

**REGIONAL CENTRE FOR BIOTECHNOLOGY  
(DEPARTMENT OF BIOTECHNOLOGY, GOVERNMENT OF INDIA)  
180, UDYOG VIHAR, PHASE-I, GURGAON**

NAME OF WORK: PROVIDING MANPOWER FOR CLEANING AND HOUSEKEEPING SERVICES IN RCB, 180, UDYOG VIHAR, PHASE-I, GURGAON

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*Note: Tenderer should confirm that they have received all the above papers from Sr.No.02 to Sr.No.10 and seen and understood all items. All the documents are to be returned duly signed by the tenderer.*

**TENDER ISSUED TO:**

M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No. (If any) \_\_\_\_\_

Signatures of the Officer Issuing Tender

Pay Order/Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ from the Bank  
\_\_\_\_\_ drawn in favour of

EXECUTIVE DIRECTOR, RCB, GURGAON for

Rs. \_\_\_\_\_

(Rupees \_\_\_\_\_) is enclosed herewith.

I/We have read and understood all the terms and conditions and all other relevant documents and seen the drawings if any and visited the site before quoting the rates.

Signature of the Tenderer

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone/Mobile No. \_\_\_\_\_

## NOTICE INVITING TENDERS

Sealed Tenders are invited under Two Bid systems (Part 1: Technical Bid and Part II: Price Bid) for the following services on contractual basis:

| Sl. No | Tender No.            | Name of Work   | Cost of Tender Document (Rs.) [including VAT] | Earnest Money Deposit (Rs.)           |
|--------|-----------------------|--|---|---------------------------------------|
| 1      | RCB/Housekeeping/2012 | Annual Tender for Cleaning and Housekeeping Services for the year 2012 | Rs.500/- (non-refundable)                     | 30000/- (Rupees Thirty Thousand only) |

The tender document can be obtained in person from Regional Centre for Biotechnology on all working days. In case tender documents are sought by post, a requisition indicating the details of tender documents along with demand draft drawn on any nationalized bank only for tender fee payable at GURGAON drawn in favour of "EXECUTIVE DIRECTOR, RCB to be forwarded to the Registrar at the above address well in advance. The RCB will not be responsible for any postal delay. Detailed tender documents are also available on RCB website [www.rcb.res.in](http://www.rcb.res.in). The Senior Manager or an Officer authorized by him may be contacted between 1000 hrs and 1600 hrs on any working day for further clarifications, if any. Anyone who desires to tender is advised to visit the RCB premises and ascertain the nature and quantum of work before tendering.

The Tender/bid should be submitted in the prescribed proforma as given in Annexure 'B' of Tender Document. Bid submitted in any other format will invite automatic disqualification. EMD to be submitted in the form of Demand Draft/Bankers Cheque drawn on any nationalized bank only, payable at GURGAON drawn in favour of EXECUTIVE DIRECTOR, RCB. **EMD in any other form is not acceptable.** The tenders are to be submitted in two parts in sealed envelopes super-scribing the name of the work clearly. Late and delayed tenders will not be opened and summarily rejected. A detailed schedule of submission of tender is indicated elaborately in the tender document. Details of dates for submission & opening (in the presence of tenderers) of tenders are as under:

- 1) Date of Sale of tender document(s) : 24.09.2012
- 2) Last date/time for submission of tender(s) : 30.10.2012 1500 Hrs
- 3) Date/time of opening of Technical Bid(s) : 31.10.2012 1100 Hrs
- 4) Date/time of opening of Price Bid(s) : Will be Intimated

Offer by Fax /E-mail will be summarily rejected.

If the tender document is downloaded from the website, please enclose the tender fee in the form of Demand draft. **Incomplete tender or tenders received without EMD shall be summarily rejected.** Canvassing in connection with tender/quotation is strictly prohibited. The EXECUTIVE DIRECTOR, RCB reserves the right to reject any or all the quotations or allot part of the work to different agencies without assigning any reason whatsoever.

Senior Manager

## REGIONAL CENTRE FOR BIOTECHNOLOGY

Tender No. RCB/Housekeeping/2012  
Name of work : Annual Tender for Cleaning & Housekeeping  
Services

Sale of tender document : \_\_\_\_\_

Submission of tender : \_\_\_\_\_

Tender(Part I) Opening date and time: \_\_\_\_\_

### INSTRUCTION TO TENDERERS

Tender should be submitted in two parts. Part I should consist of all the technical details including their previous experience, nature of work to be carried out, number of trained manpower to be provided for each work etc and other commercial points. Part II should contain only the price bid. Signed and sealed Part I and Part II of the tender should be kept in separate sealed covers. The cover for Part I should be super scribed as “Tender for Annual Housekeeping Work for the Year **2012 at RCB** Part I (Techno-commercial) and the cover for Part II should be super-scribed as “Tender for Annual Housekeeping Work for the Year **2012** Part II (Price). EMD should be kept in a separate sealed cover super-scribed as “EMD – Annual Housekeeping Work for the Year **2012** and all the three covers should be kept in a big single sealed cover super-scribed as “Tender for Annual Housekeeping Work for the Year **2012**.”

a. Submission of EMD is a must and should be submitted along with the tender. The EMD is to be furnished only in the form of DD/Banker’s cheque from any nationalized bank drawn in favour of EXECUTIVE DIRECTOR, RCB payable at GURGAON. EMD in any other form including cheque/Banker’s Guarantee etc. will not be accepted. In respect of the successful bidder, this EMD will be adjusted as part of security deposit. EMD submitted by other bidders will be returned after finalization of the contract. **Tenders received without valid EMD will be summarily rejected.**

b. For due performance of obligations during the validity of the contract, the successful tenderer shall have to deposit 10% of the contract value immediately after conclusion of the contract as interest free **Security Deposit**. This security deposit is to be furnished in the form of Bank Guarantee as per the format furnished by the Institute from any of the Nationalised Banks or SBI or in the form of DD from any one of the nationalized banks. The security deposit will be forfeited in case of breach of contract. After successful completion of the contract, the security deposit will be refunded after adjusting dues if any to the RCB from the Contractor.

c. The tenderer should read the ‘**General Terms and Conditions**’ & ‘**Note**’ annexed hereto and give their acceptance at the end. The tenderer is advised to visit the Institute **on any working day between 1000 hrs and 1600 hrs** to assess the nature and quantum of work before tendering and ascertain details.

d. The tender should be clearly filled and signed in ink legibly or type written giving full address of the tenderer. The tenderer should quote in figures as well as in words the amount tendered. Alteration if any, unless legibly attested by the tenderer with full signature shall

invalidate the tender. The tender should be duly signed by the authorized persons on all pages. In case there is any difference in the amount between figures and words, the amount indicated in words will be treated as the valid offer.

e. The tenderer should ensure that the amounts are written in such a way that interpolation is not possible. No blank space should be left.

f. Failure to fulfill any of the conditions given above shall render the tender liable to rejection.

g. The EXECUTIVE DIRECTOR, RCB does not bind himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.

## GENERAL TERMS & CONDITIONS

**(Please read the following carefully and give acceptance for the same at the end)**

1. The tenderer submitting tender would be deemed to have inspected the premises, considered and accepted all the terms and conditions of contract. No verbal or written enquiries will be entertained in respect of acceptance or rejection of the tender, after the prescribed date of closure.
2. The RCB reserves the right to cancel or reject in full or part any or all tenders received, without assigning any reasons.
3. Any action on the part of the tenderer to influence any officer of the RCB or canvassing in any form shall make the tender liable for rejection.
4. The contract will be for a period of **one year initially**, which can be renewed on yearly basis for **two more years** on satisfactory performance of the initial period of the contract. The RCB may renew the contract to such further period(s), as it may deem proper, having regard to the quality and manner of the contractor's performance. However, it shall be with consent/written request by the contractor in this regard.
5. All works shall be executed as per detailed specifications and as directed by an officer/official nominated by the EXECUTIVE DIRECTOR.
6. The areas of cleaning indicated are purely approximate and likely to vary on either side up to any limit.
7. Time is the essence of this contract. In case the Contractor fails in fulfilling the obligations fully and in time, the RCB shall have the absolute right to take up the work at the Contractor's cost and risk and recover any and all such expenses from the amounts due to the Contractor including Security Deposit. The Institute shall have right to impose penalty commensurate with the fault and amount towards damages if any, shall be recovered from the bill.
8. The Contractor shall abide by all laws, regulations and statutory obligations in force from time to time including labour laws and shall indemnify the RCB from any claims in this regard.
9. **The Contractor will be required to post unskilled/semi-skilled/skilled manpower as may be needed to supervise and guide the unskilled workers for proper execution of the work as per directions of the Officer-in-charge nominated by EXECUTIVE DIRECTOR of the Institute to administer the contract.**
10. All letters posted to Contractor at the address given by him will be considered to have

been delivered in time.

11. If it is observed at any stage that the quality of the work is not satisfactory, the contract/ work order as a whole may be terminated and Security deposit forfeited. The Contractor will have no claims whatsoever on the RCB

12. In case it is found at a later date that the work done is of inferior quality and proper action was not taken at the time of execution of the work, the Contractor shall remain liable to pay compensation for full or part of the cost / value of such inferior work to the Centre as determined by the Competent Authority at RCB and in case all payments have been made to the Contractor for such work / works, this amount may be deducted from any sum due to the Contractor on any other work within the Institute. Otherwise, in absence of any other work/works, the security deposit will be forfeited and adjusted towards the cost of inferior quality of work and the contract foreclosed, as the case may be.

13. Water and Electricity required for the work may be used free of cost from the RCB after obtaining written approval from the Officer In-charge.

14. Contractor will be fully responsible for any accident or mishap involving workers engaged by the Contractor and the Contractor would pay claims preferred by the victims of any accidents. The Contractor shall fully indemnify the RCB against all or any claims arising out of accidents, disabilities of any nature or death or arising out of provisions under law, or any other nature in respect of all workers engaged by the Contractor.

15. The contractor shall identify the personnel to be deployed exclusively for the cleaning of all the toilets in the area mentioned. The contractor shall be responsible for cleaning as well as security of the toilet fixtures handed over at the time of commencement of the contract. In case of items/fixtures stolen/broken due to the fault of the contract personnel from the toilets, either the penalties to recover the cost shall be imposed or the contractor shall have a choice to replace these fixtures of the same quality & under approval from nodal officer appointed by the EXECUTIVE DIRECTOR of the RCB.

17. It will be the sole responsibility of the contractor to abide by the provisions of the following acts as to the workers engaged by him for performance of this contract:

- a. Employment of Children Act
- b. Workmen compensation Act
- c. Employment of Labour/Contract Labour Act
- d. Industrial Employment Act
- e. Contract Labour Abolition & Regulation Act 1970.
- f. Minimum Wages Act

- g. Employee Provident Fund Act
- h. ESIC Act
- i. Bonus Act
- j. Any other act or legislation, which may govern the nature of the contract.

18. Any liability arising on the RCB shall be deducted from the bills of the contractor and if the full amount is not recovered then the same shall be recovered from the security money of the contractor. There would be no liabilities towards the workers of the contractor by the RCB.

19. The RCB through its officers, reserves the right of altering the specifications of works of adding to or omitting any items of work or of having portions of the same carried out in the Institute by others and such alterations and variations shall not violate this contract.

20. The Contractor is required to post his authorized representative at the site of the work who shall receive the instructions from the Officer (to be nominated by the EXECUTIVE DIRECTOR of RCB) from time to time. All such instructions received by the authorized representative on behalf of the Contractor shall be deemed to have been received by the Contractor within the scope of this work order.

21. In the event of the contractor failing to execute the Annual Housekeeping Work for the **Year 2012** surrounding premises under contract in whole or in part an alternative arrangement will be made by the RCB totally at the cost & risk of contractor besides any suitable fine /penalty.

22. The contractor shall be liable to pay compensation for any loss & damage caused to the property of the RCB or its Staff Members/Students/Visitors by the contractor or his workers.

23. The contractor shall be personally responsible for the conduct of his staff and in case of any complaint against any of his staff, the contractor will be under an obligation to change the worker concerned on instructions from the competent authority at RCB. The contractor shall observe all the laws and will be responsible for any prosecution or liability arising from breach of any of those laws. The RCB shall not and cannot hold any responsibility with regard to staff on the rolls of the contractor whatsoever.

24. The contractor & his staff shall follow the rules & regulations of the RCB in force and instructions issued from time-to-time. The RCB will be free to take action against the contractor for violating the same.

25. The RCB reserves the right to terminate the contract without assigning any reason by giving a written notice of three months. The contractor will also have to serve a written

notice of 3 months, if he wishes to terminate the contract.

26. In the event of any dispute arising out of or in connection with this contract, whether during the subsistence of the contract or there after the matter shall be referred to the EXECUTIVE DIRECTOR. RCB or any other officer nominated by the EXECUTIVE DIRECTOR, RCB for arbitration whose decision shall be final and binding on the parties. The contractor agrees that the arbitrator could be an employee of the Institute & shall not have any objections in this regard. The proceedings before the arbitrator would be governed by the provision of the Arbitration Act 1996.

27. **The personnel of Contractor should observe only Three holidays in a calendar year irrespective of number of the holidays observed by the Centre as per the list given by the Institute from time to time. The Three closed holidays are Republic Day, Independence Day & Gandhi Jayanti.**

28. The services of employees of Contractor should be made available on all days on six day week basis in a month irrespective of holidays except on Sundays.

29. A verification report in respect of all the personnel of contractor from the concerned police station of concerned residential areas should be submitted and also list of employees with bio-data of each employee posted to the Institute along with photo and thumb impression should be handed over to the Officer-in-Charge of the RCB. Any changes should be informed immediately.

30. **The personnel engaged by the contractor should have minimum literacy level i.e. a pass in Standard VIII.**

31. The Contractor shall be fully responsible for providing leave benefits, weekly offs, National & Festival holidays etc., to the personnel deployed and as and when any of personnel comes late or proceeds on leave or absents himself/herself, it will be the prime responsibility of the contractor to provide a suitable substitute.

32. The RCB with the consent of the contractor may modify terms and conditions of the contract as and when necessary without affecting the basic nature of his contract.

33. The RCB will not charge any amount from the contractor for water or/and electricity supplied for Annual Housekeeping and Maintenance of Guest House.

34. **THE CONTRACTOR WILL PROVIDE** Sets of Uniforms to his workers as approved by the authority (Both Males/Females) while on duty. Sufficient number of uniforms would have to be provided so that the worker is always with neat and tidy uniform. It will be strictly monitored & severe fine imposed which will be deducted from the monthly bill if the worker is found without uniform.

35. The contractor will issue identity cards to his workers/supervisors after getting them verified by the RCB. Any worker found without identity card will not be permitted to enter the premises.
36. The Contractor will post a supervisor at a specific point to receive & manage complaints & instructions. The supervisor will ensure
- a. attendance of all personnel
  - b. Allocation of duties on day-to-day basis
  - c. compliance of instructions
37. The Rates of Sanitary item need to be specified by the Contractor.
38. Minimum wages in accordance with Govt Notification applicable for NCR needs to be mentioned for Unskilled /Semi-Skilled manpower by the Contractor.

## **SCOPE OF WORK**

### **A: General Cleaning**

1. In brief the scope of work is to provide aesthetic and attractive outreach of the premises by maintaining pleasant odour and cleanliness, keeping the building & the surrounding area neat, clean & tidy every day, keeping them in hygienic & sanitary conditions of high standard as per contract.
2. Effective cleaning of rooms and bathrooms has to be ensured during the morning shift taking into account the convenience of the occupant. Unoccupied rooms should be cleaned every day.
3. The Housekeeping staff will be present in the premises and carry out duty for entire eight hours excluding meals / tea hrs. in shifts / staggered duties as assigned by competent authorities.
4. The workers should maintain highest discipline and behave politely and have minimal interaction with the students, staff and guests. They should not argue with the students and guests.

The guidelines of cleaning process are as under-

#### **(i) DAILY.**

1. Proper sweeping & mopping of all floors in the building twice daily. Cleaning of walls, railings, corridors & lifts, entry roads of various buildings etc. covering the entire constructed areas. No betel stains or cob webs etc. should be visible anywhere.
2. Proper sweeping, mopping and cleaning of lift. Cleaning of main staircases at least three times. Cleaning the entrance lobby area frequently.

3. Cleaning of Waste Paper Baskets, Sanitation Bins & Spittoon sets & disposing of garbage/refuse as directed.
4. Dusting Guest House furniture, almirahs, Cupboards, phones, Partition walls, Doors, Windows, Notice Boards, Flower Vases & pieces of decoration and other materials available in the RCB.
5. Cleaning glasses of windows, doors, partitions etc
6. Common Toilets & urinals including floors to be cleaned regularly and continuously at every two hours throughout the day with phenyl and other disinfectants. **Suitable number of female cleaners should be deployed for taking care of cleaning works of ladies toilets.** Only male cleaners should be deployed to clean the Gent's toilets in the premises.
7. Porcelain fixtures to be cleaned with Vim. To provide Naphthalene balls, Toilet rolls & Liquid soap etc.
8. To attend, clean and remove chocking of drains including GI pipes, sanitary fixtures, manholes & sewer lines, whenever required for smooth functioning and as directed by Officer-in-charge.
9. To clean the vertical Marble & Mosaic surfaces wherever required or as instructed by the supervisor/ in-charge.
10. Thorough cleaning of rooms with Odorex, dettol/ carbolic acid / disinfectant etc. as required and as directed by Supervisor/ Officer-in-charge.
11. Thorough cleaning of passages and entrances of buildings.

**(ii) WEEKLY:**

1. Cleaning of Carpets, Curtains, Venetian/vertical blinds Phones and Electrical fittings on walls in rooms, passage and corridors in the building.
2. Cleaning of fans, tube-lights, false ceiling, ceiling, walls, O2 and CO2 pipes.
3. Cleaning false ceiling sheets, polishing of steel body.
4. Cleaning of terraces.
5. Removing of Cob-webs from the walls and ceilings as often as necessary and at least once a week.

**(iii) FORTNIGHTLY – House Keeping:**

- a) Cleaning of ceiling with electrical fitting & roofs.
- b) Washing & Scrubbing of floor with automatic machines with required cleaning material.
- c) Cleaning storm water drains, water pipes & over head tanks.

**(iv) MONTHLY – House Keeping:**

1. Sweeping & cleaning of service ducts, Service Rooms, Service Shafts & all drainage pipes including those of toilets.
2. Cleaning of drains and manhole lines connected from all type of building to the main drains and sewer line.
3. Washing of building from outside with prior permission from Supervisor/ Officer –in-charge.
4. Carpet shampooing on quarterly basis.

**B: Other Housekeeping services**

Washing, Cleaning and maintenance of Glass wares  
& upkeep of Labs (8-10Labs.)

**MINIMUM LABOUR TO BE PROVIDED**

| <b>Job</b>         | <b>No of persons</b> |
|--------------------|----------------------|
| Cleaning           | 8                    |
| Other Housekeeping | 8                    |

**PAYMENT CONDITIONS:**

1. The Contractor will submit monthly pre-receipted bills in triplicate after satisfactory completion of the work within two working days of the following month to the Officer of the Institute for certification & pro-rata payment. The officer on the receipt of the bill, will check the work record and thereafter process the bill for payment.
2. All bills should be submitted on printed forms, duly signed and pre-receipted.
3. Payment will be made by the Institute to the contractor on monthly basis. A certificate to the effect that all labour laws including EPF, ESIC payments, etc., are being followed has to be furnished with proof along with the bill for payment.
4. Income Tax and other statutory levies as applicable from time to time will be deducted from the bills of the Contractor.
5. In case of any delay in processing of the bills, the contractor would be required to ensure the payment of its workers by 7<sup>th</sup> of every month in the premises of the Centre in the presence of authorized representative of the Centre and there should be no linkage between this payment and settlement of the contractor's bill from the RCB.

**COMMENCEMENT OF WORK**

The Contractor is required to start the work of House Keeping within specified period from the date of acceptance of the contract. In case it is found that the work has not been taken up from the

specified date, the RCB at its sole discretion may cancel the work order and the EMD Security Deposit shall be forfeited without any further reference to the Contractor.

### **CANCELLATION OF CONTRACT**

1. Notwithstanding any other provisions made in the contract, the RCB reserves the absolute right to terminate the contract forthwith if it is found that continuation of the contract is not in Public interest. The contractor is not eligible for any compensation or claim in the event of such cancellation.
2. If at any later date, it is found that the documents and certificates submitted by the Contractor are forged or have been manipulated, the work order issued to the Contractor shall be cancelled and Security Deposit issued to the RCB shall be forfeited without any claim whatsoever on RCB and the contractor is liable for action as appropriate under the extant laws.

## **PART –I (TECHNICAL DETAILS)**

***Technical Details should be provided in the prescribed format i.e. Annexure “A” which should inter alia contain the following:***

a. The tenderer should furnish the proof of his experience of providing housekeeping service in large hospital, research institute or reputed organization. The contractor should furnish the details of staff strength, qualification & experience of his supervisory staff, office address for correspondence, contact telephone numbers etc. The details of the supervisory staff and number of field workers for each work to be deployed for this contract should be indicated separately.

Certificate for having successfully executed/completed similar works during the last 5 years ending last day of March of the current year, should be either of the following

- i) Three similar completed works costing not less than the amount equal to 40% of the estimated cost OR
- ii) Two similar completed works costing not less than the amount equal to 50% of the estimated cost OR
- iii) One similar completed work costing not less than the amount equal to 80% of the estimated cost.

“Similar work” means execution of cleaning, housekeeping, sanitary works etc and must produce work done certificate from the clients. The certificate should mention the details of work executed, the date of commencement and date of completion of the work.

b. An Earnest Money Deposit will have to be furnished along with tender documents in the form of DD / Bankers cheque from any one of the nationalized banks drawn in favour of EXECUTIVE DIRECTOR, RCB and payable at GURGAON, which will be adjusted towards the Security Deposit, on award of contract.

c. The tenderer must have annual financial turnover during the last 3 years ending 31<sup>st</sup> March of the previous financial year not less than 5 times of the amount of tender (estimated cost) in each financial year which shall be duly certified by a Chartered Accountant.

d. PAN details of the firm have to be indicated along with a certified copy.

e. An affidavit duly certified by a Notary that the Partners of the firm or sole proprietor or Company as the case may be, has never been black listed or changed the name of the firm. The persons deployed for work should not be involved in any police case or any case should be pending against them. Police verification certificate for the persons deployed for work to be submitted.

f. An affidavit duly certified by a Notary that there is no police case/vigilance enquiry

pending against the Partners of the firm or sole proprietor or Company as the case may be, and that the partners of the firm / sole proprietor or company have never been punished by any Hon'ble Court.

g. Names/address of two persons who can vouch for the credentials of the contractor and stand surety.

h. The entire tender document should be duly signed & sealed by the tenderer.

i. The tenderer shall submit the information regarding his firm in the format enclosed as Annexure "A" as part of Technical bid along with terms & conditions (duly signed) of Annual Housekeeping Work for the Year 2012 at RCB. The Tenderer must have E.P.F. /E.S.I.C Registration number as per the rules to contribute to E.P.F./E.S.I.C

The tenderer shall submit the information relating to his registration with the Regional Labour Commissioner of the relevant area.

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j. The workers must be provided with uniform/shoes and other materials for safety and safe handling of chemicals, etc. by the contractor. They should maintain personal hygiene.

They should behave politely and be amenable to discipline.

k. If in the opinion of the RCB authorities, the performance of any of the persons deployed is not satisfactory or he/she is not amenable to discipline or their behaviour is not conducive so as to retain them for the work, he/she should be replaced immediately.

l All copies of documents submitted by the tenderer should be attested by a Gazetted Officer or a Notary, otherwise the bids are liable for disqualification. The original documents should be produced for verification at any stage of tender process as and when sought for, failing which, the bids are liable for disqualification.

## **PART – II (PRICE-BID)**

- a. Price bid should be in the format enclosed with tender at annexure “B” (Schedule of quantities) in separate sealed cover. **Failure to provide price bid in a sealed separate cover will result in invalidation of the offer.**
- b. Tender envelope should be sealed by sealing wax. **The envelopes containing Technical Bid, Price Bid & EMD should be in separate sealed covers and all the three covers should be put in one sealed cover as indicated above.**
- c. The tender should be clearly filled and signed in ink legibly or type written giving full address of the tenderer. The tenderer should quote in figures as well as in words the amount tendered by him. Alteration if any, unless legibly attested by the tenderer with his full signature shall invalidate the tender. The tenderer should duly sign the entire tender documents personally.
- d. The tenderer should ensure that the amounts are written in such a way that interpolation is not possible. No blank space should be left.
- e. Failure to fulfill any of the conditions given above shall render the tender liable for rejection.

**TECHNICAL DETAILS**

| <b>Sl. No.</b> | <b>Particulars</b>   | <b>Fill in the details</b>         |
|----------------|--|------------------------------------|
| 1.             | Name of Firm/Tenderer/Company (in block letters)   |                                    |
| 2.             | Permanent Address & Telephone No.  |                                    |
| 3.             | Year of incorporation of the Firm/Company  |                                    |
| 4.             | Full Postal Address: Telephone/Fax No./E-mail:   |                                    |
| 5.             | Details of experience of providing Sanitation Services in Large Hospital / R&D / Large scale Educational institution / reputed organizations for the last five years (separate sheet may be attached). Names of the major clients with their addresses, telephone numbers(enclose certificates/credentials issued by such clients) | [Attach as enclosure & refer here] |
| 6.             | Details of infrastructure, persons employed, number of offices/branches available (attach separate sheet)  | [Attach as enclosure & refer here] |
| 7.             | Details of persons exclusively to be deployed for this work.   | [Attach as enclosure & refer here] |
| 8.             | Earnest Money Rs. Bank Draft No & Date, Banker's Name & Branch   |                                    |
| 9.             | Proof of Financial Capacity from his bankers /Chartered Accountant   | [Attach as enclosure & refer here] |

|     |  |                                    |
|-----|--|------------------------------------|
| 10. | An affidavit duly certified by a Notary that the Partners of the firm sole Proprietor or Company has never been black listed/ not involved in any Police Case/ Vigilance enquiry pending or ever been punished by any Hon'ble Court. | [Attach as enclosure & refer here] |
| 11. | Latest Income Tax (with TAN/PAN No.) Professional Tax, Sales Tax, Service Tax, Regn. no. & Clearance (last three years) (enclose photo copies)   | [Attach as enclosure & refer here] |
| 12. | Details of establishment Registration with date obtained from the various authorities (enclose photo copies)   | [Attach as enclosure & refer here] |
| 13. | Details of E.S.I.C. Registration with Date   |                                    |
| 14. | Details of E.P.F. Registration with date   |                                    |
| 15. | Details of Registration with the Regional Labour Commissioner.   |                                    |
| 16  | Audited balance sheet and Profit/Loss A/c For the last 3 years(enclose photo copies)   | [Attach as enclosure & refer here] |
|     |  |                                    |

**Date:**

**Signature of Tenderer**

**Seal & address**

**PRICE BID**

ANNEX- "B"

**PART – II -PRICE BID**

**CLEANING & HOUSE KEEPING AND GUEST HOUSE SERVICES**

| S.No. | Particulars of Payments   | Unit Rate | Total |
|-------|---|-----------|-------|
| 1.    | Minimum wages per head as per Act notified by Central Govt for NCR(Gurgaon) |           |       |
| 2.    | EPF Contribution @ 13.61% (including Admn.Charges)                          |           |       |
| 3.    | ESI Contribution @ 4.75%  |           |       |
| 4.    | Bonus (8.33% on 3500)   |           |       |
| 5.    | Service charges @ _____% of minimum wages.                                  |           |       |
| 6.    | TOTAL PER PERSON PER MONTH  |           |       |
| 7     | TOTAL (PER MONTH) for total manpower  |           |       |
| 8.    | Cost of Cleaning material   |           |       |

Grand Total: \_\_\_\_\_

Note:

- i. For Service Tax, extra at rates as applicable from time to time.
- ii. Rates quoted will include all statutory obligations of the contractor under Minimum Wages Act, Contract Labour (R&A) Act, 1970, all kinds of taxes, service charges, etc. of the agency. If the minimum wages is revised by the Govt., the incremental wages, if applicable, will be provided.
- iii. The offers/bids which are not in compliance of Minimum Wages Act and any other Labour Laws will be treated as invalid.
- iv. The contract is initially for one year.

- v. The number of manpower required shown in the tender is indicative and the actual numbers may vary.
- vi. The bidders may quote the rates in Indian Rupees and provide details of various elements included in their quote on a separate sheet duly signed and dated and may be shown as annexure.
- vii. All the columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alternations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would otherwise make the tender liable for rejection.

Certified that I/ We have read the instructions given in the tender documents. I/ We undertake to supply the required categories and number of manpower on the rates mentioned above and shall be solely responsible to discharge the liabilities/ administrative charges, if any. I/ We have understood the contents of the terms and conditions and undertake to abide by the same as laid down in these documents.

Place:

Signature of tenderer

Date:.....

Address:.....

.....

.....

Tel.No./Fax No./Mobile:.....

E-mail address:.....

Official Seal

## **UNDERTAKING BY CONTRACTOR**

I/We hereby certify that:

1. Full manpower will be engaged on daily basis for housekeeping/maintenance of all the building to be done on rotation basis or as per instructions of Officer-in-charge.
2. I/we have made the site visit in order to evaluate their level of services to be rendered and quoted accordingly.
3. I/We have specified the number of persons to be engaged daily (man-power) to execute all the works as mentioned above at RCB.
4. We agree that the payment will not be claimed for the work not carried out in any of the above areas.
5. I/We agree to pay minimum wages as per Labour Enforcement Authority.
6. The holiday list of the housekeeping staff should be approved by the Competent Authority.
7. I/We agree to pay minimum wages as per the Labor Enforcement Authority + PF + ESIC + BONUS + Paid Holidays (5). Payment will be made on 7<sup>th</sup> day of every month.
8. Substitute will be made available as and when required. Extra man power if any called during conference / meetings etc. will be provided on 24 hour's notice. Qualified, experienced Housekeeping Supervisors will be provided.
9. Two sets of Uniforms + Identity Card + 1 Pair of Safety Shoes will be given to all the workers within 15 days of award of work and it will be replaced as and when required.

**Place:**

**Date:** **Contractor's Seal & Signature**

**LETTER OF ACCEPTANCE**

I have read the Tender conditions including the General Terms and Conditions of the contract given in the tender document. I agree to abide by the same.

**Signature of the Contractor & Seal:**

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Address for Correspondence: -----

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**Date:** \_\_\_\_\_

**Contractor's Seal & Signature**

## TENDER AGREEMENT

Date: \_\_\_\_\_

To

The EXECUTIVE DIRECTOR,  
REGIONAL CENTRE FOR BIOTECHNOLOGY,  
GURGAON.

Tender Ref. No. RCB/Cleaning & Housekeeping/2011

Name of Work: Annual Cleaning and Housekeeping Services at RCB.

Sir,

I/We understand the nature and quantum of work to be carried out and read the various conditions to tender including general conditions and hereby agree to abide by the said terms and conditions. I/We also agree to keep this tender open for acceptance for a period of **60 (Sixty)** days from the date fixed for opening the Part I and in case the tender is withdrawn within the validity period or the contract if awarded is not accepted, I/We understand that my/our "Earnest Money Deposit" submitted along with the tender to EXECUTIVE DIRECTOR, RCB will be liable for forfeiture. The rate quoted is firm and I/we will execute the work as per the rates quoted in the attached schedule and hereby bind myself/ourselves to carry out the work during the entire contract period as per the letter of acceptance of the tender/contract. I/We also hereby agree to abide by the rules and regulations of the RCB general conditions of the contract as amended from time to time and to carryout the work according to the drawings, specifications and special conditions of the contract laid down by RCB.

A sum of Rs. .... is hereby forwarded as Earnest Money in the form of Demand Draft /Bank's Pay Order drawn in favour of RCB from a Scheduled bank. The full value of the Earnest Money shall stand forfeited without prejudice to any other right to remedies if:-

- a) I /We do not execute the contract documents immediately after getting information from RCB
- b) I / We do not commence the work within 15 days after issue of the letter/contract to that effect.

Until a formal agreement is prepared and executed, acceptance of this tender shall constitute a binding contract between us subject to modifications, as may be mutually agreed between us and indicated in the letter of acceptance of my/our offer for this work.

Signature of Tenderer(s) with Stamp

Address: \_\_\_\_\_

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