

# **SCHOOL OF PLANNING AND ARCHITECTURE, BHOPAL**

(An institution of national importance, Ministry of HRD, Govt. of India)

Neelbad Road, Bhauri, Bhopal - 462030



## **TENDER DOCUMENT**

for

### **Housekeeping services at SPA Bhopal**

School of Planning & Architecture Bhopal, Bhauri Campus  
Neelbad Road, Bhauri, Bhopal (M.P.) - 462030

Tel: 0755-2526800, 2526829

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# योजना एवं वास्तुकला विद्यालय, भोपाल

(राष्ट्रीय महत्व का संस्थान, मानव संसाधन विकास मंत्रालय, भारत सरकार)

## School of Planning and Architecture, Bhopal

(An Institution of National Importance, Ministry of HRD, Govt. of India)

### **NOTICE INVITING TENDERS (NIT) FOR HOUSEKEEPING SERVICES**

#### **TENDER DOCUMENT**

SPA Bhopal, **An institution of National Importance, Ministry of HRD, Govt. of India**, invites '**Sealed Bids**' for housekeeping services from reputed agencies fulfilling the criteria given below. The job specifications and scope of work are given in **Annexure-I**. The format for Financial Bid at **Annexure-3**. The contract period will be initially for a period of one year, extendable on satisfactory performance and mutual consent on same terms and conditions on yearly basis by another two years.

The bids are to be sent in two parts – one sealed envelope super scribed as '**Technical Bid**' giving details in the format as per **Annexure-2**, and second envelope superscribed as '**Financial Bid**' in the format at **Annexure-3**. A separate envelope should contain EMD and Tender fee super scribed "**EMD & TENDER FEE**". The two sealed envelopes and envelope containing EMD & Tender fee as above will be placed in another sealed envelope super scribed as "**Housekeeping services at SPA Bhopal**". The bids shall be signed by a person duly authorized on behalf of the bidder firm and shall be sent to:-

**The Registrar**

**SCHOOL OF PLANNING & ARCHITECTURE BHOPAL**

**Neelbad Road, Bhauri**

**Bhopal (M.P.) - 462030**

**Ph. No. : 0755-2526803/0755-2526800**

#### **Dates:**

Date of publication of Tender	05 <sup>th</sup> May 2017
Cost of Tender Document	₹1000/- in form of DD (non refundable) in favour of 'Director ,SPA, Bhopal'
Earnest Money Deposit (EMD) (Non interest bearing)	₹150000/- (One lac fifty thousand only) in form of DD in favour of 'Director ,SPA, Bhopal' to be submitted along with Technical Bid
Last Date & Time for submission of Bid	24 <sup>th</sup> May 2017 upto 17:30 hrs.
Date & Time of Pre-bid meeting	16 <sup>th</sup> May 2017 @ 10:30hrs at Conference Room, Senate Block, SPA Bhopal, Neelbad Road, Bhauri Bhopal (M.P.)
Date & Time of opening of Tender (Technical Bid only)	25 <sup>th</sup> May, 2017 @ 10:30 hrs
Date & Time of opening of Tender (Technical Bid only)	Will be intimated to bidders who will qualify in Technical Bid
Addressed for submission of tender	The Registrar, School of Planning & Architecture Bhopal, Neelbad Road, Bhauri, Bhopal (M.P.) - 462030, India

**The Institute reserves the right to award the contract for Housekeeping services either to a single party or to multiple parties and also to cancel whole tender process without assigning any reason.**

## 1. Essential Prequalification Criteria (Documentary proof to be submitted)

- i) A solvency certificate from the banker for an amount of Rs. 20 lakhs.
- ii) Registration under EPF, ESI, Labour commissioner Service Tax and Professional Tax.
- iii) The contractor must have license under Contract Labour (Regulation & Abolition) Act, 1970.
- iv) Should have contracts/Regional Offices/Branch Office in at least 2 (two) states of the nation including Bhopal.
- v) Tenderer should have provided Housekeeping services continuously during preceding five years (from 1.1.2012 to 31.12.2016) in reputed organizations.
- vi) Tenderer should have a minimum number of 500 personnel on its payrolls on the date of application. A certificate from an authorized officer to this effect should be provided by the tenderer along with the tender document.
- vii) Should have at three running contracts (from April 2016 to March 2017), providing Housekeeping services of annual value of Rs. 1.00 crore.
- viii) Annual turn-over of the company should be Rs. 3 crore for preceding 3 financial years viz. 2013-14, 2014-15 & 2015-16.
- ix) Experience in providing similar services in at least one reputed organization.
- x) Proposals of partnership firms will not be considered.

2. **VISIT TO THE INSTITUTE:** The bidder is required to provide housekeeping services to this Institute and is advised to visit and acquaint himself with the operational system, buildings & area to be cleaned. The costs of visiting shall be borne by the bidder. It shall be deemed that the Contractor has undertaken a visit to the Institute and is aware of the operational conditions prior to the submission of the tender documents.

3. The sealed bids will be received by SPA Bhopal upto 17:00 hrs on 04<sup>th</sup> May, 2017. Any bid SPA Bhopal received after the prescribed deadline shall not be considered irrespective of rates. The Technical bids will be opened on 05.05.2017 @ 10:30 hrs in the presence of the representatives of the bidders present. Date of opening of financial bids of such firms which meet the prescribed prequalification criteria will be notified separately.

4. Earnest Money (EMD) of Rs.1,50,000/- (Rupees One lacs fifty thousand only) should accompany the **Bid document**. The EMD shall be paid in the form of Demand Draft/Banker Cheque from a nationalized bank/Scheduled commercial bank in favour of Director SPA Bhopal payable at Bhopal. Such EMD shall not carry any interest. Any bid not accompanied by requisite EMD shall be deemed to be invalid and will be rejected.

5. EMD shall be forfeited:

- a) If the bidder withdraws his bid during the period of bid validity.
  - b) In case of successful bidder, if he fails to furnish the required Performance Guarantee within the specified time limit.
6. The EMD of successful bidder shall be retained towards making of the security for the performance of the contract and shall only be discharged after submission of the required Performance Guarantee.
7. The bid shall remain valid for a period of 3 months from the date of receipt of the bid.
8. The Bidder should inspect the site before filling in and submitting the tender to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof. Tender must be submitted in original and without making any additions, alternations, and as per details given in other clauses given hereunder. The requisite details shall be filled in by the Bidder in the Tender Document wherever required.

9. **RATES AND PRICES**

- 9.1 Bidders should quote the rates in the format given at Annexure-3. Incomplete bids will summarily be rejected. All corrections and alterations in the entries of tender papers will be signed in full by the Bidder with date. No erasing or over-writings are permissible.
- 9.2 All statutory duties and taxes (including excise and customs) VAT and other may be clearly specified. Price quoted shall be firm and including all taxes whatsoever may be. Any variation in rates, prices or terms during validity of the offer shall require forfeiture of the EMD.
- 9.3 No additional freight or any other charges, etc, would be payable.

10. **TERMS OF PAYMENT**

The payment to the agency will be made on reimbursement basis each month within 15 days of submission of bill. The bill must be accompanied with copies of disbursement of salary to individual Bank accounts (duly certified by the bank), ESIC & EPF Challan of all manpower, salary sheet (showing complete salary details).

11. **TERMINATION OF CONTRACT**

SPA Bhopal reserves the right for termination of the contract at any time by giving two month's written notice without assigning any reason, and also has the right to award the contract to any other agency at the cost, risk and responsibilities of

bidder and excess expenditure incurred on account of this will be recovered by SPA Bhopal from Security Deposit or pending bill or by raising a separate claim.

## 12. **DEDUCTIONS FOR EXCEPTIONS**

The deductions shall be made for the following jobs, if missed as exception. Such exceptions will duly be conveyed to the contractor by SPA Bhopal in writing:

- i) Not properly carrying out the jobs as defined for 'daily' - 2% (each exception) on 'monthly'.
- ii) Not properly carrying out the job as defined for 'weekly' - 3% (each exception) on 'monthly'.

However, if the exceptions become general practice, action will be initiated as per clause 11 above.

## 13. **PERFORMANCE GUARANTEE**

13.1 The successful bidder shall furnish a performance guarantee for an amount equal to ten (10%) percent of the annual awarded value, within 10 calendar days from the date of acceptance of the bid for due and proper fulfillment of contract.

13.2 EMD of successful bidder shall be discharged after receipt and acceptance of the Performance Guarantee towards full Security Deposit in the valid format. EMD of unsuccessful bidders shall be discharged after award of work to the successful bidder and signing of contract thereof.

13.3 The performance guarantee provided by the successful bidder may be in the form of a bank guarantee from a Nationalized Bank (as per format given in **Annexure-4**) which should be valid for one year from the date of award.

## 14. **CONCILIATION/ ARBITRATION**

14.1 If any dispute (s) or difference (s) of any kind whatsoever arise between the Parties, the Parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by the Commissioner, SPA Bhopal.

14.2 In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences are detailed above shall be referred to and settled by the empanelled Sole Arbitrator of SPA Bhopal to be appointed by the Registrar, SPA Bhopal.

14.3 Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of the work under the contract with due diligence and expedition

in a professional manner and the payment due to the Contractor shall not be withheld on account of such difference of arbitration proceedings unless such payment is a subject matter of the arbitration.

- 14.4 The arbitration proceedings shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time.
- 14.5 The venue of the arbitration shall be Bhopal, India. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties.
- 14.6 The arbitrator will give the speaking and the reasoned Award. The parties will not be entitled to any pendente-lite interest during arbitration proceedings.

#### 15. **FORCE MAJEURE**

- 15.1 In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.
- 15.2 The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire affecting the performance of the Contract, Flood and Acts and Regulations of respective government of the two parties, namely SPA Bhopal and the Contractor.
- 15.3 Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 72 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, SPA Bhopal shall have the option of canceling this contract in whole or part at his discretion without any liability at his part.
- 15.4 Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

#### 16. **APPLICABLE LAW AND JURISDICTION**

All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Delhi.

17. No alternative offer shall be considered.

18. SPA Bhopal reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of SPA Bhopal's action.
19. SPA Bhopal reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.
20. Afterwards of LOA, the Contractor is required to enter into a contract with SPA Bhopal on the terms & conditions as detailed in the tender document.

### **21. Terms & Conditions for providing Housekeeping services at SPA Bhopal**

- 21.1 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, Bonus, Gratuity, ESI, etc. relating to personnel deployed in the Institute. The institute shall have no liability in this regard. The Agency shall comply with all representations, grievances of the employees deployed by them at the institute. The Institute shall have the option to remit the wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc., at any time, on behalf of the agency, relating to the personnel deployed by the Agency in the Institute, should any situation/dispute arise.
- 21.2 The Agency shall be fully responsible monthly payment of wages not below the minimum wages prescribed and revised from time to time by the Govt. of India (Central Govt.) (Ministry of Labour & Employment etc.,) and any other dues to the personnel deployed by them in the institute". **All payments to staff are to be disbursed through individual bank accounts of the employees and copy of payment disbursement made through bank must be submitted with the bill.**
- 21.3 The Agency shall be solely responsible for any accident/medical/health related liability/compensation for the personnel deployed by it at "institute". The institute" shall have no liability in this regard.
- 21.4 Any violation of instruction/agreement of suppression of facts will attract cancellation of agreement without any reference or any notice period.
- 21.5 The contract can be terminated by giving Two month's notice on either side. The institute will not pay any compensation in the event of such termination/cancelation. The institute also reserves the right to terminate the contract partially or may alter the requirements at any point of time during the subsistence of the contract.

- 21.6 In case of non-compliance with the contract terms the institute reserves its right to:
- a) Cancel/revoke the contract, and/or
  - b) Impose penalty up to 10% of the total annual value of contract.
- 21.7 Performance Guarantee (Security deposit) equal to 10% of the Annual contract value (refundable without interest after two months of termination of contract) in the form of FDR in favour of Director, SPAB or a Bank Guarantee from a scheduled bank shall be furnished at the time of signing of the Agreement.
- 21.8 The personnel provided by the Agency will not claim to become the employees of the institute and there will be no Employee and Employer relationship between the personnel engaged by the Agency and the institute. The agency shall supervise and control the staff employed by it.
- 21.9 There would be no increase in rates payable to the Agency other than those specifically stated during the contract period except reimbursement of the statutory wages revised by the Govt. of India.
- 21.10 The agency has to submit the Undertaking (Annexure 5) along with each month's bill.
- 21.11 The Agency personnel should be smart and properly turned out with uniform/, caps, badge etc., and carry an identity card duly attested by the Officer of Agency. A photocopy of these cards along with computer data shall be given to the Institute for record, verification etc. the Agency shall provide proper uniform to every personnel deployed by them in the Institute Campus at their own costs and expenses.
- 21.12 The agency will provide uniform to the guards which consist of 02 pants, 02 shirts, 02 caps, 01 pair of shoes, 01 jacket (winter) etc per person each year and submit a proof of the same to the institute.



## JOB SPECIFICATIONS AND SCOPE OF WORK

### A. AREA COVERAGE FOR HOUSEKEEPING SERVICES

1. Academic Block I and II (Student Amenities Centre), Girls Hostel, Boys Hostel I & II, Senate Block, Common Areas of Type D quarters/Type B quarters/Type C Quarters, Substation I and II, Gate Complex, Group A quarters, Director, Registrar and Professor's bungalows etc., roads, culverts along road, shopping area etc. The total area of the buildings (floor area) is approximately 30800 sqm.

### B. BROAD DETAILS OF SCOPE OF WORK:

1. Cleaning, sweeping, moping and wiping of floors, staircase on daily basis from Monday to Sunday or as required by Officer-In-charge. Cleaning activity shall start in the morning at 8.00 AM so as to complete all the dusting/ cleaning/ moping work before 9.00 AM.
2. Continuous moping to be done at common areas and other floors during office hours (9.30 AM to 6.00PM).
3. Thorough cleaning of all toilets using required detergent by putting naphthalene balls and air purifier in all urinals, wash basins and WC area.
4. Cleaning and dusting of entire furniture, partitions, wooden cabin walls, railings, doors, windows venetian blinds, racks, sofas, computers and all office equipments, telephones, curtains, wall mounted fans etc. with dry/wet cloth, feather brush and duster.
5. Lifting, carrying and disposing the dead birds, animals, rats, insects etc. if found in and around the office building.
6. Clearing of any chokings in the drainages, manholes etc.
7. Removal of beehives and cobwebs/honey webs from the office/residential building and its premises.
8. Cleaning and sweeping of open area including balconies and roof tops with brooms.
9. Common areas include stairs, parking, roofs etc.
10. Cleaning and sweeping in and around of roads alongwith footpaths etc.
11. Maintenance of lawns & surroundings, cutting of hedges, cutting/shaping of plants by mali and removal of garbage from the office building and its premises.

12. The bidder shall also be responsible for **pest control** in the office and shall carry out sprays etc. minimum once in a 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.
13. The bidder must employ adult and skilled labour only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. In order to maintain quality services and minimize operational problems, the bidder must rotate the staff once in six months with prior written intimation to SPA Bhopal.
14. Proper registers/records for the jobs carried out on daily, weekly, fortnightly and monthly basis will be maintained by the Supervisor of the bidder and will be countersigned by the SPA Bhopal officer-in-charge at regular intervals and finally at the end of each month.
15. The bidder should possess or procure needful infrastructure, gadgets and other material required for smooth housekeeping services. No additional cost towards this will be borne by SPA Bhopal.

#### **C. JOBS TO BE CARRIED OUT TWICE IN A DAY**

- i) Cleaning of general toilets at least twice daily (at 8.30 AM, 12.00 Noon & 3.30 PM) with phenol and detergent etc and maintain the toilets floors dry during office hours. Wash basins, urinals, WC are to be cleaned with suitable detergent.

#### **D. JOBS TO BE CARRIED OUT DAILY**

- i) Flushing system of all toilets is to be checked at regular interval every day. Naphthalene balls, air purifier and liquid soap and paper rolls are to be provided by the agency regularly to ensure continuous availability of these materials in requisite place/container.
- ii) Cleaning of attached toilets with phenol, removing all dust and unwanted materials, keeping dry, cleaning of window sills once in a day. Naphthalene balls air purifier; toilet rolls/paper rolls and liquid soap are to be provided by the agency regularly to ensure continuous availability of these materials in requisite place/container.
- iii) Cleaning of corridors staircases and common areas with phenol in the morning and with plain water continuously.

- iv) Cleaning & moping of pantries and electrical rooms once in a day during office hours.
- v) Cleaning of office working areas, removing dust from floors, windows, doors, furniture, fixtures, telephones, cupboards, air conditioners, filing almirahs, cabinets, glass panes, computers etc. with dry/wet duster and or with suitable cleaning agent. Moping of floors with phenol.
- vi) Collection of waste paper from rooms, waste paper, baskets, lobbies and putting in bags at the specified location.
- vii) Cleaning of carpets by soft brush.
- viii) Cleaning/removal of any type of stains of ink etc. from the building premises and staircases.
- ix) Cleaning, sweeping and wiping of floors, furniture and hand washing area etc. during office hours.
- x) Room fresheners in all office area to be used daily in the morning. Room freshener should be of ISI Mark or of standard Make.
- xi) Maintenance of lawns & surroundings, cutting of hedges, cutting / shaping of plants by mali and removal of garbage from the office building and its premises.

#### **E. JOBS TO BE CARRIED OUT TWICE IN A WEEK**

- i) Cleaning of windows and window sills of all toilets.
- ii) To clean glass panes on doors, windows & partitions with soap/cleaning agent.
- iii) Cleaning of duct and shaft spaces, garbage, and removal and putting them in dustbin kept outside the building.
- iv) Cleaning of campus roads and footpath etc.
- v) Cleaning of Gate Complex.

#### **F. JOBS TO BE CARRIED OUT WEEKLY**

- i) Acid cleaning of sanitary ware without damaging their shine, scrubbing and cleaning of floors and walls in toilets/rooms, corridors with soap, detergents, kerosene/petrol or any other chemicals, automatic mopper/scrubbing machine to be used at least once in a week.

- ii) Cleaning of fabric upholstered sofa sets with vacuum cleaners and leatherite upholstered sofa set and chairs with soap solution/ cleaning agent of approved quality.
- iii) Cleaning of brass letters by brasso (polish).
- iv) Cleaning of electric substation.

#### **G. JOBS TO BE CARRIED OUT ON FORTNIGHT BASIS**

- i) Polishing of brass items with approved brass cleaning material.
- ii) Cleaning of carpets in rooms by vacuum cleaners without damaging the carpet.
- iii) Dusting of false ceiling etc. with soft broom and cloth.
- iv) Cleaning of sofa sets with soap water/ vacuum cleaners.
- v) Washing and cleaning of driveways, parking areas and roads within the office premises.
- vi) Sweeping and mopping of Common area including staircases of all residential quarters.
- vii) Lift lobby and all toilets floors and other areas, as may be directed by Officer In-charge, shall be cleaned with floor scrubbing machine.

#### **H. JOBS TO BE CARRIED OUT ON MONTHLY BASIS:**

- i) All floors of Hostel buildings in common area including staircases shall be cleaned thoroughly with floor scrubbing machine with soap and water to remove all stains etc. After cleaning the floors with soap and water the floors shall be properly wax polished.
- ii) Total office area floors to be cleaned with floor scrubbing machine, wherever required as per directions of Officer-In-charge.

#### **I. JOBS TO BE CARRIED OUT AS AND WHEN REQUIRED:**

- i) Cleaning of chokage in sewer and pumping lines within premises as and when required.
- ii) Cleaning gully trap and manholes within and surrounding of premises as and when required.

#### **J. PROVIDING WORKFORCE;**

The bidder has to provide workforce in sufficient numbers to maintain the buildings as required and of quality to ensure workmanship of the degree specified in the job order and to the satisfaction of the Officer-In-Charge. Tentative requirement of workforce to be deployed is given hereunder:-

a) House Keepers – 20 (can be increased or decreased as per requirement)

The bidder must employ adult and skilled labour only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. In order to maintain quality services and minimize operational problems, the bidder may rotate the staff once in six months with prior written intimation to SPA Bhopal.

The bidder shall ensure that all the workforce deployed wear uniform while on duty.

**K. SUPPLY OF MATERIAL AND CONSUMABLES:**

All materials/consumables other related item is shall be provided by the institute on weekly/fortnightly basis. Consumables shall be issued every morning in presence of an official authorized by SPA Bhopal.

**L. WASTE DISPOSAL MANAGEMENT:**

The bidder will ensure collection, mechanized screening / segregation of dry and wet garbage in the earmarked area. The bidder will also ensure segregation of bio degradable and non bio degradable garbage. Finally, the bidder will arrange for disposal of garbage at such a place as may be permissible by Bhopal Municipal Corporation.

The bidders meeting qualified in Technical Bid will be required to make a detailed presentation on operational strategy on deployment planning, manpower sourcing, handling of equipments, resource mobilization, protocol, infrastructure etc. for technical evaluation.

## Technical Bid

### 1. THE COMPANY

- a) Name \_\_\_\_\_
- b) Regd. Address \_\_\_\_\_
- c) Address of Office at Delhi/NCR \_\_\_\_\_
- d) Contact Person's
- i) Name & Design. \_\_\_\_\_
- ii) Tel No. Landline \_\_\_\_\_ Mobile \_\_\_\_\_
- iii) Email ID \_\_\_\_\_

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

3. PAN/GIR No. : \_\_\_\_\_  
(Please enclose attested photocopy)

4. TIN No. : \_\_\_\_\_  
(Please enclose attested photocopy)

5. Service Tax Regn. No.: \_\_\_\_\_  
(Please enclose attested photocopy)

6. EPF Registration No. \_\_\_\_\_  
(Please enclose attested photocopy)

7. ESI Registration No. \_\_\_\_\_  
 (Please enclose attested photocopy)

8. Annual Turnover for the last 3 years:  
(Should not be less than Rs 3.00 crores)

2013  14 \_\_\_\_\_  
2014  15 \_\_\_\_\_  
2015  16 \_\_\_\_\_

- (Please enclose copies of attested audited balance sheet and P&L A/c)  
\_\_\_\_\_ enclosed (please specify)

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

(Should have provided housekeeping services in reputed organizations including at least one PSU/Govt. Deptt.)

- a) Please submit copies of documentary evidence e.g. work order and corresponding satisfactory job completion certificates from clients specifying value and period of work order

\_\_\_\_\_ enclosed (please specify)

**10. Infrastructure Details**

- i) Workforce (Nos.) - \_\_\_\_\_ (not less than 500 of various category)  
(Please enclose the list giving employee-wise name, PF No. ESI No.)
  
- ii) Industrial, Mechanical scrubbing machine \_\_\_\_\_(atleast 02No.)
- iii) Vacuum cleaner \_\_\_\_\_(atleast 04No.)
- iv) Floor Scrubbers (electrically operated) \_\_\_\_\_(atleast 04No.)
- v) Hand Trolley \_\_\_\_\_(atleast 04 No.)

**11. Earnest Money Details :**

D.D. No. \_\_\_\_\_ Date \_\_\_\_\_  
Amount  Rs.150,000  
Drawn on \_\_\_\_\_

**Signatures of authorized signatory**  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Seal:

**HOUSEKEEPING SERVICES – FINANCIAL BID  
(To be put in separate sealed envelop)**

**A- HOUSEKEEPING SERVICES AND PAYMENT OF WAGES**

S. No.	Category	Number	Payment of wages/ESIC/EPF
1.	Housekeeper (Male)	15	Payment restricted to minimum wages as notified by the GOI.
2.	Housekeeper (Female)	05	
3.	EPF / ESIC (EMPLOYER)		As per GOI norms

**B- SERVICE CHARGES**

Sl. No.	Category	Monthly Rate (% age of total wage bill + ESIC/EPF)
1.	Charges: Providing Uniform	
2.	Charges: Equipments.	
3.	Charges: Others (if any- specify like admin, training etc.)	
4.	Service Tax (if any)	
5.	Service Charges	
6.	Total Service Charges (Aggregate of S.No. 1 to 5 above)	

**Important Notes:**

1. If tenderer quotes NIL service charges/charges/consideration, the bid shall be treated as unresponsive as per Govt. of India norms.
2. The Lowest financial bidder will be decided on the basis of Total Service charge (aggregate of S.No. 1 to 5 above) quoted.
3. Service charges should include all costs such as police verification charges of all, manpower, training charges etc.
4. These are only estimated requirements mentioned herein for giving an idea of the extent of resources and quantum of work involved and do not necessarily indicate the actual requirements. Actual requirements may increase or decrease periodically which will be communicated in writing.
5. Break-up of the rate may also be provided along with the copy of the Govt. of India order on Minimum Wages to facilitate revision of rate whenever Minimum wages are revised by the Govt.
6. Please quote rate in %age (percentage) of S. No. 1 & 2 of A above.

**Signatures of authorized person**

**Name**\_\_\_\_\_

**Designation**\_\_\_\_\_

**Seal**



**Proforma towards Performance Security**

Ref. No. \_\_\_\_\_ Bank Guarantee No \_\_\_\_\_

Dated \_\_\_\_\_

To

**School of Planning & Architecture Bhopal**

\_\_\_\_\_  
\_\_\_\_\_

Dear Sirs,

1. In consideration of **School of Planning & Architecture Bhopal**, \_\_\_\_\_ (hereinafter called the "Owner" which expression shall unless repugnant to the subject or context include its successors and assigns) having entered into a contract No. \_\_\_\_\_ dated \_\_\_\_\_ (hereinafter called 'the Contract' which expression shall include all the amendments thereto) with M/s \_\_\_\_\_ having its registered/head office at \_\_\_\_\_ (hereinafter referred to as the 'Contractor') which expression shall, unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assignees) and SPA Bhopal having agreed that the Contractor shall furnish to SPA Bhopal a performance guarantee for Indian Rupees..... for the faithful performance of the entire contract.

2. We (name of the bank) \_\_\_\_\_ registered under the laws of \_\_\_\_\_ having head/registered office at \_\_\_\_\_ (hereinafter referred to as "the Bank", which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assignees) do hereby guarantee and undertake to pay immediately on first demand in writing any /all moneys to the extent of Indian Rs./- \_\_\_\_\_ (in figures) [Indian Rupees/- (in words) \_\_\_\_\_] without any demur, reservation, contest or protest and/or without any reference to the Contractor. Any such demand made by SPA Bhopal on the Bank by serving a written notice shall be conclusive and binding, without any proof, on the bank as regards the amount due and payable, notwithstanding any dispute(s) pending before any Court, Tribunal, Arbitrator or any other authority and/or any other matter or thing whatsoever, as liability under these presents being absolute and unequivocal. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable until it is discharged by SPA Bhopal in writing. This guarantee shall not be determined, discharged or affected by the liquidation, winding up, dissolution or insolvency of the Contractor and shall remain valid, binding and operative against the bank.

3. The Bank also agrees that SPA Bhopal at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance, without proceeding against the Contractor and notwithstanding any security or other guarantee that SPA Bhopal may have in relation to the Contractor's liabilities.

4. The Bank further agrees that SPA Bhopal shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time exercise of any of the powers vested in SPA Bhopal against the said Contractor(s) and

to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of SPA Bhopal or any indulgence by SPA Bhopal to the said Contractor(s) or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

5. The Bank further agrees that the Guarantee herein contained shall remain in full force during the period that is taken for the performance of the contract and all dues of SPA Bhopal under or by virtue of this contract have been fully paid and its claim satisfied or discharged or till SPA Bhopal discharges this guarantee in writing, whichever is earlier.

6. This Guarantee shall not be discharged by any change in our constitution, in the constitution of SPA Bhopal or that of the Contractor.

7. The Bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.

8. The Bank also agrees that this guarantee shall be governed and construed in accordance with Indian Laws and subject to the exclusive jurisdiction of Indian Courts of the place from where the purchase order has been placed.

9. Notwithstanding anything contained hereinabove, our liability under this Guarantee is limited to Indian Rs./ (in figures) \_\_\_\_\_ [Indian Rupees/- (in words) \_\_\_\_\_] and our guarantee shall remain in force until \_\_\_\_\_. In case of any extension of contract, Performance Guarantee will be suitably extended.

Any claim under this Guarantee must be received by us before the expiry of this Bank Guarantee. If no such claim has been received by us by the said date, the rights of SPA Bhopal under this Guarantee will cease. However, if such a claim has been received by us within the said date, all the rights of SPA Bhopal under this Guarantee shall be valid and shall not cease until we have satisfied that claim.

In witness whereof, the Bank through its authorized officer has set its hand and stamp on this..... day of ..... 20 at .....

WITNESS NO. 1

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(Signature)  
Full name and official  
address (in legible letters)

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(Signature)  
Full name and official  
address (in legible letters)

## UNDERTAKING

(To be submitted along with each month's bill)

I, .....S/O.....Proprietor /  
Partner / Director of .....do hereby  
declare and undertake as under :

1. That in the capacity of independent contractor for M/s. ...., I have complied with the provisions of all laws as applicable.. I have paid the wages for the month of ..... which are not less than the minimum rates as applicable, to all my employees and no other dues are payable to any employee.
2. That I have covered all the eligible employees under Employees' Provident Funds and Miscellaneous Provisions Act and the Employees' State Insurance Act and deposited the contributions under my code numbers for the following months and as such no amount towards contributions whatsoever is payable.
3. I further declare and undertake that in case any liability pertaining to my employees is to be discharged by the principal employer due to my lapse, I undertake to reimburse the same or the principal employer is authorized to deduct the same from my dues as payable.
4. Further, this is to certify that the entire salary payment for the month of..... has been made through their respective bank accounts to all employees. In addition to the above we would like state that our company has adopted the latest procedure for making salary.
5. In case there is any sort of complain due to against the institute related to any statutory liabilities then, it will be sole responsibility of our company

**Signatures of authorized person**

**Name**\_\_\_\_\_

**Designation**\_\_\_\_\_

**Seal**