

राजीव गांधी राष्ट्रीय युवा विकास संस्थान  
**Rajiv Gandhi National Institute of Youth Development**  
युवा कार्यक्रम और खेल मंत्रालय, भारत सरकार  
**Ministry of Youth Affairs & Sports, Govt. of India**  
श्रीपेरुम्बुदूर /Sriperumbudur – 602 105

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**TENDER FOR PROVIDING HOUSE KEEPING SERVICES**

**(Two Bid System)**

**Date:13.12.2017**

Date of Tender : 13.12.2017  
Last date for submission of Tender : 10.01.2018 @ 14.00 Hrs  
Documents  
Date & Time for opening of : 10.01.2018 @ 15.00 Hrs  
Technical Bid

Note : The previous tender for providing House Keeping Services has been cancelled due to the administrative reasons. All the agencies / service providers are requested to submit the bids along with the necessary documents.

Rajiv Gandhi National Institute of Youth Development (RGNIYD), Sriperumbudur, Ministry of Youth Affairs & Sports, Government of India, invites Tenders/Bids under two bid systems, from duly registered service providers/Organisations for providing Manpower Services for House Keeping Services.

1. Supervisor-02
2. Housekeeping - (Unskilled-27)
3. Guest House Attender -01
4. Plumber (Skilled)-03 (to be engaged on shift basis)
5. Carpenter-01

The actual requirement of manpower in the above categories may vary from time to time.

**2. Standards/ Benchmarks for the services sought are as under:**

The man power provided should be qualified enough to do their jobs and should possess at least 02 year's experience for having worked in similar works / contract.

**3. Requirements for Technical Bids:-**

- i. The manpower should be provided by the selected agency from 01.02.2018, as per detailed Terms and Conditions mentioned in Annexure-I.
- ii. Only those agencies, which fulfil the following minimum criteria, should submit their bids.
- iii. The Service Provider/ Agency/Firm should be registered with the Labour Department of Government of India or Government of Tamil Nadu for undertaking Manpower

Services. A copy of the certificate of Registration with labour Department shall be attached with the bid.

- iv.** The Service Provider should be registered under EPF Act and a copy of the valid registration certificate issued by EPF organisation shall be attached with the bid.
- v.** The service provider should be registered under ESI Act and a copy of the valid registration certificate issued by the ESI Corporation shall be attached with the bid.
- vi.** The Service Provider should provide a copy of the PAN issued by the IT Department.
- vii.** The Service Provider should be registered with Service Tax Department/ GST regn issued to the Service Provider shall be attached with the bid.
- viii.** Annual turnover of the service provider/ Agency should not be less than Rs.50 lakhs.( This has to be supported with audited Balance Sheets for the Financial Years 2014-15, 2015-16 and 2016-17 and IT Returns for the respective years).
- ix.** The Service Provider/ Agency must have proper mechanism for intake, verification of candidates' character and antecedents, Management and placement of the skilled manpower. The persons engaged by the Agency should not have any adverse police records/criminal cases against them. The agency would responsible to make adequate enquiries about the character and antecedents of the persons before their engagement for the purpose. The character and antecedents of each personnel will be got verified by the service provider before their deployment through the local police. Proof of identity like Aadhar Card, Driving License, Bank Account details, proof of previous experience should be submitted to this institute. The service Provider will also ensure that the personnel deployed are medically and physically fit. The service Provider shall withdraw such employees, who are not found suitable by this institute for any reasons immediately on receipt of such a request from this institute.
- x.** Work experience of the Service Provider/ Agency of Providing skilled manpower, of similar nature, in other Ministries/ Departments of Government of India / Govt. of Tamil Nadu and any State Govt. during last three (03) years must be supported by copies of work orders and particulars of contact officer in the concerned Ministries / Departments / PSU must be furnished. The Service provider should have enclosed one service contract value of Rs.15 lakh per month (or) two contract value of Rs.7.5 lakh per month (or) three contract value of Rs.5 lakh per month in the last 03 financial years.
- xi.** If the agency is presently having the contract with RGNIYD minimum of 02 or more, they are not eligible to participate in this tender.
- xii.** The manpower supplying agency should have been in existence for not less than five years.
- xiii.** It should not have been blacklisted by any organization.
- xiv.** It should be willing to take up the contract on the terms and conditions given at Annexure-I.

**5.** The Service Provider/ Agency selected (Successful bidder) for awarding the job will be required to submit security deposit with RGNIYD an amount of Rs.3,80,000/-, in the form of a DD/ FDR/TDR/ Bank Guarantee drawn in favour of The Director, RGNIYD which will be

forfeited in the event of termination of job contract on account of violation of any of the above mentioned terms and conditions.

**6. The tender shall be submitted in two sealed covers, one with Technical bid and the second with financial bid both the cover should be kept inside a sealed cover:**

A) The first sealed cover should be superscripted "Technical Bid" and should contain:

- i) The proforma at Annexure-II (Duly Filled in) with all attachments.
- ii) Agency profile including previous experience of supply of manpower to Government Department etc.
- iii) Acceptance of terms and conditions at Annexure-III
- iv) All other required documents.
- v) EMD in favour of the Director, RGNIYD in the form of DD for Rs.1,20,000/-

B) The second sealed envelope superscripted " Price Bid " should contain only price bid in the form of Annexure-IV rate should be quoted on monthly basis for normal duty of 08 hours per day per person for six days a week.

C) The "Technical Bid" and Financial Bid" are to be kept separately in two sealed envelopes and thereafter both the envelopes placed in one bigger envelope duly sealed shall be dropped with the stipulated date and time in the Tender Box available at Administrative Section, RGNID, Sriperumbudur or send by Speed Post/Courier. The name of the tender Subject and the address of the agencies/organisation must be clearly mentioned on each of the sealed envelopes. Technical bids will be opened by the committee in the stipulated date and time. Bids without EMD or incomplete bids without signature and seal in each sheet of the tender will be summarily rejected.

7. Financial Bids of the technically qualified vendors shortlisted by a committee constituted for this purpose will be opened on a later date and time which will be intimated to the technically qualified agency.

8. RGNIYD reserves the rights to amend/withdraw any terms and conditions in the Tender document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Competent Authority, RGNIYD in this regard shall be final and binding on all.

9. If the agency awarded two contracts i.e. Security Services, Manpower Contract, Garden Contract, Electrical Contract, Etc. with RGNIYD Sriperumbudur for this year, the agency is not eligible to participate in this tender.

**TERMS AND CONDITIONS**

**A) General**

- i. The contract is likely to commence the contract on 01.02.2018 valid for a period of one year, unless it is curtailed or terminated by the RGNIYD, owing to deficiency of service, sub-standard quality of persons deployed, breach of contract, reduction or cessation of the requirements of work.
- ii. The contract shall automatically expire on completion of one year from the date of commencement of the contract unless extended further by RGNIYD.
- iii. RGNIYD has the right to extend the contract for further period and the contractor has to do the work as per the terms and condition of the contract.

- iv. The tenderer is bound by the details furnished by it to RGNIYD while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of contract tendering the tenderer liable for legal action besides termination of contract and forfeiture of security deposit.
- v. Financial bids of only those tenderers who are declared qualified technically shall be evaluated.
- vi. The persons engaged by the Agency should not have any adverse police records/criminal cases against them. The agency would be responsible to make adequate enquires about the character and antecedents of each personnel will be got verified by the service provider before their deployment through the local police. Proofs of identity like driving licence, bank account details, in proof of previous experience, proof of residence recent photograph and a certificate in proof of past experience should be submitted to this institute. The service provider will also ensure that the personnel deployed are medically and physically fit. The service provider shall withdraw such persons, who are not found suitable by the institute for any reasons immediately on receipt of such a request from this institute.
- vii. The successful contracting company/ firm/agency shall, to the extent possible, deploy the existing persons, who are already on contractual assignment with the RGNIYD, provided they are otherwise suitable and fulfil the eligibility criteria the tenderers shall ensure deployment of labourers at least 50% female labourers on daily basis for Housekeeping Services.
- viii. The contracting company/Firm/agency shall furnish the following documents in respect of the persons who will be deployed by it in this Institute before the commencement of work.
  - a) List of persons shortlisted containing full details i.e date of birth , marital status, address, phone number, email, educational qualification , experience etc.,
  - b) Bio-data of the person with photograph affixed.
- ix. All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria.
- x. The service provider shall engage necessary persons as required by this institute from time to time. The said persons engaged by the service providers shall be the employee of the service provider to pay their salary/wages in time i.e before 6<sup>th</sup> day of every month. There is no master & servant relationship between the employees of the service provider and RGNIYD and further the person deployed by the service provider and RGNIYD and further the person deployed by the service provider shall not have any claim whatsoever for regular employment in the RGNIYD.
- xi. The service provider's personnel shall not divulge or disclose to any persons of any details of office, operation process technical Know-how, security arrangements, administrative/organizational matters as all are confidential/secret in nature.
- xii. The service Provider's personnel working nature should be polite, cordial positive and efficient while handling the assigned work and their action provider shall be responsible for any act of indiscipline on the part of the personnel deployed by him.
- xiii. The service provider will have to remove from the RGNIYD, any deployed person, who is/are found in competent or for his/her/their misconduct and the service provider shall forthwith replace them. The service provider, upon receiving written notice from RGNIYD, shall replace immediately any of its personnel, if they are unacceptable, to the breach of confidentiality or improper conduct.
- xiv. The service provider shall ensure proper conduct of his personnel in the RGNIYD campus, and enforce prohibition of consumption of alcoholic drinks, pan, smoking, loitering without work.

- xv. The transportation, food, medical and other statutory requirement in respect of each personnel of the service provider shall be borne by the service provider.
- xvi. Working hours would be normally from 08.30 AM to 5.00 PM, including 30 minutes lunch break in between, on six days of the week, except Sundays, however, in exigencies of work, they may be required to attend to the assigned work beyond 06.00 PM and all or any of the deployed personnel may be called on Sunday and other Gazetted provider on the basis of a certificate provided by the RGNIYD as per the rates provided in the relevant Act in such exigencies the service provided shall engage/depute required manpower at the specified timings as per the instruction of RGNIYD officials and RGNIYD has the authority to change the timing/work of the individual persons as per the requirements.
- xvii. The service provider will provide the required number of personnel for a shorter period also, in case of any exigencies as per the requirement of this Department.
- xviii. The service provider shall provide a substitute well in advance, if there is any probability of the persons leaving the job due to his/her own personal reason. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
- xix. The service provider shall be contactable at all times and message by phone / mail / Fax/ Special Messenger from this Institute to him /her shall be acknowledged immediately on receipt on the same day. The Service provider shall strictly observe the instructions issued by the Institute in implementing the Contract from time to time.
- xx. RGNIYD shall not be liable for any loss, damage, theft, burglary, or robbery of any personal belongings, equipment, or vehicles of the engaged personnel.
- xxi. The agency on its part and through its own resources shall ensure that the goods, materials and equipment etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for act of commission or commission on the part of its staff or its employees etc. if RGNIYD suffers any loss or damage on account of negligence, defaults, or theft on the part of the personnel of the agency, then the agency shall be liable to reimburse the pecuniary value of the loss, as decided by RGNIYD for the same. The agency shall keep RGNIYD fully indemnified against any such loss or damage.
- xxii. Finger prints of the employees of the agency will be stored in the Bio-metric attendance machine. All employees of the agency shall register their attendance in the finger printing machine will entering and leaving the office. Wages is payable to the employees on the basis of his/her attendance record in the Bio-metric attendance however RGNIYD as the right to change the biometric attendance system to attendance register signing system as per RGNIYD will wish or in case of breakdown of biometric attendance system.
- xxiii. The successful bidder will enter into an agreement with RGNIYD for supply of suitable manpower. The agreement will be valid for a period of one year from the date of deployment of labour and shall continue to be in force in the same manner, unless terminated in writing. The service charges/rates quoted by the agency shall be fixed for a period of one year and no request for any change/modification shall be entertained before expiry of the period of one year. Any statutory increase in wages/DA etc. will be admissible, subject to production of notification issued in this regard by the competent statutory authority. The contract / agreement is extendable for further period subject to satisfactory performance of the agency.
- xxiv. On the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of termination of employment or non-employment of the

personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.

## **B. Financial**

- i. Bids, offering rates, which are lower than the minimum wages for the pertinent category of jobs as mentioned in Annexure IV to the tender notice, would be summarily rejected.
- ii. The successful bidder shall furnish a Security Deposit equivalent to Rs.3,80,000/- (Rupees three lakh eighty thousand only) in the form of DD/FDR/TDR/Bank Guarantee in favour of the Director, RGNIYD. The DD will be forfeited in case if supply of manpower is delayed beyond the period stipulated by the RGNIYD or for noncompliance of the terms of agreement by the service provider or frequent absence from duty/ misconduct on part of manpower supplied by agency. The Security Deposit will be released within three months of expiry of the contract + 3 months period including extended period, if any, subject to the condition that the contractor has cleared all statutory dues in respect of all the employees.
- iii. The agency shall submit, in the first week of the succeeding month, the bill in duplicate, along with attendance sheet, to the RGNIYD for passing and payment, within 15 days from the date of receipt of bill in the RGNIYD.
- iv. The bill shall be accompanied by copies of PF /ESI challans, attendance sheet, service tax /GST challan etc. failing which a portion of the bill amount shall be held up till the proof is furnished, at the discretion of RGNIYD. The payment will be released by the third week of the following month after deduction of taxes at source under the laws in force.
- v. Payment to the service provider would be strictly on certification by the officer with whom personnel are attached that their services are satisfactory and their attendances are as per the biometric attendance machine.
- vi. The wages to the employees should be paid through bank in electronic mode. A statement indicating the name of the employee name of the Bank, account number of each employer and wages credited to the account of the each employee should accompany the monthly bill and such statement should bear the signature and office seal of the Bank Officer concerned.
- vii. No wage/remuneration will be paid to any staff for the days of absence from duty.
- viii. The RGNIYD reserves the right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
- ix. Statutory deduction towards income tax and goods & services Act will be made from every monthly bill.

## **C. Integrity pact against Fraud and Corrupt Practices.**

- 1) The applicant and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the bidding process. Notwithstanding anything to the contrary contained herein, the RGNIYD may reject an application without being liable in any manner whatsoever to the Applicant if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt

practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the bidding process.

- 2) Without prejudice to the rights of the RGNIYD under condition (i), hereinabove, if an Applicant is found by the RGNIYD to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, such Applicant shall not be eligible to participate in any tender in any tender issued by the Institute.
- 3) For the purpose of the condition at (i) above, the following terms shall have the meaning hereinafter respectively assigned to them.
  - a) "Corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process or (ii) save and except as permitted, engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA the Agreement, who at any time has been or is a legal, financial or technical advisor of the Authority in relation to any matter concerning the Project:
  - b) "Fraudulent practice" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process;
  - c) "Coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property of the Institute to influence any person's participation or action in the Bidding Process.
  - d) "undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and
  - e) "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Bidding Process;

#### **D. Legal**

- i. The Service Provider shall be responsible for compliance of all statutory provisions relating to Minimum wages Act, Provident Fund Act, Employees State Insurance Act. Payment of wages Act, Shop & Establishment Act, etc. in respect of the persons deployed by it in this Institute.
- ii. The Service Provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the RGNIYD to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
- iii. The Service Provider shall maintain all statutory registers under the applicable laws. The Agency shall produce the same, on demand, to the concerned authority of RGNIYD or any other authority under law.

- iv. The agency shall be responsible for payment of wages to each worker employed by him as Contract Labourer and such wages shall be paid on or before 6<sup>th</sup> of every month.
- v. It is obligatory on the Contractor to ensure that wages paid should not be less than the minimum wages fixed by the Government, from time to time and all statutory Requirements such as Employees' Provident Fund, Employees' State Insurance, and Bonus etc. must be incorporated in salary.
- vi. That the personnel deployed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of RGNIYD.
- vii. The service provider shall not assign, transfer, pledge, or subcontract the performance or services without the prior written consent of the Institute.
- viii. In case, the tendering Agency fails to comply with any statutory/ taxation liability under appropriate law and as a result thereof the Institute is put to any loss/obligation, monetary or otherwise, RGNIYD will be entitled to get itself reimbursed out of the outstanding bills or the performance Security Deposit of the Agency, to the extent of the loss or obligation in monetary terms.
- ix. The service provider's personnel shall not claim any benefit/compensation/regularization or services from RGNIYD under the provision of Industrial Dispute Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.
- x. In case of breach of any terms & conditions stipulated in the contract, the performance security deposit of the Agency will be liable to be forfeited, besides annulment of the contract.
- xi. For all intents and purposes, the service providing Agency shall be the "Employer" within the meaning of different Labour Legislations in respect of persons so deployed in the RGNIYD. The persons deployed by the Agency in the RGNIYD shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with (or) RGNIYD.
- xii. RGNIYD has the right to terminate the contract by giving a 07 days' notice in case of poor performance or any other reason which may affect the working of the RGNIYD or for any other reason which may affect the name fame of the institute.
- xiii. All disputes or difference whatsoever arising between the parties out of or relating to means, operation of this contract or the breach thereof shall be settled by Arbitration in terms of "The arbitration and conciliation Act, 1996" with all statutory modifications and award made in pursuance thereof which shall be binding on the parties.
- xiv. The Courts at Chennai will have exclusive jurisdiction for any issue/dispute arising out of or in connection with this contract.



**E. Penalty:**

For non-compliance of the above conditions penalty shall be levied at the rate mentioned against each condition

<b>Sl. No.</b>	<b>Condition to be fulfilled</b>	<b>Penalty levelled</b>
1.	Photo copy of challan for remittance of Employee's contribution to ESI for a month deducted at 1.75% of the wages from the wages of all employees for a month should be produced along with the bill for the succeeding month.	Rs.25/- per employee for such employees for whom contribution to ESI was not remitted.
2.	Photo copy of challan of for remittance Employer's contribution to EPF for a month deducted at 4.75% of the wages from the wages of all employees for a month should be produced along with the bill for the succeeding month.	Rs.100/- per employee for such employees for whom contribution to ESI was not remitted.
3.	Photo copy of challan for remittance of Employee's contribution to EPF for a month deducted at 12% of the wages from the wages of all employees for a month should be produced along with the bill for the succeeding month	Rs.1800/- per employee for such employees for whom employer's contribution to EPF was not remitted.
4.	Photo copy of challan for remittance of Employer's contribution to EPF for a month deducted at 12% of the wages from the wages of all employees for a month should be produced along with the bill for the succeeding month.	Rs.1800/- per employee for such employees for whom employer's contribution to EPF was not remitted.
5.	Payment of wages for a month should be distributed to all the employees on or before 6 <sup>th</sup> of the succeeding month.	Rs.1000/- per day for each day of delay in disbursement of wages from 7 <sup>th</sup> of the succeeding month subject to a maximum of Rs.10,000.- for a month.

## **SCOPE OF WORK**

### **SPECIAL CONDITIONS AND SCOPE OF HOUSE KEEPING MAINTENANCE WORK:**

- 1) The tenderer shall ensure sufficient tools and machinery hose pipes, basket etc., for proper maintenance of housekeeping. The indicative tools required to provided are

• Brooms (Soft and Rough)	40/40
• Dust Pan (Iron)	20
• Aluminium Baskets for collecting disposing garbage	10
• Handcart (tired)	01
• Wheel barrows	03
• Aruval	10 nos.
• Powrahs	
• Hand gloves, mask. Aprons etc. (sufficient quantity)	
• Uniform, ID Card	
• PVC flexible hose/rod for clearing the sewage blockage	50m

- 2) Cleaning materials such as Harphic, liquid soap oil, cleaning powder, Naphthalene Balls, pest control chemicals and other consumables will be supplied by RGNIYD for daily use.
- 3) 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.
- 4) 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 Finite 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 at least three times a i.e. 8.30 AM, 12.00 Noon, 04.00 PM 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 9am to 4.30 pm.
  - 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.
  - 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 gulley trap and manholes in RGNIYD Campus Premises as and when required.
  - u) Rat / Snake menace – effective control.
  - v) Consumable materials will be given by RGNIYD.
  - 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 campus.
  - y) The bidder shall also be responsible for pest control in the office/ Institute 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 consumables will be given by RGNIYD.
  - z) Removal of Dogs/Cats/Rats from the office Building and its premises.
- 5) 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 Supervisor and workers should be young and energetic preferably below 60 years of age with good physique.

- 6) 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.
- 7) The contractor shall be responsible for all the fixture and fitting provided by RGNIYD.
- 8) The contractor shall be responsible for engaging adequate manpower required for providing good cleaning service in RGNIYD.
- 9) 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.
- 10) 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.
- 11) The work shall be undertaken in close co-operation and co-ordination with the other agencies working at site.
- 12) The contractor shall not tap any fire hydrant / water point for obtaining water for his work without obtaining prior approval of the officer concerned.
- 13) 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.
- 14) 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.
- 15) 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.
- 16) Supervisor / workers will not be changed by contractor so frequently until and unless so warranted.
- 17) Sub – contracting of the contract shall not be permitted.
- 18) 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.
- 19) The contractor will not charge the additional payment to provide the cleaning services on Holiday, Sunday and Odd hours during RGNIYD functions.
- 20) 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.

- 21) 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.
- 22) 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.
- 23) The contractor will arrange for weekly rounds to verify the outturn of the agency on that week with the staff nominated by RGNIYD. The outcome of the rounds shall be enclosed with the monthly claim bill, without which the bill will not be considered.
- 24) 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.
- 25) 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.

**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) 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) 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.

Sl. No.	Particulars	To be filled in by the tenderer	
1.	Name of the Agency		
2.	Date of establishment of the agency. (Attach a copy of Registration certificate)		
3.	Detailed office address of the Agency with office telephone number, Fax number and Mobile Number and the name of the contact person(s)		
4.	Whether registered with all concerned Government authorities (PF/ESI etc.) (Copies of all certificate of registration to be enclosed.)		
5.	PAN Number (Copy of PAN card to be enclosed)		
6.	Service Tax Registration Number (Copy of Regn. Certificate to be enclosed)		
7.	Labour Licence (copy of Regn. Certificate to be enclosed)		
8.	Whether the firm is backlisted by any Govt. Institute or any criminal case is registered against the firm or its owner / partner anywhere in India. Please attach an Affidavit stating that the agency is / has not been black listed by Centre / State Government / PSU etc.		
9.	Length of experience in the field		
10.	Experience in dealing with Government Institutes. (Indicate the names of the Institutes and attach copies of contract orders placed on the agency valuing more than Rs.25 lakhs in a year)		
11.	Whether a copy of the terms and conditions (Annexure – 1) duly signed in token of acceptance of the same is attached?		
12.	Whether agency profile is attached?		
13.	List of other clients. (Attach photocopies of contract agreement in the following order. Sl.No., Name of the organisation, Contract period, Value of the contract, orders should be kept as proof)		
14.	Declaration about Fraud and corrupt practices (duly signed & attested as given in the tender document)		
15.	Financial Status (Audited Balance Sheet and IT Returns must be attached)	<b>FY</b>	<b>Amount of Turn Over (Rs.)</b>
		2014-15	
		2015-16	
		2016-17	

**FINANCIAL BID****Amount (in Rupees)**

Sl.No.	Categories	Monthly Basic Minimum basic wages as on 01.10.2017	Wages payable per month (26 working days) (A)	Employer's Contribution to Employees Provident Fund @13.15% of Sl.No.2 above (Limited to Rs.1800/-per month) (B)	ESI @4.75% of Sr.No.2 above (C)	(A+B+C)
1)	Supervisor	653	16,978	1800	806.45	19,584.45
2)	Workers	536	13,936	1800	661.93	16,397.93
3)	Guest House Attendant, Plumber, Carpenter	593	15,418	1800	732.35	17,950.35
4)	Total wages for 26 days including basic, ESI, EPF					53,932.73
5)	Total basic wages for 26 days		46,332			
6)	Administrative / Service charges in terms of % and Rupees over Sl.No.5 Note: the tenderer shall quote a minimum of 4% over the total basic wages for 26 days					
7)	Service Tax / GST applicable in terms of percentage (%) over Sl.No.4&6					
8)	<b>Total</b>					

The contract will be awarded based on the lowest service charges.

**Note:**

1. Minimum wages applicable with effect from 01.10.2017 has been adopted for getting bids. Whenever minimum basic wages or VDA is increased by Central Labour Commissioner the employees should be paid the increased wages / VDA. The Institute will reimburse the payment of minimum wages at the rates applicable from time to time.
2. Administrative charges / service charges should be quoted in rupees and %. It should not be quoted as zero or in negative percentage or Min of 4%.
3. The administrative / service charges quoted per employee should be constant throughout the contract period, including extended period, if any.
4. The tenderer / contractor shall submit the proof of payment / remittance of GST / Service Tax / ESI / EPF made by him along with the monthly bill.

### DECLARATION

- 1) \_\_\_\_\_ Son / Daughter / Wife of Shri. \_\_\_\_\_ Proprietor / Director, authorized signatory of the Agency / Firm, mentioned above, is competent to sign this declaration and execute this tender document;
- 2) I have carefully read and understood all the terms and conditions of the tender and undertake to abide to them;
- 3) The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I /we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
- 4) I have not been backlisted by any of the central or state government authorities while providing manpower services.

Signature of authorized person

Date:

Full Name:

Place:

Seal