

NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION

17-B, Sri Aurobindo Marg, New Delhi – 110016

Ph.No.: 011-26544833, E-mail ID; ao@nuepa.org, admingen@nuepa.org

TENDER FORM FOR HOUSEKEEPING PERSONNEL

1. Name of the Firm : _____

2. Address : _____

3. Telephone No/s: FAX/Mobile : Telephone: _____

FAX: _____

Mobile: _____

4. Documents to be enclosed:

(1) Attested copy of Registration Certification for Proprietorship/ Partnership/Company/Society as the case may be.

(2) Attested copy of Registration Certificate under ESI Act

(3) Attested copy of Registration Certificate under EPF Act

(4) Attested copy of Registration Certificate under Labour Commissioner

(5) Attested copy of Income Tax Clearance Certificate/Copies of last three year Income Tax Returns (with PAN/TAN certificate)

(6) Attested copy of GST registration certificate

6. Cost of Tender Document (Rs. 1,000/- Rupees One Thousand Only) and Earnest Money Deposit (EMD) (Rs.40,000/- Rupees Forty Thousand Only) to be deposited directly in the Institute's account. Proof to be submitted alongwith Technical Bid

Bank Name: Syndicate Name

Branch Address: Syndicate Bank, NIEPA Campus, 17-B, Sri Aurobindo Marg, New Delhi-16

Beneficiary Name: NUEPA

Bank Account Name: NUEPA Account Main

Bank Account Number: 91392010001112

IFSC Code: SYNB0009139

MICR Code: 110025108

7. Details of the Institutions/Offices (three only) where already done/ doing the job

(1) _____

(2) _____

Authorized Signatory of Firm with Office Seal

Last date for submission of Tender form is March 16, 2018 at 3:00 PM

(3)

Important Note:

1. *Firms quoting their rates must sign all the pages of terms and conditions and submit it along with tender documents in conformity of acceptance.*
2. *Minimum wages should be as per Government of NCT of Delhi rates and also in conformity with the Labour Laws in force. Quotes not in compliance of Government's orders will be rejected summarily.*
3. *Documents listed at Sl. No. 4 above are mandatory without which tenders will be rejected summarily.*

Authorized Signatory with Office Seal

NAME:

Address:

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.....

Phone/Mob. No

E-mail:

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(Please read carefully before quoting)

SCOPE OF WORK (OFFICE AND HOSTEL BUILDING)

1. Cleaning i.e. sweeping and scrubbing of all Rooms, Stairs and Corridors of all Floors of the main building and NIEPA Hostel Building including Terrace.
2. Cleaning of Toilets of all floors of the Institute's Office and Hostel Building – Including WCs and washbasins, urinals, etc. with Vim at least twice daily and with appropriate cleanser on every Friday.
3. Providing Phenyl (Trishul)/Cleanzo Pocha in the toilets, and placing HOMOCOLE liquid soap once daily in all toilets and putting sanitary cubes/naphthalene balls in urinal pots.
4. Wiping and cleaning of items such as furniture, equipments, telephone, grills of air-conditioners, venetian blinds, and cleaning of Carpets and scrubbing of doors, walls, brass name plates, etc.
5. Providing toilet papers in all toilets regularly. All toilets are to be cleaned once in a week by using cleaning liquid.
6. Cleaning of window panes, doors and firefighting equipment once a week.
7. Washing floors of corridors with Vim/Detergent once a week preferably on Saturday/Sunday
8. Cleaning and scrubbing of Canteen at least two times a day.
9. Cleaning of compound inside the boundary wall including front and back side of staff quarters and stair cases of staff quarters daily in the morning.
10. Finit sprays in the rooms and near the water coolers at least once a week.
11. Removal of cobwebs at least once a week.
12. Daily collection, removal and clearance of garbage/waste material, etc. from Institute's premises and from central garbage bin of NIEPA to MCD site.
13. Weekly pocha of phenyl/cleanzo in rooms once a week positively and to be certified by an authorized official of the Institute.
14. To prepare the rooms with the items/facilities as provided by the Hostel Administration.
15. Providing laundry services as per the rates indicated in the tender form. Bill to be raised separately for payment – duly verified by the Hostel Warden for receipt of laundry services as per bill.
16. Washing of linen to be done through machine along with other laundry services as per requirement of the Institute – to be certified by the Hostel Warden/authorized nominee of NIEPA and the services rendered in this respect will be received and certified by him for payment of bills.

TERMS AND CONDITIONS

1. **Manpower Requirement:** At present there is requirement of 20 cleaning personnel (unskilled category) and 2 Supervisors (skilled category). Qualification and experience of supervisor to be mentioned clearly. Exact number of manpower shall be indicated at the time of award of contract.
2. **Uniform:** Manpower provided for carrying out services will be accepted only with proper uniform supplied by the Contractor and should be below 40 years of age. Qualification and experience of Supervisor to be mentioned.
3. **Material:** The material required for housekeeping services will be provided by NIEPA and other supporting things to be provided by contractor for the purpose of maintaining absolute cleanliness in the entire main office building, hostel and residential complex.
4. **Wages:** The Contractor will ensure for payment of minimum wage per month as per notification issued by the Govt. of NCT of Delhi in the first week of every month at a pre notified date, time and place (premises of NIEPA) and in presence of representative of NIEPA. Payment should be disbursed by way of cheque/directly into accounts of the labour as per Govt. of India directions.
5. **Wage Bill:** The Contractor will submit his monthly bill in duplicate along with the muster roll for disbursement of wages and the document in support of payment made by him towards PF, ESI, etc. in the first week of every month for the services rendered in previous month duly certified by authorized nominee of the Institute which will be processed for payment within 15 working days' time, if found in order.
6. **EPF/ESI:** The Contractor shall deposit the money in EPF/ESI account of the deployed manpower and maintain proper record of the same with NIEPA. Failing to do so may result in termination of the contract without any notice.
7. **Performance Guarantee:** The contractor will be required to deposit a refundable security as performance guarantee of Rs. 40,000.00 (Rupees Forty Thousand only) with NIEPA on the award of work order. If at any time during the currency of contract, deficient service/men/material is provided by the contractor in contravention of terms of contract, the NIEPA shall be free to terminate the contract without assigning any reason or levy penalty (non-refundable) as deemed fit by the Institute. In case of default in performance of duty by the contractor, the security of the contractor will be forfeited along with termination of contract by NIEPA and NIEPA shall not be bound to pay any compensation of any kind in this regard.
8. Tender should be submit in two bid system viz. Technical Bid and Financial Bid. The Technical Bid should contain details sought at page number 1 and 2 alongwith supporting documents and the tender document duly signed by the authorized person of the participating firm. The Technical Bid shall not contain any financial quote. Financial Bid should contain duly filled rates for services as per format given at page number 7 and 8. These two bids should be placed in two separate covers and superscribed accordingly. Both these bids should be placed in the main cover which should be superscribed as "Tender for providing housekeeping services".
9. The contractor shall be liable to employ such person(s) as it may deem fit to carry out the terms of the agreement. The persons(s) employed by the contractor shall be the employees of the contractor and shall always be deemed to be employees of the contractor and NIEPA shall not be liable for any of the employees against the contractor in any manner on any account.
10. The manpower deployed by the contractor shall also ensure all the electrical fittings are in working condition. Any noted repair/unserviceable work should be brought to the notice of Supervisor/Caretaker.

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11. NIEPA shall, however, be free to ask the Contractor to withdraw any or all deployed manpower without disclosing any reason for the same.
12. That, if the work carried out by the contractor is found not to be satisfactory and requires more manpower, the Contractor shall provide the same on a short notice.
13. Verification of character and antecedents of the personnel employed through the Police shall be the responsibility of the Contractor before deployment of such persons for carrying out the work entrusted to the contractor under the agreement.
14. The Contractor shall immediately supply to NIEPA bio-data with photographs of all the persons to be deployed by the Contractor so as to avoid any unauthorized person entering the premises of NIEPA.
15. The Contractor shall also submit the documents in respect of the persons who will be posted with NIEPA, the P.F. Accounts, and about E.S.I. facilities being provided to the cleaners by the Contractor at the end of the year.
16. The Contractor shall also issue Identity Cards to the persons who will be deployed with NIEPA.
17. NIEPA shall not provide any transport, Canteen, Medical or Living facility to the persons which shall be the sole liability of the Contractor.
18. The Contractor and its employees shall be responsible for the security of materials of NIEPA on the premises of their deployment.
19. The deployed personnel shall not indulge in any activity which may have adverse criminal and civil consequence to the NIEPA. The Contractor shall be solely responsible and shall also be liable to indemnify NIEPA against any loss and damage caused to NIEPA caused due to any criminal activities, malpractices or undesirable act by the engaged manpower.
20. The Contractor shall be responsible for the deployed personnel, in respect of the terms and condition of their services. Payments, attendance, medical care, disciplinary matters etc. of such personnel shall remain fully under the administrative and financial control and supervision of the Contractor. The agency shall abide by the terms of the agreement in consonance with the requirement of NIEPA and further directions issued by the NIEPA from time to time. The persons employed by the Agency shall not be the employees of the NIEPA and shall not be deemed to be the employees of NIEPA in any manner nor will such employees be deemed to be contract workers employed by the NIEPA through the Agency.
21. The Contractor shall have to change or replace personnel as and when required by NIEPA whether or not such personnel, are found guilty of misconduct. It shall not be necessary for NIEPA to assign any reason to the Contractor or any other person in respect of any such change or replacement required by NIEPA.
22. In consideration of the obligation undertaking by the Contractor under the agreement, NIEPA shall pay to it charges on the basis of number of category of such cleaning personnel actually engaged by it for the effective operation of the Agreement based on the quoted rates.
23. That the validity of this contract Agreement shall be for a period of one year from the date of agreement which can be terminated at any time on giving one month's written notice from either side, PROVIDED THAT NIEPA shall have the option to renew or continue this Agreement on same terms and conditions for any further period from the date of expiry thereof.
24. The services under this contract shall be under the supervision of NIEPA's nominated officers.
25. The number of duty hours per cleaner should be as per the provisions in the Labour Laws and in no case shall exceed 12 hours in time of emergency as otherwise extra fatigue will speak on the

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mental and physical health and performance of the cleaners. However, compliance of labour laws would be the sole responsibility of the Contractor and shall be liable for infringement of any laws, Rules and Regulations applicable to any of the Housekeeping personnel who will be out on duties with NIEPA under the Agreement.

- 26. In case of any dispute, the decision of the Vice Chancellor, NIEPA shall be final and binding.
- 27. If the accepted Bidder fails to act according to the tender conditions or backs out after his tender has been accepted, his Earnest Money Deposit will be forfeited to the Institute.
- 28. The successful Bidder should execute an agreement for the fulfillment of the contract in the stamp paper within 03 days from the date of acceptance of the tender.
- 29. The expenses, incidental to the executing of agreement, shall be borne by the successful Bidder.
- 30. The conditions stipulated in the agreement form should be strictly adhered to and violation of any of the conditions shall entail termination of the contract without prejudice to the rights of the Institute and recovery of any consequential loss from the successful Bidder.
- 31. The Institute may, at its discretion, extend the deadline for submission of proposals or cancel the requirement in part or in whole. The Institute reserves the right to reject any or all proposals without assigning any reason thereof.
- 32. **Tender furnished without EMD money will be rejected summarily.** EMD of the unsuccessful bidders will be refunded after the selection of the successful bidder. The above **EARNEST MONEY DEPOSIT** amount held by the Institute, till it is returned to the Bidders, would not earn any interest thereon. EMD of the successful Bidder will not be adjusted towards Security Deposit and will be returned only after acceptance of work order.
- 33. Bids received up to **03.00 PM** on **16.03.2018** shall be opened by the authorized Tender Opening Committee of the Institute or any other officers authorized by the Institute at **3.30 PM on 16.03.2018** in the presence of those Bidders or their representatives who may be present at the time of opening. Only one representative of the Bidding firm shall be allowed to attend the proceedings on production of the letter of authority from the original Bidder.

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Having read the tender document carefully, I hereby promise to abide by all the terms and conditions as described under Terms and Conditions.

Authorized Signatory with Office Seal

NAME:

Address:

.....

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Phone/Mob. No

E-mail:

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FINANCIAL QUOTE**1. Labour Charges**

Sr.	Particulars	Cleaning Personnel (Unskilled)	Supervisor (Skilled)
A.	Labour Charges :	Rs. _____/-	Rs. _____/-
B.	ESI @ ____%	Rs. _____/-	Rs. _____/-
C.	EPF @ ____%	Rs. _____/-	Rs. _____/-
D.	Any other charges, if any please mention	Rs. _____/-	Rs. _____/-
E.	Total (A+B+C+D)	Rs. _____/-	Rs. _____/-
F.	Service Charges	Rs. _____/-	Rs. _____/-
G.	Taxes	Rs. _____/-	Rs. _____/-
H.	Grand Total(E+F+G) Charges for Clearing of garbage on daily basis from NIEPA premises for disposal on outside by transport to MCD site	Rs. _____/- (per month)	Rs. _____/-

** The rates for Supervisor and Cleaning Personnel should be quoted as per the Minimum Wages Act, 1948 in NCT of Delhi*

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2. General Laundry Service in Guest House (to be paid by NIEPA)

Sl.	Service	Item	Unit Rate (Rs.)
A	Washing and Ironing		
	1.	Bed Sheets	
	2.	Bed Covers	
	3.	Pillow Covers	
	4.	Bath Towel	
	5.	Hand Towels	
B	Dry Cleaning		
	1.	Blankets	
	2.	Curtains	
C	Shampooing & Cleaning		
	1.	Sofa Seats & Covers	
	2.	Fabric Chairs	
	3.	Quilt	

3. Individual Laundry Service in Guest House to the Guest (to be paid directly by Guests)

Sl. No.	Service	Unit Rate (Rs.)		
		Washing	Ironing	Dry Cleaning
1.	Trousers/Jeans			
2.	Shirt			
3.	Woolen Coat			
4.	Woolen Pant			
5.	Cardigan/Sweaters			
6.	Kurta & Pyjama			
7.	Woolen Suit			
8.	Ladies Suit			

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