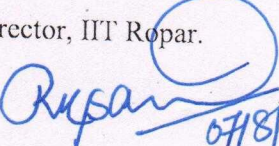
Sub.: Letter of Intent for Providing Mechanized/ Manual Housekeeping and Sanitation Services at Permanent Campus.

With reference to your tender bid against tender notice no. 113/2018 & subsequent letters dated 24.07.2018, 27.07.2018 and e-mails dated 28.07.2018 & 03.08.2018, Director IIT Ropar is pleased to award you the contract for providing mechanized/ manual housekeeping and sanitation services for a period of 24 months from the date of taking over the contract extendable further subject to satisfactory performance. Initially following buildings will be handed over to you for providing mechanized/manual housekeeping:

1. Ramanujan Block
2. Utility Building and Dr S. Radhakrishnan Block
3. MESS/ Dining Building
4. Boys Hostel Wing I & II
5. Girls Hostel

The contract is awarded subject to the following terms and conditions in addition to the terms & conditions already mentioned in the tender document:

1. You will be paid for manpower at minimum wages as per Central Government Minimum Wages applicable from time to time plus service charges @ 10%. You will be paid for the machines and chemicals & consumables as per the Rent/Rates agreed to vide above referred communications and tender. You will also provide Facility manager having Bachelor Degree in Hotel Management with 4-5 years experience and the Facility Manager is to be appointed in consultation with the institute.
2. Machines & manpower for cleaning can be hired only as per institute requirement.
3. Statutory compliance of the contract will be your responsibility.
4. You will raise salary invoice to the institute in advance on 27th of every month. You will disburse the salary to the employees by 5th of every month. In case of failure to do so, the institute will put a penalty as decided by the Director, IIT Ropar.


07/8/18



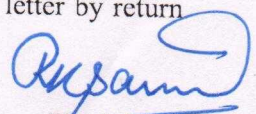
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5. You will ensure deposit of EPF/ESI contribution both employees and employer share in time and issue the salary slips & ESI cards to all the employees within 15 days from the date of taking over the contract, If any discrepancy is found in this at any stage, the institute will impose the penalty as deemed fit.
6. You will submit the labour license within 15 days from The Government of India, Ministry of Labour, Office of the Licensing Officer and Assistant Labour Commissioner (Central) Jalandhar for providing manpower services at IIT Ropar valid for the contract period and the appropriate number of manpower.
7. You will transfer the ownership of machines after a period of 3 years to IIT Ropar and you will charge CAMC @ 15% per annum for fourth & fifth year. You will also provide an undertaking from the manufacturer for the maintenance of machines after the same are handed over to IIT Ropar.
8. You shall provide photo identity cards to the persons employed at IIT Ropar.
9. The Courts at Ropar only shall have the jurisdiction for the purpose of this contract

You are requested to convey your acceptance and submit the following documents:-

1. Bank Guarantee of **Rs. 10.00 lacs** in the name of "IIT Ropar Revenue Account" payable at Ropar' valid for a period of 27 months from the date of the start of the contract.
2. A fidelity bond of **Rs. 10.00 lacs** issued by a reputed Insurance Company against any loss caused to the institute by the employees deployed by you.
3. Agreement on non-judicial stamp paper of requisite value for providing the above services.
4. A list of manpower, machines and consumables required for each building.

Your acceptance alongwith above documents should be delivered in the office of the Registrar, IIT Ropar within a week after taking over the contract. Kindly acknowledge the receipt of this letter by return mail.


(Registrar) 17/8/18

- Copy to: 1) Officer In-charge, Housekeeping with the request to supervise the contract on daily basis and shall ensure that manpower & equipments/consumables for housekeeping are optimally utilized.
- 2) Security Officer for necessary action.