

INTER-UNIVERSITY ACCELERATOR CENTRE

(An Autonomous Centre of UGC)
Aruna Asaf Ali Marg, New Delhi-110 067

NOTICE INVITING E-TENDER

TENDER NO: IUAC/NIT/20/KM/2018-19

Dated: 09/01/2019

Instructions for Online Bid Submission:

Inter-University Accelerator Centre (IUAC), invites online bids through e-Procurement Portal under two bid system, viz., Technical and Financial bids, from eligible and experienced parties for the work/supply of “**House Keeping cum Material Shifting Services**” at IUAC.

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app> and www.iuac.res.in

Aspiring Bidders who have not enrolled/registered in e-Procurement Portal should enroll/register before participating through the website <http://eprocure.gov.in/eprocure/app>.

Bids shall be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>. Tenderers/Contractors are advised to follow the instructions provided in the e-procurement portal. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

IUAC reserves the right to accept / reject any/all tenders in part/full without assigning any reasons thereof.

Bidder has to select the payment option as “offline” to pay the tender fee/EMD as applicable. The Earnest Money Deposit shall be in the form of demand draft issued in favour of “Inter-University Accelerator Centre, New Delhi” and it should be deposited in IUAC before the bid opening. Bidders registered with MSME/NSIC are exempted from payments of EMD & tender fee. Copy of valid registration certificate should be uploaded.

Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled and submit it online without modifying the format. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

Any Corrigendum/Amendments in respect of above tender shall be issued on IUAC website www.iuac.res.in and website <https://eprocure.gov.in> only. Bidders should take into

account any corrigendum published on the tender document before submitting their bids.

E-TENDER DOCUMENT

NOTICE INVITING TENDER NO. IUAC/NIT/20/KM/2018-19

Name of the work	: House Keeping cum Material Shifting Services at IUAC Campus
Estimated Amount	: Rs.69,25,000/-
Earnest Money	: Rs 1,38,500/- in the form of D.D.
Last Date for Submission of Tender	: 30.01.2019 at 3.00 p.m.
Date & Time for opening of Tender (Technical bid - Part-A)	: 31.01.2019 at 3.30 p.m.
Date & Time for Opening of Tender Price Bid (Part-B).	: Shall be intimated later on to technically qualified bidders.
Address for contact	:Administrative Officer(S&P), Inter-University Accelerator Centre Aruna Asaf Ali Marg Post Box: 10 502 New Delhi-110067.
Place of Opening of the Tender	: Inter-University Accelerator Centre Committee Room (222)

GENERAL CONDITIONS OF TENDER:

- 1. Submission of Tender:** Tenders should be uploaded in two Parts separately, i.e. "**Technical bid**" (Part-A) and "**Price bid/BOQ**" (Part-B).
- 2. Technical Bid Part(A):** i)In this bid,the bidder should upload his company profile, organizational setup, credentials, list of plant, machinery & tools in his possession, copies of work orders successfully executed during last five years, copy of income tax clearance certificate and earnest money deposit. No deviations in respect of NIT conditions are acceptable, The bidders are require to attach entire NIT (except for the price bid part) duly signed & stamped as a token acceptance to NIT conditions with this bid. The following specific conditions are essential for per-qualification:

Copies of work orders for similar work of House Keeping Services contract successfully executed during the last five years in the premises of reputed public limited companies, public sector and other govt. institutions in the following manner:

The bidder should have executed at least one work of value not less than Rs. 55.40 lakhs per annum OR

Two similar works, each of value not less than Rs.34.62 lakhs per annum OR

Three similar works, each of value not less than Rs.27.70 lakhs per annum.

Satisfactory work completion certificate from at least one client with contact details. The work order and completion certificate should be for the same work.

Similar work shall mean experience of providing House Keeping Services.

- i) Copies of EPF,ESI & Service tax registration and copy of latest EPF statement of existing workers.

Labour licence details.

Earnest Money Deposit.

Entire NIT (except price bid) duly signed & stamped by the bidder.

An undertaking as per annexure -II.

- 3. Bid opening and evaluation:** i) The technical bid (Part-A) will be opened online in the presence of bidders or of their representatives at the appointed specified time.

ii) The technical bids will be evaluated as per the eligibility criteria mentioned in clause 2 above.

iii) Financial bids/BOQ (Part-B) of only the technically qualified bidders will be opened for evaluation in the presence of qualified bidders at the specified time.

4. **Price Bid (Part B):** In this bid, the bidder is required to quote their prices as per Price Bid/BOQ. The bidder should quote his rates against Sl. Nos. 4, 5 and 6. Agency charges should be quoted in lump sum. If a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered.

5. **Earnest Money:** An earnest money of Rs.1,38,500/-- (Rupees One lakh thirty eight thousand five hundred only) has to be deposited should be deposited in IUAC before the bid opening. Bidders registered with MSME/NSIC are exempted from payments of EMD & tender fee. Copy of valid registration certificate should be uploaded.. The EMD shall be only in the form of Bank Draft payable to The Inter-University Accelerator Centre, payable at New Delhi. No Cheque/Cash shall be accepted as EMD. EMD of technically disqualified bidders will be returned within 30 days from the date of evaluation of the technical bids. The refund of EMD to the lowest 4th bidders onwards shall be made within 30 days from the date of opening of price bid. The refund of EMD of the first three lowest bidders shall be made after award of work and site mobilization by the successful bidder.

6. **Validity of Tender:** Tender shall be valid for our acceptance without any change in rates and NIT conditions for a period of 120 days from the date of opening of price bid.

7. **Escalation:** Contractor will be given actual reimbursement of the increased wages paid to his workers as per Govt of Delhi notification from time to time. Other than the above, no escalation shall be paid during the execution of contract period.

8. **Scope of Work :** Detailed scope of work , terms and conditions, specifications etc. are enclosed with this NIT as per Annexure -I.
9. **Deviations:** No deviation from the stipulated terms and conditions will be allowed. Tenders should be unconditional. Conditional tenders are rejected out rightly
10. **Correspondence :** All the correspondence in respect of tender/contractual obligation shall be made to A.O.(S&P), Inter-University Accelerator Centre, Aruna Asaf Ali Marg, New Delhi-110067.
11. **Terms of Payment :** The payment shall be made on submission of the bills (format to be approved by IUAC by the contractor after due certification by the IUAC person responsible for supervision of the work in following manner:-
 1. The contractor should disburse salary through online transfer on or before 5th of every month -and raise bill along with documentary proof of payment made to workers. Payment will be released by IUAC within 10 working days after making mandatory deductions.
 2. The bill should be duly supported by the attendance of House Keeping staff, EPF/ESI Deposit Statement with individual EPF(UAN)/ESI numbers and bill towards cleaning material procured during the month.
 3. In the absence of above supportive documents the bill will not be processed for payment.
 4. Amount towards mandatory requirements such as EPF & ESI shall be paid only on submission of the relevant self attested authenticated documents. It is mandatory for the contractor to submit the employees wage bill along with EPF & ESI receipts, ECR statement, paid wages (online fund transfer) sheet duly signed by employees.
12. **Period of Contract:** Initially the contract is awarded to the successful bidder for one year. However, the contract may be extended further two more years on satisfactory of services of the contractor on yearly basis,
13. **Security Deposit:** On award work, the contractor shall furnish a bank guarantee valid for fifteen months from the date of contract equivalent to one months contract value. In the case of extension of contract after the first year, fresh bank guarantee for the new contract has to be submitted for the contract value. Besides the above, the EMD of the successful lowest bidder (L1) shall also be held back with IUAC and will be released only after completion of the works and site clearance.
14. **Labour Laws:** The contractor will abide by all the rules and regulations related to labour laws, accident, workmen compensation act, workmen insurance, ESI, EPF, etc. This will be the sole responsibility of the contractor. IUAC will not be a party at any stage in any of the disputes relating to the above. In case, any liability arises due to non-conformance by the contractor, under no circumstances IUAC will be liable for the same.

Minimum Wages: The monthly wages to be paid to the personnel shall never be less than the minimum wages decided by the labour department of Govt. of Delhi from time to time in addition to benefits like EPF/ESI calculated on total monthly wages (not on any part of wage). In case of revision in wage by labour department of Govt of Delhi from time to time, the difference shall be paid on submission of paid wage sheet.

Monthly Wages: The contractor will disburse monthly wages in the saving account of his

workers on or before 7th of each month by online fund transfer . However, IUAC reserves the right to make payment of wages to contractors persons directly in the event of receipt of any complaint from his person(s) regarding delayed payment or non-payment of wages and recover the amount so paid along with 10% overheads from the contractor's bill. Delay in making monthly wages to his staff working at IUAC will be considered as disqualification on contractor's part and this will lead to termination of the contract. In such a case, IUAC's decision will be final.

EPF/ESI: EPF and ESI numbers of manpower deployed at site by the contractor should be furnished to IUAC along with the documentary evidence. EPF statement of all the manpower deployed by the contractor should be submitted to IUAC periodically or as and when asked for. Original ESI cards of employees should be shown to IUAC for verification and photocopies of the same to be submitted. On expiry of contract, contractor has to submit the clearance certificate from all the manpower deployed by him indicating no dues towards wages, EPF settlement etc. Contractor has to sign the EPF settlement papers for the people who leave the organization while working at IUAC and also after completion of the contract in our presence in case of a complaint or a dispute between contractor and his workmen.

15. **Rules governing the Contractor's employees working in the IUAC Premises:** The contractor's employees working inside the IUAC campus will abide by the conditions mentioned in the terms and conditions of Scope of services. Any damage to the IUAC property due to mishandling, carelessness on the contractor's or his workman's part will be recoverable from the contractor's bills.
16. **IUAC reserves the right** to reject any or all the tenders in full or in part without assigning any reasons whatsoever, and the decision of IUAC in this regard will be binding on all the bidders. Tenders not complying with any of the provisions stated in this tender document are liable to be rejected. **Director, IUAC reserves the right to accept or reject any tender without assigning any reason and does not bind himself to accept the lowest tender.**
17. Contractor should depute a qualified supervisor dedicated for this site, who will co-ordinate work execution activities and interact with the IUAC representative responsible for supervision of work.
18. All the persons will get police verification done by the contractor before deployment at IUAC site. They should also submit of their bio-data in desired format along with the permanent residence/local residence address proof. Any negligence/offence on their part will attract immediate removal from site.
19. **Consumables:** Supply of all consumable items (as per Annexure-III) required for day to day house keeping work shall be arranged by contractor. No extra charges will be paid for the same. They are deemed to be included in contractor's scope and to be quoted separately in item no.4 of Price-bid. Since the contract is initially for one year it may be extended further two more years satisfactory performance of services, please keep in mind to quote the average rate for consumables for all three years.
20. **Uniform & Shoes:**The contract will have to provide one set of summer & one set of winter uniform, one pair of safety shoes, rain coat, one pair of gloves etc.. The above should be got approved by IUAC before procurement of the same. No extra charges will be paid for the same.

They are deemed to be included in contractor's scope and to be quoted separately in item No.5 of the price bid.

The contractor will provide one pair of safety shoes of Liberty make Art no.7198-01(N)/Bata/Action make to each of the employed at site including one pair of socks.

21. All the employees will have to be covered under insurance against any personal accident and IUAC will not be liable for payment of any compensation on that account.
22. During execution of work, the contractor should follow all standard norms of safety measures/precautions to avoid accidents/damages to man, machines and buildings. On non-adherence of this clause, suitable fines, as decided by the Director, IUAC shall be imposed.
23. All the manpower deployed at site by the contractor should be given one weekly off in every 7 days or as many Sundays in any given month.
24. In the addition to the above, 3 National Holidays (26th Jan, 15th Aug & 2nd Oct.) and any special mandatory holidays as declared by Govt. of India from time to time should also be given to the manpower.
25. Manpower deployed by the contractor at our site for carrying out contracted works is strictly prohibited being associated with any other works on the campus.
26. If any contractor's person is found to be misbehaving or to be negligent in the duties assigned to him, IUAC reserves the right to seek his removal from IUAC, with suitable replacement within 24 hours.
27. In case of any injury to the contractor's person at IUAC campus, due to any reason, the contractor shall be responsible for taking the person to the hospital/nursing home/dispensary for treatment at his own cost. If in the case of emergency IUAC vehicle is used, IUAC incurs any expenditure on the treatment of the person, the contractor will be suitably charged for the same.
28. No material belonging to the contractor whether consumable or non-consumable should be brought inside the IUAC campus without proper entry at the Main gate nor any material should be taken out without proper gate pass issued by IUAC.
29. **Supply of material and consumables:** All materials/consumables other related item is to be provided by the Agency has to be of ISI marked or in conformity with the specifications/makes keeping in view good quality/standard after discussion and finalization with Officer-in-Charge. The contractor shall assess the quantity of consumables to be used and supply them in advance and store them at IUAC on monthly basis. No deviation of items/quantity with reference to NIT to be accepted and sufficient deduction to be made in the bill.
30. **Waste disposal management:** The bidder will ensure collection, mechanized screening/segregation of dry and wet garbage in the earmarked area. The bidder will also ensure segregation of bio-degradable and non bio-degradable garbage. Finally the bidder will arrange for disposal of garbage at such place as may be permissible by Municipal Corporation of Delhi.
31. Tender once submitted will remain with IUAC and never be returned to the bidders.
32. **Termination of Contract:-** The Director, IUAC reserve the right to terminate the contract on account of failure to mobilize man-power at site within 10 days, poor workman-ship, non-compliance of set norms/ specifications for the works, delay in progress of work, violation of any contract provisions by the contractor. In such cases, the Bank Guarantee equivalent to one

month's contract value held with IUAC and the EMD will be forfeited by IUAC. The contract can also be terminated at the request of either party with two months notice period or else to pay two months O&M bill value in-lieu of the notice period.

Any dispute arising out of this contract will be subjected to jurisdiction of New Delhi/Delhi.

Accepted

(signature of bidder)

Note:- Entire NIT (except price bid) is to be attached with "Technical bid (Part-A)" duly signed & stamped by the bidder

ANNEXURE - I

SCOPE OF WORK:

The Campus of Inter-University Accelerator Centre (IUAC) is built over a prime land of approximately 25 acre (located at JNU Campus near Vasant Kunj) on the Aruna Asaf Ali Marg, New Delhi-110067. IUAC has within its premises the following building structures:-

- a) Main Lab Cum Administrative Building
- b) Utility Building – I
- c) Utility Building – II
- d) Utility Building – III
- e) Engineering Building
- f) LEIB Building
- g) Sub-station Building
- h) Helium Compressor Building
- i) Beam Hal-I, II & III Building
- j) Generator Building
- k) Hostels, Dining Hall, Clinic
- l) Guest House Blocks
- m) Auditorium Block

1. Man Power Requirement for House Keeping Services:

- (A) The contractor will provide 10 Nos. manpower for House Keeping job at IUAC Main Office/Lab Complex, Auxiliary buildings i.e. Utility building, Material Science Building, Engineering Building, Work-shop/Paras building etc..

Sl. No.	Details	Category	No.	Qualification & Experience	Age
1	Janitor	Unskilled	14	8 th pass 3 years experience	Not less than 21 years and not more than 50 years

The number of manpower may be increased/decreased as per the requirement of IUAC.

- (B) The contractor will provide 14 Nos. Manpower for House Keeping job at IUAC Hostel/Guest House/Auditorium/Canteen.

Sl. No.	Details	Category	No.	Qualification & Experience	Age
1	Supervisor	Skilled	01	Dip. in Hotel Management 5 years	Not less than 25 years and not more than 55 years
2	Caretaker-cum -Receptionist	Clerical	03	10+2/Graduate 3years	Not less than 21 years and not more than 50 years
3	Janitor	Unskilled	07	8 th Pass 3 years	Not less than 21 years and not more than 50 years

The number of manpower may be increased/decreased as per the requirement of IUAC.

2. Scope of Services and Brief Description of Job for Man Power at S. No.1(A):

The main office building consisting of Beam Hall 1, 2 & 3 on the basement, Seminar Hall, Computer Room, Pelletron Control Room, Data Room, Cryogenic Control Room and approx ten various labs in the ground floor and Discussion area, Library, Director's Office, Administration and approx 5 various labs in the first floor .

Engineering building consisting of Weld shop, Workshop, PARAS lab. Material Science

Building consisting of approx 5 various labs.

Three Utility building consisting of A/C plant, Approx 3 labs. Electrical Sub-Station.

- (i) The contractor will also provide auxiliary assistance from its manpower deployed at IUAC site in different labs and offices (within the premises) e.g. Loading, unloading, messenger's job, materials shifting, carrying/shifting of LN2 canes (filled/emptied) and up-keeping of assigned area.

In the event of unsatisfactory work, IUAC will deduct suitable penalty from the contractor's bill.

In the event of non-performance of duties wage will be deducted for each unattended duty. If employee is absent for more than 2 days, contractor should immediately make an alternative arrangement.

- (ii) The work as a whole includes cleaning of floors, walls, skirting's, doors, windows, ventilators, Venetian blinds, glass panes, wooden/steel/aluminum partition, furniture, toilets, staircases, railings, carpet and other places within the building and surrounding pathways/areas, removal and storing of waste papers and disposal of un-useful garbage at designated place.

The agency shall have to provide efficient/experienced housekeeping personnel for cleaning work in the building. The contracting agency shall maintain the building in hygienic condition.

- (iii) The contractor shall ensure that the loaders/workers perform eight hours duty and six days in a week at the premises of IUAC and shall make suitable alternate arrangement to the satisfaction of IUAC in the case of absence/leave of workers. The working hours will be from 8.00 AM to 4.30 PM (including lunch break of ½ hr). The workers may avail 3 National holidays in a year besides the weekly off of Sunday.
- (iv) The contractor will ensure that all the loaders/workers have working knowledge, especially local languages, as the work should not suffer due to lack of communications.
- (v) IUAC may request the contractor to withdraw any of his workers from the site without assigning any reason at a notice of 24 hours.
- (vi) The contractor will report twice in a month to the concerned IUAC official and reply to all the remarks/points noted down with regard to the performance of workers.
- (vii) The contractor shall ensure that its personnel wear proper uniform for summer and winter seasons as approved by IUAC. Without proper uniform the workers will not be allowed to perform duties at site.

3. Scope of Services and Brief Description of Job for Man Power at S. No.1(B)

The Hostel Block is consisting of 16 rooms with attached bathrooms and balcony including corridors in each floor, The Guest House is consisting of 17 rooms in one wing and 29 rooms in second wing with attached bathrooms and balcony including corridors in each floor. Hostel/Guest House Reception, TV Lounge area, Canteen and clinic.

Auditorium consisting of Main Reception, Discussion Area, Seminar/Lecture Hall at ground floor and auditorium at first floor.

- (i) The housekeeping services has to maintain the entire building of hostel, guest house, clinic and auditorium in a hygienic condition and keep it neat and clean. Dining area should be kept clean always after break-fast, lunch & dinner.
- (ii) The housekeeping job would also include preparation of bed, changing of bed-sheets, pillow covers and towels as and when required.
- (iii) The Caretaker-cum-Receptionist job would be maintenance of Hostel/Guest House Reception round the clock operation. Maintenance of Guest/Hostel records, receipts, laundry etc.

4. Schedule of Services for Man Power at S. No.1(A) & 1(B)

DAILY :

- (i) Proper and efficient cleaning, sweeping, swabbing with sweepers drenched with detergent of approved make in water of entire floors, cabins, passages, lobbies, utility services areas, stairs, balcony, skirting's, water coolers, toilet fixtures (Toiletries), cleaning of toilets once in the pre-lunch session and once in the afternoon.
- (ii) Removal of waste from waste paper basket/ dustbins, un-serviceable experimental waste and storing of the garbage etc. outside the premises of the campus and / or as directed.
- (iii). Dusting and cleaning of furniture, fixtures; A.C., Coolers, Venetian, glazed doors panels, window glass, door handles of main gates, boards, door foot mats, fire extinguishers etc.
- (iv) Cleaning and washing of floors, urinals, attached bathrooms, commodes, partitions, wash basins, counters, sinks and keeping the floors dry by mopping and toilet fitting sparkling clean using vim, washing soda, cleanzo or any approved detergent, freshener spray, keeping odonil/air purifiers in all common toilets and attached bathrooms of hostel. /office/labs.
- (v) Putting of Naphthalene balls of approved quality (Big size) in urinals, commodes of toilets.
- (vi) Cleaning of front lawn and all the surrounding areas of the Hostel, Office.Lab blocks.
- (vii) Providing of toilet rolls.

WEEKLY :

- (i) Cleaning and dusting both sides of doors, glazed doors, door frames, fixed glazed panels, venation blinds with liquid glass/metal cleaner.
- (ii) Cleaning thoroughly the floors, doors, skirting of entire premises and under the furniture and fixtures with water, chemical, detergent soap by washing , wet mopping and removing stains etc.
- (iii) Cleaning of toilet tiles and sanitary fittings.
- (iv) Cleaning and polishing of floors
- (v) Cleaning/dusting of all electrical/electronic fittings/fixtures and equipment.
- (vi) Cleaning of carpets with soft brooms, brushes and sweeping carefully along the grains.
- (vi). Cleaning and dusting of entire electrical fixtures, ceiling fans, brackets fans, exhaust fans, pedestal and table fans, light fixtures etc. using agent colin, cleaning compounds etc.

MONTHLY:

Outside cleaning of Auditorium glass panels with colin once in a month or whenever dust accumulates.

ANNEXURE-II

UNDERTAKING

It is certified that my firm/agency/company has never been black listed by any of the Department/Autonomous Institution/University'/Public Sector under taking of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities and no criminal case is pending against the said firm/agency as on_____.

Place:

Date :

Signature of the Tenderer
Name of the Signatory
Name of the Firm/Agency
Seal of the Firm/Agency

Note: Undertaking to be submitted on Non-Judicial stamp paper of Rs.10/

ANNEXURE-III

**LIST OF CONSUMABLES REQUIRED FOR MAIN LAB BUILDING, HOSTEL& GUEST
HOSE**

(Quantity Required per Month)

01	7 Steel Polish	01 LTR
02	Air Freshener AMBIPURE -275gm	5PCS
03	Air Freshener ODONIL 100GM(Metropol)	80 PCS
04	All Out Refill	30 Nos
05	Bamboo Brush	02 PCS
06	Black Hit	12 PCS
07	Brasoo Polish	01 PC
08	Dust Mop Complete dry Mop	02 PCS
09	Dust Pan	01 NO
10	Feather Brush	01 PC
11	Floor Duster 24"x24"	40 PCS
12	Floor Wiper BIG Size	05 PCS
13	Garbage Bag Black Med.size	05KGS
14	Glass Cleaner COLIN	05LTR
15	Glass Wiper	02 PCS

16	Guest Soap	600 NOS
17	Hand Liquid Soap (SHAWA/FEM/3M)	30 LTR
18	Hand Duster White	50 PCS
19	Hand duster Yellow	60PCS
20	Hit Red 320ml	06 NOS
21	Jall Brush Adjustable;e	02 PCS
22	Naphthalene Ball	05 KG
23	Narial Jharu	03 PCS
24	Phool Jharu (555/Thakral)	25 PCS
25	Plastic Jhoona	24 PCS
26	Plastic Spray Gun	02 PCS
27	R-1 (Taski/Eureka/Diversey)	10LTR
28	R-2 (Taski/Eureka/Diversey)	10LTR
29	R-5(Taski/Diversey/Eureka)	10LTR
30	R-6(Taski/Diversey/Eureka)	35LTR
31	Room Freshener AIR WICK -250ML	20PCS
32	Scratch bright	02 NOS
33	Steel Wool	02 KGS
34	Toilet Brush Double side	10PCS
35	Toilet Roll (Wintex)	300PCS
36	Urinal deodorizer screens	2PKT
37	Urinal Quebes (12 PCS PER PKT)	05 PKT
38	Vim Powder – 1 KG PKT	30 PKT
39	Washing Powder FENA – 1 KG PKT	12 PKT

The contractor is also provide the following items for cleaning of auditorium: as and when required:

- 1) One number vacuum cleaner**
- 2) One number single dish floor cleaner**
- 3) One number jet spray gun**
- 4) One number jhula ladder**

ANNEXURE-IV

TECHNICAL BID (PART-A)

1. The Company:
 - a) Name :
 - b) Regd.Address:
 - c)Address of Office at Delhi/NCR:
 - d) Contact Person's:
 - i)Name & Designation:
 - ii)Tel No. Landline/Mobile:
 - iii)Email ID:
2. Type of Firm :
(Partnership/Private/Public Ltd./NGO/PSU etc)
3. PAN Number:
(Please enclose self attested photocopy)
4. TIN Number:
(Please enclose attested photocopy)
5. Goods & Service Tax Reg. Number:
(Please enclose self attested photocopy)
6. EPF Reg. Number:
(Please enclose self attested photocopy)
7. ESI Reg Number:
(Please enclose self attested photocopy)
8. Annual Turnover for the last 5 financial years:
2017-18

2016-17

2015-16

2014-15

2013-14

(Please enclose copies of attested audited balance sheet and P&L account)

9. Experience of similar work in the field during the last five financial years

Name of organization	Value of contract	Period of contract

Please submit the copies of documentary evidence such as work order and corresponding satisfactory job completion certificates from clients specifying value and period of work order.

10. Infrastructure details:

Workforce (Nos):

Tools/machines:

Vacuum cleaners:

(Please enclose the list giving employee-wise name, E PF /ESI numbers)

11. Earnest Money Details : DD No.&Date:

Amount :Rs.1,38,500/-

Drawn on:

Signature of authorized signatory

Name:

Designation:

Seal:

ANNEXURE-V

PRICE BID (PART – B)

S. No.	Details	Monthly Total (in Rs.)
1	Total Monthly Charges for House Keeping Services as per manpower details given below: a) Janitor(Un-skilled category) -- 21 Nos.x 14000 b) Supervisor (Skilled category) --01 Nos.x 16962 c)Caretaker-cum-Receptionist(Clerical Cadre)-03Nos. X 16962	294000 16962 <u>50886</u> 361848
2	Charges towards EPF Amount (12%+1% Admn. charges) on item #1	47040
3	Charges towards ESI Amount (4.75%) on item #1	17188
4	Charges towards Consumables as per clause no.18 of General Conditions of Tender	
5	Charges towards Uniform & Safety shoes (lump sum) as per clause no.19 of general conditions of the tender	
6	Agency Charges (lump sum)	
7	GST %	
8	Total	

Notes:

- 1. The wages considered in S.No.1 of the above table are based on the prevailing minimum wages fixed by the labour department, Govt. of Delhi applicable as on 01-11-2018. Bidder is required to fill the amount only at S.N. 4,5,6 &7 in the above table. The rates quoted towards consumables shall not be lower than the prevailing market rate. If the price calculation shows that above provisions have not been taken into account, the tender may be rejected.**
- 2. If contractor wishes to pay more than the minimum wages to his manpower, he should take this into account in his agency charges component.**

Place:

Date:

Signature & Sign of the Firm/Agency/Proprietor