

TENDER DOCUMENT

FOR

HIRING OF HOUSE-KEEPING SERVICES

BUREAU OF INDIAN STANDARDS
NIT BUILDING, 2ND FLOOR,
GOKULPETH,
NAGPUR - 440010.
TEL: 0712-2565171
FAX: 0712-2554267

Price: Rs. 200/-

BUREAU OF INDIAN STANDARDS
NIT BUILDING, 2ND FLOOR,
GOKULPETH,
NAGPUR – 440010.
TEL: 0712-2565171
FAX: 0712-2554267

Our Ref : NBO/Admn/H-K-13 (2013-14)

15 May, 2013

TENDER NOTICE
FOR
HIRING OF HOUSE-KEEPING SERVICES

BUREAU OF INDIAN STANDARDS, NAGPUR invites sealed tenders under two-bid system from reputed and experienced agencies for providing hiring of house-keeping Services at the above address.

The interested agencies are required to submit the technical and financial bids separately. The bids in Sealed Cover-I containing “ Technical Bid” and another Sealed Cover-II containing “ Financial Bid” should further be placed in a third sealed cover superscripted “Tender for house-keeping Services” and should reach BIS, NBO by **12:00 hrs on** or before **17.06.2013**. The bidders may send their bid(s) either through speed post or courier or alternatively they may also drop their bid document in the tender box kept at the security booth (Main entrance of the office) by the last date and time. The technical bids shall be opened on the last day of receipt of tenders at 12:30 hrs in Committee room of of NBO in the presence of the authorized representatives of the bidders.

After technical evaluation of bids, the financial bids shall be opened of only those bidders who qualify in technical evaluation for which check-list is given in Annexure-IV. The intimation of opening of financial bids shall be given over phone to technically qualified bidders. They are advised to write their current phone number in the technical bids, and also on attendance sheet at the time of opening of technical bid(s).

The tender document containing eligibility criterion, scope of work, terms & conditions to be purchased from BIS, Nagpur Branch Office on payment Rs. 200/- in cash or against a Demand Draft of Rs. 200/- from any commercial bank drawn in favour of Bureau of Indian Standards payable at Nagpur.

Alternative the tender may also be downloaded from the website: <http://www.bis.org.in>. Those bidders who wish to download the tender document from website should furnish the tender cost of Rs. 200/- . The bid Hiring of House-keeping (EMD) of Rs. **9,000.00 (Rupees Nine Thousand only)** should be paid by acceptable mode of payment as prescribed in favour of BUREAU OF INDIAN STANDARDS payable at Nagpur.

The criterion of selection as well as rejection is defined in Annexure –‘A’ of the tender document. The bid shall remain valid for 90 days from the date of opening of Technical bid.

Section Officer Administration

APPLICATION LETTER (Specimen)

Section Officer
Bureau of Indian Standards,
2nd Floor, NIT Building,
Gokulpeth,
Dist – Nagpur 440010 (MS)

Dear Sir,

Having acquired the requisite information related to the subject work after visit of the site and examining the form of contract, nature, quantum of work as effecting the tender invited by on behalf of the Bureau of Indian Standards, Nagpur. I/We, the undersigned hereby offer to undertake the contract of **HIRING OF HOUSE-KEEPING SERVICES** strictly in accordance with the terms and conditions as indicated by you in the said documents.

We also agree to submit the bill on monthly basis and accept the payment to the workers as per the Minimum wages declared by the Government of state of Maharashtra State from time to time. I/We also agree for the compliance of applicable Labour and other Laws in force and other Govt. orders. All workers engaged by me/us would be suitably compensated by me/us complying with Minimum Wages act as applicable vide Government of state of Maharashtra State's orders from time to time.. All other payment like payments under Workmen Compensation Act etc. shall be borne and payable by me/us. I/We will always keep the Bureau indemnified of any claim/damages that BIS, Nagpur have to pay with respect to the service and the deputation of any labourers to the Bureau.

The Bureau reserves the right to reject any or all the quotations or accept them in part or to reject the lowest quotations without assigning any reasons. The Bureau further reserves the right to terminate the contract during its tenure at any time without assigning any reasons.

I/We further pay and have enclosed Earnest Money amounting to Rs. **9,000/- (Nine Thousand only)** in the form of Demand Draft/Pay Order drawn in favour of Bureau of Indian Standards payable at Nagpur, along with the Technical Bid which will remain with BIS upto final award of contract. However, no interest shall be payable on Earnest money. Earnest money of successful bidder shall be adjusted against the security deposit.

Thanking you,

Yours faithfully,

Name of the partner with Seal of the Firm

Or

Name of person having Power of Attorney to sign
the contract. (Copy of the Power of Attorney
to be submitted which will be compared with
the original in case the tender is awarded)

TENDER DOCUMENT

Subject: QUOTATION FOR PROVIDING HOUSE-KEEPING SERVICES AT
BUREAU OF INDIAN STANDARDS, 2nd Floor, NIT Building, Gokulpeth, Dist – Nagpur

ENVELOPE-1 : TECHNICAL BID (In separate sealed Cover-I superscripted as Technical Bid)

Name of the work : Contract for Providing of House-keeping Services in BIS, Nagpur.

CONTENTS AND ELIGIBILITY CRITERIA

Technical Bid of Tender Document:

1. The Tenderer/Bidder shall have **at least 03 years experience** in these fields and shall submit the **self attested copies** of the following documents along with the tender documents:
 - a) The bidder shall necessarily be a legally valid entity such as a Limited company or a Private Limited Company registered under the company Act 1956, Partnership firm or a Proprietorship.
 - b) ESI Registration
 - c) PF Registration with PF code number.
 - d) Copies of certificates/allotment letter of Service Tax and PAN Number.
 - e) Details of works of similar nature carried out in Central/State Govt. bodies/Department/PSUs/Autonomous bodies/industries/factories/or other similar organization. In the last 3 years ending on 31 March 2013 .
 - f) List of Arbitration cases (if any)
 - g) Details of managerial, supervisory and other staff
 - h) Undertaking of the agency confirming the availability of the adequate manpower of requisite qualification and experience for deployment at Nagpur.
 - i) Copy of Last income tax return.
 - j) **Other documents as mentioned in the check-list(annexure-IV).**
2. Certificates provided for the works detailed in 1e) above shall clearly indicate the scope and nature of work undertaken and the value of various components of work as executed, in order to confirm conformity to the defined similar works.
3. Number of HOUSE-KEEPING personnel required are given in **Annex-I**
4. Tenderer/bidder shall submit details of organizations, where he has undertaken such House-keeping Services as per Annex-II.
5. General Terms and Conditions of the Contract to be fulfilled by the Tenderer/Bidder are given in Annex-III and the bidder shall submit it with technical Bid duly signed on each page in lieu of agreeing to them.
6. Tenderer/bidder shall submit details **as per check-list given in Annex-IV** along with Technical Bid.

7. The bidder may be a proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted, empanelled/registered firms with DGR who possess the required licenses and registrations such as License under the company Act 1956 and the Rules framed there under by the respective state govt. etc as per law and valid on the last date of submission of the bid.
8. The bidder should also have an office in the **Nagpur of MS.**
9. There should be no case pending with the police against the proprietor/firm/partner or the company (Agency). The firm should give such an undertaking with their bid.
10. The bidder shall pay Bid Security (EMD) of Rs.9,000.00 (Rupees Nine Thousand only) along with the technical bid by acceptable mode of payment as prescribed in favour of BUREAU OF INDIAN STANDARDS drawn on any commercial bank and payable at Nagpur. Bids received without Earnest Money deposit (EMD) shall stand rejected and thus shall not be considered for evaluation etc at any stage. The bid security without interest shall be returned to the unsuccessful bidders after finalization of contract.
11. The EMD deposited by successful agency will be adjusted towards **Security deposit** as demanded above. If the successful bidder fails to furnish the difference amount between Security Deposit and EMD within 15 (fifteen) days after the issue of letter of award of work, his bid security shall be forfeited unless time extension has been granted by BIS, Nagpur.
12. The bid shall be valid and open for acceptance of the Competent Authority of BIS, Nagpur for a period of 90 days from the date of opening of the tenders and no request for any variation in quoted rates and withdrawal of tender on any ground by successful bidder shall be entertained.
13. An agreement shall be signed with the successful bidder as per specimen enclosed.
14. Counter Terms & conditions will not be accepted as also any additions/deletions or change in the format will not be allowed.
15. All entries in the Tenders must be written in ink or typewritten. Over-writing should be avoided. Corrections if any should be attested with signature by the bidder.
16. Tenders received late (including postal delay)/in open condition/without EMD/not meeting the tender condition/incomplete in any respect are liable to be rejected.
17. Bidders are advised to study carefully the tender documents and the conditions before quoting their bid. All the pages of the tender form should be signed by the bidder as a token of acceptance.
18. The rates should be indicated both in words and figures . In case of discrepancy between the figure(number) and words, the rates given in the words only will be taken as authenticate and no further clarification will be sought from the bidder.

19. No party shall be permitted to tender for work in the BIS, Nagpur, in which any of their near relatives is an employee connected with the award and execution of the contract. They shall also intimate the names of persons who are working with them in any capacity or subsequently employed by them and who are near relatives of any employee of the BIS or in the State or Central Government. Any violation of this condition which comes to the Notice of the BIS, Nagpur, after the contract is awarded will entitle the BIS to treat the contractors as having committed a breach of contract and to exercise all the rights and remedies available to the BIS on account thereof.
20. The Earnest Money is liable for forfeiture in the event of : (a) withdrawal of offer during the validity period of the offer, (b) Non-acceptance of orders when placed, or (c) Non confirmation of acceptance of orders within the stipulated time after placement of offer., (d) Any unilateral revision made by the bidder during the validity period of the offer.
21. The contractor should maintain all the records and documents under various labour laws applicable to contract labours/personnel and also Shops & Establishment Act/Rules applicable to his/her establishment and make them available at the BIS, Nagpur, at all times. Indicative list of such records is given for example: (a) Register for Workmen, (b) Employment card (to be issued to workers), (c) Muster Roll, (d) Register for wages, (e) wage slip, (f) OT register etc.
22. The above records and the following returns filed by the contractor have to be produced to the Admn. Department of CL, BIS on demand and original/photocopies of these records should be handed over after completion of the contract.
 - (a) Return in form 5, 10 & 12 A which is submitted monthly under the provisions of the Employees' Provident Funds & MP Act, 1952.
 - (b) Summary of contribution (form 5) under sec. 44 Regulation 25 of the ESI Act, 1948. also the return filed under sec. 44, Regulation 26 of the said act along with the monthly return.
 - (c) Half yearly return in form XXIV under Rule 82(1) of the Contract Labour (R&A) Act, 1970.
 - (d) Annual return filed in form 3A/6A under the Employee's Provident Funds & MP Act, 1952.
 - (e) Annual Return in form III Rule 21(4 A) of the Minimum Wages Act, 1948
 - (f) Any other applicable return.
23. The contractor should obtain a Licence from Central Labour Commissioner to engage the Contract labour/personnel at BIS, Nagpur, as per Contract Labour Act within a period of one month from the date of award of contract by the BIS, Nagpur,.
24. The contractor shall ensure that the payment of wages to his workmen deployed for carrying out his contractual obligations shall not be less than the minimum wages prescribed by **Government of Maharashtra** from time to time, as applicable during the contract period. As and when the wages are revised by the **Government of Maharashtra**, the revised wages shall be paid by BIS, NBO.
25. The contractor should ensure payment of wages to his workmen on or before 7th of every succeeding month. The payment of wages will be made in the presence of an authorized representative of BIS, Nagpur, at a place and time notified for the purpose.
26. The wages shall be paid to workmen without any deduction except those under the payment of Wages Act and Minimum wages Act.

27. The Contractor should ensure that his workmen are granted Holidays/Leave with wages as per applicable Act/Rules.
28. The BIS, Nagpur, reserves its rights to withhold bills, if the contractor fails to produce proof for having remitted the ESI/PF dues. The payment for successive months will be released on receipt of the evidence of deposition of ESI/PF in the worker's account for previous month.
29. The Contractor has to submit the attested photocopies of his voter ID, PAN, residential address, educational qualifications etc. He should also give the list of his sons and relatives who are working in this office as sub-contractors or the labourers. If there is no such thing, the contractor has to give an undertaking to this effect.
30. If any of the personnel of the contractor indulges in theft or any illegal/irregular activities, misconduct, the contractor will take appropriate action as per law and rules against its erring personnel in consultation with this office and intimate the action taken to this office. If need be, an FIR should be lodged against the erring personnel. Such personnel who indulges in such type of activities, should not be further employed in this office by the contractor in any case.
31. Whenever there is a duplication of clause either in the terms and conditions or in the agreement, the clause which is beneficial to the BIS, Nagpur, will be considered applicable at the time of any dispute/following any statutory rules.
32. Contract Agreement should be executed within 15 days of the issue of letter of acceptance. Non fulfillment of this condition of executing a contract by the contractor would constitute sufficient ground for annulment of the award and forfeiture of EMD.
33. Late bids i.e. bids received after the specified date and time of receipt, shall not be considered.
34. The resultant contract will be interpreted under Indian Laws.

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 stamped with the seal)
3. Financial Bid.

(Signature of Tenderer with seal)

Name:

Seal:

Address:

Date: Phone No (O):

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.

ANNEX-I**HOUSE-KEEPING PERSONNEL SERVICES REQUIRED AT BIS, Nagpur,**

SL.NO.	DESCRIPTION	NO. OF PERSONNEL
1	House-Keeping personnel (Skilled, Minimum High School Passed)	02

ANNEX-II

Details of other organizations where house-keeping contracts undertaken during last three years (enclose supporting documents).

Proforma containing details of other organization where house-keeping contracts were undertaken.

Sl.No.	Name & Address of the organization, contact No	No. of house-keeping personnel supplied	Period of contract	Whether Govt/semi Govt/Autonomous bodies/PSUs/Industries/NGOs etc. (pl specify)	Amount of contract	Reason for termination (if currently not valid)
1						
2						
3						

This information to be given in “Envelope No. 1 Technical Bid for Annual Contract for providing of HOUSE-KEEPING SERVICES

**TERMS AND CONDITIONS OF CONTRACT FOR HOUSE-KEEPING SERVICES
(Annexure to Agreement)**

A. SCOPE OF WORK: Providing house-keeping services at Bureau of Indian Standards, 2nd Floor, NIT Building, Gokulpeth, Dist – Nagpur 440010 (MS) by deploying required number of house-keeping personnel.

B. TERMS & CONDITIONS:

1. The said contract will be initially for a period of one year commencing from the date of signing the contract which may be extended further for a maximum period of one year with same terms & conditions subject to mutual consent of both the parties and subject to satisfactory performance of contract. However, in normal circumstances the Agreement is terminable by giving two month notice in writing by either party to the agreement.
2. The Contracting Agency shall render the following HOUSE-KEEPING services at the premises of BIS, Nagpur:

A. DAILY OPERATIONS:- Must be completed before 9:00 AM daily.

- i) Brooming, sweeping and washing of corridors and staircases.
- ii) Spraying of Room freshner/Deodornat in all cabine of officers and bathrooms.
- iii) Dusting and cleaning of office furniture, office and equipments including tables, chairs, side tables, racks and doors, paper trays and other installations.
- iv) Sweeping of floors, mopping of floors-twice a day of all open area and removal of scrap as per instructions of respective sections to the designated scrap area.
- v) Sweeping of open space and removal of garbage there from.
- vi) Complete cleaning with soft brooms.
- vii) Removal of discarded materials to the designated places. Removal of sweeping and discarded/unwanted, un useful materials (as decided & directed by the BIS-NBO).
- viii) Emptying of dustbins of all rooms/sections.
- ix) Replenishment of soap, naphthalene balls/air purifiers as and when required.
- x) Dumping of garbage by suitable means outside and away from BIS- NBO premises at suitable dumping area to be arranged by the contractor

B. WEEKLY OPERATIONS :-

- i) Dusting of doors, windows, dusting of room coolers, air conditioners.
- ii) Cleaning and dusting of furniture, fixtures and fittings, carpet cleaning with vacuum cleaner.

- iii) Polishing of staircase railings, cleaning of Venetian blinds and cobwebs on walls.
- iv) Dusting of files and file racks and cleaning of walls & windows panes.

C. MONTHLY OPERATIONS:-

- i) Dusting of room coolers, ceiling fans, tube lights, fixtures and furnitures and steel almirahs, thorough cleaning of window panes, Venetian blinds and wall scrubbing and washing of rooms, floors, cleaning of duct ways outside the toilets, wiping/mopping of furniture, arranging of files and loose papers, special cleaning of sanitary/electrical fire fighting /building hardware etc. fitting & fixture, door windows . Thorough checking and cleaning of sewer and drainage system as and when they occur, other misc. cleaning work etc.
3. The house-keeping personnels shall leave their duty posts only after the reliever takes charge of the post. However, the above arrangements of the house-keeping personnel is without prejudice to the right of BIS, Nagpur to deploy the house-keeping personnel in any other manner considered to be more suitable in the interest of the Bureau.
 4. The house-keeping personnel deployed shall be healthy and active. Nobody shall have any communicable diseases.
 5. The house-keeping personnel deployed shall be smartly dressed in Agency's proper uniform and always with Identity Card. The agency shall provide fully trained and disciplined personnel.
 6. The Supervisor as well as house-keeping personnel shall properly trained in their related work including fire fighting. They should be trained to operate various fire controlled equipments installed at BIS, Nagpur.
 7. The contractor shall bear all expenses regarding uniforms, preparation of their Identity card, compensations, wages and allowances (DA), PF, ESI, as applicable relating to house-keeping personnel engaged by him and abide by the provisions of various labour **legislation including weekly off and working hours**. The Contractor shall pay the wages to the house-keeping personnel on or before the 7th of every succeeding month, irrespective of delay in payment of Bill by the Bureau for whatever reason. **Wages payable shall not be less than the minimum wages payment as declared by the Government of Maharashtra from time to time; The contractor shall also quote his rate of service charges in addition to the wages to be paid to his workers. Contractor shall submit workers EPF number and proof of submission of EPF, ESI etc as applicable every month for the last month with respect to all employees deployed by him at BIS, Nagpur, and in case of any difference in the amount for which documentary evidence has not been provided, BIS Nagpur has the right to deduct the amount accordingly from the bills. While depositing the applicable ESI and EPF amount in the account of respective worker, it shall be the sole responsibility of the contractor to comply with all the prescribed provisions of Labour Rules/Laws and Act. Further, the house-keeping agency shall specifically ensure compliance of various Labour Laws/Acts including but not limited to with the following and their reenactments/ amendments/modifications.** The BIS, Nagpur, reserves its rights to withhold bills, if the contractor fails to produce proof for having remitted the ESI/PF dues. **The payment for successive months will be released on receipt of the evidence of deposition of ESI/PF in the worker's account for previous month.**

8. Replacement of personnel as required by the Bureau will be effected promptly by the Contractor; if the contractor wishes to replace any of the personnel, the same shall be done after consultation/approval of with the Bureau. The full particulars of the personnel to be deployed by the contractor including the names and address shall be furnished to the Bureau along with testimonials before they are actually deployed for the job. However with respect to substituted personnel, payment of their ESI & EPF will be considered by the Bureau subject to documentary evidence provided by the contractor in this regard. The same terms and conditions of agreement shall also be applicable to the substitute worker, and the contractor shall have to submit the complete details including EPF and ESI account of such worker.
9. House-keeping personnel shall take instruction from authorized person from time to time and for any other details of work that may be decided and indicated by the Bureau at the time of finalization of contract or later on;
10. Equipments, such as, tell-tale clocks, torch lights, stationary, lamps, lighting arrangements will be provided by the Bureau; and
11. In case of any loss that might be caused to the Bureau due to lapse on the part of the house-keeping personnel discharging responsibilities, the such loss shall be compensated by the contracting Agency and in this connection, the Bureau shall have the right to deduct appropriate amount from the bill etc. to make good of such loss to the Bureau besides imposition of penalty. In case of any deficiencies/lapses on the part of the house-keeping personnel deployed by the contractor, the Bureau shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
12. In case of a death or mishap occurred during discharging the duty, the compensation liability will solely rest with the Contractor.
13. In case of any thefts or pilferages, loss or other offences, the contractor will investigate and submit a report to the Bureau and maintain liaison with the Police. FIR will be lodged by the Bureau, wherever necessary, if need be joint enquiry comprising of both the parties shall be conducted and responsibility be fixed/pinpointed;
14. Preference may be given to the contractor(s) having valid Quality System Certificate as per ISO 9001 in case of same rates.
15. Contractor's authorized representative(Owner/Director/Partner/Manager) shall personally contact Scientist "F" & Head of the BIS, Nagpur or the office in charge of Administration at BIS, Nagpur once a month to get a feedback on the services rendered by the contractor viz-a-viz corrective action required to make the services more efficient or any other related issue.
16. In the event of house-keeping personnel being on leave/absent, the contractor shall ensure suitable alternative arrangement to make up for such absence.

17. (a) The successful bidder would have to deposit an amount of 10% of Annual contract of value towards security deposit through Demand Draft/pay order/FDR in favour of BIS, Nagpur which would remain with BIS during the contract period and no interest shall be payable on the Security amount.
- (b) Any special house-keeping services such as investigation of cases, special intelligence screening and verification on requisition by the Bureau in accordance with its prevailing rates, will be undertaken by the contractor.
18. The contractor shall arrange to maintain the attendance record shall be produced for verification on demand by the Bureau at any other point of time.
19. If at any point of time it come to the notice of the Bureau that the house keeping personnel deployed are different from the **list provided (with attested photographs)**, and for which no permission has been taken, Bureau will be well within its right to impose penalty not exceeding 10 % of monthly wages for each person against the number of persons identified on duty.
20. **The house keeping personnel deployed by the contractor shall have at least High School passed qualification.** In case of non-compliance/non-performance of the services according to the terms of the contract, the **Bureau shall be at liberty to make suitable deductions from the bill without prejudice to its right under other provisions of the contract.**
21. The contractor shall be solely liable for all payment/dues of the workers employed and deployed by him with reliable evidence provided to the Bureau. In the event, Bureau makes any payment or incurs any liability; the contractor shall indemnify the Bureau completely;
22. In case of any dispute arising out of this agreement then Head, BIS, Nagpur shall nominate any officer of the BIS a sole arbitrator to adjudicate upon the issue involved in the dispute and the provisions of the Arbitration Act shall be applicable.
23. In case of any dispute with regard to providing services and interpretation of any clause of the Agreement, Nagpur Court will have the jurisdiction to settle and decide all the disputes.
24. If at any point of time house keeping personnel are found lacking on performing duty (e.g. sleeping during duty hours, not present on duty place, non compliance the instructions of Bureau verbally or in written etc), a suitable penalty shall be imposed not exceeding 10% of monthly wages payable to such house keeping personnel by the contractor in respect to the concerned personnel.
25. In addition to penalty clauses as mentioned in earlier clauses, the BIS, Nagpur is at the liberty to levy **liquidated damages.**
26. Income Tax TDS as per rules shall be deducted from the bills of the contractor/agency as per applicable laws.

27. As and when the Bureau requires additional house-keeping strength on temporary or emergency basis, the contractor will depute such house-keeping personnel in accordance with pro-rata rates. For the same, a notice of ten days will be given by the Bureau.
28. **Forfeiture of EMD(Bid Security):-EMD** may be forfeited in the following cases: (a) Bidder's withdrawing or altering its bid during the bid validity period. , (b) withdrawal of offer during the validity period of the offer, (c) Non-acceptance of orders when placed, or (d) Non confirmation of acceptance of orders within the stipulated time after placement of offer., (e) Any unilateral revision made by the bidder during the validity period of the offer.
29. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.

Note: These terms and conditions are part of the Contract/Agreement as indicated in the Agreement between BIS, NBO, and the Agency and any non-compliance shall be deemed as breach of the Contract/Agreement.

CHECK-LIST (TECHNICAL BID)**SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER**

Sl.No.	Description of requirement	Yes/No	Page No
1	The firm is registered with the Regional labour Commissioner(<u>Government of Maharashtra state of /Govt. Of India</u>) under provisions of contract labour Act .	Yes/No	
2	Ragistration certificate of the Firm	Yes/No	
3	Registration certificate of provident fund commissioner	Yes/No	
4	Copy of Registration certificate/allotment letter of service tax number	Yes/No	
5	Copy of Registration certificate/allotment letter PAN from Income Tax Department	Yes/No	
6	Registration certificate of ESI Yes/No	Yes/No	
7	Proforma as per <u>Annex II containing</u> details of other organization where house-keeping contracts were/are undertaken (attach supportive documents)	Yes/No	
8	DD of Rs.9,000/- as EMD	Yes/No	
9	Price bid proforma completed & sealed in separate envelope	Yes/No	
10	. List of Arbitratration cases (if applicable) <u>Do not leave it blank. If there are no such cases, write “Not Applicable”.</u>	Yes/No	
11**	<u>Undertaking of the agency</u> confirming the availability of adequate manpower of requisite qualification and experience for deployment at BIS, Nagpur.	Yes/No	
12	Acceptance of terms and conditions as per Annexure III attached. Each page of terms and conditions to be duly signed as token of acceptance and submit as part of tender document.	Yes/No	
13	Copy of last income tax return	Yes/No	
14	Undertaking by the bidder to the effect that there is no police case pending against the proprietor/firm/parties relating to house-keeping service contract.	Yes/No	
15	Office address in Nagpur.	Yes/No	
16	At least one currently valid contracts for similar work	Yes/No	
17	The bidder shall necessarily be a legally valid entity such as a Limited company or a Private Limited Company registered under the company Act 1956, Partnership firm or a Proprietorship.	Yes/No	
18	Undertaking to the effect that the house-keeping personnel deputed to BIS, Nagpur shall have been screened by police verification.	Yes/No	
19**	Undertaking to the effect that sufficient ‘leave reserve’ of persons and supervisors shall be maintained by the Agency	Yes/No	
20	Proof of earlier completed similar works within last three years with value not less than 1.5 times the amount to be quoted to Bureau, duly certified by Chartered Accountant.	Yes/No	
21	Proof of Annual Financial Turnover for a value equal to or more than three times the amount to be quoted to Bureau duly certified by Chartered Accountant. .	Yes/No	

**** The selected bidder has to submit within 10 days of award of contract the attested photocopies of qualifications/experience of all the required persons whom he deploy at this office. Failing which the EMD and Security Deposit may be forfeited and the tender may be awarded to the next qualified lowest bidder for which the L-1 shall be solely responsible.**

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 sealed)
3. Financial Bid. (Signature of Tenderer with seal)**

Date:

**Name:
Seal:
Office Address:
Phone No (O):**

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

(To be made on Rs.50.00 Non Judicial Stamp Paper)

DRAFT AGREEMENT

This Agreement is made on _____ day of _____ Two thousand Eleven between Bureau of Indian Standards, 2nd Floor, NIT Building, Gokulpeth, Nagpur 440010, as one part, hereinafter called BIS, NBO and M/s _____ Agency for providing house-keeping services on the other part.

WHEREAS the BIS, Nagpur is desirous to engage the Agency for providing house-keeping services for BIS, at Nagpur on the terms and conditions stated below:

1. The agency shall be solely responsible for compliance to provisions of various labour. Industrial and any other laws applicable and all statutory obligations, such as, wages, allowances, compensations, EPF, ESI etc relating to house-keeping personnel deployed in BIS, Nagpur. The BIS, shall have no liability in this regard.
2. The Agency shall be solely responsible for any accident/medical/health related liability/compensation for the personnel deployed by it at BIS. The BIS, shall have no liability in this regard.
3. Any violation of instruction/agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.
4. The contract can be terminated by giving two month's notice on either side.
5. In case of non-compliance with the contract, the Bureau reserves its right to:
 - a) Cancel/revoke the contract, and /or
 - b) Impose penalty upto 10% of the total annual value of contract.
6. Security deposit equal to 10% of the Annual Contract Value (refundable without interest after two months of termination of contract) in the form of pay order/demand draft or bank guarantee shall be furnished at the time of signing of the Agreement.
7. The Agency shall be fully responsible for timely monthly payment of wages and any other dues to the personnel deployed in BIS, by 7th of every month in the presence of official of BIS, deputed for this purpose. Further, the agency while submitting their bill for payment shall also be responsible to submit documentary evidence of having submitted ESI and EPF amount (both employers and employee's contribution) in the respective account of the worker for the period for which bill is raised, copies of challans and worker's ESI account card/Certificate.
8. The house-keeping personnel provided by the Agency will not claim to become the employees of (BIS, Nagpur) and there will be no Employee and Employer relationship between the personnel engaged by the Agency for deployment in BIS.

9. There would be no increase in rates payable to the Agency during the contract period except reimbursement of the Statutory wages revised by the **Government of Maharashtra State**. As and when the wages are revised by the State govt. of Maharashtra, the revised wages shall be paid by BIS, NBO.
10. The agency also agrees to comply with annexed **Terms and Conditions** and amendments thereto from time to time.
11. Decision of BIS in regard to interpretation of the terms and conditions and the Agreement shall be final and binding on the Agency.
12. The agency shall be responsible for providing uniform and Identity Cards to their workers.
13. In case of any dispute between the Agency and BIS, Nagpur. BIS, shall have the right to decide. However, all matters of jurisdiction shall be at the local courts located at Distt. Nagpur.
14. **Forfeiture of EMD(Bid Security):--** EMD may be forfeited in the following cases: (a) Bidder's withdrawing or altering its bid during the bid validity period. , (b) withdrawal of offer during the validity period of the offer, (c) Non-acceptance of orders when placed, or (d) Non-confirmation of acceptance of orders within the stipulated time after placement of offer., (e) Any unilateral revision made by the bidder during the validity period of the offer.
15. **Forfeiture of Security Deposit (Performance Guarantee):-** Security Deposit (Performance Guarantee) may be forfeited, if services are not provided upto the satisfaction of BIS, Nagpur or the firm withdraws its offer during the period of contract which include the extended period of contract.

IN WITNESS WHEREOF both the parties have set and subscribed their respective hands with their Seal in Nagpur in the presence of the witness:

Bureau of Indian Standards, Nagpur

Witness: 1.

2.

AGENCY

Witness: 1.

2.

The criterion of selection as well as rejection .

1. The contractor will demonstrate to the Bureau the following to be able to qualify for consideration at the stage of technical evaluation: i.e. Only those Bid(s) shall be treated as responsive bid(s) which fulfills all the criterion/parameters as mentioned below:
 - (1) License under the Private house-keeping Agencies (Regulation) Act, 2005 and the Rules framed there under by the respective state govt.
 - (2) At least three years standing in the field
 - (3) Experience of providing such or similar services to the Central/State Govt. Departments/Autonomous bodies/PSUs/Industries etc. during last 3 years.
 - (4). At least one currently valid contracts for similar works to offices of Central/State Govt. Department/PSUs/Autonomous bodies/industries/or other similar organizations.
 - (5) Submission of EMD and all documents mentioned in check-list (Annexure-IV).
 - (6) Conditional bid, if any shall be rejected.
2. Incomplete tenders would be rejected. Further, the rejection criterion is mentioned in Annexure-IV [check-list] .
3. Bid process shall be cancelled in the event of receipt of single responsive bid. Tendering process shall be finalized only when there are at least two responsive bids.
Note: Selection of the bidder would be made after taking all the relevant factors like past performance, credentials, responsible business practices, competency to execute such contracts, credentials of fulfillment of provisions of labour laws with past contracts and above conditions into account together. Evaluation of these parameters shall be based on the documents and information submitted by the bidder(s) without recourse to extrinsic evidence. In a normal situation, the contract shall be awarded to the lowest responsive bidder. However, mere Lowest rates is not the sole criteria of selection. BIS, Nagpur is not bound to accept the lowest rates. Without affecting the sanctity of the above criterion, BIS, Nagpur has power to relax any condition of eligibility criteria qualifying the bid(s) based on merit of each case and if the situation so warrants in the interest of work of BIS, Nagpur.
5. **BIS, Nagpur reserves the right to accept or reject any or all bids without assigning any reasons.**
6. BIS, also reserves the right to reject any bid **(including the lowest one)** which in its opinion is not responsive or violating any of the conditions/specifications or which is found to be adopting unethical business practices; without bearing any liability or any loss whatsoever it may cause to the bidder in the process.
7. The date of opening of financial bid shall be informed to all bidder who were present during technical bid opening. They are advised to write their mobile or any other contact number in the attendance sheet on the day of technical bid opening.
8. Any bidder who is not satisfied with the conditions of the contract, bidding conditions, bidding process or the rejection criteria may represent to Head, Bureau of Indian standards, Nagpur mentioning his arguments etc. before the last date of receipt of tender but not later than the opening of financial bids.

Subject: ANNUAL CONTRACT FOR PROVIDING OF HOUSE-KEEPING SERVICES

ENVELOPE- 2: PRICE BID

CONTENTS

1. Envelope No. 2 shall contain only Price Bid of Tender Document, i.e. the copy, of schedule of rates duly filled in and signed by the tenderer/bidder. Any commercial or technical condition or qualification of any sort shall not be indicated by the tenderer/bidder in this envelope, otherwise the tender shall be summarily rejected.
2. The format for providing Schedule of Rates to be filled by the tenderer/bidder is enclosed. This envelope shall be Superscribed "Envelope -2 Price bid-ANNUAL CONTRACT FOR PROVIDING OF HOUSE-KEEPING SERVICES"

SCHEDULE OF RATES (PRICE BID)

(To be enclosed with price bid in a separate cover marked "Envelope 2")

Name of the work: Contract for Providing of House-keeping Services in BIS, Nagpur.

HOUSE-KEEPING SERVICES

Sl. No	Description	Required No. of personnel	Rate/Wages (per month per person) in Rs. *	PF *	ESI *	Any other wages	Contractor's Profit (service charge)	Service Tax*	Total per person per month
1	House-Keeping personnel (Minimum High School Pass)								

* **Quoted rates should not be less than the latest rates of minimum wages as prescribed by Government of state of Maharashtra's orders and as applicable in Nagpur Distt. Bidders are advised to take into account all other factors of payments (like weekly off, notional holidays, etc.) while quoting their rates.**

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. No other charges would be payable by BIS, Nagpur

2. There would be no increase in rates during the contract period except provision under the terms & conditions.

Date:

(Signature of Tenderer with seal)

Name:

Seal:

Address:

Phone No (O):