



Ref. No.: 9/NITKSH/ Housēkeeping-Manpower/2025-26 /Supdt

Dated:03-02-2026

**Proceedings of the pre-bid meeting held on 23-01-2026 at 3.00pm in the Committee Room, NITKS Hostels Trust, for the tender of “Providing Housekeeping and Manpower Services” at NITKS Hostels Trust published in CPP Portal.**

■ The following members of the committee were present:

- 1) Dr. Ramesh M.R, Professor In-charge, Hostels -Chairman
- 2) Dr. Sharnappa Joladarashi, Finance Warden- Convenor
- 3) Dr. Varija K, Professor-In-Charge [Hostels (Girls)]- Member
- 4) Ms Vani M, Quality and Maintenance Warden – Member
- 5) Dr. Janani T, Quality and Maintenance Warden- Member
- 6) Dr. Pavan Girish Pandit, Quality and Maintenance Warden- Member
- 7) Dr. Sreekumar M, Quality and Maintenance Warden - Member
- 8) Dr. Ravi Raushan, Quality and Maintenance Warden-Member
- 9) Dr. Bijay Mihir Kunar, Quality and Maintenance Warden -Member
- 10) Dr. Sandi Kumar Reddy, Quality and Maintenance Warden -Member
- 11) Dr. Nagendrappa H, Quality and Maintenance Warden -Member

The tender document was published on 12-01-2026, on CPP portal and the Institute website. The date for the pre-bid meeting was mentioned in the tender document as **23-01-2026 at 3.00pm**.

The following prospective bidders attended the pre-bid meeting, of which a few have sent their pre-bid queries through e-mail.

- 1) M/s Durga Facility Management services Pvt. Ltd., Mangalore
- 2) M/s Blugent Hospitality Services, Boisar,
- 3) Ms/ Nimbus Harbor Facilities Management Pvt. Ltd. New Delhi,
- 4) M/s KSF9 Corporate Services Pvt. Ltd., Bangalore
- 5) M/s BVG India Ltd., Bangalore
- 6) M/s Topline Integrated Services Pvt. Ltd.
- 7) M/s Ability IFMS India Pvt. Ltd., Bangalore
- 8) M/s Professional Security Services, Bangalore
- 9) M/s J. K Services, Udupi

The Attendance sheet for the pre-bid meeting is enclosed herewith as **Annexure-I**

**Opening Remarks:**

- 1) At the outset, the Chairman, Dr. Ramesh M.R, Professor In-charge, Hostels, welcomed all the participants and briefed them about the scope of work and requirements.
- 2) Thereafter, the participants were invited to raise their queries, and necessary clarifications were provided. The queries received through email were also discussed.
- 3) After clarifying all the queries (received through e-mail/verbally), it was informed to all the participants that relevant modifications/alterations will be uploaded on the Institute website and CPP POrtal.

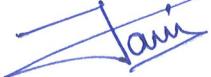
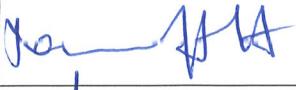
*T. Jorai* *Zavis* *Varsh* *Dr. Sharat* *PJ* *Dan* *Pavan*

The queries of the bidders with the responses of NITKS Hostels Trust are mentioned in **Annexure-II**.

The amendments to be made in the tender document based on the pre-bid queries are attached in **Corrigendum No.1 as Annexure- III**.

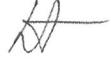
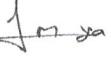
The pre-bid minutes and corrigendum will be part of the tender document.

#### **Signatures of Housekeeping and Manpower Tender Committee Members**

Name	Signature	
Dr. Ramesh M.R, Professor In-charge, Hostels		Chairman
Dr. Varija K, Professor-In-Charge [Hostels (Girls)]		
Ms Vani M, Quality and Maintenance Warden		
Dr. Janani T, Quality and Maintenance Warden		
Dr. Pavan Girish Pandit, Quality and Maintenance Warden		
Dr. Sreekumar M, Quality and Maintenance Warden		Members
Dr. Ravi Raushan, Quality and Maintenance Warden		
Dr. Bijay Mihir Kunar, Quality and Maintenance Warden		
Dr. Sandi Kumar Reddy, Quality and Maintenance Warden		
Dr. Nagendrappa H, Quality and Maintenance Warden		
Dr. Sharnappa Joladarashi, Finance Warden		Convener

## Annexure-I

Attendance sheet : Meeting of Housekeeping and Manpower Tender Committee for Pre-Bid Conference 23-01-2026 3.00 PM

Sl.No	Firm's Name and Address	Representative Name & Designation	E- Mail	Contact number	ID Type and number	Signature
1	Durga Facility man nat services pvt LTD. Manglore.	Rahamath G.M. opns	operations@durga facility.com	9663919911	Addar card 607193250300	
2	Blugent Hospitality Services. BOISAR	Dinesh Kumar	Dinesh-2343090000	8105869291	Adhar card 215365046184	
3	Nimbus Harbor facilities Mgmt. pvt. Ltd.	Shashi Ranjan Pandey.	Shashi.ranjan @nimbusharbor. com	8559065020	Adhar 64112999 - 0962	
4	KSF-9 corporate Services PVT LTD Bangalore	Subramanya DM	ksf9@work @ksf9.co.in	9945656283	Adhar 77244726 8213	
5	BVL India LTD Vasanth Nagar Bangalore	Facility Head	MAIL@BVL India.com	91008302675	68968699 7507	
6	Topline integrated security pvt.ltd.	Vinay Hegde manager-BD	vinay.h@topline service.in	9449423947	9449423947	

Sl.No	Firm's Name and Address	Representative Name & Designation	E- Mail	Contact number	ID Type and number	Signature
7	ABILITY F.FMS INDIA PVT. LIMITED Ramamurthy Nagar, Bangalore - 16	SRIKANTH DEVADAS KUNDAR Operations & marketing.	OPERATIONS ABILITYF.FMSindia com	6361201454	Addar card 94836623609	
8	PROFESSIONAL SECURITY FRANCIS M. SERVICES #16, PRAGHANTI NIKAYA, MANAGAR. BANGALORE - 16.	PROFESSIONAL SECURITY FRANCIS M. SERVICES #16, PRAGHANTI NIKAYA, MANAGAR. BANGALORE - 16.	PROFESSIONAL SECURITY FRANCIS M. SERVICES #16, PRAGHANTI NIKAYA, MANAGAR. BANGALORE - 16.	9845860215	Com. ID.	
9	J. K Services Mysore. Vithala Eduip.	Jagadeesh. K partner	JKSERVICES UDUPI@GMAIL .COM	9686329206	Addar	

  
Hans  
T. Jane

  
Dinesh Kumar

  
Shashi Ranjan

  
Pratik

  
Srinivas

  
Parvati

### Pre-bid Clarification and Corrigendum Summary

**Name of the Service:** Providing Housekeeping and Manpower Services at NITKS Hostels Trust.

**Tender Notification No:** 9 /NITKSH/Housekeeping/2025-26/B2 Date: 12-Jan-2026.

The pre-bid meeting was held on 23-01-2026 at 3:00 PM in the Committee Room at the Hostel Office, Sahyadri Block, NITKS Hostels Trust.

The competent authority is pleased to issue the following corrigendum. This should be read along with the other terms & conditions as already published in the CPP & Institute website.

**Critical Dates of Tender:**

S. No.	Details	In the place of		To be read as	
1	Bid submission end date & time	09-02-2026	03.00 PM	19-02-2026	03.00 PM
2	Opening of Technical bids	10-02-2026	04.00 PM	20-02-2026	04.00 PM

The following are the responses to the queries received.

Sl. No.	Query	Reply from NITKSH Trust
1	<p><b>Clause No 2.1 &amp; 2.2 (Page No.4)</b></p> <p>I wish to keep the department's view in consideration of points 2.1 and 2.2, while keeping Annexure 3E as the primary focus. As we all know, obtaining a new experience certificate from the department in the prescribed format is quite challenging and generally takes more than a month. Additionally, the department does not follow the specific format outlined in the tender document. We kindly request that you accept our existing experience certificate</p>	<p>During the tender participation, bidders may be permitted to submit the existing certificates available with them towards claiming their performance criteria that contain all the parameters mentioned in Annexure-3E.</p> <p>But performance certificates in the specified format mentioned in Annexure-3E and in accordance with points 2.1 and 2.2 of the tender document need to be provided at the time of document verification, if the bidder ranks in the top 6. An undertaking to this effect has to be submitted (as mentioned below) by bidder in their letter head with seal and signature of authorised signatory in Technical bid documents.</p> <p>"I/We, hereby undertake that I/we will produce the performance certificate in the format of Annexure-3E at the time of document verification, if we are invited. Further, I/We understand that failure to do so will result in forfeiture of our EMD".(The necessary undertaking is incorporated in Corrigendum- <b>Annexure-3F</b>)</p> <p><b>Note:</b> Bidders need to upload the above undertaking only if they do not have performance certificate in the format of Annexure-3E</p>

2	<p><b>Clause No 2.10 (Page No 4)</b> We will submit the turnover certificate, certified by a CA, which will include the UDIN for verification. Alternatively, if the department has any specific document in mind that should be included, please let us know</p>	Upload the document as per Sl. No. 14 of the Checklist mentioned on Page No.11
3	<p><b>Clause No 2.11 (Page No 5)</b> In general, "as of today" should be mentioned in such clauses.</p>	<p>It is clarified that the firm should not suspend/abandon any manpower service contract(s) of any organisation/department, and should not be blacklisted/debarred from 01-04-2022 till the date of publication of this tender. This correction is also applicable in</p> <ul style="list-style-type: none"> <li>(i)Clause No.2.11,</li> <li>(ii)in Checklist documents Point No. 16</li> <li>(iii) and points no. 2 &amp; 3 of Annexure -4A</li> </ul>
4	<p><b>Clause No 3.10, 3.11 and 3.12 (Page No 6)</b> To put it simply, we would like to understand if, in the presence of an MSE bidder, a limited company like ours would still be considered for the bid under these conditions, even if we quote a percentage of 3.85%. If MSE bidders are given preference, do companies like ours even have a chance of being considered for the bid?"</p>	Please refer to Clause No. 3.11 on Page No.6.
5	<p><b>Clause No 4.2 (Page No 6)</b> We understand that the department has set 3.85% as the base service charge. If someone quotes 3.85% flat, with or without considering any expenses, then in this scenario, the department cannot claim that the value quoted is unnaturally low.</p>	<ol style="list-style-type: none"> <li>1. The service charge on and above 3.85% does not mean a qualification in price bid. The technically qualified vendor needs to provide written clarifications regarding the same as follows: <ul style="list-style-type: none"> <li>(i) Price analyses of its bid price in relation to scope, schedule, allocation of risks and responsibilities, and any other requirements of the biddocument.</li> <li>(ii) The bidder has to demonstrate the capability to deliver the contract at the quoted service charge.</li> </ul> </li> <li>2. The bidders need to upload the above details in the price bid only. Disclosing the said justification in the technical bid will be treated as non-responsive.</li> <li>3. If the bidder substantially fails to demonstrate its capability to deliver the contract at the offered price, the bid will be rejected.</li> </ol>
6	<p><b>Clause No 4.2 (Page No 6)</b> When considering 3.85% and adding profit, uniform costs, ID costs, and all other obligations including general overheads, what exactly is the definition and meaning of "general overhead"? This term seems to cover a broad range of areas. Could you please clarify?</p>	General Overhead refers to the cost of operating the service.

7	<b>Clause No 4.2 (Page No 6)</b> The department is willing to pay us Basic + VDA + Bonus + Gratuity. However, what about paid leave with wages (i.e., if a person works for 20 days, they are entitled to one paid leave) and national holiday pay (10-12 days, as per mutual discussion)? If an employee works on national holidays or festivals, they should be entitled to double the salary. Will the department cover these additional costs as well?	The NITKS Hostels Trust will reimburse for 10 National holidays or Festivals. Other Statutory/ Mandatory leaves will be the responsibility of the successful bidder. The NITKS Hostels Trust is following the Government of India's minimum rates of wages.
8	<b>Clause No 7.4 (Page No 13)</b> Will the department reimburse these costs to us, or should they be included in our profit margin?	The NITKS Hostels Trust will not reimburse these costs. The group insurance is to be provided based on the consent of the employees, and same has to be charged to the employees.
9	<b>Clause No 7.3 (Page No 13)</b> Obtaining the PVC (Police Verification Certificate) and BGV (Background Verification) incurs a significant cost, which is not negligible. Will the department cover these costs, or can we ask the employees to provide these certificates themselves? To maintain transparency, we are proposing this approach and would like to know the department's view on this matter.	It is the contractor's responsibility as per the Tender Document.
10	<b>Section 7, Clause No 7.11 (Page No 13)</b> We understand that the department will cover any minimum wage hikes (such as the central wage revision that occurs twice a year). However, if there are any changes in statutory requirements, such as a change in the bonus percentage or gratuity amount, we would like to know if the department will reimburse these costs. Additionally, the department does not seem to be considering the Labor Welfare Fund, which is currently ₹100 from the employer and ₹50 from the employee. Will the department reimburse this cost as well? <b>Govt. Notice Attached.</b>	The NITKS Hostels Trust will reimburse the cost to the Labour welfare fund, if applicable.
11	<b>Section 8, Clause No 8.5 (v) (vi) (Page No 1)</b> Is the 7th day of operation considered when assigning shifts and manpower? Will the department provide additional manpower for the 7th day, or does the department intend to rotate the same manpower?	The shift arrangements and rotation are the responsibility of the contractor within the available manpower.
12	<b>Section 8, Clause No 8.9 (Page No 17)</b> Will the department be involved in the training, or does it have any specific parameters for such training	It is the responsibility of the contractor.
13	<b>Clause No.7.10 (Page No.13) and Annexure -5 (Page No.35)</b> This seems contradictory to the previous point where it was stated that gratuity will be paid separately. Could you please review point 7.10 on page 13?	Clause No. 7.10 should be read as "The price quoted by the bidder should be INCLUSIVE of Basic + VDA + EPF + ESI as a statutory compliance; however, the bonus and gratuity payment as applicable under Code on Social Security shall be reimbursed by NITKS Hostels Trust as and when applicable against the proof of payment. The price breakup has to be uploaded" as a part of financial document in CPP Portal, as per the format notified in Annexure-5.

*Yogi  
Kish  
S. N. S.  
S. S.  
S. S.  
S. S.  
P. J. S.  
Parvati*

14	<p><b>Section 9, Clause No 9.26, (Page No23)</b></p> <p>What is the definition of "uniform" in this tender? Does the uniform cover a waistcoat, shirt, pants, salwar kameez, and other items? Considering the weather in Mangaluru, where monsoons are more dominant and heavy rainfall is frequent, do we also need to provide raincoats? Will a single pair of safety shoes suffice, or should we include gum boots? What is the definition of gloves? Are we referring to cotton gloves, or are rubber gloves being considered? How many pairs of gloves need to be provided annually? Every aspect impacts the costing, so we kindly request the department to provide clearer guidelines on these points.</p>	The uniform shall include the required clothing and apron, sourced from reputed brands equivalent to Raymond, Siyaram, Arvind. The selection may be made as per the employee's preference, subject to maintaining a professional appearance, which need to be provided in 2 pairs per year to all. One pair of Gum boots and rubber gloves per year to be provided for the housekeeping staff and gardening staff (as per staff details mentioned in Page No.3)
15	<p><b>Clause No. 1.2 (Page No. 3)</b></p> <p>To ensure we are on the same page, please confirm: under any circumstances, will only one bidder be awarded a single section/group of business? Additionally, for every slab, will preference be given to MSEs? Kindly clarify.</p>	Please refer tender Section No.3 (Page No.5 & 6)
16	<p><b>General:</b></p> <p>Will the cost of safety items such as shoes, gloves, and other PPE be reimbursed at actuals, or should these costs be built into the Service Charge/Overhead?</p>	The cost of safety items should be included in service charges.
17	<p><b>General:</b></p> <p>Is there a requirement for Group Term Life Insurance (e.g., coverage of 5 Lakhs or 10 Lakhs) for the personnel under this specific tender? If yes, will the cost be reimbursable?</p>	No. Kindly refer tender Caluse No. 7.4 and 9.7
18	<p><b>General:</b></p> <p>Please suggest whether the Boq ( provided in excel sheet)-BOQ 940005.xls will be opened in Windows 10 only or else we can open in any windows. Please suggest to us whether once filled values in it can be uploaded at e procurement portal in any windows or else windows 10 is only necessary to open and submit it</p>	Please contact Central Public Procurement Portal, if you are facing any technical issues regarding BOQ Document.
19	<p><b>General:</b></p> <p>Whether increase in revision of minimum wages will be reimbursed to the contractor.</p>	Yes, subject to production of documentary proof.
20	<p><b>General:</b></p> <p>In the price bid the GST has not been shown but in the tender you have said that GST is applicable extra @18%, we request you to please clarify that if the contract is awarded to us, whether the GST is payable towards the contractor or not.</p>	Yes, applicable GST will be paid.

21	<p><b>General:</b></p> <p>As per the condition stating that bidders already providing services such as manpower or housekeeping/mess on the NITK campus are not eligible to apply, we wish to inform you that our firm is presently providing housekeeping services at the NITK campus from 01/02/2024 to 31/01/2026, which has been extended up to 31/07/2026. We kindly request clarification on whether existing service providers are eligible to participate in this tender.</p>	No, as per tender Clause No. 2.12
22	<p><b>General:</b></p> <p>Regarding the requirement of an average annual financial turnover of not less than ₹8 Crore during the last three financial years (2022-23, 2023-24, 2024-25), we wish to inform you that our average turnover for the said period is ₹4,28,50,539. Kindly clarify whether this criterion is mandatory or if any relaxation is applicable.</p>	Turnover criteria is mandatory as per tender Clause No. 2.3
23	<p><b>General:</b></p> <p>As per the condition requiring a minimum of 500 workers on payroll each month from April 2024 to March 2025, we wish to inform you that our total number of employees as on March 2025 is 217. We request clarification on eligibility with respect to this requirement.</p>	SI. No.13 of Section 6, Page no. 11 should be read as "The agency must have a minimum of 100 workers in its Register of Payroll each month from April 2024 to March 2025".

Requirement.

24	<p><b>General:</b></p> <p>In view of the comparable nature of services and institutional requirements, we respectfully request that the eligibility criteria be reconsidered to allow for broader participation, promote transparency, and ensure a fair competitive process. We also request that suitable exemptions for MSME and Startup entities may kindly be considered in line with prevailing Government of India procurement policies.</p> <p>Additionally, we note that the tender requires a minimum of five (5) years of experience with deployment of substantial manpower, along with an average annual turnover of not less than INR 8 Crores over the last three audited financial years. Considering that the estimated contract value is only INR 2 Crores, the turnover requirement appears disproportionately high. We respectfully request that these criteria be reviewed to ensure they are proportionate and practical. Similar tenders issued by other institutions under the NIT system have adopted more balanced eligibility conditions, enabling wider participation while maintaining service standards.</p> <p>In this context, attention is invited to Rule 173(i) of the General Financial Rules (GFR), 2017, along with the Central Vigilance Commission (CVC) guidelines, which clearly emphasize that eligibility conditions should be reasonable, realistic, and commensurate with the estimated cost of work, so as to ensure adequate competition and avoid restrictive or exclusionary criteria.</p>	The bidder has to satisfy prequalification criteria notified in tender Section No. 2 (Page No.4&5)
25	<p><b>Clause No 7.2 (Page No 13)</b> Will the department reimburse these costs to us, or should they be included in our profit margin?</p>	The query is addressed in Sl. No.7
26	<p><b>Clause No 7.10 (Page No 13)</b> What about paid leave with wages? If an employee works for 20 days, they are entitled to one paid leave. Additionally, for national festival holidays (10-12 days, as per mutual discussion), if an employee works on a national holiday or festival, they are entitled to double the salary. Will the department cover these costs as well? <b>Policy and guideline attached</b></p>	The query is addressed in Sl. No.7
27	<p><b>Section 7, Clause No 7.36 (Page No 13)</b> Are we considering any bids that quote less than 3.85%? If not, this point becomes irrelevant. Also, the BOQ provided by the department has its own formula settings, which are not editable and are accepted as is. Therefore, the judgment is limited to what we quote as one open box.</p>	No. The query is addressed in Sl. No.5

28	<p><b>General:</b>            In case of Female / Girl Employee (Menstrual Leave Policy, 2025) As per the Government of Karnataka – Government Order No. KAI 466 LET 2023, dated 12/11/2025, all registered establishments in the state are required to implement the Menstrual Leave Policy, 2025, with immediate effect. Since the place of work falls under the state of Karnataka, will this policy be implemented at your premises? Please advise. and in this case the cost of reliever manpower will be covered by Department or reimbursed by department.</p>	The query is addressed in Sl. No.7
29	<p><b>General:</b>            In case of Female / Girl Employee ( Maternity benefit act 1961 and 2017 ) The Maternity Benefit Act, 1961, established paid maternity leave and job protection for working women in India, initially providing 12 weeks of leave. The landmark Maternity Benefit (Amendment) Act, 2017, significantly enhanced this by extending paid leave to 26 weeks for the first two children, and introducing 12 weeks for adoptive/commissioning mothers. In this case, what are the implications, and will the department consider this, as the department will be the principal employer?</p>	The query is addressed in Sl. No.7
30	<p><b>Clause No.7.10 (Page No.13) and Annexure -5 (Page No.35)</b>            Could you please clarify if Gratuity should be factored into our Service Charge/Overhead or if it will be treated as a reimbursable item upon actual payment?</p>	The query is addressed in Sl. No.13
31	<p><b>Clause No.7.2 (Page No.13)</b>            Will the wages paid for National and Festival holidays be reimbursed by the Trust on an actual basis upon submission of proof of payment, or should these costs be included within the Service Charge?</p>	The query is addressed in Sl. No.7
32	<p><b>Clause No.7.4 (Page No.13)</b>            Will the premium amount paid for this insurance be reimbursed as a separate statutory cost, or must the bidder include this premium in the Service Charge?</p>	The query is addressed in Sl. No.8
33	<p><b>General:</b>            Whether the cost of providing uniform, ID cards, Hand Gloves &amp; Gum Boots to the manpower will be reimbursed or not.</p>	The query is addressed in Sl. No.16
34	<p><b>General:</b>            As per the tender document, the performance certificate should be issued only after the date of publication of the tender and uploaded as per Annexure 3E. However, the performance certificate we have is for the year 2020–2021 and is in the format issued by the concerned authority. Kindly confirm whether this certificate is valid, as it is issued through the Central Government portal and will not be reissued in any other format.</p>	The query is addressed in Sl. No.1

## Corrigendum No. 1

Sl. No	Clause/Section/Page No	As per Tender dated 12-01-2026	To be Read As
1	Clause No. 2.11 (Page No.5)	The bidder should not have abandoned or suspended any awarded work of any organisation during the past three financial years. The bidder should not have been blacklisted/debarred for competing in a tender by any organisation during the past three financial years.	The bidder should not have abandoned or suspended any awarded work of any organisation from 01-04-2022 to till the date of publishing this tender. The bidder should not have been blacklisted/debarred for competing in a tender by any organisation from 01-04-2022 to till the date of publishing this tender.
2	Clause No. 3.2 (Page. No 5)	<p>3.2 In the event of a tie between bidders who quote the lowest service charges (when the Price bids of two or more bidders are equal), the following criteria will be applied in the order listed below to award the contract.</p> <ul style="list-style-type: none"> <li>i. Annual Turnover (last 3 FY average)</li> <li>ii. Number of Years of experience in housekeeping service</li> <li>iii. Number of client organisations with a contract value greater than 80% of the estimated cost, with a minimum of 100 Employees served for at least 1 year in the last 5 years.</li> </ul>	<p>3.2 In the event of a tie between bidders who quote the lowest service charges (when the Price bids of two or more bidders are equal), the following criteria will be applied in the order listed below to award the contract.</p> <ul style="list-style-type: none"> <li>i. Higher Annual Turnover (last 3 FY average)</li> <li>ii. Higher Number of Years of experience in housekeeping service</li> <li>iii. Higher Number of client organisations with a contract value greater than 80% of the estimated cost, with a minimum of 100 Employees served for at least 1 year in the last 5 years.</li> </ul>
3	Sl. No.13(Page No. 11)	The agency must have a minimum of 500 workers in its Register of Payroll each month from April 2024 to March 2025.	The agency must have a minimum of 100 workers in its Register of Payroll each month from April 2024 to March 2025.
4	Point No. 16 of Checklist (Page No.12)	The bidder should not have abandoned or suspended any awarded work of any organisation during the past three financial years. The bidder should not have been blacklisted/debarred for competing in a tender by any organisation during the past three financial years.	The bidder should not have abandoned or suspended any awarded work of any organisation from 01-04-2022 to till the date of publishing this tender. The bidder should not have been blacklisted/debarred for competing in a tender by any organisation from 01-04-2022 to till the date of publishing this tender.

5	Clause No. 7.10 (Page No. 13)	The price quoted by the bidder should be INCLUSIVE of all statutory obligations, but excluding only GST, as applicable. However, Bonus and gratuity to be paid as per the Code on Wages Act shall not be included in the price bid, which will be reimbursed separately after its verification (admissible payment after verification). The price is to be quoted as per Annexure-5.	The price quoted by the bidder should be INCLUSIVE of Basic + VDA + EPF + ESI as a statutory compliance; however, the bonus and gratuity payment as applicable under Code on Social Security shall be reimbursed by NITKS Hostels Trust as and when applicable against the proof of payment. The price breakup has to be uploaded as a part of financial document in CPP Portal, as per the format notified in Annexure-5.
6	Clause No. 9.6 (Page. No. 20)	Duration of contract: The contract shall be awarded for an initial period of three years. If the performance is satisfactory in the opinion of the NITKS Hostels Trust, it may be extended for a further period of one year in writing. NITKS Hostels Trust reserves the right to revise the terms and conditions of the contract during the extension period. If the performance is not satisfactory during the contract period, the NITKS Hostels Trust shall have the right to terminate the contract, providing two months' notice.	Duration of contract: The contract shall be awarded for an initial period of two years. If the performance is satisfactory in the opinion of the NITKS Hostels Trust, it may be extended for a further period of one year in writing. NITKS Hostels Trust reserves the right to revise the terms and conditions of the contract during the extension period. If the performance is not satisfactory during the contract period, the NITKS Hostels Trust shall have the right to terminate the contract, providing two months' notice.
7	<b>New Annexure added as a part of Annexure 3E</b>	New Undertaking in the Form of <b>Annexure -3F</b> has been incorporated and placed below.	
8	PointNo.2; ANNEXURE-4A (PAGE NO.33)	That the firm M/s---- (complete address of the firm) has not abandoned or suspended any manpower service contract/contracts of any organisation/ department from 01-04-2021 to till the date of tender publishing. [* strike out if not applicable]	That the firm M/s---- (complete address of the firm) has not abandoned or suspended any manpower service contract/contracts of any organisation/ department from 01-04-2022 to till the date of tender publishing. [* strike out if not applicable]
9	PointNo.3; ANNEXURE-4A (PAGE NO.33)	That the firm M/s---- (complete address of the firm) has not been blacklisted/ debarred for competing in tenders for manpower services by any organisation/ department from 01-04-2021 to till the date of tender publishing. [* strike out if not applicable]	That the firm M/s---- (complete address of the firm) has not been blacklisted/ debarred for competing in tenders for manpower services by any organisation/ department from 01-04-2022 to till the date of tender publishing. [* strike out if not applicable]

*Waseem* *Naik* *T. Jani* *Nafis* *Page | 12* *DR. Shamas* *PJ* *Sohail Parwani*

10	Clause No. 8.5 (i) to (v) Page No.16	<p>i. The minimum working hours per shift are 8 hours.</p> <p>ii. Morning Reporting Time: The staff shall record their attendance through biometric thumb/face recognition between 8:30 a.m. and 9:00 a.m. Any punch after 9:00 a.m. up to 9:15 a.m. will be considered late and will be marked accordingly. Not more than three late punches within a month will be permitted.</p> <p>iii. Evening Exit Time: All staff are required to punch out between 5:00 p.m. and 5:30 p.m. only. Any exit punch before 5:00 p.m. is treated as absent.</p> <p>iv. Afternoon Punch Timing: The afternoon punch is compulsory between 1:30 p.m. and 2:00 p.m.</p> <p>v. Any attendance recorded before 8:30 a.m. and after 5:30 p.m. shall not be considered valid for the general shift</p>	The shift and punch timings will be decided on mutual discussion with successful vendors.
11	Annexure-5 Page No. 35	PRICE BID FORMAT – ONLY INDICATIVE - Rate to be quoted in the CPP portal only	Annexure -5 has been revised with 3 categories and placed below. It is mandatory to the bidder to upload the filled in proforma(in pdf format) in the financial bid document along with BOQ format in the CPP portal.
12	New Clause	<p><b>10. INTEGRITY PACT:</b></p> <p><b>10.1</b> The integrity pact (IP) envisages an agreement between the prospective bidders/ vendors with the buyer committing the persons/ officials of both the parties with the aim not to exercise any corrupt influence on any aspect of the contract. <b>Only those bidders/ vendors who are willing to enter into such an integrity pact with the purchase would be competent to participate in the bidding. In other words, entering into this Pact would be a preliminary qualification.</b> The bidder should give <b>self-declaration certificate for acceptance</b> and compliance with the Integrity Agreement as per <b>Annexure -8A</b>.</p> <p><b>10.2</b> Any violation of the Integrity Pact would entail disqualification of the bidders and exclusion from future business dealings, as per the existing provisions of GFR, 2017, PC Act, 1988, and other Financial Rules/Guidelines, etc. as may be applicable to the organization concerned</p> <p><b>10.3</b> The integrity pact would be effective from the date of invitation of bids till the complete execution of the contract.</p> <p>10.4 The model format of Integrity Pact(IP) is at <b>Annexure-8B</b></p>	

**UNDERTAKING**  
(ON THE LETTER HEAD OF THE COMPANY)

**To,**

The Professor In-charge, Hostels  
NITKS Hostels Trust”

**Sir/ Madam,**

**Sub:** Submission of Undertaking regardig performance certificate

**Ref:** Tender Ref. No. 9 /NITKSH/Housekeeping/2025-26/B2 Date: 12-Jan-2026 for the service of  
“Providing Housekeeping and Manpower services at NITKS Hostels Trust”.

\*\*\*\*\*

I/We, hereby undertake that I/we will produce the performance certificate in the format of Annexure-3E at the time of document verification, if we are invited. Further, I/We understand that failure to do so will result in forfeiture of our EMD.

Yours faithfully,

Authorized signatory of Bidder with Seal

Name.....

Designation.....

**PRICE BID FORMAT**

(It is mandatory to the bidder to upload the filled in proforma in the financial bid document along with BOQ format in the CPP portal)

**I. Price bid Breakup:**

Name of work: Providing Housekeeping and Manpower services at NITKS Hostels Trust.  
I, M/s. \_\_\_\_\_ are hereby offering our quote as follows:

Sl. No.	Category of manpower & Housekeeping	Total wage, including VDA per person per day	Total wage, including VDA per person per month (26 days)	EPF contribution of the Employer	ESI Contribution of the Employer	The total amount per month (without GST)
		a	a *26	b	b *13 %	
		a	b	c	d	e=b+c+d
1.	Un-Skilled	674	17524	1950	569.53	20043.53
2	Semi-skilled personnel	760	19760	1950	642.20	22352.20
3	Skilled Personnel	893	23218	1950	0	25168.00
4	Highly Skilled Personnel	981	25506	1950	0	27456.00
					Total (A)	95,019.73
	Bidder's service charge in percentage (%), up to 2 decimal places) of Total (A) without GST (The service charge includes uniform, ID card & other incidental expenses) <b>To be filled by the bidder in figures</b>					
	Bidder service charges (%) in words					

**II. Justification for the service charge as quoted above.** [Written clarifications from the bidder, including detailed price analyses of its bid price in relation to scope, schedule, allocation of risks and responsibilities, and any other requirements of the bids document. The bidder has to demonstrate capability to deliver the contract at the quoted service charge. Additional sheet can be attached(if required)].

### **III. Order of preference:**

The bidder must indicate a distinct order of preference for each Hostel group in Table 7.

Table 7- Order of preference for Hostel Group

Hostel group	Hostels	Order of preference <To be indicated by the bidder> as one, two and three. One is highly preferred.
Group1	Girls Blocks (GH1-Ganga, GH2-Kaveri, GH3-Yamuna, GH4-Sharavati GH5-Nethravati and GH6-Godavari), Ladies staff for Mega Mess – Chaitanya	
Group 2	Boys Blocks (Block 1-Karavali, Block 2-Aravali, Block 3-Vindhya, Block 4-Satpura, Block 5-Nilgiri, Block6-Pushpagiri, Block 7-Sahyadri, Block 10-Brahmagiri and Block 11-Shivalik)	
Group 3	Boys Blocks (MT1-Everest, MT2-Himalaya, MT3-Kailash, Block 8-Trishul), Gents Staff for Mega mess-Chaitanya	

Note:

1. The approximate number of Manpower is as mentioned in Table 1 of tender Clause No. 1.2. While quoting the price bid, please refer to the price bid evaluation criteria as specified in Sections 3.
2. Reimbursement of EPF Contribution and ESI Contribution of Employer (NITK-Surathkal) is payable on the maximum wage limit as stipulated by the EPF and ESI Authorities, from time to time subject to submission of remittance proof.
3. Abnormally low quoted bids shall be rejected, subject to the decision of NITKS Hostels Trust.
4. Rate to be quoted on a per-worker-per-month basis.
5. Basic wage and Variable Dearness Allowance (VDA) should not be less than the Minimum Wage for the Central Sphere. NITK, Surathkal, is situated within the Mangaluru City Corporation limits, classified as a 'B' category city under the CLC notification of the Government of India.
6. GST is extra as applicable.

Seal & Signature of the bidder

Name and Address of the bidder

From:  
..... (Name & address of the agency)  
.....  
.....

To:  
The Professor In-charge, Hostels  
NITK, Surathkal Hostels,  
Srinivasa Nagar Post,  
Mangaluru – 575025.

Sub: Submission of Tender for the work of “Providing Housekeeping and Manpower services at NITKS Hostels Trust”

Sir,

I/We acknowledge that NITKS Hostels Trust is committed to follow the principles thereof as enumerated in the Integrity Agreement enclosed with the tender/bid document.

I/We agree that the Notice Inviting Tender (NIT) is an invitation to offer made on the condition that I/We will sign the enclosed integrity Agreement, which is an integral part of tender document, failing which I/We will stand disqualified from the tendering process. I/We acknowledge that THE MAKING OF THE BID SHALL BE REGARDED AS AN UNCONDITIONAL AND ABSOLUTE ACCEPTANCE of this condition of the NIT.

I/We confirm acceptance and compliance with the Integrity in letter and spirit and further agree that execution of the said Integrity Agreement shall be separated and distinct from the main contract, which will come into existence when tender/bid is finally accepted by NITKS Hostels Trust. I/We acknowledge and accept the duration of the Integrity Agreement, which shall be in the line with Article 1 of the enclosed Integrity Agreement.

I/We acknowledge that in the event of my / our failure to sign and accept the Integrity Agreement, while submitting the tender/bid, NITKS Hostels Trust shall have unqualified, absolute and unfettered right to disqualify the tenderer/bidder and reject the tender/bid in accordance with terms and conditions of the tender/bid.

Yours faithfully,

Date:

(Duly authorized signatory of the Bidder)  
Seal and signature of the contractor.

(To be signed by the bidder and same signatory competent / authorized to sign the relevant contract on behalf of NITKS Hostels Trust).

Seal and Signature of the Bidder

Professor In-charge, Hostels

**INTEGRITY PACT AGREEMENT**

This Integrity Agreement is made at Surathkal on this ..... day of ..... 20 .....

**BETWEEN**

National Institute of Technology Karnataka, Surathkal Hostels Trust, represented through the “**Professor In-charge, Hostels**” (hereinafter referred as the ‘**Principal/Owner**’, which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

**AND**

.....  
(Name and Address of the Individual/firm/Company)

Through ..... (Hereinafter referred to as the “**Bidder/Contractor**” and which expression shall unless repugnant to the meaning or context hereof include its succession and permitted assigns)

**Preamble**

WHEREAS THE Principal / Owner has floated the Tender (NIT No.----- dated-----) (Hereinafter referred to as “**Tender/Bid**”) and intends to award, under laid down organizational procedure, contract for “**Providing Housekeeping and Manpower services at NITKS Hostels Trust**” [Hereinafter referred to as the “**Contract**”].

AND WHEREAS the Principal/Owner values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder(s) and Contractor(s).

AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Agreement (hereinafter referred to as “**Integrity Pact**” or “**Pact**”), the terms and conditions of which shall also be read as integral part and parcel of the Tender/Bid documents and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this witnesses as under:

**Article 1: Commitment of the Principal/Owner**

- i. The Principal /Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles:
  - (a) No employee of the Principal /Owner, personally or through any of his/her family members, will in connection with the Tender, or the execution of the Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
  - (b) The Principal /Owner will, during the Tender process, treat all Bidder(s) with equity and reason. The Principal /Owner will, in particular, before and during the Tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the Tender process or the Contract execution.

Seal and Signature of the Bidder

Professor In-charge, Hostels

- (c) The Principal /Owner shall endeavour to exclude from the Tender process any person, whose conduct in the past has been of biased nature.
- ii. If the Principal /Owner obtains information on the conduct of any of its employee which is a criminal offence under the Indian Penal code (IPC)/Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Principal /Owner will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

#### **Article 2: Commitment of the Bidder(s)/ Contractor(s)**

- 1) It is required that each Bidder/Contractor (including their respective officers, employees and agents) adheres to the highest ethical standards, and report to the Government / Department all suspected acts of **fraud or corruption or Coercion or Collusion** of which it has knowledge or becomes aware, during the tendering process and through the negotiation or award of a contact.
- 2) The Bidders(s)/Contractor(s) commit himself to take measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contact execution:
  - a. The Bidders(s)/Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal/Owner's employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender process or during the execution of the Contractor.
  - b. The Bidders(s)/Contractor(s) will not enter with other Bidders(s) in to any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.
  - c. The Bidders(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act. Further the Bidders(s)/Contractor(s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the Principal/Owner as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
  - d. The Bidders(s)/Contractor(s) of foreign origin shall disclose the names and address of agents/representatives in India, if any. Similarly, Bidder(s)/Contractor(s) of Indian Nationality shall disclose names and address of foreign agents/representatives, if any. Either the Indian agent on behalf of the foreign principals or the foreign principal directly could bid in a tender but not both. Further, in cases where an agent participates in a tender on behalf of one manufacturer, he shall not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent/parallel tender for the same item.

Seal and Signature of the Bidder

Professor In-charge, Hostels

- e. The Bidders(s)/Contractor(s) will, when presenting his bid, disclose and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.
- 3) The Bidders(s)/Contractor(s) will not, instigate third persons to commit offences outlined above or be an accessory to such offences.
- 4) The Bidders(s)/Contractor(s) will not, directly or through any other person or firm indulge in fraudulent practice means a wilful misrepresentation or omission of facts or submission of fake/forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the Government interests.
- 5) The Bidders(s)/Contractor(s) will not, directly or through any other person or firm use Coercive practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/her reputation or property to influence their participation in the tendering process).

### **Article 3: Consequences of Breach**

Without prejudice to any rights that may be available to the Principal/Owner under law or the Contract or its established policies and laid down procedures, the Principal/Owner shall have the following rights in case of breach of this Integrity Pact by the Bidders(s)/Contractor(s) and the Bidders/Contractor accepts and undertakes to respect and uphold the Principal/Owner's absolute right:

1. If the Bidders(s)/Contractor(s), either before awarded or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the Principal/Owner after giving 14 days' notice to the contractor shall have powers to disqualify the Bidders(s)/Contractor(s) from the Tender process or terminate/determinate the Contract - if already executed, or exclude the Bidders/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal/Owner. **Such exclusion may be forever or for a limited period as decided by the Principal/Owner.**
2. **Forfeiture of EMD/Performance Guarantee/Security Deposit:** If the Principal/Owner has disqualified the Bidders(s) from the tender process prior to the award of the Contract or terminate/determinate the Contract or has accrued the right to terminate/determinate the Contract according to Article 3(1), the Principal/Owner apart from exercising any legal rights that may have accrued to the Principal/Owner, may in its considered opinion forfeit the entire amount of Earnest Money Deposit, Performance Guarantee and Security Deposit of the Bidders/Contractor.
3. **Criminal Liability:** If the Principal/Owner obtains knowledge of conduct of a Bidder or Contractor, or of an employee or a representative or an associate of a Bidder or Contractor which constitutes corruption within the meaning of Indian Penal code (IPC)/Prevention of Corruption Act, or if the Principal/Owner has substantive suspicion in this regard, the Principal/Owner will inform the same to law enforcing agencies for further investigation.

#### **Article 4: Previous Transgression**

1. The Bidder declares that no previous transgressions occurred in the last 5 years with any other Company in any country conforming to the anticorruption approach or with Central Government or State Government or any other Central/State Public Enterprises in India that could justify his exclusion from the Tender process.
2. If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings/ holiday listing of the Bidder/Contractor as deemed fit by the Principal/Owner.
3. If the Bidder/Contractor can prove that he has resorted / recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal/Owner may, at its own discretion, revoke the exclusion prematurely.

#### **Article: 5 Equal Treatment of all Bidder/Contractors/Subcontractors**

1. The Bidders(s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidders/Contractor shall be responsible for any violation(s) of the principles laid down in this agreement/Pact by any of its Sub-contractors/sub-vendors.
2. The Principal/Owner will enter into pacts on identical terms as this one with all Bidders and Contractors.
3. The Principal/Owner will disqualify Bidders, who do not submit, the duly signed pact between the Principal/Owner and the bidder, along with the Tender or violate its provisions at any stage of the Tender process, from the Tender process.

#### **Article 6: Duration of the Pact**

This Pact begins when both the parties have legally signed it. It expires for the Contractor/Vendor 12 months after the completion of work under the contract or till the continuation of defect liability period, whichever is more - and for all other bidders, till the Contract has been awarded.

If any claim is made/lodged during the time, the same shall be binding and continue to be valid despite the lapse of this pacts as specified above, under it is discharged/determined by the Competent Authority of NITKS Hostels Trust.

#### **Article 7: Other Provisions**

1. This Pact is subject to Indian Law, place of performance and jurisdiction is **Mangaluru**, the Headquarters of the Principal/Owner, who has floated the Tender.
2. Changes and supplements need to be made in writing. Side agreements have not been made.
3. If the Contractor is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partner holding power of attorney signed by all partners and consortium members. In case of a Company, the Pact must be signed by a representative duly authorized by board resolution.

4. Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
5. It is agreed term and condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement / Pact, any action taken by the Owner/Principal in accordance with this **Integrity Agreement / Pact or interpretation thereof shall not be subject to arbitration.**

#### **Article 8: LEGAL AND PRIOR RIGHTS**

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract/ or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Integrity Pact will have precedence over the Tender/Contract documents with regard any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

.....  
(For and on behalf of Principal/Owner)

.....  
(For and on behalf of bidder/ contractor)

WITNESSES:

.....  
(Signature, name and address)

.....  
(Signature, name and address)

Place: Surathkal.

Dated: