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Shail Group of Institutions

**Indore Institute of Science &
Technology,**

**Indore Institute of Pharmacy,
Indore Institute of Management &
Research**

**(Run by Shail Educational & Welfare
Society Indore)**

**Notice Inviting Tenders for
Housekeeping Services**

NOTICE INVITING TENDER FOR PROVIDING HOUSEKEEPING SERVICES

AT IIST, IIP, IIMR Managed

SHAIL EDUCATIONAL & WELFARE SOCIETY INDORE

Sealed tenders are invited under Two-Bid system (Technical and Financial) from reputed agencies, either by themselves or as joint venture / consortium / partnership having capacity to provide the required number of well-trained manpower for the HOSEKEEPING services to the Group of Institutes located at Rau- Pithampur Road, Indore initially for a period of one year on contract /out sourcing basis.

No's

(To be assessed and hilled in by the Tenderes)

- | | |
|------------------------------------|-----|
| 1. Housekeeping Supervisors - | ___ |
| 2. Housekeeping General Labors - | ___ |
| 3. Housekeeping Chamber cleaners - | ___ |

Last date for submission/receipt of tender(s) is **05 Oct.2018 at 3:30 pm and he** technical Bids will be opened in the presence of the authorized representatives who wish to be present on the same day at 4:30 pm in the Office of IIST, Indore. The tenders received after the above said scheduled date and time may not be considered. Wherever, the term IIST Indore is mentioned will include the Group Institutes in the Campus run by **Shail Educational & Welfare Society at Indore.**

Designated / Authorized Official: CAO, IIST, Indore

General Terms and conditions:

1. ONE BID PER BIDDER:-

Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.

2. COST OF BID:-

The bidder shall bear all costs associated with the preparation and submission of his bid and the Institute will in no cases shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

3. Duration of Contract:-

The contract may be valid initially for one year and the Institute reserves the right to curtail or extend the Validity of contract on the same rates and terms and conditions for such period as may be agreed to.

4. BID SECURITY:-

4.1. The contractor shall deposit Bid **Security (Earnest Money Deposit) for an amount of Rs. 10,000/-** in the form of an Account Payee DD in favor of Shail Education & Welfare Society, Indore and made payable at Indore or through NEFT transfer of Bank along with the Tender document. The Bid Security will remain valid for a period of forty-five days beyond the final bid validity period.

4.2. Any Tender not accompanied by Bid Security shall be rejected without any notice. Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30 days after the award of the contract.

4.3. Bid security of the successful bidder shall be returned on receipt of Performance Security in Shail Education & Welfare Society, Indore and after signing the contract agreement.

4.4. Bid Security shall be forfeited if the bidder with draws his bid during the period of Tender validity.

4.5. Bid Security shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified by the Institute.

5. Format and Signing of Bid:-

5.1. The bidder shall submit one copy of the Tender document and add at the end items or enclosures, if any, there to, with each page of this document signed and stamped to confirm the acceptance of the terms and conditions of the tender by the bidder.

5.2. The documents comprising the bid shall be typed or written in indelible ink and all pages of the bid shall be signed by a person or persons duly authorized to sign on behalf of the bidder. All pages of the bid, where entries or amendments have been made, shall be signed by the person or persons signing the bid.

5.3. The bid shall contain no alterations, omissions or additions except those to comply with instruction issued by the Institute, or are necessary to correct errors made by Tender for Housekeeping services, IIST Page 4the bidder, in which case such corrections shall be initialed/signed and dated by the person or persons signing the bid.

6. Submission of Bids:-

6.1. The bidder shall submit the Pre-qualification and Technical Bid in a separate sealed cover and the Financial Bid in another sealed cover duly super scribed and all these two sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed.

6.2. The sealed cover of Pre-qualification and Technical Bid should consist of the following documents:-

a. Bid Security (Earnest Money Deposit) for an amount of Rs.10, 000/- (ten thousand only) (Please mention an amount of five percent of the estimated value of the contract) in the form of an Account Payee DD, in favour of **Shail Education & Welfare Society, Indore.**

b. Self-attested one recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, Office/Residential address and office Telephone numbers, whether the bidder is a sole proprietor/partnership firm and if partnership firm, names addresses and telephone numbers of Directors/Partners also;

- c. Self-attested copy of PAN No. card under Income Tax Act;
- d. Self-attested copy of Service Tax/GST Registration Number;
- e. Self-attested copy of Valid Registration No. of the Agency/Firm;
- f. Self-attested copy of valid Provident Fund Registration Number;
- g. Self-attested copy of valid ESI Registration Number;
- h. Self-attested copy of valid License and Number under Contract Labour Act and under any other Acts/Rules;
- I. In case of company, copy of memorandum and article of Association with resolution to submit the bid.

7. Late and Delayed Tenders:-

Bids must be received in the Institute at the address specified above not later than the date and time stipulated. The Shail Education & Welfare Society, Indore may, at its discretion, extend the deadline for submission of bids in which case all rights and obligations of the Institute and the Bidder will be the same. Any bid received by the Institute after the deadline for submission of bids, as stipulated above, shall not be considered and will be returned unopened to the bidder.

8. Bid Opening and Evaluation:-

The authorized representatives of the Institute will open the pre-qualification and Technical Bids in the presence of the Bidders or of their representatives who choose to attend at the appointed place and time. The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected. Conditional bids will also be summarily rejected. Financial bids of only the technically qualified bidders will be opened for evaluation in the presence of qualified bidders.

9. Right to accept any Bid and to reject any or all Bids:-

Shail Education & Welfare Society, Indore is not bound to accept the lowest or any bid and may at any time by terminate the tendering process without notice.

Shail Education & Welfare Society, Indore may terminate the contract if it is found that the contractor is black listed on previous occasions by the

any of the Institutes/Institutions/Local Bodies/Municipalities/Public Sector Undertakings, etc.

Shail Education & Welfare Society, Indore may terminate the contract in the event the successful bidder fails to furnish the Performance Security or fails to execute the agreement.

PART II - OTHER SPECIFIC TERMS AND CONDITIONS OF THE CONTRACT:

1. All personnel provided shall be the employees of the Contractor and all statutory liabilities will be borne by the contractor such as ESI, PF, Workmen's Compensation Act, etc. The list of staff going to be deployed shall be made available to the Institute and if any change is required on part of the Institute fresh list of staff shall be made available by the agency after each and every change.

2. The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under Labour Act, Minimum Wages and (Contract Labour (Regulation & Abolition Act 1970), EPF etc. with regard to the Security of personnel engaged by him for works. It will be the responsibility of the contractor provides details of manpower deployed by him, in the Institute and to the Labour Department.

3. As far as EPF is concerned, it shall be the duty of the Contractor to get PF code number allotted by RPFC against which the PF subscription, deducted from the payment of the personnel engaged and equal employer's amount of contribution should be deposited with the respective PF authorities within 7 days of close of every month and list person downloaded from the portal of PF dept. should be submitted along with the monthly invoice.

Giving particulars of the employees engaged for the Institute works, is required to be submitted to the Institute. In any eventuality, if the contractor failed to remit employee/employer's contribution towards PF subscription etc. within the stipulated time Institute is entitled to recover the equal amount from any money due or accrue to the Contractor under this agreement or any other contract with RPFC, with an advice to RPFC, duly furnishing particulars of personnel engaged for the Institute.

4. The antecedents of Housekeeping staff deployed shall be got verified by the contractor from local police authority and an undertaking in this regard to be

submitted to the Institute and Institute shall ensure that the contract or complies with the provisions.

5. All liabilities arising out of accident or death while on duty shall be borne by the contractor; however hover a work compensation Insurance policy to be purchased by contractor at his cost.

6. All necessary reports and other information will be supplied immediately as required and regular meetings will be held with the Institute.

7. The Institute shall have the right, within reason, to have any person removed that is considered to be undesirable or otherwise and similarly Contractor reserves the right to change the staff with prior intimation to the Institute.

8. The contractor shall be responsible to maintain all property and equipment of the Institute entrusted to it.

9. The personnel engaged by the contractor shall be dressed in and clean uniform (including proper name badges / Identity Card issued by contractor), failing which invites a penalty of Rs.500/- each occasions and of any is habitual off undersign this regard he shall be removed from the Institute. The penalty on this account shall be deducted from the Contractor's bills.

10. The personnel engaged have to be extremely courteous with very pleasant manner is misdealing with the Faculty /Staff/Students and should project an image of utmost discipline. The Institute shall have right to have any person moved in case of complaints or as decided by representative of the Institute if the person is not performing the job satisfactorily or otherwise. The contractor shall have to arrange the suitable replacement in all such cases.

11. Prolong duty hours (more than 8hrs. at a stretch) shall not be allowed. No payment shall be made by the Institute for double duty, if any.

12. Any damage or loss caused by contractor's persons to the Institute in whatever form would be recovered from the contractor.

13. The contract period is Twelve months from the date of the commencement (as mentioned in Notice to Proceed) and can be extended further, if found satisfactory.

14. During the course of contract, if any contractor's personnel are found to be indulging in any corrupt practices causing any loss of revenue to the Institute

shall be entitled to terminate the contract forth with duly forfeiting the contractor's Performance Guarantee.

15. In the event of default being made in the payment of any money in respect of wages of any person deployed by the contractor for carrying out of this contract and if a claim therefore is filed in the office of the Labour Authorities and proof thereof is furnished to the satisfaction of the Labour Authorities, the Institute may, failing payment of the said money by the contractor, make payment of such claim on behalf of the contractor to the said Labour Authorities and any sums so paid shall be recoverable by the Institute from the contractor.

16. The contractor shall not engage any such sub-contractor or transfer the contract to any other person in any manner.

17. The contractor shall indemnify and hold the Institute harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the contractor.

18. The bidder should be registered with the concerned authorities of Labour under Contract Labour (R & A) Act 1970 and any other law/act (wherever applicable).

19. The contracting agency shall not employ any person below the age of 18 yrs and above the age of 55 yrs. Man power so engaged shall be trained for providing Housekeeping services.

20. The Institute shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The Institute does not recognize any employee employer relationship with any of the workers of the contractor.

21. If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by the Institute from the agency.

22. If any underpayment is discovered, the amount shall be duly paid to the agency by the Institute.

23. The contractor shall provide the copies of relevant records during the period of contractor otherwise even after the contract is over whenever required by the Institute etc.

24 The contractor will have to deposit the proof of depositing employee's contribution towards PF/ESI etc. of each employee on monthly basis with monthly service along with a list downloaded from the portal of PF and ESIC.

25. The contractor shall disburse the wages to its staff deployed in the Institute every month through ECS transfer or by Cheque in the presence of representative of the Institute.

OBLIGATION OF THE CONTRACTOR:

The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The contractor shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the Employer fully indemnified against liability of tax, interest, penalty etc. of the contract or in respect there of, which may arise.

Dispute Resolution

(a) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Registrar, IIST Indore.

(b) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.

(c) The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Indore only.

JURISDICTION OF COURT

The courts Indore shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

ASSESSMENT OF WORK FOR HOUSEKEEPING

SHAIL EDUCATIONAL & WELFARE SOCIETY, a body corporate registered under Madhya Pradesh Society (which shall include its successors and assignees) here-in-after referred to as the Client WHO is manages the affairs of IIST, IIP and IIMR.

And whereas the Service Provider is engaged in providing cleaning solution and Janitorial Services having requisite, competent and experienced personnel to provide such services and agreed to provide Janitorial Services to the complete premises of the SGI situated at Village Dehri Rau-Pithampur Road, Opposite IIM Indore.

WHEREAS the Client has a Campus by the name 'Shail Group of Institutions (SGI)' at Rau Pithampur Road, Opp. IIM Indore and wish to avail the services of the Service Provider for its Campus.

AND WHERE AS the Client has accepted the Service Provider's offer to provide services on the terms and conditions here after set out and contained.

General Information

Area of the Building – Approx. Sq. ft. subject to EOM (Covering Entire Campus, Building, Passage, Roads, etc.)

Work to be performed daily: (Between 07:00Hrs to 04:00 (with lunch break from 12.1.00 pm)

SCOPE OF WORK FOR HOUSEKEEPING SERVICES

The details of scope work for various activities related to housekeeping are as under:

(a)Activities and frequency of Sweeping /Wet Mopping of all the buildings:

Sr. No.	Works Details	Frequency of
1	Rooms	
	Cleaning of the doors	Weekly
	Removal of the Cobwebs	Once in a week
	Dusting of the vertical blinds	Once in a week
	Cleaning of Electrical Switches, Fans & tube lights	Once in a Fortnight

	Spots/Marks cleaning on the walls	Once in a week
	Cleaning of windows	Once in a week
	Scrubbing of the Skirting	Once in a week
	Dusting of other article in the room	Once in a day
	Wet mopping of the Floor	Twice in a day
	Dry mopping of the Floor	Twice in a day
	Dusting of the Furniture & Fixtures	Once in a day
	Telephone and other instruments & lab equipment.	Once in a day
	Trash Removals / Dust Bins Emptying	Once in a Day & subsequent on Call.
	Vacuum Cleaning of Carpets	Twice in a week
	Spotting of Carpet	As required
	Cleaning of the Doormat	Once in a day

2	Toilets	
	Cleaning of doors and windows	Weekly
	Scrubbing of the Urinals	Weekly
	Scrubbing of the sinks	Weekly
	Washing of Toilet walls and floor	Twice in day
	Changing of the Naptha Balls /Cubes	As required
	Changing of the Odonil cubes	As required
	Cleaning of the Doormat	Once in a day
	Trash Removals	As required
	Refilling of the Soap dispenser	As required
	Cleaning of Toilet Fittings	Weekly
	Cleaning of Washbasin	Twice in day
	Cleaning of Mirrors	Twice in week
3	Stairs	

	Wet Mopping of stairs	Twice in a day
	Dry Mopping of Stairs	Two times in a day
	Scrubbing of Stairs /Red stairs	Once in a week
4	Passage area	
	Wet Mopping	Twice in a day
	Dry Mopping	As required
	Scrubbing of front entrance tiles	Twice in a week
	Washing of the Floors	Once in a week
5	Guest House (Total upkeep)	
	Dusting	Once in a day
	Wet Mopping	Twice in a day
	Dry Mopping	Twice in day
	Washing of the Floor	Once in week
	Trash Removal	As required

b. Details of IIST: A,B,C Block

Description	Qty	Area in Sq.ft.
Administration	1	2250
Director	1	2250
Library	1	11700
Student section	1	500
SDC	1	2500
Store	1	1000
Seminar Hall	3	4900
Auditorium	2	3300
Cafeteria	1	3800

Labs	30	2400
Computer Labs	2	10000
Class rooms	41	33800
Staff rooms	10	4800
Toilets	21	5000

c. Canteen:

Description	Qty	Area in Sq.ft.
Sports & Gym	01	13800
Canteen	01	
Toilets	02	
Workshop	02	7500

d.IIP:

Description	Qty	Area in Sq.ft.
Administration	01	1000
Classrooms	13	10000
Store	01	900
Library	01	2400
Labs	17	11400
Toilets	10	2000
Computer Labs		4800

e. IIMR (UG+PG):

Description	Qty	Area in Sq.ft.
Administration		1600
Library	01	3900
Classrooms	20	14000
Comp. Labs	2	4500
Toilets	11	1400

f.Out Area:

Description	Qty	Area in Sq.ft.
Toilet	2	

DG Room	1	1800
Animal House	1	1000
Guest House		3500
Girls Hostel	32 rooms	5000
Boys Hostel	51 rooms	12000
Main Gate 1	2 rooms	
Main Gate 2	1	
Tennis loan	2	
Parking		
Campus roads		

OTHER STIPULATIONS FORMING PART OF THE CONTRACT FOR DISCHARGING THE CONTRACTUAL OBLIGATIONS

1. The purpose of housekeeping is that the whole office premises of SGI, must look neat and clean every time and the contractor has to undertake all such jobs/activities required to maintain the office premises neat and clean whether such activities are elaborated hereunder or not.

2. It shall be the responsibility of the Service Provider to ensure that all its employees shall all time be neatly and properly attired in uniform as specified by the SGI (As approved by SGI). They will carry proper identity card & key staff will be provided with mobile phones for easy connectivity & availability.

3. All the personnel provided under the scope of this contract for the services shall be governed by Govt. of India Orders on Minimum Wages Act/Govt. of Madhya Pradesh Minimum Wages Act whichever is applicable and beneficial to the employee, EPF and ESI and all other Statutory recovery & remittance & Compliances shall be taken care by the Contactor.

4. All the cleaning personnel to be provided for housekeeping services are bound to work all the days except Government holidays and Sundays and they should reach the office premises well in advance at-least 07:00 to start cleaning work. The working hours of housekeeping is 08:30 Hrs. with lunch break of 30 Minutes.

5. The contractor shall liable to pay, the monthly wages on or before 07 th of succeeding month to their deployed housekeeping personnel in accordance to applicable minimum wages Act and shall maintain requisite Wage Register towards Statutory Compliance.

6. The contractor shall strictly observe and adhere the following from their deployed housekeeping personnel:

- Are punctual and Reports on duty as per schedule.
- Perform their duties with honesty and sincerity.
- Read and understand their post and site instructions and follow the same.
- Shall not consume intoxicated drinks on duty hours, or come drunk and report for duty.

- Will not gossip or chit chat while on duty.
- Will never found engaged in any sort of mal practices.

7. It is the sole responsibility of the deployed housekeeping personnel to execute the assigned work perfectly and neatly. If any damages are caused to SGI assets while discharging the duty, suitable amount will be deducted from the contractor's monthly payment.

8. The contractor shall follow the instruction of SGI from time to time in discharging the duty every day.

9. The SGI shall have the rights to remove any deployed housekeeping personnel from the duty who is considered to be undesirable.

10. The contractor shall exercise adequate supervision to reasonably ensure proper performance of housekeeping work in accordance to the schedule of work.

11. Sexual Harassment in any form will not be tolerated; upon any such incidence reported legal action will be initiated.

12. The contractor shall issue identity card/identity documents of the employees who are deployed to execute the work.

13. All necessary reports and other information shall be supplied immediately by the contractor as and when required by the SGI and at regular meeting will be held with Admin.

14. Flexibility: The SGI shall retain the right of introducing Flexibility in terms of No. of Manpower to be deployed by the contractor based on Academic Calendar.

15. The contractor shall ensure daily deployment of agreed manpower however 10% absenteeism on any given day is admissible. More than Three such instances in a month will liable for a penalty 2% of the monthly billed amount.

17. The contractor shall not subcontract the assigned work to any other agencies.

18. The Admin shall comply with and fulfill the recommendations (if any), if deemed necessary by the Admin, made in writing by the Contractor in connection with the performance of the services. SGI will notify the contractor of any dishonest, wrongful or negligent acts or omissions of the contractor's

employees in connection with the assigned services as soon as possible after the SGI becomes aware of them.

19. If required amendment to the contract shall be effected from time to time in accordance to Government notifications or otherwise.

20. The contractor shall raise the invoice/Bill before 07th of the succeeding month for the payment.

21. All the payments to the contractor will be made through NEFT/RTGS/DD after deducting applicable TDS in accordance with the Govt. of India guidelines from time to time.

22. Administrative Service charge (Bid Value) claimed for providing housekeeping contract shall not be raised at any cost during the contract period for any reason, force majeure etc.

23. All the cleaning items and consumables shall be provided by the contractor as per the requirement and the cost of the same shall be reimbursed by the SGI on submission of Tax Invoices as per need is the estimated and quoted in the financial bid.

24. On expiry of the contract, such portion of the said Performance Security Deposit may be considered by the SGI sufficient to recover any incorrect or excess payments made on the bills to the firm, shall be retained until the final bill is settled.

25. In case of any accident caused to the housekeeping personnel during the work period, it is the sole responsibility of the contractor to meet any expenditure in this regard further contractor will purchase a policy to court workman compensatory.

26. The contract shall be for a period of one year from the date of awarding of contract service and the same shall be extended for further period of two years with same rates and Terms & Conditions subject to mutual consent between the SGI and Contractor and satisfactory performance by the contractor each year there of.

27. The contractor shall execute the assigned work as per the schedule and if the same have not been executed up to the expected level, warning notice shall be issued in this regard. If the situation continues still, penalty will be imposed as : First Instance : Rs 500 per instance and beyond three instances, the penalty will be upto 1 % of the contract value for the month and non-

performance beyond three months will be treated as insufficiency and contract is liable to be terminated by giving due notice.

28. The contract may be terminated by either parties by giving Two months' notice in writing.

29. The contract may be terminated by the SGI by giving notice in writing to the Contractor, if in case of serious negligence or serious breach of any of the terms and conditions of the contract by the contractor, and the SGI is of the opinion that any further continuance of the contract is not in the interest of the organization, then the SGI shall have the right to terminate the contract without assigning any reason thereof, or without giving any notice, and any amount payable by the SGI as well as the performance security is liable to be forfeited.

30. Any claims, disputes and or differences (including a dispute regarding the existence, validity or termination of this contract) arising out of, or relating to this contract including interpretation of its terms shall be resolved through joint discussion of the Authorized Representatives of the concerned parties. However, if the disputes are not resolved by the discussions as aforesaid within a period of 30 days, then the matter will be referred for adjudication to the arbitration of a sole arbitrator to be appointed by the SGI in accordance with the provisions of the Arbitration necessary documents required for proof of identity. and Reconciliation Act 1996 and rules made there under including any modifications, amendments and future enactments thereto. The venue for the Arbitration will be Indore and the decision of the arbitrator shall be final and binding on both parties.

31. Jurisdiction of Court: This contract is governed by the laws of Republic of India and shall be subject to the exclusive jurisdiction of the courts in Indore.

32. A senior Manager or any Authorized Representative of contractor shall visit the SGI Premises and meet the Admin at least twice a month. The visit records will be maintained by SGI.

33. It shall be the responsibility of the Service Provider to ensure that its employees are courteous in their conduct and of an honest and sober disposition.

34. The Service Provider shall furnish the Client with a list of all personnel deployed within its premises at any given time during the term and update such list as and when any change takes place. The first list will be provided before the commencement of contract along with necessary documents required for proof of identity.

ANNEXURE 1

INDORE INSTITUTE OF SCIENCE & TECHNOLOGY, INDORE
TECHNICAL BID
TENDER FORM FOR PROVIDING HOUSEKEEPING SERVICES

1. Cost of tender: Rs 500/-

Affix duly Attested P.P. Size recent photograph of the prospective bidder

2. Due date for tender

3. Opening time and date of tender

4. Names, address of firm/Agency and Telephone numbers

5. Registration No. of the Firm/Agency

6. Name, Designation, Address and Telephone No. of Authorized person of Firm/ Agency to deal with.

7. Please specify as to whether Tenderer is sole proprietor/ Partnership firm. Name and Address and Telephone No. of Directors/partners should specify.

8. Copy of PAN card issued by Income Tax Department and Copy of previous Financial Year's Income Tax Return.

9. Provident Fund Account No.

10. ESI Number

11. License number under Contract Labour (R & A) Act.

12. Details of Bid Security deposited

(a) Amount:

(b) DD No. in favour of:

(c) Date of issue:

(d) Name of issuing authority:

13. Any other information:

14. Declaration by the bidder:

This is to certify that I/We before signing his tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.

(Signature of the bidder) Name and Address (with seal)

Annexure 2

UNDERTAKING BY THE BIDDER

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake

myself/ourselves to abide by them and all the requisite documents as per Annexure 2.1 are attached herewith.

Signature of the Tenderer with

Seal

Name:

Designation:

Address:

Phone No.

CHECKLIST OF DOCUMENTS SUBMITTED ANNEXURE-2.1

S. No.	Documents to be submitted	Submitted	Not submitted	Remarks
	Copy of Registration of firms			
	Copy of Registration certificate of EPF			
	Copy of Registration Certificate of ESI			
	Copy of Labour license			
	Copy of Income Tax Return for last 2years			
	Copy of GST Registration			

	Copy of ISO9001-2008 Certificate			
	Copy of PAN/TAN Card			
	List of clients indicating quantum of work executed with them			
	Proof of experience			
	Details of EMD deposited			
	Details of Cost of bidding document			
	Copy of VAT clearance Certificate.			
	Last 2 years audited statement from Chartered Accountant			
	Rate quoted complies with the Minimum Wages Act of Govt. of India (Central Govt.) with all other statutory provisions			
	Copy of memorandum in case of Ltd. Company with resolution to authorized the			

Signature of Bidder with Seal of

Establishment

Full Name of Bidder with address &

Date

ANNEXURE- 3

PROFORMA FOR FINANCIAL BID

1. Rates for the Manpower

MANPOWER	Rate per day
1. General labour	
2. Chamber Cleaning labour	
3. Supervisors	
4. Any other labour to be specified	

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2. Clearing Material Supply :

Cleaning material will have to be supplied as per the requirement on which the same Service Charges will be applicable.	Estimated Cost of material required

Note: Copy of the challan of ESI / PF shall be furnished along with bill subject Invoice to production of original.

3. ADDITIONAL INFORMATION WITH RESPECT TO PERSONS ENGAGED TO PERFORM THE SAID WORK UNDER DIFFERENT CATEGORY IF ANY.

Rate per month per person(inclusive of all as per Govt. Minimum act incidentals)	General labour	Chamber Cleaning	Supervisors
ESI			
Employer's contribution			
Employee's contribution			
PF			
Employer's contribution			
Employee's contribution			
GST of Contractor			
GST, if any, as per applicability			
Consolidated pay			

Certified that the above quoted rate complies with minimum wages act and all the statutory provisions & rules as applicable. The above rate is inclusive of Service tax or any other tax payable to Government.

Note:

1. Having examined the Tender documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the services as required and outlined in the Tender for Selection of Housekeeping Services at your Group Institutes.

2. To meet such requirements and to provide services as set out in the tender document, we attach hereto our response as required by the tender document, which constitutes our proposal.
3. We undertake, if our proposal is accepted, to adhere to the terms and conditions put forward in the tender and the agreement to be entered with your Group Institutions. If our proposal is accepted, we will submit a Performance Bank Guarantee issued by a scheduled commercial bank in India for Rs 2.00 lakh as acceptable to your Group.
4. We agree for unconditional acceptance of all the terms and conditions set out in the tender document as also in the contract to be signed with Shail Group for provision of Housekeeping Services.

We confirm that the information contained in this proposal or any part thereof, including its exhibits, schedules and other documents and instruments delivered or to be delivered to your Institutions are true, accurate and complete. This bid includes all information necessary to ensure that the statements therein do not in whole or in part mislead Institutes as to any material fact. We understand that if any point of time it is notices/discovered by your Group of Institutes that as information given by us is false or incorrect or misleading Group of Institutes shall have the right to take such necessary action as it may deem fit including cancellation of contract.

It is hereby confirmed that I/we are entitled to act on behalf of our corporation/company/firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this Day of 2018

(Signature) (In the capacity of)
Duly authorized to sign the bid response for and behalf of:

(Name and Address of Company)

(Seal/Stamp of bidder)