

ARMY WELFARE EDUCATION SOCIETY (AWES),
BENGALURU CAMPUS-560077

REQUEST FOR PROPOSAL (RFP)

Provision of Conservancy Services

For

AWES Campus Bengaluru
housing

Army Institute of Fashion & Design
(AIFD)

and

Army Institute of Hotel Management & Catering Technology
(AIHM&CT)

Nagareshwara Nagenahalli, Kothanur Post,
Bengaluru-560077



Director
AWES Campus
Bangalore - 560077

ARMY WELFARE EDUCATION SOCIETY (AWES) CAMPUS
BANGALORE – 56 00 77

(AWES CAMPUS)

REQUEST FOR PROPOSAL (RFP)

PROVISIONING OF CONSERVANCY SERVICES AT
ARMY WELFARE EDUCATION SOCIETY (AWES) CAMPUS
NAGARESHWARA NAGENAHALLI,
KOTHANUR POST, BANGALORE – 56 00 77

1. Sealed offers in two-bid system are invited from Registered Vendors, for “Provisioning of Conservancy Services at Army Welfare Education Society (AWES) Bengaluru Campus, Nagareshwara Nagenahalli, Kothanur Post, Bengaluru-560077”.
2. RFP forms can be downloaded from the Army Institute of Fashion & Design website (www.aifd.edu.in) and can be submitted along with the **Technical & Commercial Offers** on payment of Rs 1000/- [(Rupees One thousand only) (Non-Refundable)] by way of Demand Draft/Pay Order/RTGS (A/c No: 64061006903, IFSC Code: SBIN0017734) in favor of **Army Institute of Fashion & Design, Bengaluru** payable at Bengaluru.

AIFD Account Number	- 64061006903
IFSC Code	- SBIN0017734
Transaction ID Number	-
Date of issue of RFP	- 30 May 2025
Last date for submission of RFP	- 21 Jun 2025 at 1800 hrs
Opening of Technical Offers	- 23 Jun 25 at 1500 hrs
Opening of Commercial Offers	- Will be intimated subsequently

All conditions and parameters will be evaluated with reference to firms submitting tenders.

AWES, Bengaluru Campus reserves the right to reject any/all applications without assigning any reason whatsoever.


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SCOPE OF WORK

3. Approximately 20 personnel and one supervisory staff are required on daily basis at the AWES Campus Bengaluru for carrying out conservancy and sanitation services in the campus. The exact number of personnel will be arrived at by mutual consultations prior to signing of contract with the Company that is shortlisted after due defined tendering process.

4. The routine requirements of 20+1 personnel will also have a surge at certain times of year especially monsoons, visits, functions at college. The surge will require at best 3-5 persons more for short periods of time. All these will be defined before the contract is signed with fixed costs between the Company shortlisted and AWES Campus Bengaluru.

Conservancy and Sanitation Services

5. Conservancy services will entail waste management and sanitation to maintain a clean, healthy environments at AWES Campus Bengaluru. The key essentials of conservancy and sanitation services are as elucidated in succeeding sub-paragraphs: -

(a) Waste Management& Disposal till Garbage Dumps:

- (i) Collection of both segregated waste (biodegradable, non-bio degradable waste) from all over the campus.
- (ii) Dumping of solid waste at designated garbage dumps within the campus.
- (iii) Monitoring lifting of waste by BBMP designated agency as per contract with AWES Campus Bengaluru.
- (iv) Composting the bio-degradable waste at designated places.
- (v) In summary maintaining a clean and healthy campus.

(b) Sanitation Services:

- (i) Daily sweeping of roads (3744 square meters).
- (ii) Weekly cleaning of drains (4000 meters).
- (iii) Cleaning designated public spaces daily.
- (ii) Cleaning of toilets at Administrative Block, Academic Block, Hospitality Block, three hostels, Faculty residences, Administrative staff two blocks, two cottages and two Principal's residences as in detail in table given below.
- (iii) Sweeping and cleaning of specified laboratories, offices and classrooms once in a day.

(iv) Sweeping and cleaning of conference rooms and corridors in Academic Block, Administrative Block, Hospitality Block, and corridors in hostels once in a day.

(c) Fortnightly Drainage Maintenance:

- (i) De-silting of drains 4000 meters over a period of fortnight.
- (ii) Preventing waterlogging during rainy season as on required basis.

(d) Sewage Clearance: On required basis provision honey sucker machines for which payment will be on hiring basis plus labor charges and will be on case-to-case basis which will be cleared at the end on month bill.

(e) Environmental Conservation

- (i) Maintenance of existing arboriculture. Essentially provisioning of gardeners at least two.
- (ii) Creation of parks and maintenance of the same. Cost of creation of parks will be mutually arrived at. Maintenance should be catered for.
- (ii) Promotion of eco-friendly practices like tree planting and green waste recycling.
- (iii) Encouraging sustainable waste management practices such as composting and upcycling.

(f) Public Awareness & Community Involvement

- (i) Conducting classes awareness programs on hygiene, waste segregation and sustainability once in six months.
- (ii) Engaging all occupants in waste reduction and recycling initiatives once in six months.
- (iii) Encouraging responsible disposal of household waste by means of campaigns and posters.

(g) Regulatory Compliance & Monitoring

- (i) Adhering to local municipal and environmental laws.
- (ii) Monitoring health and safety standards.
- (iii) Enforcing penalties for improper waste disposal and sanitation violations.

(h) Provisioning of Cleaning Materials and Equipment

(i) The provisioning of cleaning materials will be that of company provisioning conservancy services.

(ii) The equipment to be used also has to be provided by company.

(iii) The cleaning materials will be of good standard. Lizol, Cif, Harpic or equivalent. The same will be mutually decided during discussions after L1 vendor is defined.

(iv) If company plans to deploy any mechanized equipment the same is permissible.

<u>Ser No</u>	<u>Building</u>	<u>Toilets</u>	<u>Bathrooms</u>	<u>Room</u>
1.	Hospitality Block plus Security Cabin	14	4	14
2.	Academic Block	10	6	31
3.	Harmony Hostel	36	-	50
4.	Symphony Hostel	40	-	100
5.	Girls Hostel	63	55	100
6.	Administrative Block (Clock Tower)	02	-	08
7.	Faculty & Administrative Staff Block	48	-	-
8.	D Staff Block	13	13	-
9.	Cottages 1 & 2	4	-	-
10.	Principals Residence	4	-	-

<u>Ser No</u>	<u>Specified Area</u>	<u>Scope of Work</u>	<u>Frequency</u>	<u>Duty Hours</u>
1.	Guest Rooms, Hostel, Academic Block, Faculty Block, MI Room, Power House corridors / common area of resident block and common washrooms	Dusting, sweeping, mopping, cleaning and wiping of floors, vacuum cleaning of furniture, fixtures, partitions, walls, ceiling, curtains, venation blinds, removal of wastes from dustbin and keeping it properly as directed, Removal of Cob-webs, dusting and wiping the windows and their glass pane, doors and polishing their handles, Cleaning of Telephone Instruments, Fax	Daily	Between 7.00AM to 4.00 PM Lunch: 1.30 PM to 2.00 PM

		Machines, Computers, spraying disinfectant, Room Freshener, Locating and Removing Dead Rats/Cat etc., removal of garbage and waste papers on daily basis from the premises		
2.	-do-	Washing and Scrubbing the floor of the entire office premises with soap water and drying it by using the machines/tools for floor polishing/ cleaning.	Weekly. Every Saturday	Between 7.00AM to 4.00 PM Lunch: 1.30 PM to 2.00 PM
3.	Bathrooms/Toilets	Dusting, Sweeping, Mopping, Cleaning, Polishing, Wiping and Removal of Cow-webs, wastes, dusting and wiping windows, glass pain, China Clay Sanitary Fittings, Mirrors and doors, Polishing door handles, metal sanitary fittings, washing and cleaning and wiping the wall tiles and floor with Soap / Harpic / Colin / Acid and providing Urinal Phenyl Cubes and Liquid Soap as per requirement	Daily	Between 7.00AM to 4.00 PM
4.	Campus Outdoors	Sweeping, Gathering Dry and Wet waste from designated places, Depositing in the Campus Dry and Wet Waste Bins at designated places,		
5.	Pest Control	Conduct Comprehensive Pest Control treatment for preventive and seasonal prophylactic actions.	Annual/Seasonal/ SOS	As per program

TERMS & CONDITIONS

6.1 Provision of conservancy personnel will be completed within a fortnight of commencing from the date of issue of work order indicating dates signed by Registrar, AWES Campus Bengaluru.

6.2 The duties and responsibilities of **Conservancy Services (CS)** personnel as expected by AWES Campus Bengaluru are mentioned in detail in 'Agreement' format given in Annexure-V. The 'Agreement' format is final and not open to any modification.

6.3 Any delay in deployment over the stipulated period will attract penalty of 3.5% of the monthly contract payment per day subject to maximum of the monthly contract payment per month of delay. AWES Campus Bengaluru reserves its right to recover this amount by any mode, which includes adjusting from any payment to be made by AIFD&AIHMCT to the supplier or from the Bank guarantee.

6.4 The work order for deploying Housekeeping personnel in branches/office in Karnataka State will be given only to those eligible and empaneled Companies having offices in Bengaluru.

6.5 Price Bid quoting wages lower than the current Minimum Wages and statutory payments lower than the mandatory payments prescribed in relevant Act shall be rejected. Companies are required to submit a certified copy of the State Govt rules supporting minimum wages, and all additional mandatory payments as percentage of Basic+VDA.

ELIGIBILITY CRITERIA FOR SHORT-LISTING

7. For empanelment or short-listing of **Companies providing Conservancy Services (CCS)**, the following criteria shall be applied. For this purpose, companies shall submit proof documents along with the Tender. CCS not submitting proof documents and/or not conforming to any of these parameters will not qualify for empanelment or short listing:

- (a) CCS should be either registered companies or registered partnership firms reputed for Conservancy Services.
- (b) CCS should have credible Supervisory Infrastructure and network.
- (c) CCS should have Income Tax PAN and should have submitted IT returns for the last three years.
- (d) CCS should have audited Profit & Loss Accounts for the past three years and the average turnover of the CCS in the last three years should not be less than fifty lac rupees.
- (e) CCS should have Registration under Shops & Establishments Act.
- (f) CCS should have a valid certificate from ESI Corporation and should have been allotted with a code number by the ESIC.


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(g) CCS should have a valid certificate under EPF & Miscellaneous Provisions Act 1952 and the CCS should have been submitting EPF contribution online.

(k) CCS should have Documents proving compliance of Minimum Wages Act 1948, as updated from time to time, and other labour laws and rules.

(l) CCS should have at least their one office with telephone & fax/Email facility within Bangalore and office should be manned during normal working hours.

(m) CCS should have **minimum three years of experience of providing Conservancy Service** store residential academic institutions or any large Govt/Pvt establishment.

7.1 (a) CCS are required to furnish a copy of the Electronic Challan-Cum-Return (ECR) for EPF contribution for a Wage Month not older than two months prior to the tender opening date.

(b) CCS are required to furnish a copy of the previous 'Return of Contributions' (Form-5) submitted to the ESIC or a copy of Electronic Contribution History Sheet submitted to the ESIC in case of online contribution.

(c) CCS are required to furnish a copy of the past Wage Slip, not older than two months, of any of their employees deployed as a House Keeper with any Principal Employer.

(d) CCS will be required to produce all original documents for verification by authorized staff of AWES Campus Bengaluru whenever they visit CCS Office for inspection of training infrastructure and other credentials of CCS.

7.2 **Intending CCS should furnish details about their firm as per (Annexure-II).**

TWO BID SYSTEM OFFER

8. The offer will be two parts, Technical Bid and Commercial Bid. Both the parts should be submitted in separate sealed covers duly superscribed "**Technical Bid for Provisioning of Conservancy Services**" and "**Commercial Bid for Provisioning of Conservancy Services**" respectively and both sealed envelopes should be placed in another sealed envelope superscribed "**Offer for Provisioning of Conservancy Services**". The tenders for deployment of conservancy personnel should be dropped in the Tender Box at gate of AWES campus Bengaluru, addressed to Registrar & HoA, AWES Campus Kothanur Post, Bengaluru – 560077.

EARNEST MONEY DEPOSIT (EMD)

9. EMD of Rs 50,000/- (Rupees fifty thousand only), in the form of a demand draft/pay order issued by a scheduled commercial bank in favor of AIFD Reserve A/c, Bengaluru, payable at Bengaluru must be submitted along with the Technical Offer. Offers not accompanied with EMD of Rs. 50,000/- will not be accepted. Further, the EMD amount will be forfeited if, after having been selected by for the job, the CCS refuses to accept any contract or having accepted the contract, fails to carry out his obligations mentioned

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therein. Bank Guarantee in lieu of EMD will not be accepted. No interest will be payable on the EMD. The EMD will be refunded to unsuccessful CCS. The EMD money paid by the successful CCS will be released only after satisfactory deployment of conservancy personnel as per contract.

PERFORMANCE BANK GUARANTEE

10. Before entering into an agreement, the selected CCS should submit a Bank Guarantee of Rs. 1,00,000/- (Rupees one lakh only) valid for a period of one year from the date of termination of the contract, issued by a scheduled commercial bank favoring AIFD, Bengaluru payable at Bengaluru. (Annexure-VI)

TECHNICAL OFFER (TO)

11. The TO should be complete in all respects and should contain all information asked for in this document. It should not contain any price information. The TO should comprise of the following:

- 11.1 Covering letter on the prescribed format (Annexure-I).
- 11.2 Demand draft for Rs. 1,000/- (Non-refundable) towards Cost of RFP Forms, if downloaded from AIFD website.
- 11.3 CCS profile as per Annexure II.
- 11.4 Documentation (Brochures, leaflets, manuals etc, if any).
- 11.5 Details of reference sites of Central/Zonal/Regional offices of public sector banks as per Annexure-III.
- 11.6 EMD of Rs 50,000/- (Rupees fifty thousand only).

LATE BIDS: - Any bid received after the deadline for submission of bid prescribed, will be rejected and returned unopened to the Bidder.

PRICE BID

12. The Price Bid should contain all relevant rates and charges and should be quoted in Indian Rupees only. The Price Bid should not contradict the TO in any manner.

PRICE COMPOSITION

- 13.1 Monthly Rates per Conservancy staff will be given in the format as per Annexure-IV.
- 13.2 AWES Campus Bengaluru will shortlist suppliers, who satisfy commercial and other requirements laid down in the document. The Price Bids of only the short-listed suppliers will be opened. Short listed suppliers will be notified by e-mail/post and the suppliers/authorized representatives may be present at the time of opening of Price Bids.

NO ERASURES OR ALTERATIONS

14. Technical & Commercial details must be completely filled up. Corrections or alterations, if any should be authenticated.

AGREEMENT BETWEEN THE CCS AND AWES CAMPUS BENGALURU

15. The successful CCS shall execute an Agreement with AWES Campus Bangalore on Rs. 500 non-judicial Stamp Paper as per Terms & Conditions as per Annexure-V. It is understood that the CCS, who are willing to offer their Conservancy Services in response to this RFP have read all the terms and conditions given at Annexure-V and have agreed to all the Terms & Conditions without any modifications.

VALIDITY OF OFFER

16. The offer should be valid for period of 03 months from the last date for submission of the offer.

EVALUATION PROCESS

17. Offers (Tenders) will be evaluated in the following stages:

17.1 **Stage I:** Completeness of Offers, i.e., offers not accompanied by the mandatory documents as per paragraph 7 above shall, be rejected.

17.2 **Stage II:** Offers will be evaluated against the stipulated minimum eligibility criteria based purely on valid proof documents submitted by the CCS. Offers not complying with any of the eligibility criteria as per Paragraph 3 above will be rejected.

17.3 **Stage III:** Short-listing of supplier(s) based on proof documents submitted, site visits by AWES Campus Bengaluru officials and satisfactory feedback from reference sites.

17.4 **Stage IV:** Price bids of the short-listed firms will be opened for area-wise price discovery and fixing "Approved Rates".

17.5 **Stage V:** Willingness letter will be obtained from shortlisted firms to work on "Approved Rates" and Agreement will be concluded on Rs. 500 Non-Judicial Stamp Paper.

17.6 **Stage VI:** Issue of work orders to the shortlisted firms.

NO COMMITMENT TO ACCEPT LOWER OR ANY TENDER

18. AWES Campus Bangalore shall be under no obligation to accept the lowest or any other offer received in response to this notice and shall be entitled to reject any or all offers without assigning any reasons whatsoever.

OPENING OF OFFERS

19. Technical Bid offers will be opened at Registrar & HoA office on **23 Jun 2025** at **1500hrs**. The offerors /their representatives may be present at the time of opening of the Technical Bid Offers. No separate intimation will be sent in this regard to the suppliers for

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deputing their representatives. The Technical Bid Offers will be opened at the time and date stipulated above irrespective of the number of offerors or their representatives present.

ORDER CANCELLATION

20. If the selected CCS fails to deploy their Conservancy personnel within the stipulated time schedule or the extended date communicated, it will be treated as breach of contract. AWES Campus Bangalore reserves the right to cancel the order in the event of delay in deployment of Conservancy personnel and forfeit the Earnest Money Deposit.

PAYMENT TERMS

21. No advance amount will be paid to CCS. Monthly payment conforming to the attendance of the Conservancy personnel as per documents to be maintained by the CCS and shown to AWES Campus Bangalore shall be made within one week after the end of every calendar month. CCS shall submit bill along with the copies of wage Slips without delay. Along with the bills the CCS shall also submit the copies of the previous E.C.R. for EPF and the Contribution History for the ESI premiums contributed for the CCS employees deployed within the AWES Campus Bengaluru combined of AIFD& AIHMCT. On scrutiny of the Bill and these documents AIFD shall make payment by 4th of the month following the wage month. The CCS shall ensure that Saving Bank Account of the CCS employee gets credited by the 07th day of the month following the Wage Month and further ensure that the amount credited is the same as the net wage payable as per the Wage Slip.

22. Standards expected

- (a) Conservancy personnel provided by CCS shall not be more than 50 years of age at the time of deployment.
- (b) Conservancy personnel should be literate, medically fit and mentally sound. They should possess good physique to perform all duties of Conservancy assigned by AIFD. They should be smartly and fully dressed at all times.
- (c) The duty time of the Conservancy personnel will be 08 hours per day in uniform provided by the CCS (which includes shoes and cap) and safety kits like gloves etc. CCS has to arrange for a reliever on the mandatory weekly off days.
- (d) CCS has to arrange for drinking water and first aid box complying with the labour laws.

Character & Antecedent Verification

23. Before deployment of their Conservancy personnel, the CCS should arrange for verification of the antecedents of the personnel by the police and such Verification Certificate by the police should be submitted by the CCS to AWES Campus Bengaluru before deployment of the person. Personnel deployed will be made to undergo familiarization and training on Do's and Don'ts at campus.


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Compliance with Contract Labour Act

24. The selected CCS shall comply with all provisions of the Contract Labour (Employment & Regulation) Act and Rules and all other applicable Labour Laws/Rules time to time.

Dispute Resolution Clause

25. Amicable settlement. The parties shall make every effort to resolve any dispute, controversy, or claim arising out of or in connection with this Agreement through good faith negotiations. If the dispute is not resolved within 30 days from the date of written notice by either party, the matter shall be referred to Dispute Resolution Board.

Dispute Resolution Board (DRB)

26.1 A Single Member DRB shall be nominated by HQ KKSA at the commencement of the contract.

26.2 The DRB shall review disputes and provide non-binding recommendations within 30 days of receiving a written submission from either party. If either party rejects the DRB's recommendation within 15 days, the dispute shall proceed to Arbitration.

Arbitration

27.1 If the dispute remains unresolved, it shall be referred to arbitration in accordance with the **Arbitration and Conciliation Act, 1996**, as amended from time to time.

27.2 The arbitration shall be conducted by a sole arbitrator, mutually appointed by the parties from the Panel of Arbitrators maintained by Engineer-in-Chief's Branch, IHQ of MoD, Army, New Delhi or any other mutually acceptable Government Department like CPWD/SPWD etc. If the parties fail to agree on an arbitrator within 30 days, the appointment shall be made by the High Court of (State).

27.3 The seat and venue of arbitration shall be (Bengaluru, India), and the language of arbitration shall be English.

27.4 The arbitral award shall be final and binding upon the parties and enforceable in accordance with the Arbitration and Conciliation Act, 1996.

Interim Relief & Costs

28.1 Either party may seek interim relief from a competent court under Section 9 of the Arbitration Act.

28.2 The costs of DRB, and arbitration shall be borne as determined by the respective process.

29. Confidentiality. All DRB, and arbitration proceedings, including documents and awards, shall be confidential, except as required by law.

Right to alter quantities & repeat order

30. AWES Campus Bengaluru will be free to either reduce or increase the number of Conservancy personnel to be deployed on the same terms and conditions. In general, AIFD reserves the right to alter.

31. For further clarifications, if any, you may contact the following address:

Registrar & HoA
AWES Campus,
Kothanur Post,
Bangalore – 560 077
Email: aifd@awesindia.edu.in

32. Registered Companies and Partnership Firms having their own offices in Karnataka and are interested in our proposal for deployment of Conservancy personnel conforming to the aforesaid terms and conditions may send their offers to Registrar & HoA, AWES Campus Bengaluru Kothanur Post, Bengaluru latest by the last date & time for submission of offers.

Bangalore


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Annexure – I

(Letter to AIFD on the CCS letterhead)

Registrar & HoA,
AWES Campus Bengaluru,
Kothanur Post,
Bangalore – 560 077

Dear Sir,

Sub: Your RFP for Deployment of Conservancy Personnel

With reference to your tender notice published in Newspapers on _____ and the RFP published in your website with effect from _____, having examined and understood the instructions, terms and conditions forming part of the RFP, we hereby enclose our offer for provisioning of Conservancy Services as detailed in your above referred RFP.

We confirm that we have not been disqualified for deployment of Conservancy Personnel and Provisioning of Conservancy Services.

We further confirm that the offer is in conformity with the terms and conditions as mentioned in the RFP.

We also confirm that the offer shall remain valid for three months from the last date for submission of the offer.

We hereby confirm that we have read the terms and conditions given at the Annexure-V of the RFP and agree to them fully.

We understand that AWES Campus Bengaluru is not bound to accept the offer either in part or in full and that AWES Campus Bengaluru has the right to reject the offer in full or in part without assigning any reason whatsoever.

We enclose herewith a Demand Draft/Pay Order of Rs. 1000/- (Rupees One Thousand only) favoring AIFD, Bengaluru and payable at Bengaluru, towards cost of RFP Form. Details of the same areas under:

- Demand Draft/Pay Order No : _____
- Date of Demand Draft/Pay Order : _____
- Name of issuing Bank : _____

We enclose herewith a Demand Draft/Pay Order for Rs. 50,000/- (Rupees fifty thousand only) favoring AIFD, Bengaluru and payable at Bengaluru, being the EMD. Details of the same are as under:

- Demand Draft/Pay Order No : _____
- Date of Demand Draft/Pay Order : _____
- Name of issuing Bank : _____

Authorised Signatories
(Name & Designation, seal of the firm)


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Annexure-II

(Letter to Director, AWES Campus Bengaluru on the 's letterhead)

PROFILE

1. Name of the Organisation and Address:
2. Year of Establishment:
3. Status of the firm:
(Whether Pvt. Ltd. Company/Public Ltd. Company / Partnership Firm)
4. Name of the Chairman/MD/CEO/Country Head (as the case may be):
5. Whether registered with the Registrar of Companies/Registrar of Firms in India, if so, mention number and date and enclose Registration Certificate copy.
6.
 - a) Name and address of Bankers:

i)	ii)
----	-----
 - b) Turnover of the Company/Firm in 2022-23, 2023-24 and 2024-25:
(Please attach a copy of audited Balance Sheet and Profit & Loss Account for the years 2022-23, 2023-24 and 2024-25 as proof documents)

2022-23	:
2023-24	:
2024-25	:
7. Whether registered for Service Tax purposes. If so, mention number and date.
8. Whether assessed of Income Tax. If so, mention Permanent Account Number. Furnish copies of Income Tax clearance certificate and submitted IT returns for the last three years.


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9. Is the Company/Firm a supplier of Conservancy Services? If yes,

(a) Mention the address and phone numbers of the company's offices in the districts mentioned in the RFP

(b) Give the earliest date of opening of an office in the districts mentioned in the RFP

(c) What are your main fields of activities? Mention the fields giving the annual turnover for each field.

(i)

(ii)

(iii)

10. Since when and how long your Company/firm has been supplying Conservancy services?

11. If you have been prequalified by other corporate bodies and public sector banks for supply of Conservancy Services, furnish their names and date of empanelment.

12. Furnish the names of renowned organizations, where you have supplied Conservancy Services in Karnataka in the last three years, i.e., from 01 April 2022 to 31 March 2025.

Name of Organisation with Address	Since when	Average annual Payment received

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(Please attach copies of their orders or payment proof)

A separate sheet may be attached if the above space is inadequate

Details of Conservancy Supervisory Staff

Ser No	Name	Qualification	Post Held	Experience

1. I / We have read the instructions appended to the Performa and I / We understand that if any false information is detected at a later date, any contract made between ourselves and Director, AWES Campus Bengaluru on the basis of the information given by me / us can be treated as invalid by AWES Campus Bengaluru and I / We will be solely responsible for the consequence.
2. I / We agree that the decision of Director, AWES Campus Bengaluru, Kothanur Post, Bangalore – 560 077 in selection of CCS's will be final and binding to me / us.
3. All the information furnished by me / us above here is correct to the best of my / our knowledge and belief.
4. I / We agree that I / We have no objection if enquiries are made about the work listed by me / us here in above and / or in the accompanying sheets.

Place:

Date:

SIGNATURE:

Name & Designation & seal of the Company

Annexure – III

(Letter to AWES Campus Bengaluru on the Supplier's letterhead)

Reference Site Details (Located in Bengaluru)

(1) Name of the company	
Address of the Company	
Name, designation of contact person with telephone No. and e-mail id	Name : Designation : Landline No. : Cell No : E-mail id :
Details of Conservancy Services & no of staff in last 3 years (Ref. No., date of order and quantity)	

(2) Name of the company	
Address of the Company	
Name, designation of contact person with Telephone/Mobile No. and e-mail id	Name : Designation : Landline No. : Cell No : E-mail id :
Details of Conservancy Services & no of staff in last 3 years Ref. No., date of order and quantity)	

(3) Name of the company	
Address of the Company	
Name, designation of contact person with Telephone/Mobile No. and e-mail id	Name : Designation : Landline No. : Cell No : E-mail id :
Details of Conservancy Services & no of staff in last 3 years Ref. No., date of order and quantity)	

AUTHORISED SIGNATORY

Annexure IV

(Letter to AWES Campus Bengaluru on the Supplier's letterhead)

PRICE BID

Ser No	Payment Details	Percentage on Sr. No. 1	House Keeping staff
1	Basic plus Variable Dearness Allowance (VDA)		
2	Employees Provident Fund (EPF)		
3	Gratuity		
4	Employees State Insurance (ESI)		
5	Employees Deposit Linked Insurance (EDLI)		
6	Admn Charges to PF & EDLI Authority		
7	Bonus		
8	Other Charges, if any		
a)	Uniform @ 5% of[Basic + VDA]		
b)	Washing Allce		
	<u>TOTAL</u>		
9	Charges for Weekly Off/ Approved Holidays		
10	<u>Total Cost Per Head</u>		
11	Service Charge		
12	<u>Sum Total</u>		

Notes:

1. Payment details at Serial Numbers 1-6 are mandatory charges and should conform to the relevant legal/statutory provisions in vogue. Payment of Minimum Rates of mandatory payments and charges to housekeeping personnel is the responsibility of the CCS, and rates quoted must be supported by certified copies of latest Government Notifications as valid. AWES Campus Bengaluru will not be responsible for non-adherence to minimum wages by the CCS, and the CCS will be responsible to resolve any and all legal representations in this regard.
2. Basic & VDA (Ser. No. 1) should conform to the minimum wages fixed and revised from time to time, by the Government of Karnataka for Bangalore (Urban). The minimum rates of wages also include the wages for the weekly day of rest. The entire price bid, including allowances as a percentage of Basic+VDA shall be as per Notifications issued and revised from time to time for Bangalore (Urban) by the Government of Karnataka.
4. Pro-rata bonus payment will be paid every month by CCS and shown in wage slip.
5. The CCS must ensure that the Conservancy personnel are given all dues reflected. Proof of same is required to be provided regularly. Failure to pay dues will invite disbarment.
6. All serials in Annexure IV must be filled.

Annexure VAGREEMENTPROVIDING/OBTAINING CONSERVANCY SERVICES

This Agreement is entered at _____ (Place) on the _____ day of _____ between AWES Campus Bengaluru, represented by its Registrar, Col Shailesh Singh ----- hereinafter referred to as the 'First Party'.

AND

The Company providing House Keeping Services M/s. _____ represented by its _____ (designation), Mr./Mrs./Ms. _____ (name) and having its office _____ (address) hereinafter referred to as the 'CCS' which expression shall wherever the context so admits, means and includes his/ her legal representatives, successors & assignees as the Second Party.

Whereas the First Party requires the services of a Company providing Conservancy Services for its properties and assets,

Whereas the CCS which is a Company providing Conservancy Services has agreed to provide Conservancy personnel, hereinafter referred to as 'CCS's Employees' to the First Party as per the First Party's requirements.

Whereas the CCS and the First Party have agreed to enter into a service contract for a period of _____ months w.e.f. _____ till _____ which shall be deemed to be automatically terminated thereafter unless renewed by the First party for the purpose of obtaining Conservancy Services on the terms and conditions as mentioned hereunder.

Now therefore this agreement witnesseth as under:

1. The CCS declares that the CCS is in possession of the valid license and the CCS further undertakes that the license will be renewed from time to time and will be valid during the entire period of the Agreement, failing which this agreement shall stand automatically cancelled and the First Party shall not make any payment.
2. CCS shall ensure that Conservancy personnel possessing the required skill and training shall be deployed at the AWES Campus Bengaluru combined AIFD& AIFHMCT, Kothanur Post, Bangalore – 560 077. The CCS's Employees shall not be more than 50 years of age for Conservancy Services at the time of deployment.
3. The CCS hereby undertakes to abide by the requirements of eligibility criteria and physical standards for the CCS employees and their training as prescribed.
4. The CCS shall ensure that all the CCS's Employees are trained for the job. Refresher training program on regular basis will be at CCS's cost.

5. The CCS shall ensure that the CCS and their employees deployed with the first party shall comply with all obligations, conditions and restrictions regarding uniform, photo identity card, etc.,
6. If the State Law requires the registration of the CCS or any such other Board constituted under the State law, such registration shall be ensured by the CCS before deploying their employees with the First Party.
7. The CCS shall ensure that the CCS's Employees shall be conversant with the use of Fire Extinguishers and shall take necessary action in case of activation of Fire Alarm System or in case of a fire in the branch/office.
8. CCS shall provide the names of CCS's Employees to AIFD before their deployment. The CCS shall furnish the names, permanent & local address of the CCS's Employees deployed at First Party's premises from time to time along with their latest photographs thumb impression & signatures.
9. The CCS shall ensure that the CCS's Employees function under general directions of Director, AWES Campus Bengaluru/ Authorized Official of AWES Campus Bengaluru and perform duty according to the duties given in the Annexure to this Agreement. The CCS shall also ensure that the CCS's Employees deployed at the AWES Campus Bengaluru combined AIFD& AIHMCT have read & understood their duties.
10. The CCS will provide CCS's Employees with uniform (Summer/Winter), caps, raincoats, torches and other accessories (Photo I-Card, name-tab, etc) as and when required.
11. Before deployment of their employees, the CCS shall arrange for verification of antecedents of all the CCS's Employees by the police and such verification Certificates shall be submitted to the First Party before deployment of Conservancy personnel or their relievers.
12. CCS's Employees shall be medically fit, mentally sound and possess good physique and not be suffering from any contagious/ major diseases. Wherever required by the First Party, the CCS will provide literate CCS's Employees to perform the assigned duty efficiently.
13. The CCS will change the Employee immediately on instructions from the First Party if the performance of that particular CCS's Employee is not acceptable or found physically / medically unfit and decision of the First Party is final in this regard.
14. The CCS shall ensure that the CCS's Employees shall not accept any eatables, tea, coffee, tobacco etc., from strangers. The CCS's Employees shall not take any alcohol or intoxicants or be found in an inebriated state or smoke during their duty hours.
15. The CCS shall ensure that no familiarity develops between the CCS's Employees and the First Party staff. Further, the CCS shall ensure that the CCS's Employees do not

indulge in any activities including money transactions, which may tarnish the image of the First Party.

16. The Conservancy Supervisor from CCS shall report to the Registrar & HoA AWES Campus Bengaluru/ Authorized official of AWES Campus Bengaluru, at least once a week for the purpose of briefing/debriefing. He must carry out checking of housekeeping personnel wherever deployed on regular basis as instructed by Branch/Office. First Party will not be liable for any separate payments for this arrangement and the cost of such arrangement shall be borne entirely by the CCS.

17. The CCS shall ensure that at no point of time during the prescribed duty hours, the CCS's Employee will be on leave or absent from his place of duty without a reliever and that they shall remain alert during their working hours to prevent theft/pilferage and other untoward incidents.

18. CCS shall maintain duty register for each CCS's Employees and get the register checked by Principal AIFD / Authorized Official of AIFD, along with timings. In case a CCS's Employee is found absent from the place of his duty, the pro-rata payment for the days of absence will be deducted from the payment due to the CCS.

19. The CCS shall maintain up to-date record of CCS's Employees as per the Shops & Establishment act and will discharge all obligations under various Labour Laws viz, EPF Act, ESI Act, Gratuity Act, Bonus Act, Workmen's Compensation Act, Contract Labour (Regulation & Abolition Act), etc or under any other State/Union Legislation in respect of CCS's Employees and shall produce these records for verification as when demanded by the First Party.

20. The CCS shall be responsible for all acts of Commission and/or Omissions by its employees leading to loss and/or damage to First Party's employees and/or third Parties and shall meet all liabilities arising out of such Omissions and/or Commissions.

21. CCS shall alone decide and be responsible for the leave or absence of the CCS's Employees and First party shall not in any way be responsible for sanction of leave, etc. to the CCS's Employees.

22. CCS shall maintain proper records / details of the CCS's Employees deployed in the branch/office of First Party. It shall submit monthly bills to the branch/office giving details of the CCS's Employees deployed and the payment claimed for each of them. All payments under this agreement shall be made to the CCS by the AWES Campus Bengaluru on a monthly basis by crossed cheque drawn in favour of CCS within seven days of receipt of the relevant bill from the CCS. However, in case of any discrepancy in the bill detected by the First Party, the payment will be released to the CCS within four days from the date of resolving the discrepancy by the CCS.

23. CCS shall be fully and absolutely responsible for the payment of salary and other statutory dues to CCS's Employees like salary/wages, bonus, arrears, overtime, employment/terminal benefit, compensation or other claims of whatsoever nature to CCS's Employees and first party will not undertake any liability in relation to such matters.

24. The CCS's Employees shall not claim any employment relationship with First party under any circumstances. The CCS shall obtain written undertaking from each of the CCS's employees deployed with the First Party that he is a permanent employee of the CCS and the written undertaking in original shall be given to the First Party's Office, where he is deployed.

25. CCS hereby undertakes to ensure payment of wages to its CCS's Employees in compliance with Minimum Wages Act and other relevant statutes in forces and modified/amended or revised from time to time as per enactment of Central/ State Governments.

26. The CCS hereby undertakes further that additional/excess payment over the contracted amount, which may arise due to extraneous reasons during the currency of this agreement shall be borne by the CCS alone and the First Party shall not be liable to pay any excess amount other than the difference between the revised Basic Pay, VDA and the resultant difference in statutory dues, i.e., EPF, Gratuity, Bonus, ESI & EDLI vis-à-vis the rates prior to revision and the difference in Service Tax.

27. The CCS shall pay the monthly wages to CCS's Employees deployed with the First Party by crediting the Savings Bank Account of the CCS's Employees with any bank.

28. CCS shall submit printed receipts for all the payments received from First Party, the CCS shall also furnish the proof of having paid the wages to the CCS's Employees engaged by them within one week of the disbursements of the wages to them and proof of having paid the statutory dues to the concerned authorities on quarterly basis. Non-payment of monthly wages by the CCS to the CCS's employee deployed with First Party will make this contract null and void and will result in termination of the deployment of CCS's employees with the First Party with immediate effect and the First Party will not be required to make any payment to the CCS thereafter.

29. First Party shall not make any direct payment of whatsoever nature to the CCS's Employees. All payment payable by First Party in connection with or arising out of this agreement shall be made only to CCS and not to the CCS's Employees.

30. CCS shall also ensure that the CCS's Employees do have their own arrangements for their food and beverages.

31. In case of any mishap of whatsoever nature (minor/major/fatal including death during the course of their duty) sustained by CCS's Employees, the responsibility for meeting the medical/hospitalization expenses or of granting compensation, if any, on that count will be that of the CCS and not of the First Party. If for any reason, compensations, costs etc., are paid by the First Party, the same shall be reimbursed by the CCS to First

Party without any demur, including interest at ruling rate till settlement and such settlement shall be made by the CCS within one month from the date of Demand by the First Party and upon failure of the CCS to do so, the First Party shall have the right to adjust the monthly bills payable to the CCS towards the amount payable by the CCS till the entire dues are wiped off.

32. In the event of theft, pilferage, damage of property of the First Party or any other loss, the First Party shall report the matter to the local police first. The CCS agrees that in case of any loss of cash/materials/other properties of AWES Campus Bengaluru combined of AIFD & AIHMCT, which may arise directly or indirectly due to absence or dereliction of duty or inattentiveness or negligence or collusion of the CCS's employee, such loss will be made good by the CCS and all liabilities arising out of such incidents will be fully met by the CCS. If the inquiry reports of the First Party and the CCS are conflicting on this point, it is agreed between the parties that the First Party's report shall prevail and be final. Such quantum of loss assessed and payable by the CCS shall be paid to First Party within a month of demand and upon failure of the CCS to do so, the First Party, without prejudice to other recovery measures either through Court of Law or otherwise, shall have the right to adjust the monthly bills payable to the CCS towards the amounts payable by the CCS till the entire dues are wiped off.

33. Neither the CCS nor any of the CCS's Employees will have any claim against the First Party for any liability arising out of any commission / omissions caused by the CCS's Employees while on duty.

34. The CCS's Employees deployed for the Conservancy services of the AWES Campus Bengaluru combined of AIFD& AIHMCT, Kothanur Post, Bangalore - 560077 as per terms of this Agreement shall always be treated as employees of the CCS only and will not have any right to seek employment in the services of the First Party. There shall be no relationship whatsoever between the First Party and CCS's Employees. CCS shall also make it clear to CCS's Employees that they shall not, under any circumstances, claim any right of employment from First Party and the CCS shall continue to be their employer.

35. In return for fixed sum/rates, the CCS shall at its own risk & cost provide services of CCS's Employees as per the requirement of the First Party purely on Contractual basis.

36. CCS undertakes to submit a copy of license from the Ministry of Labour, Govt. of India, or exemption certificate from the State Government, for providing Conservancy services personnel in premises of First Party before deploying their employees with the First Party.

37. CCS states and admits explicitly that the work assigned by First Party to it is not perennial in nature and the First Party has the right terminate the assigned work, if in its assessment and opinion, the need for the assigned work ceases to exist. The assignment/engagement is well defined, quantified, time-bound and specified by the First Party to CCS and, in turn, by the CCS to CCS's Employees.

38. CCS shall ensure to submit annual returns to various Authorities and also ensure compliance of all the applicable laws, rules and regulations for which CCS shall be solely responsible.

39. CCS hereby agrees to indemnify and keep First Party indemnified against any loss, damage, compensation, cost etc., that First Party might be required to incur/pay arising out of litigation, non-compliance or breach of statute/s, regulations etc., by the CCS or even otherwise.

40. The First Party shall have the right to access all books, records and information relevant to the CCS's employees deployed with the First Party and shall have the right to cause an inspection on the CCS's office & infrastructure and audit the books & records as relevant to the services provided to the First Party.

41. The CCS shall preserve all the data and documents pertaining to their employees deployed with the First Party for not less than three years and shall make them available to the First Party, if a need arises.

42. The CCS shall not sub-contract the Conservancy services provided to the First Party to any third y without the prior approval of the First Party.

43. This Agreement can be terminated by either Party at one month's notice in writing. However, if the First Party terminates this Agreement/Contract due to the CCS violating any of the terms of this agreement or due to non-performance of the terms of this Agreement or due to any negligence on the part of the CCS or CCS's Employees, the First Party shall not be required to give any notice and the Agreement shall stand terminated on the date following the day on which the CCS receives, from the First Party, the intimation about such violation or non-performance or negligence.

44. In consideration of the services as stated herein above, First Party agrees to make payment @ of Rs. _____ for each Conservancy person (inclusive of all taxes/rates/charges) and after deducting TDS (if applicable) to CCS for each completed month of services or pro-rata thereof.

45. We the above noted parties have signed this deed of agreement after having understood the contents of this deed on the date and place mentioned above.

For AWES Campus Bengaluru (with seal)

(First Party)

For Company providing Conservancy
(With Seal)

(CCS/ Second Party)

Director
AWES Campus
Bangalore - 560077

ANNEXURE VI**Performance Bank Guarantee**

Guarantee No: _____

Date: _____

In consideration of AWES Campus Bengaluru, Bangalore having its office at Kothanur Post, Bangalore – 560 077(hereinafter referred to as the 'First Party' which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators and assigns) having selected and intimated M/s. _____ (Name of CCS) having its registered office at _____ (Name & Address of Vendors H.O.) (hereinafter referred to as the "Second Party" which expression shall unless repugnant to the context of meaning letter No. _____ dated _____ for providing the Conservancy Services at its premises, the Second Party has agreed to furnish a Bank Guarantee valued at Rs. 1,00,000/- (Rupees one lakh only) to keep the "First Party" indemnified from time to time for any breach of terms of the "Agreement" the Second Party is to enter with the First Party. We

(Name and Address of Bank) (hereinafter referred to as the 'Bank' which expression shall, unless repugnant to the context or meaning thereof, include the successors, administrators, executors and assigns) do hereby guarantee and undertake to pay the "First Party", on demand any and all moneys payable by the "Second Party" to the extent of Rs. 1,00,000/- (Rupees one lakh only) as aforesaid at any time up to _____ (Date), without any demur, reservation, contest, recourse or protest and without any reference to the "Second Party".

Any such demand made by the "First Party" on the 'Bank' shall be conclusive and binding notwithstanding any difference between the "First Party" and "Second Party" or any dispute pending before any court, tribunal or any authority.

The Bank undertakes not to revoke this guarantee during its currency without previous consent of the "First Party" and further agrees that the guarantee herein contained shall continue to be enforceable till the "First Party" discharges this guarantee. The Bank shall not be released of its obligations under these presents by any exercise by the "First Party" or by any other matter or thing whatsoever which under law would, but for this provision, have the effect of relieving the Bank.


Director
AWES Campus
Bangalore - 560077

We _____ the Bank further agree that the "First Party" shall have full liberty, without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the Agreement entered into between the "First Party" and the "Second Party" for providing Conservancy services for the "First Party" or to extend time of performance of its obligation by the "Second Party" from time to time or to postpone/forbear for any time or from time to time any of the powers exercisable by the "First Party" against the "Second Party" and to forbear or enforce any of the terms and conditions relating to the said Agreement and shall not be relieved from our liability by reason of any such variation or extension being granted to the "Second Party" or for any forbearance, act or omission on the part of "First Party" or any indulgence by "First Party" to the "Second Party" or by any such matter or thing whatsoever which under the law relating to sureties would but for this provisions have effect of so relieving us.

The Bank also agrees that the "First Party" as its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance without proceeding against the "Second Party" and notwithstanding any security or other guarantee that the "First Party" may have in relation to the "Second Party" liabilities.

The Bank hereby expressly agrees that it shall not require any proof in addition to the written demand from the "First Party", made in any format, raised at the above-mentioned address of the Bank, in order to make the said payment to the "First Party".

The Bank hereby agrees and acknowledges that the "First Party" shall have a right to invoke this Guarantee either in part or in full, as it may deem fit.

The Bank acknowledges that this guarantee is not personal to the "First Party" and may be assigned, in whole or in part, (whether absolutely or by way of security) by the "First Party" to any entity to whom it is entitled to assign its rights and obligations under the Guarantee.

This Guarantee shall not be affected in any manner by reason or merger amalgamation, restructuring, liquidation, winding up, dissolution or any other changes in the constitution of the Guarantor Bank.

Notwithstanding anything contained herein:

(a) Our liability under this Bank Guarantee shall not exceed Rs. 1,00,000/- (Rupees one lakh only).

(b) This Bank guarantee shall be valid up from _____ (Date) to _____ (Date).

(c) We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if the First Party serves upon us a written claim or demand on or before _____ (Date).

Director
AWES Campus
Bangalore - 560077

(d) At the end of the claim period that is on or after _____ (Date), all the right of "First Party" under this guarantee shall stand extinguished and we shall be discharged from all liabilities under this guarantee.

Witness

Dated this _____ Day of _____ (month, year) at _____ (Place)

Signature _____ Signature _____

Name _____ Name _____

Official Address _____ Designation with Bank Stamp