

**NATIONAL INSTITUTE OF PUBLIC FINANCE AND POLICY**  
**18/2, Satsang Vihar Marg**  
**Special Institutional Area**  
**(Near Jawaharlal Nehru University)**  
**New Delhi 110 067**

**Tender Document or Housekeeping Services**  
**Technical Bid – Part – I**  
**General Terms and conditions**

**Date of Opening of the Technical Bid**  
**November 28, 2018 at 03.00 p.m.**

**NATIONAL INSTITUTE OF PUBLIC FINANCE AND POLICY**  
**18/2, Satsang Vihar Marg**  
**Special Institutional Area, New Delhi – 110067**

Scaled tenders are invited in two parts, (1 – Technical Bid and 11- Financial Bid) on behalf of the Secretary, NIPFP for the work of “House Keeping services at NIPFP New Delhi” from reputed agencies fulfilling the pre-qualification criteria, scope of work and General Terms & Conditions. Tender document is available in the Institute office and also on the Institute’s website [www:nipfp.org.in](http://www.nipfp.org.in)

**The last date for submission of tender documents is November 27, 2018 upto 05:00 p.m.**

# National Institute Of Public Finance and Policy

## Notice Inviting Tender

Sealed tenders are hereby invited in two parts, (I- Technical Bid and II- Financial Bid) on behalf of the Secretary, National Institute of Public Finance and Policy, 18/2 Satsang Vihar Marg, Special Institutional Area, New Delhi – 110067 for the work “House Keeping Services at NIPFP, New Delhi” from reputed agencies fulfilling the pre- qualification criteria, scope of the work and General Terms & Conditions. Tender document is available in the Institute’s office and also can be downloaded from the Institute’s website [www.nipfp.org.in](http://www.nipfp.org.in).

Name of Work : House Keeping services at NIPFP, New Delhi

1. Estimated Cost : Rs. 45,00,000/-
2. Earnest Money Deposit : Rs. 1,00,000/-
3. Last Date of sale of tender : 26.11.2018 (up to 05:00 PM)
4. Last date of receipt of tender : 27.11.2018 (up to 05:00 PM)  
(Both technical & Financial Bids)
5. Date of opening of tender ( Technical Bid only) : 28.11.2018
6. Cost of tender of document : Rs. 1,000/- Non Refundable

### Prequalification criteria:

The bidder should be a public Limited or Private Limited company/Labour co-operative / Sole Proprietorship Firm. Ex. Servicemen organization, etc. established under the Companies Act/ Ex. Servicemen Board and bidders should submit documentary evidence in respect of the following:-

- I. Self attested copy of Memorandum / Articles of Association of the company/Firm etc.
- II. Self Attested copy of Income Tax PAN Card.
- III. Self Attested copy of Service Tax & TIN Registration.
- IV. Self Attested copy of EPF Registration.
- V. Self Attested copy of ESI Registration.
- VI. Self attested photo copy of the balance sheet / profit and loss account for the relevant years. Average annual turnover for the last three years, ending 31 March of the previous financial year should not be less than the estimated cost, i.e. Rs. 45,00,000/-

- VII. Experience of having provided similar Housekeeping services (as specified in scope of work) to reputed organizations, including, at least one Govt. Deptt PSU/Autonomous Institution during the last Seven years of at least one single work valuing not less than 80% of the estimated cost; i.e Rs. 36,00,000/-or two works of each valuing not less than 50% of estimated cost; i.e Rs. 22,50,000/-or three works of each valuing not less than 40% of estimated cost; i.e Rs. 18,00,000/- Self-attested photo copies as documentary proof for executed above works with relevant satisfactory job completion certificates issued by concerned competent authority along with the award of work!/ schedule of work are required to be submitted.
- VIII. Company has to give an undertaking (on E-stamp paper of Rs.100/-) that:  
(i) They have not been blacklisted during last three years by any user department and they have not had any dispute with any of the Govt. Deptt./Autonomous Body/P.S.U etc.  
(ii) If the bidder/company/firm withdraws their Bid/Tender after opening of Technical bids, forfeiture of their EMD shall be accepted by them besides blacklisting of their company.
- IX. An affidavit on e-stamp paper of Rs. 50/- duly notarized to the effect that the bidder undertakes that the documents submitted by him are genuine and undisputable and in the event of it coming to notice at a later date that the documents are not genuine the bidder shall be liable for criminal action and such compensation payable to NIPFP as may be decided by its competent authority.
- X. **An affidavit on e-stamp paper of Rs.50/- duly notarized giving details of:**  
**(i) Names of all companies/firms where the bidder is the promoter / director / partner and / or proprietor.**  
**(ii) Name of companies / firms, where the bidder was/is operating their Bank Accounts.**  
**(iii) Bank Account No. of the bidder's Company/Agency and names of authorized persons (with copy their identification), who were/are operating its Bank account.**
- XI. Total number of persons engaged by the Bidder/company/firm etc. should be more than 1000 persons
- XII. ISO 9001:2000 QMS Certificate etc.
- XIII. **Valid** Labor license.

## **GENERAL TERMS AND CONDITIONS**

### **Name of work: - House Keeping Service at NIPFP, New Delhi**

1. The work shall be carried out strictly in accordance with scope of work as given in the tender document and as directed by officer – in – charge.
2. The tenders may visit/examine the site and its surrounding from 05.11.2018 to 26.11.2018 on any working day between 09:30 AM to 05:00 PM by prior appointment with the officer-in-charge to assess the accessibility and assess the scope of works before submitting their offer. No visit/claim later on shall be entertained. The bidders shall arrange & maintain at his own cost all materials, T&P, security (for their man/materials), storage for material and facilities for worker for executing the work. A certificate for the site inspection should be duly signed by Estate Officer as per Annexure-1.
3. The cost of tender document is Rs.1, 000/- (Rupees one thousand only), which is non-refundable. Tender document can also down loaded from the web site [www.nipfp.org.in](http://www.nipfp.org.in) and the above mentioned cost of the tender document will have to be paid through a separate Demand – Draft/ Pay order drawn in favor of “National Institute of Public Finance and Policy” payable at New Delhi along with the Technical Bid, failing which the bid will summarily be rejected.
4. Earnest Money Deposit (EMD) of Rs.1,00,000/- ( Rupees One Lac ) has to be enclosed along with the Technical Bid (Part-I). The EMD shall be only in the form of Demand Draft drawn in favor of “National Institute of public Finance and Policy”, payable at New Delhi, along with the Technical Bid, failing which the bid will summarily be rejected. No Cheque / Cash shall be accepted towards EMD.
5. The tender shall attach self-attested copy of PAN card.
6. The tender shall attach self-attested copy of TIN & Service tax registration.
7. Duly sealed tenders shall be dropped in the tender box placed at the reception counter of the Main Institute building. Technical Bid MUST contain one Xerox copy of the unfilled bid document duly signed and stamped on each page as a token of acceptance of all terms and conditions / clauses of the tender enquiry.
8. The conditional bids shall not be considered under any circumstances and rejected without any notice or assigning any reasons therefor.
9. All bids shall be the property of NIPFP and bidders will lay no claim whatsoever on the same.
10. Director/Secretary, NIPFP reserves the right to reject any or all the tenders in full or in part without assigning any reasons whatsoever, and the decision of the Institute in the regard will be final and binding on all the bidders. Tenderers not complying with any of the provisions stated in this tender document are liable to be rejected. Director/ Secretary, NIPFP reserves the right to accept or reject any tender without assigning any reason and does not bind him to accept the lowest tender.

11. Water & electricity required for the job shall be made available free of cost by the Institute.
12. No advance payment shall be allowed.
13. No T & P shall be provided by the Institute.
14. Income tax shall be deducted from Company bill as per Government of India rules.
15. Security shall be deducted @ 10% from every bill & shall be released after one year from the date of completion of contract period.  
Earnest money deposited by the successful tender shall be converted in to security deposit & is adjustable against the actual amount to be deducted under clause 15 above.
16. Suitable safety measures may be taken by Company at their own for cleaning the buildings from outside and nothing extra shall be paid in the regard.
17. No escalation in any form of material shall be payable by the Institute.
18. In case the successful bidder resiles from the offer within the validity of tender, the earnest money will be forfeited. Similarly if successful bidder fails to commence the work within 10 days after issue of award letter, the amount of earnest money will also be forfeited.
19. Any violation of NIPFP's' conditions and instruction/agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period and in such case the amount of earnest money will be forfeited.
20. Director/Secretary, NIPFP reserves the right to terminate the contract without any reference or any notice period on account of poor workmanship, non-compliance of set norms/specifications for the works, delay in progress of work, violation of any contract provisions by Company, failure to start the work at NIPFP within 10 days from date of issue of Letter of Intent (L.O.!).. In such cases, Company is liable to pay Liquidated Damages @ 5% of tendered value besides forfeiture of security deposit/EMD.
21. Decision of Director/Secretary, NIPFP in regard to interpretation of the terms and conditions and the Agreement shall be final and binding on Company.
22. The tender shall be solely responsible for any accident/medical/health related liability/compensation for the personnel deployed by it at NIPFP. The NIPFP shall have no liability in this regard.  
The personnel provided by the company will not claim to become the employees of NIPFP and there will be no Employee and Employer relationship between the personnel engaged by Company and NIPFP.
23. Company should take extra precaution to ensure that there is absolutely no damage to the facility/ equipment's/surrounding structure/existing system etc. If any damage is made by company, it will be got repaired/replaced/rectified by Company itself at no extra cost.
24. Workers of the company shall be appointed by the company and shall be under the direct and exclusive control and supervision of the company and the company will ensure that all reasonable directions and instructions given by NIPFP in

regard to the performance of the services required under the contract are fully complied with by the company and their workers.

25. The company shall have the exclusive right to terminate the services of any of the staff appointed and deployed by the company at the premises of NIPFP for providing the services required under this agreement and to substitute any other person/workers engaged, by the company for work at the premise of NIPFP subject to provisions of Labour Law, provided, however, that the NIPFP shall also be at liberty to proper reason or persons appointed by the company for work therein and to appoint substitutes in place of person or persons so removed.
26. This contract can be terminated by either party by giving three calendar months' notice in writing to the other party. Union termination of this contract, Company shall remove all material and personnel of the company from the premises of NIPFP with prior permission of the Institute.
27. The rates of minimum wages may be quoted as on 01.04.2018. Any further revision in the minimum wages notified by the Govt. of NCT of Delhi. Will be applicable and payable by the Institute.
28. Company shall make payment of wages ( through bank credit/ cheque) every month to their workers deployed at the premises of the Institute at rates not below the prevalent minimum wages fixed by the Government of NCT of Delhi and copy of bank statement shall be submitted by Company with its next month's bill, regularly every month.
29. This contract will be valid for period of one year from date of award of the contract unless otherwise terminated. However, contract may be renewed on mutual consent after a period of one year of satisfactory performance of the contract.
30. Company must calculate EPF(employee provident fund) charges as per prescribed rate on the wages up to Rs 15,000/-/- (& on the wages as and when revised by the Government). Company must calculate minimum wages fixed by Govt. of NCT of Delhi. Company not calculating EPF charges and prescribed minimum wages will be disqualified automatically.
31. Please note that if a firm quotes "Nil" charges/consideration, the bid shall be treated as unresponsive and will not be considered.
32. Company quoting non feasible & non workable rates against material charges (details on p 16 & 17) will be disqualified automatically.
33. Company has to give an undertaking that they are not blacklisted during last three years by under department.
34. Company shall ensure compliance of all statutory laws of the Central Govt./State Govt./Municipal Authorities related to the employment of their staff and all obligations under Minimum Wage Act & Contract labour Act 1970 etc. and NIPFP will not be responsible for such purposes in anyway.

Any claim, dispute or difference arising out of or in connection with this agreement and which cannot be settled by mutual consultations, shall be referred to sole Arbitration or an Arbitration to be appointed by Director, NIPFP. The award of the Arbitrator shall be final and binding upon the parties as per the terms and conditions of the Agreement to be executed on award of contract. The Arbitration proceedings shall be governed by the Arbitration and Conciliation Ordinance dated 26<sup>th</sup> March, 1996 and shall be conducted in Delhi.

The agreement drawn shall be subjected to the jurisdiction of the courts at Delhi.

Secretary. NIPFP

## **GENERAL CONDITIONS FOR SUBMISSION OF TENDER**

### **1.0 Submission of Tender:**

Tenders should be submitted in sealed envelopes in two parts separately. i.e., “Technical Bid” (Part-I) and “Financial Bid” (Part-II). Both the parts should be further sealed in envelope super-scribing name of work, due date for opening, bidders name & address. The tender duly filled in should be sent to above mentioned address either by post or hand delivered in the tender box kept in the area of reception, NIPFP after ensuring that due entries re made in the register kept at the counter. NIPFP will not be responsible for tenders lost in postal transit or otherwise. Any clarifications / amendments / corrigenda etc., to NIT before last date of submission of bid will be available on our website [www.nipfp.org.in](http://www.nipfp.org.in). Bidders are therefore advised to keep visiting our website. It should not be handed over to any employee of the NIPFP. No tender shall be accepted later than the time schedule specified above. Tender once submitted by bidder will remain with the NIPFP and will not be returned to the bidder.

### **2.0 Technical Bid (Part-I):**

In this bid, the bidder should submit his company profile, organizational setup, credentials, list of plant, machinery & tools in his possession. The bidders are required to attach entire NIT (except the price bid part) duly signed & stamped as a token of acceptance of NIT conditions with this bid. NIPFP reserves the right to visit the working site mentioned by bidders to find out the quality of services rendered. The following documents are essentially to be submitted by bidder with Technical Bid for qualifying.

- 1) Earnest Money Deposit (No exemption on EMD) of Rs. 1,00,000/- (Rupees One Lac Only)**
- 2) Each page of NIPFP & other tender documents should be duly signed & stamp by the bidder.
- 3) All documents as asked in the prequalification criteria. Under Item No.88 of NIT
- 4) Self attested Copy of PAN card.
- 5) Cost of tender document Rs. 1,000/- (**Rupees One Thousand Only**) shall be paid through demand draft pay order.
- 6) Self-attested copy of TIN, Service tax, EPF & ESIC registration.

### **3.0 Financial Bid (Part-II):**

In this bid bidder is required to quote his items rates/prices for **the “Housekeeping services at NIPFP, New Delhi”** in the schedule of work attached. The scopes of work are provided for your reference. The quoted prices shall be including all the taxes levied by statutory Govt. bodies. **Scope of work.** Failure to adhere to this condition may lead to rejection of tender. The bidders should quote unconditional rates, neatly written any overwriting and duly signed & stamped in all pages.

### **4.0 Earnest Money:**

An earnest money of Rs.1,00,000/- (**Rupees One Lac**) has to be enclosed along with the Technical Bid (Part-I). The EMD shall be only in the form of Bank Draft in favour of “Director, NIPFP”, payable at New Delhi. No Cheque/Cash shall be accepted as EMD. EMD of technically disqualified bidders will be returned within 15 days from the date of

evaluation of the Technical Bids. The refund of EMD to the lowest 4<sup>th</sup> bidders onwards shall be made within 15 days from the date of opening of price bid. The refund of EMD of the 2<sup>nd</sup> & 3<sup>rd</sup> lowest bidders shall be made after award of work and site mobilization by the successful bidder. The EMD of the successful bidder (L1) shall be help back as security deposit.

**5.0 Terms of payment:** The payment shall be made on submission of the bills by the contractor after due certification by the supervisor person responsible for supervision of the work in the following manner:

- (i) The contractor should submit the bill for preceding month on 1<sup>st</sup> of every month for the manpower i.e. guards, supervisor (which should be inclusive of all the charges – ESI, PF and service charges etc.) subject to verification of invoice by Centre’s authorized personnel who may at their discretion effect deductions for non-performance of delayed/improper work etc.
- (ii) The payments will be made by account payee cheque after deduction of applicable Income Tax.
- (iii) Company must calculate EPF (employee provident fund) charges as per prescribed rate on the wages up to Rs.15,000/- (and on the wages as and when revised by the Government) and company must calculate minimum wages fixed by Govt. NCT of Delhi. Company not calculating EPF charges and prescribed minimum wages will be disqualified automatically.
- (iv) It will be obligation of the agency to pay the emoluments, wages and dues of those personnel including contribution towards their Provident Fund and Employees’ State Insurance etc. The service provider must ensure that entitled wages of the workers are credited to their bank accounts latest by 7<sup>th</sup> of each month. Service provider will not be given any relaxation in this matter. The contractor shall compulsorily issue the salary slip to every security guards and supervisors in the following format:-

Name of employee		Designation
Month	Payable	No. of days present
Salary Statement		ESI No. PF No.
Basic		Deductions Amount
Bonus		EPF (13.61%)
HRA		ESI (4.75%)
Gratuity		Security Deposit
Other Allow.		Total Deduction
Add. Allow/late duty		
Gross wages		
OT		
Gross wages + OT		
Net payable (Rs.)		

**6.0 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 financial Bid.

Secretary, NIPFP

## **Declaration by the Tenderer**

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.

Encls:

1. DD/Pay order No.....
2. Terms & conditions (**each page must be signed and stamp with seal**)
3. Financial Bid.

(Signature of Tender with seal)

Name:

Address:

Phone No:

**NOTE: Submission of all the documents mentioned above along with declaration, is mandatory. Non submission of any of the documents above will render the bid to be rejected.**

## LIST OF BUILDINGS WITHIN THE CAMPUS

Main Academic block with 8 toilets (6 common)

Auditorium

Library block

Computer Unit

Research and Training wing 7 common toilets

Residential block

Hostel Block with 31 toilets [one common] & four servant quarters

Nine Faculty flats

Pump House

DG set

Sub-station

Vacant Plots

**SCOPE OF WORK (Service to be rendered by the company):**

1. During the continuance of the contract, the company/Company will take over the responsibility for providing maintenance services, material lifting and civil maintenance services in the premises of the Institute including all roads, courtyards/periphery of the building, all laboratories, animal houses, offices, hostel, guest houses, sewage sumps and common facilities etc. in the campus.
2. The company will provide and maintain at their own a minimum of 1 supervisor and 17 workers (including one electrician and one plumber) for attending to the daily maintenance job at the premises of the Institute. On Sunday and holiday the company shall provide necessary manpower and materials for maintenance of the Campus, specially covering removal of waste materials for maintenance of the Campus, specially covering removal of waste materials, cleaning of lawns, inner roads, residential block common stair case:

**The Service charge for these 3 workers per week will be included in the tender value;**

3. The detail of scope of work for various activities related to housekeeping are as under:

**(A) Maintenance schedule from Monday to Friday**

- (i) Cleaning, sweeping mopping and wiping of floors, staircase on daily basic including Saturday or as required by the Officer-in-charge. Cleaning activity shall start in the morning at 7:00 AM so as to complete all the dusting/ cleaning / moping work before 9.00 a.m.
- (ii) Continuous mopping to be done at reception floor and other floor during office hours.
- (iii) Mopping & scrubbing of corridors and scrubbing of pillars, wall tiles & skirting etc.
- (iv) Cleaning and dusting of entire furniture, partitions, wooden/aluminum cabin walls, railing, doors, windows, plain glass (both side), curtains/blinds, racks, sofas, computers, telephones, curtains, wall mounted fans etc. with dry/wet cloth, feather brush and duster.
- (v) Cleaning of corridors, staircase and common area with phenyl in the morning and with plain water continuously.
- (vi) Leaning of general toilets with phenyl and detergent etc. and maintain the toilets floors dry during office hours. Cleaning of windows and window's sill of all toilets to be done regularly. Wash basin, urinals, WC are to be cleaned with suitable detergent. Naphthalene balls, air purifier and liquid soap and paper rolls are to be provided by Company regularly to ensure conditions availability of these materials in requisite place/container.
- (vii) Cleaning of duct and shaft spaces, garbage, and removal and putting them at the specified location.

- (viii) Maintenance of roads and common areas outside the building and within NIPFP campus.
- (ix) Cleaning of sewer manholes, sewage sump, screening chambers including sewer lines and when required bases.
- (x) Filling of approved oil based liquid in liquid soap dispensers of various types as and when required.
- (xi) Replacement of approved batteries/cells in automatic urinal sensors (12 no) as and when required basis.
- (xii) Replacement of cartage/refilling of air freshener as and when required.

#### **4. Maintenance schedule on Saturday/Holiday**

- (i) Acid cleaning of sanitary ware without damaging their shine, scrubbing and cleaning of floors and walls in toilet/rooms, corridors with soap, detergents,, Kerosene/petrol or any other chemical, automatic mopper/scrubbing machine to be use at least once in a week.
- (ii) Washing & scrubbing of staircase;
- (iii) Dusting of false ceiling etc. with soft broom and cloth;
- (iv) Cleaning of sofa sets with soap water!/vacuum cleaners;
- (v) Cleaning of brass letters by brasso (polish);
- (vi) Curtains/ blinds cleaning with vacuum cleaner;
- (vii) Tiles cleaning with thinner;
- (viii) Almirahs, filing cabinets, doors cleaning with vim etc.
- (ix) Marble floor polishing;
- (x) Cleaning of carpets in rooms by vacuum cleaners without damaging the carpet.
- (xi) Regular dusting, cleaning and wiping rooms and dusting and cleaning of shelves and other parts and equipment in the room

#### **During the currency of this contract, the company shall provide manpower as under:-**

- (i) A total number of 14 workers (un skilled) will be deployed daily at different positions of the campus of the Institute as per requirement of work load with mutual consolation;
- (ii) 1 supervisor (01 skilled) daily – for effective supervisory work, (1) electrician and (1) plumber will also be deployed.
- (iii) 3 workers (unskilled) on Sunday and National Holiday for rendering essential services at premises mentioned in para (2) hereinbefore
- (iv) The company will keep an account of daily attendance of his workers as per the provisions contained under Labour Laws deployed for duty at the premises of the Institute and submit a copy of this attendance sheet (duly certified by security-in-charge) along with his monthly bill for claiming contract charges.

**5. Important Material and Equipment:  
(only approved branded materials to be used)**

- i. Vacuum cleaner
- ii. Oil based liquid soap
- iii. Odonil cubes
- iv. Lint-free mops
- v. Lint-free duster
- vi. Colin spray (or similar)
- vii. Dettol/savlon (or similar)
- viii. Long assembly for cleaning cob web
- ix. Room fresheners
- x. Complete set of air fresheners
- xi. White deodorant
- xii. Toilet cleaners
- xiii. Floor scrubbing machines
- xiv. Harpic for cleaning of sanitary ware
- xv. Pressure pump
- xvi. Long ladders (folding type) for cleaning the building
- xvii. Sokrena
- xviii. S.S. brushes
- xix. Conventional wet mop
- xx. Rubber wiper
- xxi. Stain remover
- xxii. White phenyl
- xxiii. Naphthalene balls
- xxiv. Hard brooms
- xxv. Soft brooms
- xxvi. Aluminum folding ladders
- xxvii. Teepol (or similar)
- xxviii. Safety belts (twice)
- xxix. Safety belts
- xxx. Cleaning clothes
- xxxi. Toilet roll
- xxxii. Paper towel
- xxxiii. Scrubbing pad
- xxxiv. Acid Duracell batteries/cells

6. Cleaning Agents/Materials to be used:

- i. Detergent (Colin spray or similar) for cleaning of glass panes/laminated surfaces:
- ii. White phenyl for floor cleaning of doors/windows
- iii. Liquid soap for cleaning of doors/windows
- iv. Stain remover (harpic) for cleaning of urinal/commodes/wash basin etc.
- v. Dry lint free cloth for cleaning of glass pans & doors and office furniture
- vi. Liquid detergent for cleaning of plumbing items such as water taps/GI pipes etc.
- vii. Dettol, dispel, aseptic, savlon, sokrena, baillocied special for cleaning of floors and benches in laboratories.
- viii. Naphthalene ball/cake for urinal pots
- ix. Disinfectants to be used as per schedule for cleaning of floors.
- x. Detergent for cleaning for mops etc.

HOUSE KEEPING SERVICES  
AT NIPFP, NEW DELHI

PREQUALIFICATION/TECHNICAL BID

1. THE COMPANY

(i) Name \_\_\_\_\_

(ii) Type \_\_\_\_\_

(Please enclose copy of Memorandum/Articles of Association)

(iii) Regd. Address \_\_\_\_\_  
\_\_\_\_\_

(iv) Contact Person's

a) Name & Designation \_\_\_\_\_

b) Tel No. Landline \_\_\_\_\_ Mobile No \_\_\_\_\_

c) Email ID \_\_\_\_\_

2. TIN No. \_\_\_\_\_

3. PAN/GIR No \_\_\_\_\_

(Please enclose photocopy)

(Please enclose photocopy)

4. Service Tax Regn.No \_\_\_\_\_

(Please enclose photocopy)

5. EPF Registration No. \_\_\_\_\_

(Please enclose photocopy)

6. ESI Registration No. \_\_\_\_\_  
(Please enclose photocopy)

7. Annual Turnover for the last 3 years:

(Should be more than Rs 45 lakh)

(Please enclose copies of audited balance sheet and P & L A/C)

2015-16 \_\_\_\_\_  
2016-17 \_\_\_\_\_  
2017-18 \_\_\_\_\_

8. Experience of similar work in the field during the last three years

(Should have provided housekeeping services in PSU/Govt. Deptt. with work order value not less than (i) Rs 36.00 lakh in a single order; or (ii) Rs 22.50 lakh each in two orders; or (iii) Rs 18.00 lakh each in three orders)

:- Please submit documentary evidence e.g. work order and corresponding satisfactory job completion certificates from competent authority specifying value and period of work order

9. No. of Manpower on roll with the Company \_\_\_\_\_

10. Mode of payment \_\_\_\_\_

(should be through cheque/bank transfer)

11. ISO 9001:2000 QMS certification etc. \_\_\_\_\_

(please submit documentary evidence)

12. Earnest Money Details

Amount Rs. 1,00,000/-

DD No \_\_\_\_\_ Date \_\_\_\_\_

Bank \_\_\_\_\_

13. Tender Fee: Rs. 1,000/-

DD No. \_\_\_\_\_ Dated \_\_\_\_\_

Bank \_\_\_\_\_

**Signature of authorized signatory of the bidder**

Name \_\_\_\_\_

Designation

Seal:

### **Check List**

1. Duly completed tender from.
2. Earnest money deposit (Demand Draft of Rs.1,00,000/- (Rupees One Lac Only) in favour of NIPFP, new Delhi.
3. Notice Inviting Tender.
4. Terms and conditions of the Tender duly signed on each page.
5. Registration No. of the Firm (under shops & Establishment Act) or registration No. of the company (under Companies Act, 1956), as applicable (attach attested copy of certificate).
6. Service Tax Clearance Certificate.
7. Income Tax Clearance Certificate.
8. PAN Card of firm/Company (attach attested copy of PAN Card).
9. Provident fund account No. of Firm/Company (Attach attested copy of certificate).
- 10.ESI No. of Firm/Company (attach attested copy of certificate.)
- 11.The details of the turn over for the year 2015-2016, 2016-2017 and 2017-2018 should be shown and verified by submitting the copy of Income Tax returns of respective financial year.
- 12.The details of the Turnover on the letter Head of the Tenderer
- 13.Details of work executed by the tenderer in its Letter Head.
- 14.Copies of work Order(s) issued by Tenderer's clients
- 15.Performance certificate (attested copies) issued by the clients to the tenderer, (which should have minimum rating of 'satisfactory') for five years.
- 16.Technical Bid should be put in a separate cover and sealed and Financial Bid should be put in a separate cover and sealed. Both the bids should be put in a big envelope and sealed and put it in the Tender Box of the Institute.

**Signature of the Tender  
With Seal of the Firm/Company**

**DOCUMENTARY PROOF TO BE ENCLOSED ALONG WITH THE  
TECHNICAL BIDS AND PROFILE OF THE COMPANY**

Sl. No.	Documentary Proof	Attached (Yes/No.)	Page/Appendix No.(If attached)
1	Proof of incorporation/Inception of the Agency		
2	PF Registration Proof		
3	Registration for manpower supply/License to act as private Security Agency		
4	ESI Registration proof		
5	PAN Card		
6	Income Tax Returns for the last three years		
7	Service Tax registration proof		
8	Proof of registration with the Labour Commissioner		
9	Satisfactory Performance certificate from at least three organization where the Agency has provided housekeeping services having a built up area measuring more than two acres		
10	Annual Turnover during the preceding three financial years ending 31 <sup>st</sup> March, 2016.2017 &2018.		
11	Any other relevant information		

**Name and signature of the Tender  
Of the Firm/Company**

***CERTIFICATE FOR SITE INSPECTION***

Certified that I/we have visited the site on \_\_\_\_\_ and assessed the nature and amount of work involved before submitting our offer. I/we will be able to carry out the work within terms & conditions.

Signature  
**Estate Officer, NIPFP**

Signature  
**Bidder**

**UNDERTAKING**

(In a Non-Juridical e-stamp paper worth Rs 50/- duly notarized)

I/we (M/s-----) having head office at-----  
Hereby undertakes the following that:

- a) My/our Agency M/s-----has been/has not been blacklisted during last three year by any of the Govt. Department / Autonomous bodies/institute/PSU etc.
- b) -----My/our Agency M/s-----  
-----has not any dispute with any of the Govt. Dept. iGovt.t. Autonomous bodies/institute/PSU etc.
- c) My/our Agency M/s -----has not submitted any Fake certificates documents and later on if any such certificate documents found to be fake/wrong, any criminal and legal action can be taken against their agency besides forfeiture of EMD & blacklisting etc.
- d) There are no complaints against my/our agency such as non-adherences of tenders conditions, non-submission of performance guarantee (B.G.) and refusal of contract etc. and for which no punishment of any type have been given by any of the Govt. Department/ Govt. Autonomous Bodies/ Bodies/ Institutions/ PSU's etc.

Signature on behalf of Agency & Seal

Place:

Date:

**PERFORMANCE CERTIFICATE**

It is certified that M/s. \_\_\_\_\_ had provided Housekeeping services to our firm for the premises located at \_\_\_\_\_ for the period from \_\_\_\_\_ The Annual financial component of the house keeping work contract for the above said work the firm was satisfactory/good/very good.

Signature

Name of the Firm

Address

Dated:

Note: The tender committee may also accepted performance certificate in other similar Performa and its decision shall be final.

All the above documents should have the stamp of the firm or company: every document/paper mentioned above should be signed before certificate issued by tenderer's clients.