



Rajiv Gandhi National Institute of Youth Development

*(Institute of National Importance by the Act of Parliament
No.35/2012) Ministry of Youth Affairs & Sports, Government of India*

*Chennai - Bangalore Highway, Pennalur,
Sriperumbudur – 602 105, Tamil Nadu. India*

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Website : www.rgnid.gov.in

No. RG/E-137/2015

Dated: 06 /09/ 2016

TENDER DOCUMENT FOR HOUSEKEEPING SERVICES

EMD to be deposited along with the Tender Rs.1,00,000 /- by Demand Draft

- Closing Date & Time of submission of Tender Form: **26.09.2016 at 16.00Hrs.**
- Date & Time of opening of Technical Bid: **26.09.2016 at 16.30 Hrs.**
- Date and Time of Price Bidding: **will be notified to the short listed bidders.**

- Note:**
1. This tender document contains 17 pages and bidders are requested to sign on all the pages.
 2. This tender document can also be downloaded from the website – www.rgnid.gov.in
 3. Kindly write on the sealed envelope “Tender for the Housekeeping Services “.
 4. Kindly submit Technical Bid and Financial Bid in two separate sealed envelopes.

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I accept the above Terms & Conditions

(Full Signature of the Contractor)

Terms & Conditions of Housekeeping Services at RGNIYD Campus, Sriperumbudur.

1. Tender shall be submitted in official tender form only. If submitted in any other form the same shall be summarily rejected.
2. Tenders received without prescribed Earnest Money shall not be considered.
3. The schedule issued with the form of tender listing the services to be rendered must not be altered by the tenderer. Any modifications / alterations of the schedule considered necessary by the tenderer should be in the separate letter accompanying the tender.
4. No paper shall be detached from the tender.
5. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in and submitted in strict compliance with the instructions laid down herein; otherwise the tender is liable to be ignored.
6. The tender is liable to be ignored if complete information is not given there-in, or if the particulars and date (if any) asked for in the schedule to the tender are not filled in.
7. Individual signing the tender or other documents connected with the tender must specify whether he signs as
 - i) A sole proprietor of the concern or constituted attorney of such sole proprietor.
 - ii) A partner of the firm if it is a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firms. Director or Principal Officer duly authorized by the Board of Directors of the company.
 - iii) In case of (ii) a copy of the Partnership Agreement or General Power of Attorney, in either case attested by a Notary Public should be furnished or an affidavit on stamp paper duly shown or affirmed by all the partners admitting execution of the partnership agreement or the General Power of Attorney should be furnished. The copy of the certificate of registration of firm should be attached along with the tender papers. In case of partnership firm, where no authority to refer dispute concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by all the partners of the firm. In case of (iii) the person signing the tender should be authorized by a resolution attested by the Principal Officer should be attached.

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8. The Technical Bid & Financial Bid submitted in separate sealed envelopes (i.e. Envelope-I is Technical Bid and Envelope-II is Financial Bid) should be addressed to the Director, RGNIYD, Sriperumbudur 602 105 and be deposited in the ***Tender Box available at Administration Section, RGNIYD, Sriperumbudur before 16.00hrs. on 26.9.2016. The tenders will be opened on the same day at 16.30hrs.*** in the presence of such of the tenderers who may wish to be present, either by themselves or through their authorized representatives.
9. A Demand Draft of **Rs.1,00,000/- (Rupees One Lakh Only)** is required to be deposited as Earnest Money Deposit in favour of ***Director, RGNIYD payable at Sriperumbudur/Chennai.*** The Earnest Money Deposit of the successful Tender shall be liable to be forfeited if he/she does not fulfill any of the following conditions:
- i) An Agreement is signed by him/her in the prescribed form within 05 (Five) days of the receipt of letter awarding the contract.
 - ii) The agency is liable to obtain necessary permission or approval for engaging the House Keeping Supervisors & House Keepers from the competent authority at their own cost.
 - iii) The House Keeping Services will commence from 01.10.2016, which will be intimated in the letter of award of the contract or as decided by the competent authority.
10. The bids should be valid in the case of all the tenders for at least 4 months from the date of opening of the tender and if any tenderer withdraws or alters the terms of the tender during the period, the Earnest Money Deposit shall be forfeited.
11. Corrections, if any must be attested.
12. Tenders will not be received after the specified time.
13. In case of any accident to the personnel employed by the agency during the 24 Hours the agency alone is liable to pay workmen's compensation and any other statutory dues or payments and the RGNIYD is not liable for any payment of such kind.
14. The contractor shall be responsible for engaging adequately trained manpower required for providing good House Keeping service in RGNIYD.
15. The agency should deploy energetic and experienced housekeeping personnel between the age group of 20-50. If any person is not suited to the duty, the housekeeping agency must replace such person immediately.
16. The employees of the contractor should possess sound health and be free from any diseases, especially contagious and frequently recurring diseases and they should be in uniform while on duty.

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17. The Contractor will, prior to the commencement of the operation of contract, make available to RGNIYD, the particulars of all the employees who will be employed, such particulars inter-alia should include age, date of birth and permanent address of the employees should be enclosed.
18. The Contractor shall be responsible for the payment of Wages and Allowances as per the rates notified by the Ministry of Labour, Govt. of India applicable to Chennai. The Contractor shall be further responsible for proper discipline of the employees engaged by him and their work besides observing other obligations. No child labourers shall be permitted by RGNIYD under this contract. Further the contractor shall be responsible to pay all the dues of employees, as well as statutory dues applicable under labour laws. In the event there is any violation of any contractual or statutory obligation regarding the personnel / labour the contractor shall be responsible and liable for the same. Further, in the event any claim, action or suit is instituted against RGNIYD, the Contractor shall be required to reimburse to RGNIYD any payment made under such orders or judgments of any competent authority which it may be liable to pay as a Principal Employer as and when such liability is determined. RGNIYD shall also have the right to deduct these amounts from the payment due to the Contractor while settling the payments.
19. The House Keeping Contract shall remain valid for a period of One Year and it may be renewed on mutually acceptable terms and conditions for one more year. The contract once awarded can be terminated by either party after giving one month notice to the other party. Nevertheless, RGNIYD may terminate the contract of the contractor without any notice in case the contractor commits a breach of any of the terms of the contract. RGNIYD's decision that a breach has occurred will be final and shall be accepted without demur by the Contractor.
20. The Contractor shall be liable with regard to compliance of all the laws regulation, rules and directions given by any statutory authority with regard to safety, labour laws or any other laws both Central & State in force in the State of Tamil Nadu including registrations with Provident Fund, Employees State Insurance, T.N. Sales Tax, Municipal Registrations etc., copies of all such statutory registrations shall be enclosed to the tender.
21. The Contractor shall be responsible to maintain the equipment and other articles supplied by the RGNIYD in good condition. In case of any damage, he shall be responsible to carry out the repairs without any delay to avoid any interruption in service. Cost of repairs shall be borne by the Contractor him-self.
22. RGNIYD shall in no way be responsible for any default with regard to any statutory obligation and the Contractor will indemnify RGNIYD in case of any damage or liability, which may arise on account of action of contractor.
23. Services to be provided by contractor are indicated in the ***Annexure-I*** attached.

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24. Dispute, if any, arising out of the House Keeping Services contract shall be settled by mutual discussion or arbitration by sole Arbitrator to be appointed by the Director, RGNIYD at Sriperumbudur as per the provisions of the Indian Arbitration and Conciliation Act,1996 and the Rules framed there under. Any Arbitrator appointed shall not have the jurisdiction to pass any interim awards, or to grant interest higher than 8% charges simply on the award amounts, or amounts payable to either party.
25. Tender shall be accompanied by the relevant documents including the following:-
- i) Certificate in support of experience for having undertaken this kind of business along with a list of organizations where the Contractor is currently providing / has provided House Keeping Services.
 - ii) Work-plan indicating the requirement of staff and the deployment pattern of staff proposed and other details for the efficient satisfactory performance of the contract.
 - iii) Certificates in support of all statutory registrations.
26. On termination of the agreement, the contractor will hand over all the equipment's / articles as supplied by the RGNIYD in good working condition back to RGNIYD.
27. The work shall be carried out so as to keep the premises ready by the office opening time ie. 9.30 a.m. and keep the office clean till and after the closing time of office. Normal working hours for housekeeping staff shall be 8.00hrs to 17.00hrs. (one hour lunch from 13.00 hrs. to 14.00 hrs.)
This may vary for selected group of staff.
**The requirement of staff: Supervisor -02,
Guest House attendant - 02
Housekeeping workers -26 (Male – 13 & Female-13)
(Including Cleaners in the canteen/Mess,
Sweepers), Plumber -02, Carpenter - 01
The No. of staff may vary according to needs.**
- For better understanding/assessment of the exact requirement of personnel for the work, tenderer shall visit the RGNIYD campus between 10 a.m. – 5 p.m. on any working day before submitting the quotes. The tenderer may contact the Consultant Engineer in this regard (Mob.No.9003140841).*
28. Care must be taken to ensure while carrying out the work so that no fittings, fixtures, furnishings are damaged. Any damages done to the same or any other property will have to be repaired / replaced by the contractor, failing which the same will be got done at his risk and cost. The decision of the Designated Officer shall be final and binding on the contractor.
29. If any theft or loss of property is reported by any Department / Section due to the negligence or improper action of any trespass of unauthorized persons, the house keeping agency shall be responsible and the RGNIYD shall have the right to recover damages from the payment dues & the Security Deposit of the agency.
30. All work shall be carried out with due regard and to the convenience of RGNIYD. The orders of the concerned authority shall be strictly observed.

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31. The Contractor will work in close co-operation and co-ordination with other agencies working at site.
32. The Contractor has to deploy and work during holidays late hours and Sundays as well according to the requirement and convenience of RGNIYD and the occupants, while ensuring weekly offs of his / her employees as per statutory requirements.
33. All the material to be used shall be got approved by the Designated Officer before starting the work.
34. The Contractor shall be fully responsible about the conduct of his employees and shall ensure that their behaviour with the students, residents, supervisors, officers and staff of RGNIYD is always good and cordial. If it is found that the conduct or efficiency of any person employed by the contractor is unsatisfactory, the contractor shall have to remove the person concerned and engage a new one with in (48) hours of intimation. The decision of the Designated Officer in this regard shall be final and binding on the contractor.
35. All statutory obligations under various laws from time to time will have to be met by the contractor for which payment shall be made to him during the contractual period as per latest Minimum Wages Rates notified by the Ministry of Labour, Govt. of India.
36. The contractor shall at all times indemnify and keep indemnified the Principal Employer the Head of the Office and its Officers, Servants and students for and against all third party claims whatsoever (including time not limited to property loss and damage, personal accident, injury or death of / or property and or the servants or agents of the contractor any and or the owner and the contractor shall at his own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act / Fatal Accident Act, Personal Injuries, Employees State Insurance Act, PF Act and / or their Industrial Legislation from time to time in force.
37. The payment shall be released on monthly basis after satisfactory completion of the job and for the work actually done on submission of bills in duplicate by the contractor. The bills should be accompanied by same certificate as RGNIYD may prescribe from time to time. Income Tax (TDS) as applicable at prevailing rate will be deducted at source.
Payments will be made within 30 days of the submission of any bill. However, in the event there is any query, objection or dispute with regard to any bill or a part there of, the contractor shall not be entitled to any interest to be paid for late payment till such time that the query, objection or dispute is resolved. In the event of failure in maintaining the Cleaning Service on any day up to the desired standard in part or full, the contractor is liable to be penalized @Rs.1000/- (Rupees One thousand only) per day which shall be recovered from the bills or otherwise deducted out of security deposit. For purpose of imposing penalty, the decision of Director / Registrar will be final and binding on the contractor and shall not be subject to dispute or arbitration.
38. RGNIYD will not provide any mode of transport in respect of men or material required for the contract.

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39. The payment of wages shall be disbursed by the contractor to his workers before 5th of every succeeding month. No amount shall be deducted from the wages of the workmen by way of commission of any sort.
40. The contractor shall deposit **Rs.1,00,000/- (Rupees One Lakh Only)** as Security Deposit with RGNIYD. No interest shall accrue on this deposit, which will be returned after the successful completion of contract and after adjusting dues if any of the Contractor to RGNIYD. The EMD of successful tenderer will be converted as security deposit and the EMD of unsuccessful tenderers will be refunded within one week after finalization of contract.
41. The said EMD submitted by the contractor along with the bid shall be forfeited if he does not fulfill any of following conditions:
- (i) This agreement is to be signed by him in the prescribed form within 05 (Five) days of the receipt of letter awarding the contract.
 - (ii) The Housekeeping service is to be commenced within 05 (Five) days of the receipt of the letter awarding the contract.
42. The workmen employed by the contractor shall be directly supervised and controlled by the Contractor and shall have no relation whatsoever with Rajiv Gandhi National Institute of Youth Development. RGNIYD shall have no power to control or supervise such workmen or to take any action against them except as permissible under law. Such workmen shall also not have any claim against RGNIYD for regularization of services by virtue of being employed at RGNIYD against any temporary or permanent posts at RGNIYD.
43. The work executed shall be to the satisfaction of the Director / Registrar of RGNIYD., Sriperumbudur.
44. The contractor shall ensure that either he himself or his representative is available for proper Administration and supervision of the works with the directions of RGNIYD.
45. The contractor undertakes to deposit EPF, ESI, Service Tax and other dues within the stipulated time as required by law and comply with all other provisions. The agency should give EPF, ESI Cards immediately and shall submit EPF, ESI & Service Tax Challans relating to the previous month to the Indenting Office exclusively along with its bill for the current month and Form-10 and Form-5 shall be filed regularly with PF authorities.
46. RGNIYD shall in no way be responsible for any default with regard to any statutory obligations and the contractor will indemnify RGNIYD in case of any loss or damage or liability, which may arise on account of action of the contractor.
47. The contractor shall be responsible for the payment of wages and allowances as per the rates notified by Ministry of Labour, Govt. of India, applicable to Chennai. The contractor shall be further responsible for proper discipline of the employees engaged by him and their work, besides observing other obligations.

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48. The Director, RGNIYD, Sriperumbudur reserves the right to award contract for the above Services either to one agency or more than one agency. He also reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders without giving any notice or assigning any reason and not bound to accept the lowest. In case L-1 is more than one, then the past performance of the Tenderer will be the criteria for selection and it would be at the discretion of the Service Contract Committee, as constituted by Director, RGNIYD, Sriperumbudur. The recommendations of the Committee and the decision of RGNIYD, Sriperumbudur shall be final in all respects and will be acceptable/admissible to all the tenderers.
49. The Tender will be based on latest rates notified by the Ministry of Labour, Govt. of India and the payment shall be made with reference to the actual number of Manpower deployed.

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ANNEXURE-I

AREA IN WHICH SERVICES TO BE PROVIDED BY THE HOUSE KEEPING CONTRACTOR

Rendering continuous service in RGNIYD, Sriperumbudur as per the area indicated below including Buildings, Hostels, Guest houses, Academic Departments, Class rooms, Laboratories, Academic blocks, Administration block, Accounts Department, Auditorium complex, Open Common areas, sporting areas, Machinery & Equipment areas like DG sets, New Library complex, Exhibition Gallery, Youth resource Centre, Canteen, Fire hydrants contained therein and the open premises of RGNIYD and in other areas identified from time to time.

1. The contractor will provide the following services to RGNIYD in the premises of RGNIYD Campus as mentioned above on every day.

- a) Cleaning of window panes, doors and fire fighting equipment's at least once in a week to keep them dust free
- b) Washing of floors of corridors with Vim / Detergent at least once a week preferably on Saturday / Sunday.
- c) Continuous moping to be done at reception floor and other floors during office hours.
- d) Spraying Finit in all the rooms at least once in a month and also as and when called for by the concerned department.
- e) All toilets shall be cleaned a minimum of three times a day i.e. 8.30AM, 12.00 Noon, 2.30PM and adequate number of naphthalene balls and odonil air freshener to be provided in each toilet. All toilets to be cleaned once in a week by using acid.
- f) Removal of cobwebs/Honey webs from the office building and its premises.
- g) Cleaning of rooms with Phenyl / Cleanzo every day positively.
- h) Cleaning i.e. sweeping and scrubbing of all the rooms, as mentioned at the top
The jobs are to be completed before 9.00 a.m.
- i) Cleaning of any choking in the drainages, manholes and etc.,
- j) Cleaning and scrubbing of canteen premises inside at least three times a day i.e. at 9.00 a.m., 12.30 p.m. and 4.30 p.m
- k) Removal of garbage from outside the premises of Canteen, Rain water outlets in Terraces, cleaning Sewer lines Storm water lines etc.
- l) Cleaning of compound including front and backside of the hostel premises daily in the morning.
- m) Cleaning of toilets of all floors, blocks including WCs and wash basins, Urinals etc., with Vim at least twice daily and with acid every Friday, providing Phenyl / cleanzo pocha in the toilets, water cooler areas and wherever / whenever necessary.
- n) Cleaning & moping of electrical rooms once in a day during office hours.
- o) Room fresheners in all office area to be used daily in the morning. Room freshener should be of ISI Mark or of standard make.
- p) Cleaning of lift walls with silver/brass liquid cleaner.

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- q) Polishing of brass items with approved brass cleaning materials fortnightly.
- r) All toilets floors and other areas, as may be directed by Officer in Charge, shall be cleaned with floor scrubbing machine.
- s) Collection of waste paper from rooms, waste paper, baskets, lobbies and putting in bags at the specified location.
- t) Cleaning of chokage in sewer and pumping lines within premises as and when required.
- u) Cleaning gulley trap and manholes within whole RGNIYD Campus Premises as and when required.
- v) Rat / Snake menace – effective control.
- w) Cleaning and dusting of entire furniture, partitions, wooden cabin walls, railings, doors, windows Venetian blinds, racks, sofas, computers, telephones, curtains wall mounded fans and etc., with dry/wet cloth, feather brush and duster.
- x) Lifting, carrying and disposing the dead birds, animals, rats, insects etc., if found in and around the office building.
 - y) The bidder shall also be responsible for pest control in the office and shall carry out sprays etc., minimum once in month. The insecticides and pesticides should be sufficient enough to take care of Mosquitoes, Cockroach, Silver fish, crawling insects at library and carpeted rooms, rats etc.. The insecticide and pesticide sprayed should be of ISI mark and in case the pest control is ineffective the firm shall have to carry out operation more than once in a month.
- z) Removal of Dogs/Cats/Rats from the office Building and its premises.

2. The contractor will liaise with the designated officer of RGNIYD and report every month to the designated officers, who are authorized to make check on day activities of the contractor.

The contractor shall extend full cooperation and provide necessary information on housekeeping problems to the designated officers from time to time.

3. Supervisor and workers should be young and energetic preferably below 40 years of age with good physique.

4. In case of any damage to any fixtures, fittings, equipment etc., the contractor shall be responsible to carry out the repairs without any delay and avoid any interruption in service. Cost of repairs etc. shall be borne by the contractor himself. In case of any loss, theft or damage, contractor shall replace lost, broken or damaged items, of the same quality at his own cost and expense failing which cost & expense involved will be adjusted against the amount due to contractor otherwise. The decision of RGNIYD about the extent of loss, theft, damage in this context shall be final and binding on the contractor.

5. The contractor shall be responsible for all the fixture and fitting provided by RGNIYD.

6. If the contractor considers it necessary to bring his own additional material as being necessary for the smooth running of the cleaning services at RGNIYD, which shall be brought by the contractor at his own cost.

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7. The contractor shall be responsible for engaging adequate manpower required for providing good cleaning service in RGNIYD.
8. The contractor will, prior to the commencement of the operation of contract, make available to RGNIYD the particulars of all the employees who will be employed, such particulars inter-alia should include age, date of birth and permanent address of the employees.
9. The employees of the contractor should possess sound health and be free from any diseases, especially contagious and frequently recurring diseases and they should be in uniform while on duty.
10. The work shall be undertaken in close co-operation and co-ordination with the other agencies working at site.
11. The contractor shall not tap any fire hydrant / water point for obtaining water for his work without obtaining prior approval of the officer concerned.
12. **All work shall be carried out with due regard to the convenience of the RGNIYD. The order of the concerned authority shall be strictly observed. No extra cost shall be paid on this account.**
13. **The contractor has to deploy manpower for housekeeping work on late hours as well according to the requirements of RGNIYD for which no extra will be paid. Claiming of order one will not be entertained at any cost.**
14. Contractor shall verify character, antecedents of cleaning personnel employee before deployment in RGNIYD campus and furnish names of the personnel deployed with photographs local address and permanent address for record by RGNIYD and shall notify any change in address.¹¹
15. Supervisor / workers will not be changed by contractor so frequently until and unless so Warranted
16. Sub-contracting of the contract shall not be permitted.
17. Disputes if any, arising out of the cleaning services contract shall be settled by mutual discussion or through the channel of arbitration, with jurisdiction at Sriperumbudur.
18. The contractor will not charge the additional payment to provide the cleaning services on Holiday, Sunday and Odd hours during RGNIYD functions.
19. The tenderer may be required to coordinate and liase with local authorities as Municipal Corporation of Sriperumbudur etc., in connection with cleaning services as per requirements of prevailing legislation on such matters, as called for.

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20. The cleaning operations will be monitored by the committee appointed by the Director, RGNIYD, Sriperumbudur. Cleaning materials such as Harpic, Acid etc. will be supplied by the Institute based on requirement.
21. The contractor will liaise with the designated officers of RGNIYD and report to him every month to make checks on day to day activities of the Housekeeping service. The contractor shall extend full cooperation to the designated officer from time to time. If RGNIYD is not fully satisfied with the services of the contractor, RGNIYD shall be at full liberty to call for fresh tender at the expiry of the present agreement
22. The contractor will arrange for a weekly rounds to verify the outturn of the agency on that week with the staff nominated by RGNIYD. The out come of the rounds shall be enclosed with the monthly claim bill, without which the bill will not be considered.
23. The cost for the materials will be paid only to the quantity supplied to the institute. The contractor is to produce the bill for the purchase of materials along with the gate pass from the main gate. All the materials should be handed over to the institute store. No lump sum claim on supply of materials will be considered. It is not mandatory to pay for the entire quantity of materials noted in the tender.
24. The list of equipment's noted in the item of technical bid should be in working conditions during the tenure of this contract. Penalty, as decided by the institute will be imposed, if the equipment are not in working condition or not available in campus. The penalty so imposed will be recovered from the next bill without prior intimation to the agency/ contractor.
25. Disqualification Clause:
- i) The bidder shall be disqualified (a) if the bidder or any of its constituent(s) has been blacklisted / banned business dealing by any Government Department, Government Agency or Public Sector Undertakings at any time, except in cases where such blacklisting / banning has been withdrawn by competent authority or ceased on the deadline for submission of the bid, for which satisfactory evidence is to be produced.
 - ii) (b) Any previous contract of the bidder or any of its constituent(s) had been terminated / rescinded for contractor's failure by RGNIYD during the period of last 5 years before the deadline for submission of the bid.
 - iii) (c) The bidder or any of its constituent(s) has been issued a show cause notice for poor performance / banning / blacklisting or business or order for suspension of business by the competent authority of RGNIYD.

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TECHNICAL BID FOR HOUSE KEEPING SERVICES

1. Name of the Tenderer's firm :

2. Office Address :

Telephone No. :

Fax No. :

E-mail Address :

3. Name & Design. of authorized representative(s) :

4. Type of Firm : Private Ltd., / Public Ltd., / Cooperative / NGO / PSU (Please tick and enclose copy of Memorandum / Articles of Association / Certificate of Incorporation)

enclosed. (Please Specify)

5. Registration Certificate (Pl. enclose photo copies)

i) E.P.F. Regn.No. : _____

ii) E.S.I. Regn.No. : _____

iii) Service Tax Regn.No. : _____

iv) Labour License (Central) Regn.No. : _____

v) PAN CARD / GIR No. : _____

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6. Annual Turnover for the last three years:

Name of the year	Turnover in Rupees:
2012-2013	
2013-2014	
2014-2015	

(Please enclose copies of ITR/audited balance sheet and P & L A/c / etc.,
 _____ enclosed (Please Specify).

7. Earnest Money Deposit of **Rs.1,00,000/- (Rupees One Lakh Only)** is enclosed vide
 D.D. No. & Date: _____, Bank _____, Drawn on: _____.

8. Details of experience of similar works in Government / Public Sector undertaking /
 Registered Societies / Universities / Research Institutions / Educational Institutions / IT
 Industries as per the attached format **(Please use separate sheet)**.

Year	Name of the Employer & Address with Telephone Nos.	Type of Institution/ Industry	Details of Experience, similar works Period of Contract with dates of Commencement and termination covering last 3 years	Total No. of Supervisors	Total No. of Cleaners	Remarks

(Pl. submit copies of evidence i.e. Work Orders, corresponding satisfactory job, completion
 certificates from clients specifying value and period of work order to be enclosed) (Pl. specify).

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9. Infrastructure Details:

- i) Workforce (No.): _____ (not less than 50) (Please enclose the list giving Employee-wise Name, P.F.No. & ESI No.)
- ii) Industrial Mechanical scrubbing machine: _____ (atleast 1 No.)
- iii) Vacuum Cleaner: _____ (atleast 2/3 Nos.)
- iv) Floor Scrubbers (Electrically operated): _____ (atleast 1 No.)
- v) Hand Trolley: _____ (atleast 1/2 No.)
- vi) Other tools and plants like spanners, cutting blade required for housekeeping.

9. Validity:

The Tender shall be valid for a period of at least four calendar months from the date of opening of the tenders for the purpose of evaluation of tender. However, the rates quoted in the tender should be valid for the period of contract of one year.

NOTE:-

- i) To be deposited along with Tender Document in separate sealed cover-I super scribed as **“Technical Bid”**.
- ii) All the supporting documents should be enclosed along with this bid. If not enclosed the bid will not be considered.

Signature of Authorized person of the Firm/Agency with stamp

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(Full Signature of the Contractor)

RAJIV GANDHI NATIONAL INSTITUTE OF YOUTH DEVELOPMENT, SRIPERUMBUDUR
FINANCIAL BID FOR HOUSE KEEPING SERVICES

To be deposited in Separate sealed cover-II superscribed as Financial Bid in the Tender Box kept in Administration Section, RGNIYD, Sriperumbudur on or before 26.09.2016, 16:00hrs

- a) Number of Man Power required per day:
 House Keeping Supervisor: 02 Nos., Guest house Attendant – 02, House Keeping workers–26, Carpenter-01, Plumber-02 Nos., Number may vary as per the requirement.
- b) The company should quote for service charges separately is percentage.
- c) The payment shall be made with reference to the actual Nos. of Manpower deployed / required on actual basis.
- d) My / Our quote is as detailed below.

Particular	As per the rate notified by Ministry of Labour Govt. of India Per day	ESI @ 4.75% Rs.	PF @ 13.61% Rs.	Total Amount Rs.	Service charges %	Grand Total Rs.
Supervisor (H.S)	487					
House Keeping Staff (Un-skilled)	368					
Plumber (Skilled)	448					
Carpenter (Skilled)	448					
Guest house Attendant (H.S)	487					
Remarks	Rates will be revised as and when notified by the Ministry of Labour, Govt. of India					

I accept the above Terms & Conditions

(Full Signature of the Contractor)