



Indian Institute of Public Health Gandhinagar (IIPHG)
Opp. Air Force Head Quarters, Nr. Lekawada Bus Stop, Gandhinagar – Chiloda Road,
CRPF PO., Gandhinagar - 382042
Tel +91 079-66740700 | **Web** www.iiphg.edu.in

NOTICE INVITING TENDER (NIT)
FOR SELECTION OF FACILITY MANAGEMENT (OPERATIONS & MAINTENANCE)
SERVICES FOR IIPHG UNIVERSITY CAMPUS

Ref. No: IIPHG/ ADMIN. /TENDER/ FM (O & M)/ 2025 - 26 / 01

Indian Institute of Public Health Gandhinagar Invites Tender in Two Bid (Technical and Financial) System From Experienced and Reputed Bidders.

Last date and time for depositing the sealed tender: 12th March, 2026, up to 2:00 PM.

Note:

- Detailed information pertaining to this tender such as tender document, corrigendum (if any), and further updates will be available on the website of Indian Institute of Public Health Gandhinagar (IIPHG) <https://www.iiphg.edu.in>

Disclaimer: This NIT is not an offer by Indian Institute of Public Health Gandhinagar (IIPHG), but an invitation to receive an offer from the bidders. No contractual obligation whatsoever shall arise from the tender process unless and until a formal award is made and executed by duly authorized offer bearers of IIPHG.

Table of Contents

1. INTRODUCTION	3
1.1. Purpose of the tender	3
1.2. About IIPHG.....	3
1.3. Schedule of tender	4
2. QUALIFICATION/ELIGIBILITY CRITERIA	6
3. TERMS OF REFERENCES (TORs) AND DELIVERABLES	8
4. INTEREST FREE SECURITY DEPOSIT	18
5. PAYMENT SCHEDULE	18
6. GUIDELINES FOR SUBMITTING PROPOSAL.....	18
6.1. Preparing the Technical Proposal	18
6.2. Preparing the Financial Proposal.....	18
6.3. Submission of Bids	18
7. BID EVALUATION.....	19
7.1. Evaluation Committee.....	19
7.2. Technical Evaluation (60 Marks)	20
7.3. Presentation cum Interview (20 Marks)	21
7.4. Financial Evaluation (20 Marks).....	22
7.5. Selection of Agencies	22
8. GENERAL INSTRUCTIONS AND OTHER TERMS & CONDITIONS:.....	23
9. FINANCIAL BID TEMPLATE.....	29
Annexure 1: Brief details of current equipment installed at IIPHG.	33
Annexure 2: Bidder Details Form.....	35
Annexure 3: Undertaking (understanding and acceptance of Tender document)	36
Annexure 4: Self-Declaration Certificate for the Clean Track Record.....	37
Annexure 5: Undertaking (Non-conflict of Interest)	38
Annexure 6: Average Annual Turnover Details	39
Annexure 7: Work Experience (Institutions of National Importance).....	40
Annexure 8: Work Experience (Other than Institutions of National Importance)	41
Annexure 9: Checklist for document submission	42

1. INTRODUCTION

1.1. Purpose of the tender

The purpose for this tender is to hire the services of Facility Management (Operations & Maintenance) Agency for Indian Institute of Public Health Gandhinagar (IIPHG) University Campus.

The proposals submitted for this tender must only be in the format as mentioned in this tender. Designated committee at IIPHG, formed for this purpose, will review the Proposal submitted by the agencies. The initial contract will be from 01st April, 2026 to 31st March, 2027 which can further be extended at the discretion of IIPHG.

1.2. About IIPHG

Indian Institute of Public Health Gandhinagar (IIPHG) is India's first Public Health University formed under The IIPHG Act 2015 of Gujarat State. The Indian Institute of Public Health Gandhinagar (IIPHG) is working towards building a healthier India. IIPHG is an example of visionary leadership of Honourable Shri Narendra Modi (then Honourable Chief Minister of Gujarat), who laid the foundation stone in 2008.

It's state-of-the art green campus is spread over 50 acres' land in Gandhinagar with world-class research facilities and laboratories.

IIPHG is offering Full Time Courses. Details of Courses being offered are as follows.

- Master of Public Health (MPH) – 2 years full time course.
- Master of Hospital Administration (MHA) - 2 years full time course.
- Master of Public Health – Public Health Nutrition (MPH-PHN)
- Post Graduate Diploma in Public Health Management (PGDPHM) – 1 year full time course having nomination from State Government.

1.3. Schedule of tender

Sr. No.	Description	
1.	Availability of tender on IIPHG University's website	26 th Feb., 2026 (Thursday)
2.	Last date for receiving queries from agencies, if any	5 th March, 2026 (Thursday)
3.	Reply to queries received from the agencies will be uploaded on IIPHG website	6 th March, 2026 (Friday)
4.	Tender submission close	12 th March, 2026 - (Thursday) up to 2:00 PM (Drop the tender in the Tender Box - By Hand delivery / Courier / Speed Post).
5.	Opening of the Technical Bids (Authorized representatives of Agencies may be present for opening of Technical bid)	12 th March, 2026 (Thursday), 02:30 PM onwards
6.	Intimation to the Agencies who qualify in the Technical Bids	18 th March, 2026 (Wednesday)
7.	Presentation cum Interview by the Qualifying Agencies	20 th March, 2026 (Friday)
8.	Opening of Financial Bids (Authorized representatives of Agencies may be present for opening of Financial Bids)	20 th March, 2026 (Friday), after presentation cum interview
9.	Issue of Letter of Intent	As per decision of IIPHG Management
10.	Tender Fee	Rs. 2,950/- (including GST) has to be paid online. The Proof of the payment made has to be attached with the application form, without which the bid will not be considered valid. Bank detail for online payment is as follows: Beneficiary Name: Indian Institute of Public Health Gandhinagar Bank Name and Branch: HDFC Bank Ltd. Infocity, Gandhinagar Bank Account No.: 50100157403005 Bank IFSC: HDFC0002497
11.	Performance Security Deposit	The successful bidder who is awarded the contract shall be required to pad Security Deposit @ 10% of the total value of the contract. Security Deposit is to be paid online
12.	Period of Validity of the Tender	Minimum 90 days from closing date

13.	Place of Bid opening	Indian Institute of Public Health Gandhinagar (IIPHG) Opp. Air Force Head Quarters, Nr. Lekawada Bus Stop, Gandhinagar – Chiloda Road, CRPF PO., Gandhinagar – 382042
-----	----------------------	---

Bids / queries to be addressed to:

The Registrar,
Indian Institute of Public Health Gandhinagar

Postal Address: Indian Institute of Public Health Gandhinagar (IIPHG),
Opp. Air Force Head Quarters,
Nr. Lekawada Bus Stop, Gandhinagar – Chiloda Road,
CRPF PO., Gandhinagar – 382042

Contact No.: (079) 66740700
Email ID: tender@iiphg.org

Note:

- The bidders are advised to visit and acquaint themselves with the area and operational system as specified in the tender. All costs related to such visits shall be borne by the bidder. Submission of the tender documents shall be deemed as the confirmation that the bidder is fully aware of the operational conditions.
- For visiting the IIPHG campus the bidder must inform the administration department well in advance on the below mentioned contact details:

Administration Department: Phone: 079-66740700, Email: tender@iiphg.org
- The site visit for this tender will be allowed during Monday to Friday (working days) only between 10:00 AM to 4:00 PM on or before 9th March, 2026.

2. QUALIFICATION/ELIGIBILITY CRITERIA

In order to apply for this tender, the intending bidders must full-fill the following eligibility criteria, failing which their bid will not be considered for the further evaluation process.

- a) Valid PAN
- b) Valid GST Registration
- c) Valid Employee Provident Fund Organisation (EPFO) Registration
- d) Valid Employee State Insurance Corporation (ESIC) Registration
- e) Valid Registration under Contract Labour (Regulation and Abolition Act)
- f) The bidder/ firm should have been incorporated / established on or before the financial year 2020 – 21 and currently should be in the similar nature of works.
- g) Valid Professional Tax Registration.
- h) Tender Fee: The bidder should have paid the prescribed tender fee (Rs. 2,950/- inclusive of GST).
- i) **Self-declaration:** The bidder should submit a self-declaration for accepting the Terms & Conditions mentioned in the tender document.
- j) Bidders should be neither blacklisted by any Government Dept., nor is any criminal case registered / pending against the firm or its owners / partners/Directors. A duly completed self-declaration certificate for the Clean Track Record to this effect is to be submitted.
- k) **No conflict of interest:** The bidder should confirm that that there is no conflict of interest on their participation in the tendering process. Applicants must provide undertaking in this regard.
- l) The bidder should have at least 03 (Three) consecutive years of experience during the last 05 (Five) years in providing facility management services to reputed Companies / Educational Institutes / Universities (The client work order along with the satisfactory work completion certificate to be submitted). The time period of 05 (Five) years shall be reckoned as on 31.03.2025.
- m) The bidder must have at least 01 (One) running contract of similar nature work (Facility Management Services, Housekeeping Services) wherein the number of manpower provided are not less than 50 manpower. The client work order along with satisfactory work ongoing certificate is to be submitted.
- n) The bidder must have experience of successfully completion for similar nature of work during the last 05 (Five) years from the date of publication of tender, as follows:-
 - I. 03 (Three) similar contracts valuing not less than Rs. 1.00 Crores (excluding GST) per annum; or

- II. 02 (Two) similar contract valuing not less than Rs. 1.50 Crores (excluding GST) per annum; or
- III. 01 (One) similar contract valuing not less than Rs. 3.00 Crores (excluding GST) per annum.

The details of the same along with supporting document w.r.t. satisfactory execution of the work from clients are to be submitted (The client work order along with the satisfactory work completion certificate to be submitted).

- o) The average annual turnover should be at least Rs. 5.00 Crores during the previous three financial years (2022 - 23, 2023 - 24, 2024 - 25). Copies of duly audited Profit & Loss accounts / CA Certificate are to be submitted.
- p) You should have regularly made payment of GST before statutory date. Please submit copy of your GST return filing status downloaded from GST website for the calendar year 2025 (Jan. to Dec. 2025).
- q) You should have regularly made payment of monthly contribution to the Employee Provident Fund office before statutory date. Please provide monthly PF ECR payment slip for the calendar year 2025 (Jan. to Dec. 2025)
- r) You should have regularly made payment of monthly contribution to the ESIC office before statutory date. Please provide monthly ESIC ECR payment slip for the calendar year 2025 (Jan. to Dec. 2025).

3. TERMS OF REFERENCES (TORs) AND DELIVERABLES

During the contract, the Agency would be responsible for completion of the below mentioned ToRs:

- a) Facility Management Agency will be responsible for overall Operations and Maintenance of the Campus. This includes Smooth Operations and Maintenance of Electromechanical equipment currently installed and to be installed in future, at IIPHG Campus. **Details of currently installed Electromechanical equipment is given at Annexure - 1.**
- b) **Overall cleaning of entire campus**, which includes constructed and unconstructed areas, offices, classrooms, toilets, Drainage Line, Hostel etc. Drainage cleaning including Sewage Treatment Plant (STP) within the campus will be in the scope of Facility Management Agency.

Details of current constructed area is as follows.

Sr. No.	Building	Floors	Built-up Area (Sq. Mtrs.)
1	Utility Building	Ground Floor	629
2	Academic Building	4 Floors (LGF to 2 nd)	6,274
3	Dining & Library Building	3 Floors (GF to 2 nd)	1,815
4	Hostel - 150 single occupancy rooms with attached toilet.	8 Floors (LGF to 6 th)	4,507
5	Student Centre	2 Floors (GF & 1 st)	571
6	Pathways		186
	Total Sq. Meter		13,982

- c) **Cleaning material:** Facility Management Company will have to provide all / any type of housekeeping / cleaning materials required for Housekeeping work. A tentative list of housekeeping material required during one month is given at point 9.2 and 9.3 of this tender. Please note this is a tentative list and may vary. Facility Management Agency will be responsible to provide necessary cleaning material without charging additional cost.
- d) Regular spray of insecticides, pesticide (once every fortnight) in common areas and once every month in all rooms of the hostel building.
- e) The cleaning and housekeeping work shall be carried out in accordance with the highest standards and best practices, ensuring that all premises consistently appear neat, clean and well maintained. The contractor should preferably deploy personnel with prior experience in educational institutes.

- f) Installation of bio-metric attendance system with face detection facility. This is needed to maintain attendance of staff provided by the Facility Management Agency.
- g) The agency shall provide a sufficient number of computer systems, printers, stationery etc. for day to-day working and maintaining records.

Legal compliance: Facility Management Agency will be responsible for compliance of all legal, labour and laws.

- * Ensure that the staff members are paid salary as per MINIMUM WAGES OF GUJARAT STATE.
- * Agency will strictly follow and comply on statutory liabilities like Provident Fund, ESIC / Workmen Compensation Act., Bonus, Leave Payment etc.
- * Agency will be responsible to maintain all necessary registers / documents required as per Labour Law and other applicable laws.
- * Agency will be responsible to ensure that staff members are given salary-slip and the salary is paid in accordance with applicable law.
- * The monthly wages to the workers deployed at IIPHG shall be paid by the contractor through online “A/c Payee”, Net Banking, or Cheque Payment.
- * Agency will be responsible to make duty roster of personnel in such a way that they get weekly off and other entitled leaves as per the guidelines and rule framed under Contract Labour (Regulation and Abolition) Act, 1970 and other applicable laws.
- * Agency will be responsible to have and renew all necessary valid license required to perform this Service Agreement.
- * IIPHG reserves the right to increase or reduce the daily deployment of staff.

Estimated approximate current Staff Requirement for O & M is as follows:

Sr. No.	Particulars	Qualification	Manpower
1	Facility Manager	Degree in Electrical Engineering with minimum 5 years of work experience in supervisory role.	1
2	HVAC Operator & Technician	ITI in refrigeration – Air Conditioning with minimum 3 years of work experience of handling HVAC system	1
3	Electricians	2 Member with Diploma in Electrical Engineering with 3 years of work experience and 2 Members with ITI Electrician course with 3 years of work experience	4

4	Plumber	Plumber / fitter course from ITI with 3 years of work experience	1
5	Fire & Safety Officer	Certificate course in Fire & Safety, from authorized Institute (NFSC – Nagpur or NFA – Baroda) with 3 years of work experience.	1
6	General Maintenance Executive	Minimum 5 years of relevant work experience.	1
7	Housekeeping Supervisor	Minimum 3 years of relevant work experience	1
8	Pantry boy cum Office Assistant	Minimum 3 years of relevant work experience	1
9	Housekeeping staff (Male)		11
10	Housekeeping staff (Female)		4
11	Library Attendant		1
12	Care taker for Crèche (Female)		1
13	Gardner		3
14	Driver	Should have license for driving heavy commercial vehicle (Bus)	1
15	MST (Multi Skill Technician)	Electrician / Wireman course from ITI	1
16	Carpenter		Call basis
17	Mason		Call basis
18	Welder		Call basis
	Total		33

Each member will work for Shift duty of 8 Hrs. only.

3.1. Following are the Scope of Work (SOW) for staff.

FACILITY MANAGER

- Facility Manager will be the key responsible and authorized representative of Facility Management Agency.
- He should have minimum Bachelor's Degree in Electrical Engineering from recognized Institute / University.
- He should have work experience of minimum 5 years of handling Mechanical, Electrical & Plumbing (MEP) Operations & Maintenance, BMS, HVAC Operations & Maintenance in supervisory position.
- He should be well versed with computer software's like MS-Office etc.
- He will be responsible for overall Operations and Maintenance of the campus, this includes Technical Services and Non-technical Services.

- He will be responsible for Planning, scheduling & implementation of facility management activities for smooth operations.
- He will be responsible to prepare personnel duty roster and work schedule, as per guidelines of local laws and state needs.
- He will be responsible for proper training of the staff members.
- Coordinate proper and timely preparation of invoice.
- Maintain various registers and records, as per Labour Laws and other applicable laws.
- Responsible to maintain personnel file of Facility Management Agency staff.
- He will ensure proper and disciplined behavior of Facility Management Agency staff.
- Ensure overall cleaning of all constructed and uncontracted areas of the campus.
- Ensure systematic disposal of Garbage as per local law.
- Responsible to maintain inventory register for all spare parts and other items being purchased and used for Operations and Maintenance Work.
- Coordinate with OEM / Annual Maintenance Service Providing agencies and other Third Party service providers of IIPHG. To maintain records of all Annual Maintenance Contracts.
- Monitoring of Preventive and breakdown maintenance.
- Responsible for the proper use of Equipment. Any mal-functioning, improper use should be recorded & reported to the concerned officer.
- Ensure adequate stock and availability of cleaning materials and other parts required for O & M.
- Help in Organizing Video Conference/Teleconference etc.
- He will work in General Shift but, if required he may have to work in any other shift also.
- Carry out any other duty as instructed by IIPHG.

HVAC OPERATOR & TECHNICIAN

- HVAC Operator & Technician should have done regular full time Certificate course in Refrigeration & Air Conditioning from Industrial Training Institute (ITI) or any other recognized Institute / University.
- He should have relevant work experience of minimum 3 years.
- He should have working knowledge of computer.
- He should have knowledge and experience of HVAC System.
- He will be responsible for Operations and Maintenance of HVAC System.

- Record and maintain data of technical parameters of HVAC System (Chillers, AHUs, pump etc.).
- Attend complaint related to HVAC system.
- Pro-actively coordinate with Annual Maintenance Service Provider for preventive services, resolving complaints, if any and maintain records of visits by AMC service provider.
- Maintain data of AC service done, replacement of parts, if any.
- Maintain stock of consumable and key spare parts required for smooth functioning of the HVAC System.
- Plan and execute preventive periodical (weekly / fortnightly / monthly / quarterly) maintenance of HVAC System.
- He will work in General Shift but, if required he may have to work in any other shift also.

ELECTRICIAN

- Electrician should have done Diploma in Electrical Engineering / Electrician course from recognized Institute / University.
- He should have relevant work experience of 3 to 5 years.
- He should have knowledge and experience of HT – LT Panels, Transformer, Diesel Generator, Electrical Water Heaters, Solar Water Heater, UPS, Sound System etc.
- Monitor HT / LT panel readings.
- Operations and Testing of Diesel Generator.
- Monitoring and record reading of UPS.
- Routine checking and cleaning of Panels, LDBs, PDBs, UDBs etc.
- Operation of lighting on the campus including street lights.
- Attending electrical complaints.
- Assist in operation of Sound System.
- Execution of new electrical work, if any.
- Minimum 1 (one) electrician should be available on the campus round the clock i.e. 24 x 7 all days of the year.
- Electrician will work in 3 shifts of 8 hours each.

MULTI SKILL TECHNICIAN

- He should have completed Electrician or Wireman course from ITI.
- He will work during nights shift only.

- He should have working knowledge of electric trade and work as helper to the Electrician or any other technician.

PLUMBER

- Plumber should have done Certificate course in Plumbing / Fitter, from Industrial Training Institute (ITI) or any other recognized Institute / University.
- He should have work experience of minimum 3 years.
- He will be responsible for Operations of bore-well, water transfer pumps etc.
- Note down level of water in tanks.
- Regular checking & repairing of plumbing facility at all toilets, washbasins, overhead tanks, drinking water coolers etc.
- Replacement of batteries in washbasin and urinal sensors.
- Maintenance of WC, Urinal, washbasin leakages.
- Repairing of current plumbing water supply / transfer lines.
- Laying of line for any new additional requirement.
- Attending plumbing related complaints.
- Coordinating Water Testing from Professional Laboratories.
- He will work in General Shift but, if required he may have to work in any other shift also.

FIRE AND SAFETY OFFICER

- **Fire & Safety Officer should have done Certificate course in Fire & Safety, from authorized Institute (NFSC – Nagpur or NFA – Baroda).**
- Should have valid certificate / license required for performing this duty, as per applicable law.
- He should have work experience of minimum 3 years.
- He should have knowledge of Gujarat Fire Prevention and Life Safety Measures Regulation and other applicable laws.
- Plan and implement Workplace Health & Safety (WHS) policies, including Fire Protection Plan (FPP) for fire prevention. The plan shall identify both Fire and General safety guidelines.
- He will ensure that proper precautions are taken while execution of any kind of work on the campus. This includes work done by any third party (outsider) or internal staff.

- Conduct Risk Assessment on campus. The F & S Officer shall conduct on-site inspection on a regular basis to ensure that fire lanes are clear, material storage is located in accordance with the Fire Safety Plan (FSP) and not blocking fire access. Ensure flammable and combustible liquids are stored properly on the site or in the building(s).
- Prepare report on accidents. In case of any accident, he will prepare proper report for office records and legal compliance.
- The F & S Officer shall confirm that portable, properly rated and approved fire extinguishers are in their required positions. Conduct inspections of fire extinguishers on regular interval. Arrange replacement / addition of fire extinguishers, if required.
- The F & S Officer shall review proper identification and labelling requirements on flammable liquid and gas containers and cylinders. Confirm that the containers are properly stored in safe storage areas designated and identified by clearly demarcated signs and surrounded by stable barriers or fencing.
- Attend fire alarms.
- Daily checking of FHC on entire campus.
- Periodical checking of Jockey pump, Main Hydrant Pump and Diesel Pump.
- Regular cleaning and re-installation of smoke detectors.
- Maintenance of Hydrant post and Hose reel.
- Conducting periodic Mock Drill and providing training to Security and other staff.
- Coordinate renewal / issuance of “Fire NOC / License” from authorized government department.
- He will work in General Shift but, if required he may have to work in any other shift also.

GENERAL MAINTENANCE EXECUTIVE

- He will be responsible for overall general repairs & maintenance of the campus (excluding repairs and maintenance of Technical Services) including common areas.
- He will work in coordination with Facility Manager and ensure overall cleaning and maintenance of the campus.
- He will ensure that the complaints are attended and resolved at the earliest.

- He will prepare detailed housekeeping schedule and supervise overall housekeeping work on the campus.
- He will provide proper training to Housekeeping staff / pantry boy.
- He will ensure availability of housekeeping staff, material and maintain proper stock.
- He will be responsible for proper coordination and disposal of garbage.
- He will attend all the guests staying at IIPHG hostel / guestroom.
- Maintain proper Guest register.
- He will coordinate allotment and takeover of hostel rooms to students, guests.
- He will maintain Students', Guests hostel allotment register.
- He will suggest and supervise reports maintained for housekeeping work and general maintenance work on the campus.
- He will work in General Shift but, if required he may have to work in any other shift also.

HOUSE KEEPING SUPERVISORS.

- Housekeeping Supervisor will be responsible for overall cleaning of the campus.
- He will prepare detailed cleaning schedule so that the cleaning work is done efficiently and in given time, without disturbing office / class activities.
- He will monitor / supervise the cleaning work done by the housekeeping staff.
- He will provide proper training to the Housekeeping staff.
- He will prepare and maintain proper housekeeping reports.
- Maintain all areas (constructed / unconstructed) in a perfect state of cleanliness. Cleaning including general work areas, classrooms, lobby, cabins, all meeting/conference rooms, washrooms, and pantries, staircase, common area, parking area, walk-way etc.
- Proper use of chemicals and other cleaning agent.
- Systematic collection and disposal of garbage.
- Have necessary stock and tools to perform the cleaning & Housekeeping activities.
- He will work in General Shift but, if required he may have to work in any other shift also.

PANTRY BOY CUM OFFICE ASSISTANT

- The Pantry Boy will do the pantry job. Preparation of tea & coffee and serve the same to all IIPHG employees / Guests.
- Attending visitors, promptly providing water, tea, coffee, and other needs.

- Maintain cleanliness in pantry area.
- Cleaning utensils and keeping them at their respective places.
- Emphasis on quality & hygiene.
- Arranging conference/meeting rooms as per the requirement.
- Serving lunch/snacks during the meetings.
- Help office staff in taking photocopy, scanning, filing etc.
- Help in conducting student activities, events, exams etc.
- Maintain Office stationery inventory.
- He will work in General Shift but, if required he may have to work in any other shift also.

HOUSE KEEPING STAFF (MALE AND FEMALE)

- Perform diversified cleaning and housekeeping activities on the Premises.
- This includes cleaning of all constructed and unconstructed areas including drainage line.
- Cleaning of all buildings, classroom, office, workstation, auditorium, laboratory, library, dining hall, hostel, terrace, toilets, washbasins, cleaning of drainage line etc.
- Maintain all areas assigned in a perfect state of cleanliness. Cleaning including general work areas, all meeting/conference rooms/washrooms/ and pantries/stair case/common area etc.
- Collection and disposal of garbage.
- Shifting of furniture, as and when required.
- Carry out any other duty as instructed by the supervisor.
- He will work in General Shift but, if required he may have to work in any other shift also.

DRIVER

- The agency shall provide full time driver for Institute's vehicle (Car / Bus).
- Person deployed as "Driver" should have valid Vehicle Driving License for driving HMV (Bus) and should have minimum 5 years' experience of driving vehicle.
- Agency shall provide additional driver as a reliever to perform duties in absence of regular driver.

- General duty timings will be from 9:00 AM to 5:00 PM. If required driver will have to work for extra hours. Institute will pay for extra hours of duty, as per applicable norms.
- He should be local resident and should have knowledge of the city area.
- He will be responsible for driving institute vehicle and routine maintenance of the vehicle.
- Ensure vehicle is kept clean, tidy and in good working condition at all times
- Maintain high standard of service to both internal and external guests.
- Observe all the road and traffic laws and regulations of Indian Government.
- Ensure that safe driving practices are adhered to including local driving codes and internally agreed standards.
- He should ensure that copies of necessary documents like vehicle registration book, PUC certificate, vehicle insurance copy and any other certificates required, are available in the vehicle,.
- Ensure punctuality and safe transport;
- He should maintain proper logbook with usage of vehicles, daily mileage, fuel consumption, services etc. and should be readily available for checking as and when asked for.
- Institute vehicle will be stationed IIPHG campus only. Driver is not allowed to take vehicle to his residence.
- Ensure regular/day-to-day maintenance checks: check oil, water, battery, brakes, tyres, etc.
- If required, driver should be available for outstation travel and night stay also.
- Agency will be responsible for any accident or fine charged by concerned authority, arising due to negligence by driver.
- He will strictly follow Safety rules and take all necessary safety precaution while on duty and performing any work.

4. INTEREST FREE SECURITY DEPOSIT

Selected Facility Management Agency will have to pay 10% of the total contract value (excluding GST) towards Security Deposit. This Security Deposit will be Interest Free and will be returned within 90 days of concluding of the contract. Subject to smooth processing of PF withdrawal / transfer, payment of other legal liabilities and Full & Final Settlement of all staff members deputed at IIPHG.

5. PAYMENT SCHEDULE

IIPHG will make payment to Facility Management Service agency, on receipt of Invoice with all necessary supporting documents like

- a) Attendance Register dully stamped and signed by authorized signatory.
- b) Copy of monthly pay slip with acknowledgement of individual staff member.
- c) PF payment receipt, PF challan, PF ECR Copy.
- d) ESIC payment receipt, ESIC challan, ESIC detailed statement
- e) Proof for payment of GST before statutory date.
- f) Receipt for payment made to Labour Welfare Fund.
- g) Any other documents as asked by IIPHG.

6. GUIDELINES FOR SUBMITTING PROPOSAL

6.1. Preparing the Technical Proposal

The Agency is required to submit a Technical Proposal and a separate Financial Proposal.

Bidders are directed to provide the required, relevant documents in support of their bid. It is the sole responsibility of the Bidder to comply with all the supporting documents. In case of any irrelevant or non-readable files, non-submission of necessary documents in support to Qualifying Eligibility Criteria, the bid may be rejected.

6.2. Preparing the Financial Proposal

- a. The Financial Quotes should be given as per template provided for Financial Bid.
- b. The bidders are required to provide detailed break-up calculation in support to their financial bid.
- c. The Financial proposal will be evaluated only if an Agency qualifies based on the assessment of the Technical proposal.

6.3. Submission of Bids

- a. The Bidder shall submit a sealed cover consisting of these two sealed envelopes with a clear label for each:

- i. **Technical Proposal**, super scribing on the right hand side top of the cover as Technical Bid (2 copies) and Name of the organization with complete address.
 - ii. **Financial Proposal** super scribing on the right hand side top of the cover as Financial Bid (2 copies) and Name of the organization with complete address.
- b. All the pages of the Technical Proposal and the Financial Proposal shall be duly signed by the Authorized Signatory. Corrections, if any shall be counter signed and also fix seal of the organization.

7. BID EVALUATION

The bids received will be **evaluated on Quality cum Cost Based Selection (QCBS)** as follows:

Sr. No.	Evaluation	Maximum Marks	Remarks
1	Technical Evaluation	60	Bidder scoring 60% (36 marks) will qualify for next step (Presentation cum Interview)
2	Presentation cum Interview	20	The bidders who qualify for the Presentation cum Interview will be intimated by IIPHG through email.
3	Financial Bid	20	
	Total Marks	100	

7.1. Evaluation Committee

- A designated committee formed by IIPHG would first examine the Technical bids to match the Qualification Eligibility Criteria.
- The Technical bids fulfilling the Qualification Eligibility Criteria will be considered for Technical Evaluation. The bids not fulfilling the Qualification Eligibility Criteria will be rejected.
- The agencies who score minimum qualifying marks in the Technical Evaluation will be considered for Presentation cum Interview and opening of the Financial Bid.

7.2. Technical Evaluation (60 Marks)

Technical evaluation shall be carried out based on the following:

Technical Score Evaluation	Maximum Marks												
<p>Average Annual Turn Over in the last three years (FY 2022 – 23 to 2024 – 25):</p> <ul style="list-style-type: none"> • 05.0 Crore to 07.50 Crores = 04.0 Marks • Above 07.50 Crores to 10.00 Crores = 08.0 Marks • Above 10 Crores: = 12.0 Marks <p>Supporting Document: Copies of duly Audited Profit & Loss Account / Certificate issued by a Practitioner Chartered Accountant with UDIN.</p>	12												
<p>If you have provided similar nature of services to Institutes of National Importance during last three years: (FY 2022 – 23 to 2024 – 25)</p> <p>Maximum Institutes: 03 Marks per Institute: 02</p> <table border="1" data-bbox="204 943 954 1084"> <thead> <tr> <th>No. of Institutes</th> <th>Year (1, 2 or 3)</th> <th>Max. Mark</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>02</td> <td>02</td> </tr> <tr> <td>2</td> <td>02</td> <td>04</td> </tr> <tr> <td>3</td> <td>02</td> <td>06</td> </tr> </tbody> </table> <p>The name of the institution will be determined from the names appearing in the list from the website link given below:</p> <p>https://www.education.gov.in/en/institutions-national-importance</p> <p>Supporting Document: Work order along with client certificate of the satisfactory performance.</p>	No. of Institutes	Year (1, 2 or 3)	Max. Mark	1	02	02	2	02	04	3	02	06	06
No. of Institutes	Year (1, 2 or 3)	Max. Mark											
1	02	02											
2	02	04											
3	02	06											
<p>If you have provided similar nature of services to Educational Institutes or Universities (Other than Institutes of National Importance) during last three years: (FY 2022 – 23 to 2024 – 25)</p> <p>Maximum Institutes: 03 Marks per Institute: 03</p> <table border="1" data-bbox="204 1715 954 1856"> <thead> <tr> <th>No. of Institutes</th> <th>Year (1, 2 or 3)</th> <th>Max. Mark</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>03</td> <td>03</td> </tr> <tr> <td>2</td> <td>03</td> <td>06</td> </tr> <tr> <td>3</td> <td>03</td> <td>09</td> </tr> </tbody> </table> <p>Supporting Document: Work order along with client certificate of the satisfactory performance.</p>	No. of Institutes	Year (1, 2 or 3)	Max. Mark	1	03	03	2	03	06	3	03	09	09
No. of Institutes	Year (1, 2 or 3)	Max. Mark											
1	03	03											
2	03	06											
3	03	09											

Total number of manpower working on the pay roll of bidder duly supported by EPFO challan for the month of October, November and December 2025: Up to 200 Manpower = 06.00 Marks Above 200 Manpower = 12.00 Marks	12
Successfully completed or on going (should have completed minimum six months) minimum one contract for similar nature of work during the last 03 (three) years , having annual contract value (excluding GST) from the date of publication of tender:- Up to Rs. 02 Crores : 04 Marks Between Rs. 02 Crores to Rs. 04 Crores : 08 Marks Above Rs. 04 Crores : 12 Marks	12
Valid ISO Registration – 9001: 2015	02
Valid ISO Registration – 45001: 2018	02
If you have office in Ahmedabad / Gandhinagar for 3 or more years.	05
Total of Maximum Marks	60
Minimum score required to qualify in technical bid	60% i.e. 36 Marks

7.3. Presentation cum Interview (20 Marks)

Those agencies who will qualify in the Technical Evaluation will be invited for a Presentation cum Interview. The designated committee at IIPHG will evaluate the Presentation cum Interview and give marks out of 20.

The bidders are expected to cover the following points during the presentation:

- How well do you understand the scope and how do you plan to meet the objective of this tender document.
- Awareness of the statutory compliances in this type of contracts.
- Brief about the clients being served presently for providing Facility Management Services.
- How do you plan to maintain your store of consumables/ machinery and how will you ensure the material is eco-friendly and of good quality.
- Adherence to the health and safety standards.
- Detailed operational plan for cleaning and waste management for this contract.

- Demonstrate your commitment to continuous improvement, environmental responsibilities, clear communication protocol for addressing the client needs and issues.
- Bring out any aspects of the social responsibility of your organization such as the employee benefits towards untimely death, accident, other terminal benefits and medical benefits provided to your employees.
- Any other points which the committee may feel to ask during the presentation.

The Presentation cum Interview will be in-person only and at the IIPHG Campus. The travel and other associated costs for appearing for the Presentaiton cum Interview will be borne by the bidder.

Presentation cum Interview Date: The date for Presentation cum Interview is given in the Schedule for Tender (Clause 1.3). In case of any change in the date for Presentation cum Interview, the new date will be decided by IIPHG, as per the availability of the committee members. The date finalized by IIPHG will be final.

7.4. Financial Evaluation (20 Marks)

Financial evaluation shall be carried out as follows:

After reviewing the correctness and reasonableness of the financial bids, full marks will be awarded to the lowest qualifying bidder. For subsequent bidders the marks will be a ratio of the lowest bidder. If the lowest bid is “X” and bid for “Y” needs to be evaluated then its marks will be "highest mark x (X/Y)”.

7.5. Selection of Agencies

- a. Agencies are required to score a minimum of 60% (36 marks) out of 60 marks in the technical proposal in order to qualify for the next step (Presentation cum Interview).
- b. For the Final selection, the total score obtained by the bidders in all the stages (Technical Evaluation – out of 60 marks, Presentation cum Interview – out of 20 marks and Financial bid – out of 20 marks) will be taken in to consideration.
- c. IIPHG shall reserve the right to negotiate with the Bidder whose proposal has scored highest mark (total of Technical Evaluation, Presentation Cum Interview and Financial evaluations).
- d. The submitted proposals will be valid for 90 days from the date of submission. IIPHG will make its best effort to select the Agencies within this period.

8. GENERAL INSTRUCTIONS AND OTHER TERMS & CONDITIONS:

- **Non Tender Terms:** In case of items which the contractor has to execute which are not covered in the tender scope of work, the rates shall be paid based on mutually agreed rates. IIPHG may include additional items / services if required during the entire tenure of the contract.
- **Price Revision Clause:** The Rate / Price quoted for the Facility Management Service is subject revision as per revision in the Minimum Wages of the Gujarat State. Any other revision shall be considered only after completion of one year of the contract. The exact revision will be negotiated by the Institute considering various parameters like satisfactory feedback of the stakeholders etc., a duly constituted committee by the institute will recommend for the revision, if any.
- **Execution of the Contract Agreement on the stamp paper:** The successful bidder upon award of the contract shall execute the contract agreement on the non-judicial stamp paper valued Rs. 300/- (The stamp duty shall be borne by the contractor).
- The service provider shall strictly adhere to all the rules, regulations and guidelines issued by IIPHG authorities from time to time.
- In case any person deployed by the service provider is found to be inefficient, quarrelsome and infirm or involved in any unlawful or illegal activities, the service provider shall replace such individual with a suitable substitute as directed by competent authority.
- IIPHG has no obligation to provide any accommodation/ transportation to the staff or person deployed by the service provider.
- It is responsibility of the service provider to ensure that all the staff deployed by the service provider shall be medically fit and their antecedent will be verified before deployment in the institute. Police Verification Certificate in this regard shall be submitted to the Institute.
- The service provider shall be liable to comply with all the rules and regulations in respect to all statutory obligations applicable to the workmen including safety regulations.
- The service provider shall be responsible for the proper maintenance of all registers, records and accounts for compliance with any statutory provisions / obligations and shall produce related documents as and when required.
- It shall be the sole responsibility of the contractor to ensure that all personnel engaged are adequately trained. The Institute shall not be liable for any mishap or

incident occurring directly or indirectly due to the actions or negligence of the contractor's personnel.

- All the consumable and disposables required for cleaning and housekeeping shall be procured by the contractor. All such items should be eco-friendly.
- Every employee engaged by the contractor shall wear uniform and a name badge while on duty. Both the uniform and the name badge shall be provided by the contractor at own cost.
- **Uniforms:** The contractor shall provide a minimum three (3) sets of good quality uniforms (each set consisting of one dress and two (02) pairs of shoes) to each worker per year, at own cost. If the contractor fails to issue uniforms to its employees within the stipulated timeframe, the Institute shall levy a daily penalty, as deemed appropriate, until all employees have been provided with uniforms and the requisite records are submitted to IIPHG.
- Safety items such as masks, gumboots, honey beehive masks, safety shoes etc. shall be provided whenever required.
- **Identity Cards:** The contractor shall issue identity cards with straps to all employees.
- The contractor shall engage the male and female personnel with a minimum age group of 18 years.
- The contractor will arrange periodic medical examination (at least once in a year) at the contractor's expense to ensure that they are free from any communicable diseases. Copy of medical examination certificates shall be submitted with IIPHG.
- The contractor shall be responsible for providing an immediate replacement of any staff member who is absent from their assigned duty post. Additionally, the contractor deploy extra personnel as required for newly assigned or extended areas, upon receiving prior notice from IIPHG.
- The contractor shall not engage any sub-contractor or assign, transfer or sublet the contract in whole or in part to any other person or entity in any manner.
- The antecedents of staff deployed shall be verified by the contractor from the local police authority and Police Verification Certificate in this regard shall be submitted to the institute.
- All liabilities arising out of accident, injury or death while on duty solely shall be borne by the contractor.
- The contractor shall be responsible for maintaining all property and equipment of the Institute entrusted to it. Any damage or loss caused to the Institute, in any

form, due to willful act or negligence of the contractor's personnel shall be recovered from the contractor.

- Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines.
- If as a result of any instruction from the Labour authorities or any claim or application made under any applicable Labour laws or Regulations, any amount is required to be paid by the Institute, such amount shall be recoverable from the contractor. The contractor shall reimburse the Institute within seven days of such payment. Failing this, the Institute shall have the right to recover the said amount from any dues payable to the contractor or from the Security Deposit.
- The contractor shall indemnify and hold the Institute harmless from and against all claims, damages, losses, liabilities and expenses (including legal fees) arising out of, or resulting from the performance of works or provision of services under this contract by the contractor.
- The contractor shall be solely responsible for all legal matters, disputes, or claims arising out of or in connection with the employment, service conditions, or termination of its personnel engaged under this contract. Any legal case, complaint, or dispute filed by the employees of the contractor before any court, tribunal, or authority shall be the exclusive responsibility of the Contractor. IIPHG shall not be made a party to such proceedings. In the event the IIPHG is impleaded as a party to such case, the contractor shall indemnify IIPHG against all losses, damages, expenses, or liabilities arising therefrom and shall bear the cost of defending such cases, including legal fees. Any failure on the part of the contractor to discharge its obligations under this clause shall be treated as a breach of contract, entitling IIPHG to take appropriate action, including termination of the contract and forfeiture of security deposit.
- The institute shall not be under any obligation to provide employment to any of the workers of the contractor during or after the expiry of the contract. The Institute does not recognize any employee – employer relationship with any of the workers of the contractor. The workmen engaged by the contractor shall be deemed to be employees of the contractor only and shall have no claim or right of employment against the institute. Under no circumstances shall they be considered employees of IIPHG.
- The Institute is tobacco free campus. Consumption of tobacco and tobacco containing products is strictly prohibited on the campus. The personnel engaged

by the contractor should not consume tobacco items while on duty. If anyone is found consuming these banned items in the Institute, a suitable penalty of Rs. 1,000/- for each such instance shall be deducted from the contractor's bill. The contractor should ensure that no employee reports for duty under influence of liquor.

- The stock for all the consumable and disposable necessary for Facility Management services shall be provided by the contractor and at any point of time the stock for a minimum one month shall be available in the store of the contractor. A proper record for this shall be maintained by the contractor and shall be shared with IIPHG.
- The contractor shall prepare a list of protocols and daily checklists for housekeeping and maintenance work and ensure that the same is prominently displayed in all designated work areas.
- The initial contract shall be valid initially for a period of one year. The institute reserves the right to extend the contract duration.
- IIPHG reserves the right to terminate the contract by giving three-month notice in event of unsatisfactory services or statutory non-compliance. In case the service provider intends to discontinue the services, a written notice of three-months shall be submitted to IIPHG. Failing which the Security Deposit will be forfeited.
- The contractor shall not use IIPHG's address on his letterhead/stationery for purposes of Registration with any Government/Local body or any other organization or person.
- The proposal along with all the correspondence and documents exchanged by the Agencies and IIPHG shall be written in English language.
- **Amendments to the Tender:** The designated committee at IIPHG reserves every right to amend any of the tender conditions or a part thereof, before the last date for the receipt of the tender, if necessary. Amendments, if any, would be put on the website. The decision of extending the due date and time for the submission of the tender documents on account of amendments will be the sole discretion of IIPHG.
- **Reserved Rights:** IIPHG reserves the following rights with regard to this tender:
 - (i) To cancel this Tender at any stage without assigning any reason.
 - (ii) To disqualify any Applicant(s) based on Applicant(s) failure to follow solicitation instructions
 - (iii) IIPHG reserves the right to waive any deviations by Applicants from the requirements of this solicitation that in IIPHG 's opinion are considered

not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition;

- No proposal shall be accepted unless it is properly sealed. Agencies shall not be allowed to fill in or seal their proposal at the IIPHG office. The documents should be sent by speed post/registered post/courier or hand delivered.
- If the envelope is found to be open, not sealed and not marked as instructed above, IIPHG will not be responsible for misplacement or premature opening of the proposal submitted. Any proposal opened prematurely due to this cause shall be rejected.
- The bidder is advised to attach any additional information that is considered necessary in regard to establish the capabilities. No further information will be entertained after submission of application unless it is required by IIPHG. IIPHG, however, reserves the right to call for additional information and clarification on information submitted by the bidders.
- Proposals must be received by IIPHG at the address specified not later than the date and time specified in the tender. Proposals received after the due date and time specified will automatically be rejected.
- Any efforts by Agencies to influence the IIPHG personnel or representatives on matters relating to proposals under study in the process of examination, clarification, evaluation and comparison of proposal and in decision concerning award of contract, shall result in the rejection of the Agencies proposal.
- Failing to execute the contract Agreement within the said period may result in termination of contract and award of the same to other Agencies/ agencies at the risk and cost of the Agencies.
- The person to sign the contract agreement shall be duly authorized.
- IIPHG assures that the documents and presentations by the applicants will be kept strictly confidential and will not be used for any purpose other than the process of selection of the final applicant. All documents created/prepared during the assignment by the selected application shall be the property of IIPHG and they will have the rights associated with such documents.
- **Offer Verification:** IIPHG may contact applicant to confirm contact person, address, bid amount and to confirm that the bid was submitted for this solicitation.
- **All queries/correspondences pertaining to this tender will be done through IIPHG Tender email i.e. tender@iiphg.org**

- Hard copies of the Proposals should be addressed and submitted to:

The Registrar

INDIAN INSTITUTE OF PUBLIC HEALTH GANDHINAGAR

Opp. Air Force Head Quarters, Nr. Lekawada Bus Stop,

Gandhinagar – Chiloda Road, CRPF PO., Gandhinagar - 382042

Ref. No: IIPHG/ ADMIN. /TENDER/ FM (O & M)/ 2025 - 26 / 01

- The last date for submission of tender with all supporting documents is **12th March, 2026 by 2:00 PM**. Any tender received after this prescribed time will not be entertained. IIPHG will not be responsible for any loss in transit or postal delay.
- **All the Annexures shall form a part of this Tender.**

9. FINANCIAL BID TEMPLATE

Sr. No.	Particulars	Qty.	Monthly Rate	Amount (Monthly)	Amount (Yearly)
1	Facility Manager	1			
2	HVAC Operator & Technician	1			
3	Electrician	4			
4	Plumber	1			
5	Fire & Safety Officer	1			
6	General Maintenance Executive	1			
7	Housekeeping Supervisor	1			
8	Pantry Boy cum Office Assistant	1			
9	Housekeeping staff (male)	11			
10	Housekeeping staff (female)	4			
11	Library Attendant	1			
12	Care taker for Crèche	1			
13	Gardner	3			
14	Driver	1			
15	Multi Skill Technician	1			
A	Total Manpower Cost				
B	Overheads @ _____%				
C	Cleaning material cost including insecticide, pesticide.				
D	Equipment cost				
E	Total per month				
F	GST @ _____%				
G	Total with GST per month				

Providing manpower on call basis:

Sr. No.	Particulars	Qty.	Rate – per day – per pair (Without Overhead & GST)
1	Carpenter with helper and necessary tools	1 pair of carpenter & helper	
2	Mason with helper with necessary tools	1 pair of mason & helper	
3	Welder with helper necessary tools	1 pair of welder and helper	

9.1. Detailed Breakup in support to Financial Bid (Manpower cost). This is a template only. You may add any other cost, if required.

Sr. No.	Particulars	Facility Manager	HVAC O & T	Elec.	Plumber	F & S O	GME	HKS	P B & O A	HK – Male & Female	Lib. Att.	Care taker	Gardner	Driver	MST
1	Category (Skilled / Semi Skilled / Unskilled)														
2	Guj. State Min. Wages (8 Hrs. Shift)														
3	Current - DA														
4	Rate per day														
5	No. of Days														
4	Monthly Min. wage														
5	Other Charges_1														
6	Basic Salary														
7	Other Charges_2														
A	Gross Salary														
1	PF														
2	ESIC														
3	Bonus														
4	Paid Leaves														
5	Gratuity														
6	LWF														
B	Total B														
1	Uniform														
2	Other Charges														
C	Total C														
	Total Manpower Cost (A + B + C)														

HVAC O & T = HVAC Operator & Technician, F & S O = Fire & Safety Officer, HKS = Housekeeping Supervisor, GME = General Maintenance Executive, PB & OA = Pantry Boy cum Office Assistant, HK = Housekeeping, Care taker = Care taker for Crèche, MST = Multi Skill Technician, LWF = Labour Welfare Fund,

9.2. Detailed break-up in support to Financial Bid (Cleaning material)

Below given is a tentative list of material required for cleaning work. Actual item and quantity may vary as per requirement. Agency will have to supply requested cleaning items without any additional cost.

Monthly Housekeeping Cleaning Material Requirement List (tentative)

Item	Qty.	Rate	Amount
Soft Broom	10		
Hard Broom	10		
Check Duster	12		
Micro Duster	6		
Glass duster Cloth	12		
Floor Duster	06		
Wet Mop Set	3 Pcs.		
Wet Mop Handle	3 Pcs.		
Wet Mop Refill	10		
Wet Mop Stick	3 Pcs.		
Big Wiper	12		
Small Wiper	03		
Dry Mop Set	3		
Dry Mop Refill	3		
Odonil (box of 24 pcs.)	6 box		
Colour cubes (box of 12 pcs.)	4 box		
Indoor Floor Cleaning Brush with long handle for Bathroom	4		
Spray Gun Bottle	10		
Dust Pan – Stainless steel	03		
Garbage Bag Small	24 Packets		
Garbage Bag Big	24 Packets		
Ezee Glass Wiper	5		
Cobweb Brush	5		
Hand Gloves Rubber	6 Set		
Scraper	06		
Room Freshener	12		
Scotch Brite Pad	15		
Toilet Brush (Quarterly)	6		
Drainer Plunger	6		
Hand Standing Broom for Compound cleaning	3		
Hand Scrubbing Brush	2		
Steel Scrubber	6		
Cotton Cloth Waste	1.5 Kg		
Urinal Screen	15		
Hit Spray	12		

9.3. Cleaning Agents

Item	Qty.	Rate	Amount
Indica Phenyl (White / Green)	20 liters		
Hand wash (Lifebuoy / Dettol)	10 liters		
Acid	1 liters		
R1 (Taski)	5 liters		
R2 (Taski)	5 liters		
R3 (Taski)	5 liters		
R4 (Taski)	10 liters		
R5 (Taski)	10 liters		
R6 (Taski)	25 liters		
D7	1 Liter		
Bleaching	5 Liters		
Drain cleaning powder	10 Pkt.		
Harpic	1 liter		

9.4. Breakup in support to Financial Bid - List of Equipment to be provided by the contractor.

Sr. No.	Equipment Cost	Qty.
1	Heavy duty Vacuum Cleaner	01
2	Heavy duty electric grass cutting Machine	01
3	Manual Grass Cutting Machin	01
4	Telescopic Pole	01
5	Housekeeping Room Service Trolley	03

Annexure 1: Brief details of current equipment installed at IIPHG.

(Refer to Clause 3 of the tender document)

A) HVAC System:

- * Chiller – 3 Nos., 80 TR, Make: Blue Box
- * Primary Pumps – 3 Nos., 2.2 KW, Make: Kirloskar
- * Secondary Pumps – 3 Nos., 5.5 KW, 44 M³/h Make: Bell & Gossett
- * AHU- 32 Nos., 1000 to 7000 CFM, Make: Zeco
- * FCU – 50 Nos., Make: Carrier
- * TFA – 3 Nos., 720/1560/2280 CFM, Make: Zeco
- * Split AC – 28 Nos., 1 to 2 TR, Make: Panasonic, Bluestar, Voltas, Daikin, Hitachi

B) Fire System:

- * Fire Alarm system Total 6 Nos. Fire Alarm Panels, Make: Secutron
- * Hydrant Pump – 49 hp, 97 M³/h Make: Kirloskar
- * Jockey Pump – 7.5 hp, 10.8 M³/h
- * Diesel Pump – 50 hp, 97 M³/h Make: Kirloskar
- * Booster Pump –
 - Admin Booster Pump – 12.5 hp, 10-17 lps, Make: Kirloskar
 - Dining Booster Pump – 7.5 hp, 5.5-10 lps, Make: Kirloskar
 - Hostel Booster Pump – 12.5 hp, 10-17 lps, Make: Kirloskar
- * FHC – 30 Nos.
- * Hose Box – 07 Nos.
- * Extinguishers – 78 Nos.

C) Electrical System:

- * HT Panel Room – 11 KV switching panel, Panel Make: Advance, Breaker Make: Schneider
- * LT Panel Room – LT panels and Circuit breakers, Panel Make: Advance, Breaker Make: ABB
- * Transformer – 1000 KVA 11/0.433 KV Transformer (Unitized Package Substation) Operational from Oct'16 , Make: Kirloskar Type: Dry Type
- * DG – 2 Nos. DG Sets of Sudhir Make, operational from Oct'16.
 - 320 KVA DG – Model: SGC-320
 - 62.5 KVA DG – Model: SGC-62.5
- * Lifts – 7 Nos. Lift of Kone Make, Operational from Oct'16
- * Solar generation Plant – 30 KW Rooftop solar generation plant, Operational from Oct'16, Module Make: Topsun, Inverter Make:Kaco
- * UPS

D) Plumbing :

- * Fire Water Tank at Utility Block, Capacity – 1,00,000 liters
- * Borewell – 49 KW motor
- * Raw water Tank at Utility Block, Capacity – 75,000 liters
- * Domestic Water Tank at Utility Block, Capacity – 1,12,000 liters
- * Water treatment Plant:
 - 2 Nos. Filter pump of 5 hp each, 12 M³/h
 - Multi grade Sand Filter
 - Activated Carbon Filter
- * 2 Nos. Transfer pump of 5 hp each, 8 M³/h
- * Utility Block water supply Tank, Capacity – 2,000 liters
- * Admin Part A Domestic water Tank, Capacity – 10,000 liters
- * Admin Part C Fire water Tank, Capacity – 10,000 liters
- * Admin Part C Domestic water Tank, Capacity – 10,000 liters
- * Dining Fire water Tank, Capacity – 10,000 liters
- * Dining Domestic water Tank, Capacity – 5,000 liters
- * Hostel Fire water Tank, Capacity – 22,000 liters
- * Hostel Domestic water Tank, Capacity – 20,000 liters
- * Hostel Solar heater water supply Tank 2 Nos., Capacity – 1,000 liters each.
- * Solar heater System:
 - Hostel terrace 12 Nos. and Dining terrace 7 Nos. Solar water heater System, Capacity 500 LPD, Make: Tata

E) Sewerage Treatment Plant

F) Building Management System (BMS)

G) Video Conferencing facility, CCTV cameras etc.

H) Audio Visuals – Sound System with Corded and cordless mic.

Annexure 2: Bidder Details Form

Sr. No.	Description	Information
1	Name of the entity	
2	Date of Establishment / Incorporation	DD/MM/YYYY: _____ (Provide valid copy of incorporation)
3	Name of the Director / Partners / Proprietor	
4	Contact Number and email ID of Director / Partners / Proprietor	
5	Name & Designation of the Authorized person	Name: _____ Designation: _____
6	Contact Number and email ID of the authorized person	Contact No.: _____ Email ID: _____
7	Full address of the Registered office with telephone number and email ID	
8	Full address of the operating branch office with telephone number and email ID	
9	PAN	_____ Provide copy of PAN
10	GST Registration Number	_____ Provide copy of GST Registration
11	Employee Provident Fund Registration No.	Registration No. _____ Date: _____ Provide copy of PF Registration
12	Employee State Insurance Registration No.	Registration No. _____ Date: _____ Provide copy of ESIC Registration



Seal of the
Organization

Authorized Signatory's signature:

Annexure 3: Undertaking (understanding and acceptance of Tender document)

To,
Indian Institute of Public Health Gandhinagar
Opp. Air Force Head Quarters,
Nr. Lekawada Bus Stop,
Gandhinagar – Chiloda Road,
CRPF PO., Gandhinagar - 382042

Sir,

I/we hereby submit our Bid along with all required documents as per the tender.

I/we hereby confirm and declare that I/we have carefully read, understood the tender document, including instructions, terms & conditions, Scope of work/ Technical Specifications, Eligibility Criteria and all the contents stated therein.

I/we have gone through all the terms and conditions of the tender document and we hereby unconditionally accept the same.



Authorized Signatory's signature:

Annexure 4: Self-Declaration Certificate for the Clean Track Record

In response to the tender for selection of Facility Management Service Provider for IIPHG, I/We hereby certify that we (including our affiliates or subsidiaries or constituents) do not stand declared ineligible/ blacklisted/ banned/ debarred by any Organization or its Department from participation in its Tender Processes and are not insolvent, in receivership, bankrupt or being wound up, not have our affairs administered by a court or a judicial officer, not have our business activities suspended and are not the subject of legal proceedings as on the bid submission date.

In the event of any such proceedings against the firm in the future, it will be duly reported to you with the necessary supporting documents.

I also certify that the above information is true and correct in all respects and in any case at a later date it is found that any details provided above are incorrect, any contract awarded to us may be summarily terminated and we may be debarred/blacklisted as decided by the competent authority of IIPHG. Also the Security Deposit (if any) shall be forfeited.

In addition to the above, IIPHG will not be responsible to pay the bills for any Partial/ Full supply of the items/ services.



Authorized Signatory's signature:

Annexure 5: Undertaking (Non-conflict of Interest)

To,
Indian Institute of Public Health Gandhinagar
Opp. Air Force Head Quarters,
Nr. Lekawada Bus Stop,
Gandhinagar – Chiloda Road,
CRPF PO., Gandhinagar - 382042

Sub: Undertaking regarding no conflict of interest.

I, the undersigned (Full Name and Designation of the authorized person), being duly authorized to represent and act on behalf of (Name of bidder’s organization) hereby submit tender **FOR SELECTION OF FACILITY MANAGEMENT (OPERATIONS & MAINTENANCE) SERVICES PROVIDER FOR IIPHG UNIVERSITY CAMPUS.**

I/we hereby confirm that there exists no conflict of interest in relation to our participation in the above mentioned tender process.

We further declare that:

Our Director / Partners / Key Managerial Personnel or employees do not have any direct or indirect relationship, financial interest or business association with any official, employee, consultant or member of the Indian Institute of Public Health Gandhinagar (IIPHG) that may result in a conflict of interest.

To the best of our knowledge, none of the members of the Indian Institute of Public Health Gandhinagar (IIPHG) are related to us or known to us in any manner that could influence the bidding process.

We undertake that if at any stage it is found that a conflict of interest exists or arises, we shall immediately disclose the same in writing.

We understand that any misrepresentation or suppression of facts may lead to disqualification from the bidding process and / or termination of the contract, if awarded.



Authorized Signatory’s signature:

Annexure 6: Average Annual Turnover Details

Financial year	Turnover in Rs.	Remarks
2024 - 25		Supporting Document (CA Certificate with UDIN etc.) are to be submitted
2023 - 24		
2022 - 23		



Authorized Signatory's signature:

Annexure 7: Work Experience (Institutions of National Importance)

Sr. No.	Client details:	Order No.	Order Date	Order Value	Order Tenure		Remarks
					From	To	
1	Name: Address: Contact person: Contact Number: Email ID:						Provide supporting documents: Work Order & Work completion certificate
2	Name: Address: Contact person: Contact Number: Email ID:						
3	Name: Address: Contact person: Contact Number: Email ID:						



Seal of the Organization

Authorized Signatory's signature:

Annexure 8: Work Experience (Other than Institutions of National Importance)

Sr. No.	Client details:	Order No.	Order Date	Order Value	Order Tenure		Remarks
					From	To	
1	Name: Address: Contact person: Contact Number: Email ID:						Provide supporting documents: Work Order & Work completion certificate
2	Name: Address: Contact person: Contact Number: Email ID:						
3	Name: Address: Contact person: Contact Number: Email ID:						



Seal of the Organization

Authorized Signatory's signature:

Annexure 9: Checklist for document submission

Sr. No.	Description / Document	Enclosed (Yes / No)	Page No.
1	Permanent Account Number (PAN)		
2	GST Registration Certificate		
3	Valid EPF Registration Certificate		
4	Valid ESIC Registration Certificate		
5	Valid Labour Registration Certificate		
6	Valid Establishment / Incorporation Certificate		
7	Professional Tax Registration Certificate / Proof		
8	Tender Fee : Document in support to online payment of the Tender Fee		
9	A duly completed self-declaration certificate for accepting the Terms & Conditions mentioned in the tender document		
10	A duly completed self-declaration certificate for the Clean Track Record		
11	Undertaking regarding No Conflict of interest		
12	Bidder's Profile		
13	The bidder should have at least 03 (Three) consecutive years of experience during the last 05 (Five) years in providing facility management services to reputed companies / Educational institutes / Universities <u>(The client work order along with the satisfactory work completion certificate to be submitted).</u>		
14	The bidder must have at least 01 (One) running contract of similar nature work (Facility Management Services, Housekeeping Services) wherein the number of manpower provided are not less than 50 manpower. <u>The client work order along with satisfactory work ongoing certificate is to be submitted.</u>		
15	The bidder must have experience of successfully completion or on going (should have completed minimum six months) for similar nature of work during the last 05 (Five) years from the date of publication of tender, as follows:-		

	<p>➤ 03 (Three) contracts valuing not less than Rs. 1.00 Crores (excluding GST) per annum; OR</p> <p>➤ 02 (Two) contracts valuing not less than Rs. 1.50 Crores (excluding GST) per annum; OR</p> <p>➤ 01 (One) contract valuing not less than Rs. 3.00 Crores (excluding GST) per annum.</p> <p><u>Submit client work order along with the satisfactory work completion certificate</u></p>		
16	<p>The average annual turnover should be at least Rs. 5.00 Crores during the previous three financial years (2022 - 23, 2023 - 24, 2024 - 25). Copies of duly audited Profit & Loss accounts / CA Certificate are to be submitted.</p>		
17	<p>Work Experience (Institutions of National Importance)</p> <p><u>Submit client work order along with the satisfactory work completion certificate</u></p>		
18	<p>Work Experience with University / Institute, (Other than Institutions of National Importance).</p> <p><u>Submit client work order along with the satisfactory work completion certificate</u></p>		
19	<p>Copy of contract and client certificate in response to successfully completed or on going minimum one contract with annual value (excluding GST) of up to Rs. 2 corers or Rs. 04 crores or Rs. 6 crores and above.</p> <p><u>Submit client work order along with the satisfactory work completion certificate</u></p>		
20	<p>Copy of Valid ISO Registration: 9001 : 2015</p>		
21	<p>Copy of Valid ISO Registration: 45001:2018</p>		
22	<p>Documentary proof: If you have office in Ahmedabad / Gandhinagar for last 3 or more years (Copy of Light Bill / Property Tax Bill / Lease Agreement etc.)</p>		

23	Copy of GST Return filing status downloaded from GST website for the Calendar Year 2025 (Jan. to Dec., 2025)		
24	Copy of monthly PF – ECR Provisional Challan and Payment Confirmation receipts for each month, for Calendar year 2025 (Jan. to Dec. 2025).		
25	Copy of monthly ESIC payment confirmation receipt for the calendar year 2025 (Jan. to Dec. 2025)		