

**INDIAN STATISTICAL INSTITUTE  
DELHI CENTRE  
7, SJS, SANSANWAL MARG,  
OPP. KATWARIA SARAI BUS STOP,  
NEW DELHI-110016**

## **1. INTRODUCTION**

The Headquarters of ISI is located in Kolkata and additionally, there are four centres located in Delhi, Bangalore, Chennai and Tezpur.

The Institute is looking for a reputed agency with sound technical and financial capabilities, for providing Housekeeping Services to its premises at Delhi for the period of two years.

Interested agencies are advised to study the Notice Inviting Tender (NIT) carefully and to visit the Campus of the Institute at Delhi to familiarize themselves with various elements with quality levels of services that are required to be rendered. It would be deemed that the agency has studied the NIT with full understanding of its implications and requirements of the Institute before filling the tender.

Bids (technical and financial) must be uploaded to the Government e Marketplace (GeM) Portal within the due date mentioned in this document. Bids received after the due date will not be considered for this tendering process.

The Institute reserves the right to accept or reject any or all the offers without assigning any reasons, whatsoever. Any legal disputes relating to this tender is subject to jurisdiction of Delhi High Court only.

**Disclaimer:** *This Tender is not an offer by the Indian Statistical Institute but an invitation to receive offers from agencies. No contractual obligation whatsoever shall arise from the tender process unless and until a formal contract is signed and executed by competent authority of the Indian Statistical Institute with the selected agency.*

## 2. FACT SHEET

Sl.No.	Particulars	Details
1	Objective	To find a reputed Service Provider for Housekeeping Services to the Premises at ISI Delhi
2	Estimated Requirement of Housekeeping Personnel	Maximum Number = 16 (Unskilled- 15, Semiskilled- 01)
3	Estimated Tender Value (Estimated 2 years Cost)	<b>₹1,10,42,242/- (Estimated Cost inclusive of GST)</b>
4	Tendering Platform	<b>GeM</b>
5	Selection Method	<b>Least Cost Selection (LCS)</b>
6	Earnest Money Deposit (EMD)	₹ 3,31,267/- (Rupees Three Lakh Thirty-one Thousand Two Hundred Sixty Seven Only) in the form of Demand Draft/Banker's Cheque/ NEFT/ RTGS in favour of Indian Statistical Institute, Delhi Centre payable at Delhi
7	Performance Guarantee / Security Deposit	5% of total contract value – In the form of DD/ FD/ NEFT/ RTGS/ Bank Guarantee issued by a commercial bank, valid up to 60 days beyond the date of all completion of all contractual obligations by the
8	Nodal Officer for Correspondence and Clarification regarding NIT	Convener, Housekeeping service Tender committee e-mail: housekeeping@isid.ac.in Phone : 011-41493982

**INDIAN STATISTICAL INSTITUTE  
DELHI CENTRE, NEW DELHI-110016**

**NOTICE INVITING TENDER (NIT) THROUGH GeM**

ISID/GEN ADMIN/2026/27

Date: 22.06.2026

**GENERAL INFORMATION**

1. E-tenders under Two Bid System (Technical Bid and Price Bid) are invited from registered and reputed housekeeping agencies for carrying out the job of housekeeping services, including mechanized cleaning, of different areas within the premises of Indian Statistical Institute, Delhi Centre, 7, SJS, Sansanwal Marg, Opp. Katwaria Sarai Bus Stop, New Delhi-110016 initially for the period of two years on the terms and conditions set out herein below. The contract can be renewed for another year subject to the satisfactory performance of the agency. The agency will be selected on the basis of Least Cost Selection Method (LCS).
2. The tender document consisting of Notice Inviting e-tender, General Scope of work, conditions of the contract etc. to be complied with and other documents can be downloaded from the website <https://gem.gov.in/> at free of cost.

Note: Tenderers are required to get themselves registered beforehand in GeM to participate in the bidding.

3. The tender is to be submitted online under two-bid system, i.e., Technical Bid and Price Bid in the prescribed format available under Technical Bid and Price Bid respectively. Non-compliance with aforementioned condition will lead to rejection of the tender. The Technical Bid should be accompanied by requisite documents in support of (i) satisfactory credentials and experience of performing similar nature of work (housekeeping services) of one single job to the value of **Rs. 60,00,000 or two jobs each to the value of Rs. 30,00,000 or three jobs each to the value of Rs. 20,00,000** in Govt./ Semi-Govt./Autonomous Bodies/ PSUs/ Pvt. sector in a single year during any of the last five years and other documents to be uploaded. Supporting documents of the same should be uploaded.
4. The bidder should be a company registered under the Indian Companies Act, 1956, with an **average annual turnover should be at least Rs. 60 Lakhs during each the previous three financial years (2022-23, 2023-24 & 2024-25)**. The bidder must participate as a single entity. No consortium or group of companies will be allowed to participate in the tender. Any deviation from the said norm will be considered as a breach of contract and ISI-Delhi Centre will have non-negotiable liberty to take necessary action against such activities.
5. Earnest money of ₹ 3,31,267/- (Rupees Three Lakh Thirty-one Thousand Two Hundred Sixty Seven Only in the form of Demand Draft/Banker's Cheque/ NEFT/ RTGS in favour of Indian Statistical Institute, payable at Delhi shall be paid by the bidders. In case EMD is paid on line through NEFT / RTGS, a soft copy of the transaction details should be sent by e-mail to [accountsofficer@isid.ac.in](mailto:accountsofficer@isid.ac.in) before the closing date and time of submission of bids. If the Earnest money is to be paid through Draft/Banker's cheque, it should reach before the closing date and time of submission of bids. It should be sent to The Senior Accounts officer, Indian Statistical Institute, Delhi Centre, New Delhi – 110016. The Institute will not be responsible for any postal delay. Bidders who claim exemption from paying Earnest Money should send a copy of their Registration Certificates under which such exemption is claimed by e-mail to [accounts@isid.ac.in](mailto:accounts@isid.ac.in) and to [housekeeping@isid.ac.in](mailto:housekeeping@isid.ac.in) before the closing date and time of submission of bids.
6. The Earnest Money so deposited will be refunded to the unsuccessful tenderers after finalization of the contract. No interest will be paid on the Earnest Money.

7. The EMD (if any) is liable to be forfeited, if the tenderer withdraws from the offer after submission of tender or after the acceptance of the offer fails to remit the Performance Security Deposit.
8. Bank Details for paying Earnest Money:  
Beneficiary: Indian Statistical Institute, Bank: Indian Bank, Branch: Mehrauli Institutional Area, IFSC: IDIB000M089, A/C No. 405048625
9. In case of bidders whose EMD or a copy of their registration certificate (under which exemption is claimed) is not received before the closing date and time of submission of bids, their bids are liable to be rejected.
10. The bidders are encouraged to visit the campus to familiarize themselves with the proposed work area with prior intimation of two working days through e-mail to [housekeeping@isid.ac.in](mailto:housekeeping@isid.ac.in).
11. The successful bidder has to deposit Security Deposit amounting to 5 (Five) percent of the contract value as performance guarantee in the form of Demand Draft/ Fixed Deposit/ NEFT /RTGS/ Bank Guarantee, which should remain valid for the period of 60 days beyond the date of completion of all contractual obligations by the contractor/agency. The earnest money of the successful bidder may be adjusted against the security deposit if so desired. No interest will be paid on the Security Deposit.
12. The Bidders should fill all the blank columns in the BOQ (price bid). No column in the price bid should be left blank. NIL and Negative quote will be treated as Non-Responsive shall be rejected. NIL or Zero percent as service charge shall be rejected summarily. (As per order no. 29(1)/2014-PPD dated 28 Jan 2014 of Ministry of Finance) Rates should not be quoted anywhere else except the Price Bid.
13. The number of Supervisor (Semi-Skilled Supervisory) and cleaners (Unskilled) required for execution of the work is mentioned in the Price Bid. Cleaner (15) at Unskilled rates and Supervisor (1) at Semi-Skilled Supervisory rates. The rates will be as per Ministry of Labour, Government of India.
14. The successful bidder should be able to provide extra Housekeeping service as per the requirement of the Institute on extra payment as per the minimum wages notifications of the Govt. of India.
15. Subsequent change / addendum / corrigendum, if any, to the tender would be notified in the GeM portal only.
16. The Contract for providing aforesaid housekeeping service is likely to commence from August 1, 2026 and would continue for two years. The period of contract may be further extended provided the requirement of this Department for Housekeeping service through outsourcing persists at that time or may be curtailed / terminated before completion of tenure owing to deficiency in service or substandard quality of Housekeeping service deployed by the selected service provider. The authority, however, reserves right to terminate this initial contract at any time after giving not more than three month's notice to the selected provider or as per the terms & conditions of the GeM.
17. The Institute reserves the right to reject any or all the bids without assigning any reason and the decision of the Institute shall be final and binding.
18. The Institute reserves the right to screen the personnel who shall be deployed on our Campus for providing housekeeping services.
19. If by any chance the dates on which the bids to be opened happens to be a holiday, it will be opened on the next working day of the Centre at the same time.
20. The Housekeeping staff working hours will be from 08.00 A.M. to 04.30 P.M. with weekly rotational off in respect of Housekeeping staff.

21. The contractor/agency who will be chosen for providing housekeeping services will have to retain the existing the manpower who are presently rendering their services.
22. The service charges will be 3.85% (including of GST).
23. Any future amendment/revision by the Government regarding wage eligibility limits under the ESI Act and Payment of Bonus Act shall automatically be applicable, and corresponding statutory benefits shall be provided to eligible employees accordingly.
24. The Machine Cost should be quoted in round figure. No decimal is allowed.
25. The Institute shall provide the required housekeeping cleaning materials/consumables for carrying out the housekeeping services under the contract.
26. The successful bidder/vendor shall supply uniforms to all manpower deployed under the contract, at no extra cost to the Institute.
27. Two sets of complete uniforms, safety wears (Hand gloves, safety shoe, safety glass, mask, gumboots as and when required) and Identity card will be provided by contractor/agency to all the workers immediately after award of work and it will be replaced as and when required. I shall provide to each of contractor/agency workers deployed for the work having completion period more than 3 months and upto 12 months, two sets of uniform. Additional one set of uniform shall be provided by the contractor for every additional period up to 6 months beyond one year of completion period.
28. The agency/contractor may pay special attention to Annexure VI page 32 of tender documents pertaining to uploading. The list of documents should be uploaded separately and not mixed with other documents.

Sd/-  
Dy. Chief Executive (Administration)  
Indian Statistical Institute  
Delhi Centre

### 3. ABOUT ISI DELHI CAMPUS

ISI Delhi centre intends to maintain the general cleanliness and housekeeping by engaging housekeeping and cleaning agency whose sole responsibility is to maintain the general cleanliness by engaging suitable persons.

There are several buildings/ areas within the ISI Delhi Campus and the Institute desires to engage the cleaning agency in the following areas of the Institute for execution of housekeeping services.

Sl. No.	NAME OF THE BUILDING	NO. OF FLOORS
1.	Faculty Block including faculty lounge	3
2.	Administrative Block including seminar rooms	2
3.	Academic Block	2
4.	Library	3
5.	Guest House	3
6.	Sub-Station	1
7.	Canteen & Mess	2
8.	Old Hostel	3
9.	New PJ Hostel	2
10.	Car Garages	3
11.	Driver Room	1
12.	Security Rooms	2
13.	CECFEE Office, PPRU Lab, IGC	1
14.	Civil Engineer's Room	1
15.	Post-doctoral flats	8
16.	Transit Flats	4
17.	Auditorium Building	1
18.	BSDS Class room (Community Hall)	2
19.	Residential Building Floors	6

### 4. SCOPE OF WORK

The Institute intends to enter a Service Level Agreement (“SLA” or “Agreement”) with a reputed licensed agency (Human Resource Outsourcing Service Provider) having appropriate credentials for providing sweeping and cleaning services in the Campus of the Institute at Delhi. The Service Provider would provide the required personnel and equipment as per the requirements of the Institute.

The agreement will initially for the period of two years from the date of signing the contract. However, the contract can be renewed for another year subject to the satisfactory performance of the agency.

#### 4.1. Area of Work

All covered and open area within the boundaries of the Campus of the Institute at Delhi (as mentioned in section 3) will be the scope of housekeeping services to be provided by the service provider. The objective of the agreement is to provide a high level of a clean, hygienic and presentable look of the campus. A broad description of the required housekeeping services is now furnished.

<b>Office Area</b>		
<b>Sl. No</b>	<b>Nature of Work</b>	<b>Frequency</b>
1	<b>Cleaning of floor:</b> (a) By sweeping with light broom or by machine followed by wet mopping with water mixed with floor cleaner cum disinfectant by wiper of suitable size (b) Area not accessible manually are to be cleaned with vacuum cleaner (c) Dusting on table, sofa, computer table etc.	Daily (by 11:00 AM)  Once in a week
2	<b>Cleaning of curtains, doors and windows</b> by feather duster followed by vacuum cleaner	Once in a week
3	<b>Cleaning of door mat and waste paper basket</b>	Daily
4	<b>Cleaning of wash basin, sinks, taps, mirror, soap tray etc.</b> by soft and mild detergent	Daily
5	<b>Cleaning of wall ceiling</b> by light broom/ brush of suitable size followed by mopping with dry soft cloth	Once in a month
6	<b>Cleaning of fans, light fittings</b> by mopping with soft dry cloth	Once in a month
7	Spraying room fresheners and perfumes in every room.	Daily
<b>Stairs &amp; Corridors</b>		
1	<b>Cleaning of floor:</b> (a) By sweeping with light broom or by machine followed by wet mopping with water mixed with floor cleaner cum disinfectant by wiper of suitable size (b) Cleaning with mild detergent (c) Polishing and cleaning with mild detergent using floor mounted and hand held floor polishing machine	Twice in a day  Once in a week  Once in a month
2	<b>Cleaning of wall, ceiling, door and window, light fittings</b> by light broom/brush etc. followed by mopping with dry soft.	Once in a week
3	<b>Cleaning of side railing</b> by light broom/brush etc. followed by mopping with dry soft cloth	Daily
<b>Bathrooms &amp; Toilets</b>		
<b>Sl. No.</b>	<b>Nature of Work</b>	<b>Frequency</b>
1	<b>Cleaning of floor:</b> By sweeping with light broom or by machine followed by wet mopping with water mixed with floor cleaner cum disinfectant in sufficient quantities	Twice a day
2	<b>Cleaning of urinal pots, wash basin &amp; counter</b> by hand held brush using soft and mild detergent	Twice a day
3	<b>Cleaning of WC's seats &amp; flushing cistern</b> by hand held brush using soft and mild detergent	Twice a day
4	<b>Cleaning of WC's</b> by hand held brush using toilet cleaner	Once in a week
5	<b>Refilling of hand wash/ sanitizer</b>	Twice a day

<b>Lifts</b>		
1	<b>(a) Cleaning of floor:</b> By sweeping with light broom or by machine followed by wet mopping with water mixed with floor cleaner cum disinfectant	Daily
	<b>(b) Cleaning walls and ceiling</b> with light fittings by wiping and polishing with soft cloth with powdered French chalk	Once in a week
	<b>(c) Polishing of walls and ceiling</b> by waxpol and dry soft cloth	Once in a week
<b>Guest House and Canteen</b>		
1	<b>Cleaning of floor:-</b> (a) Sweeping by light broom or by machine followed by wet mopping with water mixed with floor cleaner cum disinfectant	Twice a day (morning and post lunch)
	(b) Cleaning with mild detergents	Once in a week
	(c) Polishing and cleaning with mild detergent using floor mounted and hand held floor polishing machine	Once in a month
2	<b>Cleaning of wall ceiling, door and window, light fitting</b> by light broom/ brush etc. followed by mopping with dry and soft cloth	Once in a week
3	<b>Cleaning of side railings</b> by light broom/ brush etc. followed by mopping with dry soft cloth	Twice a day (morning and post lunch)
4	<b>Cleaning of all service containers, kitchen counters, kitchen counters top and side walls</b> by mopping with wet soft cloth followed by drying with soft cloth.	Twice a day (morning and post lunch)
5	Dusting on table, sofa , bed, carpet etc inside guest house	Daily
6	<b>Guest Rooms :-</b> Same as 1. (a), (b) & (c).	
<b>Common Area of Quarters</b>		
1	<b>Cleaning of Staircases &amp; Common Passages</b>	Daily
2	<b>Cleaning of Chajjas and Terraces</b>	Twice in a month
3	Sweeping, mopping and cleaning of vacant residential flats, if any	Once in 15 days
4	Clearing of choked lines in staff quarters	As and when needed
<b>Children Park/Play Ground/Gymnasium</b>		
1	The equipment in the playground and Gymnasium to be cleaned	Once in a week
2	Removal of bushes and weeds from the park and playground	Once in a week
<b>Library</b>		
1	Cleaning of Floor  a) Sweeping by light broom followed by wet mopping with mixed floor cleaner cum disinfectant like phenol Lysol etc. in sufficient quantity by wiper or suitable size  b) Areas not accessible manually are to be cleaned with vacuum cleaner	Daily  Once in a week

<b>Roads, Open Areas &amp; Drains</b>		
1	<b>Sweeping and cleaning of all roads, open areas</b> including lawns, green areas, play grounds, parks inside campus	Daily
2	<b>Sweeping and cleaning of all surface drains, pits</b> etc. inside campus and spreading of disinfectant like Bleaching	Twice in a week
3	<b>Cleaning of all sewage pipelines, pits</b> etc. inside campus and spreading of disinfectants like Bleaching powder etc. by poking with rod, bamboo stick etc.	Once in 3 months and as and when required (in case of chocking or blocking etc.)
<b>Roof Surfaces, Chajjas, Terraces etc.</b>		
1	<b>Sweeping of all roof surfaces</b> to keep free from garbage, waste, dust, dry leaves, branches, vegetation etc. in order to ensure effective roof drainage	Once in a week
2	<b>Sweeping of all Chejjas and Terraces</b> to keep free of unwanted vegetation, dry leaves or any other foreign substances	Twice in a month
<b>Security cum Reception Rooms</b>		
1	<b>Cleaning of floor</b> by sweeping with light broom followed by wet mopping with water mixed with floor cleaner cum disinfectant in sufficient quantities by wiper of suitable size	Daily
<b>Electric Substations</b>		
1	<b>Cleaning under the supervision of Electrical Maintenance Unit</b>	Once in 3 months and as and when required
<b>Auditorium</b>		
1	<b>Cleaning of floor</b> by sweeping with light broom followed by wet mopping with water mixed with floor cleaner cum disinfectant in sufficient quantities by wiper of suitable size	Twice in a week
2	Dusting on chair, table, sofa, carpet etc.	Twice in a week

#### 4.2 Housekeeping Equipment

- All housekeeping equipment and tools with their accessories pertaining to housekeeping services will have to be provided by the service provider.
- Following housekeeping equipment and tools are minimum and mandatory to be provided to the housekeeping personnel by the service provider, and those are to be maintained (in good condition) in the Institute at all times during the contract period. A record of all these items should be kept by the supervisors of the service provider. All this equipment's may be inspected by designated official of the Institute at any time.

<b>List of Essential Equipment's and Tools</b>		
<b>Sl. No.</b>	<b>Particulars</b>	<b>Minimum No. of Machine Required</b>
1	Wet and Dry Vaccum Cleaner	1
2	Single Disc Scrubbing Machine	1

#### 4.3 Housekeeping Monitoring and Control

- 4.3.1 **Toilet Checklist** (monthly basis) is to be attached on the back of each of the toilet door. It is to be filled up by the housekeeping personnel each time after completing service.

4.3.2 **Complaints Report:** There must have an email account to receive suggestions and complaints related to services or deployed personnel from the employees of the Institute. The supervisors need to reply back mentioning actions taken by the service provider to the complainer in consultation with the service provider and the designated officer of the Institute.

4.3.3 **Important:** Every Care has been taken to cover all scopes, aspects, areas requiring housekeeping services. However, these are not exhaustive and if deemed fit, Institute may add additional scope of work, for which no additional payment on any account will be made.

#### 4.4 Housekeeping service Requirements

The category and quantity of Housekeeping service required for providing effective housekeeping service under the scope of the tender have been indicated below:

S/No	Description	Category	Number
1.	Supervisor	Semi-skilled	01 Nos.
2.	Cleaner	Unskilled	15 Nos.

If situation demands, the no of Housekeeping service may be increased or decreased to the extent of 25% of the estimated no. of Housekeeping service proposed in the bid document.

#### 4.5 Estimated Staff Salary (in ₹)

Particulars	Unskilled	Semi-Skilled
Basic (per day)	523.00	579.00
VDA	304.00	339.00
Total (per day)	827.00	918.00
Monthly Salary (26 days*)	21502.00	23868.00
EPF on Rs 15000/- (12% is the rate & 1% as Admin Charges)	1950.00	1950.00
<b>Total Cost to Agency for each staff</b>	<b>23452.00</b>	<b>25818.00</b>

ESI (Employee Deduction- 0.75%)

\*: maximum 6 days in a week

**Note-1:** The above calculations are based on present Minimum Wages rates of Government of India. The values will be changed with the amendment of Minimum Wages Act & Bonus Act by the Government of India.

**Note-2:** A deployed personnel is to be paid following “No Work No Pay” scheme, i.e., the amount of monthly salary will be decided depending on the number of days worked in a month and following the guidelines of the above table.

**Note-3:** ESIC and Bonus shall be payable strictly as per prevailing statutory provisions and any amendment thereto issued by the Government from time to time.

## **5 Pre-Qualification Criteria (PQC)**

- a) The bidder should possess a valid PAN Card.
- b) The bidder should be a company registered under the Indian Companies Act, 1956, with an average annual turnover of not less than 60 Lakhs during each of three the previous three financial years (2022-23, 2023-24 & 2024-25). The bidder must participate as a single entity. No consortium or group of companies will be allowed to participate in the tender. Any deviation from the said norm will be considered as a breach of contract and ISI-Delhi centre will have non-negotiable liberty to take necessary action against such activities.
- c) The bidder should have all statutory registrations like GST/ EPF/ ESI etc.
- d) The bidder must enclose Income Tax Returns for the last 3 years 2022-23, 2023-24 & 2024-25.
- e) The Bidder should neither be blacklisted by any Government Department, nor should any criminal case be registered/ pending against the bidder or its owner/ partners anywhere in India. A duly completed notarized certificate to this effect is to be submitted as per format.
- f) The Bidder should give self-declaration certificate for unconditional acceptance of all the terms and conditions of the tender. A certificate to this effect shall be submitted as per format by the bidder.
- g) The bidder should produce satisfactory credentials and experience or performing work of similar nature, i.e., housekeeping services, of one single job of the value of Rs. 60 Lakhs or two jobs each of minimum value of Rs. 30 Lakhs or three jobs each of minimum value of Rs. 20 lakhs in Govt./ Semi-Govt./ Autonomous Bodies/ PSUs/ Pvt. Sector in a single year during any of the last five years.
- h) The Average Annual Turnover of the firm during each of three the previous three financial years (2022-23, 2023-24 & 2024-25) should be at least Rs. 60 Lakhs. Self-attested copies of IT return and audited copies of Profit and Loss A/c statement and Balance Sheet shall be submitted. A copy of annual turnover for the above mentioned years duly certified by the Chartered Accountant should be compulsorily attached.
- i) Fresh Solvency certificate from scheduled or nationalized bank for up to Rs. 60,00,000 only is to be submitted.
- j) The bidder should have at least five (5) years' experience in the area of housekeeping in Govt./ Semi-Govt./ Autonomous Bodies/ PSUs/ Private Sector.
- k) The bidder should have at least three (3) present operational contracts in the relevant field of housekeeping.
- l) The housekeeping services shall be provided by the contractor having it's company office at Delhi. Authority may visit the office as per the desire.
- m) The bidder must have mandatory following ISO certification: (i) ISO 9001:2015 (ii) ISO 14001:2015 (iii) ISO 45001:2018 (iv) SA 8000:2014 (v) ISO 41001
- n) The bidder, if selected, shall be the single point of contact with ISI Delhi Centre and shall be solely responsible for the execution and delivery of the work.
- o) The bidder should have all relevant facilities and logistics available to execute the work.
- p) Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.
- q) Any revelation at a later stage regarding suppression of facts will be considered as a breach of contract and the Institute will have the full liberty to take appropriate action against the bidder concerned.
- r) The bidder should upload their documents in the chronological order as mentioned in the PQC.

N.B.: If there is any deficiency in the Statutory or Non-Statutory documents, the tender will be summarily rejected. During evaluation, the committee may summon bidders and seek clarification/ information or additional documents or original hard copy of any of the documents already submitted. If these are not produced within the stipulated time frame, the bid may be liable to rejection.

## **6. Preparation of Bids**

### **6.1. General Considerations**

In preparing the Bid, the Agency is expected to examine the needs of ISIDC in detail. Material deficiencies in providing the information requested may result in rejection of the Bid.

### **6.2. Tender**

Tender Document: The Tender is made available in GeM Portal which can be downloaded by the intending Tenderer.

### **6.3. Performance Security**

- i. After contract is awarded, the Agency will submit a Performance Security 5% of the Contract value within 10 days of acceptance of contract.

- ii. Performance Security shall be with ISIDC for the entire duration of contract period and will be refunded to the agency within 60 days of satisfactory execution of contract with approval of ISIDC authority.
- 6.4. Performance Security may be furnished in the form of Demand Draft / Fixed Deposit Receipt / Bank Guarantee from a commercial / nationalised bank in favour of Authority covering the period of contract.
- 6.5. **Bid Validity**  
The bids will remain valid for 90 days from the end date of submission.
- 6.6. **Sub-Contracting**  
The Agency shall not be entitled to subcontract the Services.
- 6.7. **Clarification and Amendment**  
All Clarification in the document should be sought during the Site Visit cum Survey.
- 6.8. **Taxes**  
The Agency is responsible for meeting all tax liabilities arising out of the Contract.

## 7. **The Bid Process**

Two bid system will be followed with simultaneous receipt of separate technical and financial bids through GeM Portal only. Before submitting the bids, bidders may seek clarification in Site Visit cum Survey meeting.

### 7.1. **Site Visit cum Survey Meeting**

- i. ISIDC will host a Site Visit cum Survey Meeting on 2<sup>nd</sup> July, 2026 at 11.00 a.m. in the ISI Delhi Centre.
- ii. The bidder or its official representative must mandatorily attend the Site Visit cum Survey Meeting otherwise their bid will be summarily rejected. Bidders may confirm their participation over e-mail latest by 1<sup>st</sup> July, 2026 to [housekeeping@isid.ac.in](mailto:housekeeping@isid.ac.in).
- iii. The purpose of the meeting is to provide bidders with information regarding the requirements, and to provide each bidder with an opportunity to seek clarifications.
- iv. Any corrigendum or addendum after the meeting conference shall be uploaded on the GeM portal.
- v. ISI Delhi Centre reserves the right to hold / postpone or cancel the meeting conference without assigning any reason.

### 7.2. **Tender Evaluation Committee**

The Tender Evaluation Committee of ISIDC shall evaluate the bid response submitted by the bidders in accordance with provision of rules in vogue. The decision of the Tender Committee in the evaluation of Technical and Financial bids shall be final.

### 7.3. **Opening of Bids**

The Technical Bid, as submitted online through [www.gem.gov.in](http://www.gem.gov.in) shall be opened on-line. In the event of the specified date of bid opening being declared a holiday, the bids shall be opened at the same time and location on the next working day.

### 7.4. **Clarification on Bids**

During the bid evaluation, ISIDC may, at its discretion, ask the bidder for any clarification(s) of its bid giving a defined timeline for response. The request for clarification and the response shall be in writing, and no change in the price or substance of the bid shall be sought, offered, or permitted.

### 7.5. **Evaluation Process**

The Tender Evaluation Committee shall evaluate the responses and all supporting documents/documentary evidence. Inability to submit requisite supporting documents /documentary evidence by bidders may lead to rejection of their bids. The decision of the Tender Committee in the evaluation of bids shall be final. The Bidder should score 70 marks in the technical evaluation. The Tender Committee reserves the right to reject any or all bids. The steps for evaluation are as follows:

### 7.6. **Technical Bids Evaluation**

- i. The Evaluation Committee will evaluate the Technical Bids of the bidders.
- ii. The bidders are bound to use the format as included in the tender document.

- iii. The bidders must furnish the necessary documents. The proposals fulfilling will only qualify the Technical Evaluation.

**7.7. Technical Score of bidders:**

The scoring criteria to be used for evaluation shall be as follows.

Sl. No	Evaluation Parameter	Support docs enclosures	Methodology	Marks	Max Marks	Min Marks
1.	<b>Business Turnover:</b> Average Annual Turnover from business in last 3 FY. The bidder should have had a minimum average annual turnover of Rs. 60 Lakhs during each of the last three years (2022- 23, 2023-24 and 2024-25) from similar activity of Housekeeping service Providing Services.	Copy of the audited Balance Sheet for preceding three years.	More than Rs.10 cr.	20	20	5
			Above Rs.5 cr. to 10 cr.	15		
			Above Rs.1 cr. to 5 cr.	10		
			Between Rs.60 lakhs to 1 cr.	5		
			Below Rs. 60 lakhs	0		
2.	<b>Business Operation:</b> The Bidder must have a minimum of five years' experience in supplying contractual outsourced Housekeeping service to reputed Central / State Govt. Departments / Public Sector Companies/Banks/ Autonomous/ large public limited company.	Details of Contracts relating to supplying of Housekeeping service to reputed Central / State Govt. Departments/ Public Sector Companies/ undertakings in the last five years along with attested copies of the work orders.	More than 15 years	20	20	10
			More than 10 years and up to 15 years	15		
			More than 5 years and up to 10 years	10		
			Less than or equal to 5 years	0		
3	<b>Reference:</b> The Bidder must have executed at least similar three (3) contracts in past three years. The Bidder should provide client references and contact details (email/ landline/ mobile) of 3 customers for whom similar contract were executed (Start and End Date of the contract to be mentioned)	Client References:- 1. 2. 3.	Similar contracts (11 or more)	20	20	5
			Similar contracts (More than 7 upto 10)	15		
			Similar contracts (More than 5 upto 7)	10		
			Similar contracts More than (3 upto 5)	5		
			Similar contract less than 3	0		
4	Monetary value of contract (maximum contract value of a single contract executed in last 3 FY).	Satisfactory documentary proof to be attached.	More than 10 cr.	20	20	5
			Above 5 cr. to 10 cr.	15		
			Above 1 cr. to 5 cr.	10		
			More than Rs.60 lakhs to 1 cr.	5		
			Less than or equal to Rs. 60 lakhs.	0		
5	<b>Total no. of Housekeeping service:</b> The Agency should have proven track record of providing average 50 contractual outsourced Housekeeping service per month in last 3 FY.	Satisfactory documentary proof to be attached	More than 50	10	10	5
			More than 30 upto 50	5		
			Less than or equal to 30	0		
6	ISO certification: The bidder must have mandatory following ISO certification: (i) ISO 9001:2015 (ii) ISO 14001:2015 (iii) ISO 45001:2018 (iv) SA 8000:2014 (v) ISO 41001.	Copy of the ISO certification	Per Certificate 2 Marks	10	10	6
<b>Total</b>					<b>100</b>	

The minimum technical qualifying score for the bidder is 60 out of 100.

**7.8. Commercial Bid Evaluation**

- i. The Financial Bids of technically qualified Bidders will be opened online on the prescribed date.
- ii. If a firm quotes service charges NIL or abnormal, the bid shall be treated as unresponsive and will not be considered.

## INSTRUCTIONS FOR BIDDERS

Useful information for potential bidders is available at GeM Portal:

### **Submission of Tenders**

**Technical Bid**, containing scanned copies of the following:

1. The Bidder should give self-declaration certificate for unconditional acceptance of all the terms and conditions of the tender. A certificate to this effect shall be submitted.
2. Copy of Undertaking, duly signed, as per prescribed format.
3. Copies of recent work/purchase orders in last three years (at most three) for supplying similar services/ items to different Ministries / Departments / Autonomous bodies / PSUs / under the Central Government/ Pvt. Sector, if any.
4. Declaration regarding blacklisting/debarring for taking part in tender (to be executed & attested by Public Notary/Executive magistrate on Rs. 100/- Non-judicial stamp paper by the bidder.
5. The housekeeping services shall be provided by the contractor having its company office at Delhi-NCR.
6. Income Tax Return for the last 3 years i.e. A.Y. 2022-23, 2023-24 & 2024-25.
7. Audited Balance Sheet for the last 3 years i.e. A.Y. 2022-23, 2023-24 & 2024-25.
8. Valid PAN Card copy
9. GST Registration certificate
10. Trade License.
11. Valid / Current Bank Solvency Certificate issued within one year from the date of tender
12. Valid Professional Tax Certificate (optional)
13. Valid ESI Registration
14. Valid PF Registration
15. ISO certification

Note: Failure to submit any of the above mentioned documents may render the bid liable to be summarily rejected.

### **Opening and Evaluation of Tender:**

#### **Technical Bid**

- i. The documents will be downloaded and handled by Evaluation Committee for evaluation of the Indian Statistical Institute, Delhi Centre.
- ii. Technical bid will be opened by the Evaluation Committee. If there is any deficiency in the documents, the tender may be summarily rejected.
- iii. List of technically qualified contractor/agencys will be uploaded in the GeM portal after evaluation.

#### **Financial Bid:**

Financial bid of contractor/agencys declared technically eligible by the Evaluation Committee will be opened electronically from the web portal on the prescribed date and time and the outcome will become known to the bidders instantaneously.

#### **Evaluation of Bids:**

Stage-1:- Technical suitability of the bidders will be evaluated as per Pre-Qualification Criteria (PQC).

Stage -2: Only those bidders who fulfil stage 1 criteria will be considered eligible for stage-2

Technical evaluation will be carried out on the basis of the documents submitted by the bidder as per Technical Bid Parameters (LCS) will be used to evaluate the Bidder's technical credentials as stated above.

### **Penalty for suppression / distortion of facts**

Submission of false document(s) by contractor/agency is strictly prohibited and may be liable for civil and criminal action.

### **Validity of the tender**

Bid life cycle from publish date is maximum 10 days.

Bid offer must remain valid for maximum 60 day.

### **Payment terms**

All rates should be quoted in INR only. Offer in any other currency will be rejected. The contractor is required to pay wages of the contracted staff deployed at buyer location first i.e. on their own and then claim the payment from the principal employer along with statutory documents like PF, ESI etc as well as the bank statement of payment done to the staff.

### **Arbitration Clause**

In the event of any dispute or difference arising out of or in connection with the tender, the same shall be settled amicably by mutual consultation. If such resolution is not possible then the unresolved disputes or differences shall be referred to Arbitration to Delhi Jurisdiction only.

The Housekeeping Service Tender Committee, Indian Statistical Institute, Delhi Centre, reserves the right to cancel the tender at any time without assigning any reasons whatsoever thereof. While rejecting / recalling tenders, the authority shall record clear, logical reasons for any such action on the file.

### **Penalty**

The housekeeping services will be monitored by the authorized representative(s) of the Institute based on certain objective criteria which are decided to measure the level of performance, which the service provider shall abide all the time during the currency of the contract. Few illustrations of non-satisfactory performance are as below:

- (i) Failure to maintain the ISI-Delhi campus in clean and sanitized condition like presence of dust, pan and gutkha stains, spillage of water or other liquids, bird droppings etc. on floors, tiled walls, doors, windows or stairs, terrace etc., dust or cobwebs etc. on roof, window, grills etc., finer or palm marks, dust and gutkha stain on glass panes of windows or doors and mirrors, dirt marks, dust, dryness and odour in wash-basin, WC Seats, floors etc. in offices/rooms/ toilets/ bathrooms: and so on.
- (ii) Failure to maintain sanitation and cleanliness and failure to dispose waste/ littering in or around the toilet blocks.
- (iii) Choked sewer connections resulting into water logging stagnation.
- (iv) Failure of the contractor to provide the desired Housekeeping service.
- (v) Non-reporting of housekeeping personnel at site on the assigned time or failure by the service provider to provide replacement on time.
- (vi) Misconduct or misbehaviour of contractor's personnel misconduct includes any such conduct which are against the canons of good behaviour.
- (vii) Employees not wearing uniform.
- (viii) Failure to provide the required quantity of machines, equipments, cleaning materials etc. as per the scope of work.

- (ix) Failure of the contractor to commence/ execute the work as stipulated in the agreement or the performance is unsatisfactory or does not meet the statutory requirements of the contract.
- (x) Unable to complete the assigned work in time.

(The above list is only illustrative and not exhaustive. Any violation of the terms and conditions laid down in the NIT or the Work Order to be issued to the successful bidder subsequently or commission or omission of any act which is against the spirit of the proposed work shall be considered as non-satisfactory performance by the contractor.)

A penalty of Rs. 500/- (Rupees Five Hundred only) will be levied on the contractor on each such occasion for non-satisfactory performance.

**INDIAN STATISTICAL INSTITUE  
DELH CENTRE**

**PRICE BID FOR HOUSEKEEPING SERVICES**

S. No.	PARTICULARS	Rate w.e.f. 01-04-2026						Total Cost per month
		Cleaner			Supervisor			
			Days	15 cleaners		Days	1 Supervisor	
T1	Basic (26 Days)	523	26	203970	579	26	15054	219024
T2	VDA (26 Days)	304	26	118560	339	26	8814	127374
		<b>Total (per 26 day)</b>		322530	<b>Total (per 26 day)</b>		23868	346398
T3	EPF on Basic + VDA (as per rules) on Employer's Contribution	1950X15		29250			1950	31200
T4	Total Manpower Cost per Month			351780			25818	<b>377598.00</b>
T5	Service Charges (3.26% of T4)							<b>12309.69</b>
S. No.	Details of Machines			Machine Hours of deployment per week			Machine Cost per month	
T6	Wet and Dry Vacuum Cleaner			8 Machine-Hours per week*				
T7	Single Disc Scrubbing Machine			16 Machine-Hours per week*				
<b>Total Cost Per Month</b>								
S. No.	Nature of Services						Total Cost per month	
1	Cost before GST [T] = (T4 + T5 + T6 + T7)							
2	GST 18%							
3	Cost After GST (1 + 2)							
T8	<b><u>Total Cost Annually including GST</u></b>							
T9	<b><u>Total Cost 2 Years including GST</u></b>							

**N.B.: No column of the Price Bid should be left blank, otherwise the bid will be rejected.**

**Date:**

**Signature of the authorized signatory of the agency  
Official seal/Stamp**

**\*Refer to Sl. No. 24 of General Information**

**FORMAT OF AGREEMENT FOR HOUSE KEEPING AND CLEANING SERVICES  
(AGREEMENT FOR PROVIDING SEMI SKILLED AND UN SKILLED WORKERS)**

This agreement is executed on \_\_\_\_\_ 2026 by and between

Indian Statistical Institute established by an Act of the Parliament, having its registered office at 203 B.T. Road, Kolkata – 700108, West Bengal, a Central Autonomous Body, working under the aegis of the Ministry of Statistics & Programme Implementation, Government of India, being represented by its Head, Delhi Centre (which term or expression shall unless otherwise excluded by or repugnant to the subject or context be deemed to mean and include his administrators, legal representatives, assignees and successors in office) herein after for the sake of brevity referred to as the Party of the First Part.

AND

----- (hereinafter referred to as Contractor) which expression shall unless repugnant to the context or meaning thereof be deemed to mean and include its successors and assignees of the OTHER PART.

WHEREAS the ISI is desirous of giving a job contract for Providing housekeeping services at Indian Statistical Institute, 7, SJS, Sansanwal Marg, Opp. Katwaria Sarai Bus Stop, New Delhi-110016 which and whereas the Contractor has offered to provide Semi Skilled and Unskilled workers on the terms and conditions hereinafter stated.

WHEREAS Contractor has represented that is a registered contractor under the provisions of Contract Labour (Regulation and Abolitions Act), 1970 and has further represent that he is eligible to get this contract and there is no legal or any other bar on him in this respect. Any obligations and/or formalities which are required to be fulfilled under the said Act or any amendment thereafter to for the purpose of entering into and/or execution of this Contract shall be carried out by the contractor at his own expenses, etc. and the contractor shall report the compliance thereof to the ISI. The contractor shall be solely liable for any violation of the provisions of the said Act or any other Act/provisions.

WHEREAS ISI has agreed to award the contract for providing Semi Skilled and Un-Skilled workers, hereinafter mentioned as work assigned details which are given in the referred NIT.

AND WHEREAS the contractor has agreed to furnish to the ISI a security deposit of Rs. .... (Rupees .....) only by way of bank guarantee or Fixed Deposit Receipt.

NOW THEREFORE BY THESE ARTICLES AND ON THE PREMISES mentioned above, the parties have agreed to as under :

**A. GENERAL CONDITIONS:**

1. That it is expressly understood and agreed between the parties to this Agreement that the persons deployed by the contractor for the services as per the work order shall be the employees of the contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the contractor and in no case, a relationship of employer and employee between the said persons and the ISI shall accrue/arise implicitly or explicitly.

2. That on taking over the responsibility of the work assigned, the contractor shall formulate the mechanism and duty assignment of work to its personnel in consultation with Head, Delhi Centre of the ISI or his nominee. Subsequently, the contractor shall review the work assigned from time to time and advise the Head, Delhi Centre of the ISI or his nominee for further streamlining their system. The contractor shall further be bound by and carry out directions /instructions given to him by the Head, Delhi Centre of the ISI or the officer designated by the Head, Delhi Centre in this respect from time to time.

3. That the Head, Delhi Centre of the ISI or any other person authorized by him shall be at liberty to carry out surprise check on the persons deployed by the contractor in order to ensure that persons deployed by him are doing their duties.

4. That in case any of the persons so deployed by the contractor does not come up to the mark or does not perform his duties properly or commits misconduct or indulges in any unlawful activity or disorderly conduct, the contractor shall immediately withdraw and take suitable action against such persons on the report of the ISI in this respect. Further, the contractor shall immediately replace the particular persons so deployed on the demand of the Head, Delhi Centre of the ISI or his nominee in case of any of the aforesaid misconduct on the part of the said person.

**B. CONTRACTOR'S OBLIGATIONS:**

1. That the Contractor shall carefully and diligently perform the work assigned to him as mentioned in referred NIT in consultation with the ISI.
2. The agency shall not sub-contract the whole or any part of this contract to another person or contractor/agency. The Agency shall engage one Contact Person for co-ordination of the day to day activities of the service person provided by the agency and co-ordinating with the officer. He should be able to maintain and upkeep all the records as per the CLRA Act pertaining to the job. He should be able to provide the sufficient manpower as required, as per the scope of the job.
3. That for performing the assigned work, the contractor shall deploy medically and physically fit persons. The contractor shall ensure that the persons are punctual and disciplined and remain vigilant in performance of their duty.
4. That the personnel deployed under the contract shall be strictly bonafide citizens of India.
5. The age of the service person engaged for the job should not be less than 18 years and not exceed 55 years during the period of contract. The work force posted shall be of good health, good character, amenable to discipline and should have necessary intelligence and apply safety measures and due diligence for carrying out the work.
6. That the Contactor shall submit details, such as, names, parentage, residential address, age, etc. of the persons deployed by him in the premises of the ISI for the purpose of proper identification of the employees of the contractor deployed for the work, he shall issue identity cards bearing their photographs/identifications etc. and such employees shall display their identity cards at the time of entering or leaving or while on duty.
7. The agency shall make regular timely and full payment of wages in accordance with the latest applicable rates of minimum wages (central sphere) to its person(s) deployed.
8. The agency shall, on a monthly basis, also submit attested copies of Attendance Register Muster Roll and Wage Register, in respect of its Service Person (s) engaged. The agency shall comply with the provisions of applicable Acts and Rules such as The Contract Labour (R&A) Act, 1970 & The Employees Provident Fund and Misc. Provisions Act, 1952 & The Employees State Insurance Act, 1948, The Payment of Wages Act, 1936, The Minimum Wages Act, 1948, The Payment of Gratuity Act, 1972, The Payment Bonus Act, 1965, with their latest amendments, bye-laws applicable from time to time and take such necessary steps as may be deemed in this regard.
9. Any short payment and/ or non-payment of statutory contributions noticed during the course of the contract shall be made good by the agency, and Institute reserves its right to deduct any such amount equivalent to such short payment from the payables to the agency or Security Deposit, in case of failure on part of the agency to make good the default.
10. That the Contactor shall be liable for payment of wages and all other dues which they are entitled to receive under applicable labour laws and other statutory provisions. Any increase in minimum wages by Central Government shall be given along with ESI and PF as applicable.
11. Any or all the Service Person(s) deployed at the Institute is/are not suitable for carrying out the job (or) the service person(s) deployed is/are on leave the immediate replacement (s) shall be given, at any cost of the Agency. In case no suitable replacement is provided, then institute reserves the right towards deduction from the payment to the agency at the rate of Rupees 300 per incident of default, in addition to the prorated deduction on the wages payable to such worker, in case of non-deployment of manpower.
12. That the Contractor shall at his own cost, if required take necessary insurance cover in respect of the aforesaid services rendered to ISI and shall comply with the statutory provisions of Contact Labour

(Regulations & Abolition) Act 1970; Employees State Insurance Act 1948 / Employee's Compensation Act, Payment of Wages Act 1936, The Employees Provident Fund (and Miscellaneous Provisions) Act 1952; The payment of Bonus Act 1965 ; The minimum Wages Act 1948 ; Equal remuneration Act 1976 and/or any other rules/regulations and/or statutes that may be applicable to them. The Contractor shall also be responsible for updating and intimating the statutory requirements of Central and State authorities and shall implement suitable measures to be taken to adhere to such statutory requirements.

13. That the Contractor shall be solely responsible for any violation of provision of the labour law or any other statutory provisions and shall further keep the ISI indemnified from all acts of omission, fault, breaches and/or any claim, demand, loss, injury and expense arising out from the non-compliance of the aforesaid statutory provision. Contractor's failure to fulfil any of the obligations hereunder and/or under the said Act's rules/regulations and/or any by-laws or rules framed by the ISI shall be entitled to recover any losses or expenses which it may have to suffer or incur on account of such claims, demands, loss or injury from the contractor's monthly payments.
14. The person (s) deployed by the agency for carrying out the contractual obligations shall follow the prescribed safety precautions at the work place, while carrying out the assigned jobs with full safety and care. The agency shall be solely responsible for the same.
15. The Contractor shall be solely responsible for the redressal of grievances/resolution of disputes relating to persons deployed by them. ISI shall no way be responsible for settlement of such issues whatsoever. ISI shall not be responsible for any damages, financial losses or other injury claims to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation. The contractor shall comply with all the legal requirements for obtaining Licenses under Contract Labour (Regulations and Abolition) Act, 1970 at his own part and cost.
16. The Contractor shall maintain the following registers correctly as specified in the schedule to the ease of compliance to maintain registers under various Law and produce the same before the Statutory Authorities whenever required
  - Employee Register
  - Wage Register
  - Register of Loan/Recoveries
  - Attendance Register
  - OT Register
  - Minimum Bonus register
  - Wage slip
17. That the Contractor shall require maintaining attendance register/roll within in the building premises, which will be opened for inspection and checking by the authorized officer of ISI.
18. The Contractor will be responsible for compliance of all statutory provisions relating to Provident Fund and Employees State Insurance etc. in respect of the persons deployed by it at ISI.
19. The Contractor shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to ISI to concerned tax collection authorities as applicable.
20. The monthly bill should be submitted by the 7<sup>th</sup> day of subsequent month towards due verification by Administrative Officer for the number of days manpower provided. Further, bill must comprise of the challans with TRRN towards EPF and ESI contributions for the previous month. The payment is not liable to be cleared unless the agency satisfies the institute of having deposited Challan towards EPF/ESI contributions and having made all required statutory compliance in respect of its person (s) deployed. The Contractor shall comply with or cause to be complied with the Labour regulations from time to time in regard to payment of wages, wage period deductions from wages (if any), and submission of periodical returns.
21. The contractor shall be fully responsible in all respect in case of injuries / accidents / mishaps / fatalities to his work force while on duty.
22. The Contractor shall indemnify ISI from all legal, financial, statutory, taxation and associated other liabilities.

23. The Contractor shall submit the bill to ISI. The necessary deductions on account of Income Tax, service tax etc will be deducted at source, if applicable as per Govt. rules from the bills submitted by the Contractor and necessary TDS certificates will be issued.
24. That Contractor shall be sole responsible for the credentials / acts of its personnel.
25. That Contractor has to ensure that none of its personnel enter the place of work under the influence of alcohol / any contraband substance like drug etc.
26. That all personnel engaged by the contractor for discharging the services shall be provided proper uniform and safety wear by the contractor. All housekeeping staff shall wear Uniform. All housekeeping and cleaning staff shall be provided by contractor with Photo identity cards. A copy of the photo identity card will be submitted to the Officer-in-Charge having the colour photographs of the personnel. Necessary Personnel protective equipments shall be provided by the contractor as per the requirement. Contractor shall provide to each of his workers deployed for the work having completion period more than 3 months and upto 12 months, two sets of uniform. Additional one set of uniform shall be provided by the contractor for every additional period up to 6 months beyond one year of completion period. Safety wear and PPE conforming to relevant Indian Standards shall be provided by the contractor to the engaged workers for works of outdoor housekeeping works during rainy season and as and when needed. A record of uniform distribution signed by the contractor and each of his workers shall be handed over to the Officer-in- Charge. Any of the following cases shall amount to non-compliance of these guidelines: a. Non-distribution of uniform; b. Contract worker(s) not wearing the required uniform. Providing the uniform is contractor's responsibility. A certificate of uniform issuance as per format is to be submitted to Officer In-Charge.
27. That any indecent behaviour/suspicious activity of the personnel engaged by the contractor shall be viewed seriously. The Institute, if suggest replacing such erring person shall be obliged by the Contractor
28. The agency shall also be under obligation to deduct, contribute and deposit towards EPF & ESI contributions for all the Service Person (s) engaged by it. The agency shall submit proof of such deposition in the form of attested copies of form 6 (ESI- six- monthly returns) by 31st May and 30th November. The Monthly bill should be submitted along with proof of submission of Challan toward EPF & ESI contributions for the previous month together with respective ECR (Electronic Challan cum Return).
29. The Contractor shall take all reasonable precautions to prevent any unlawful riot or disorderly conduct or acts of his employees so deployed and ensure preservation of peace and protection persons and property of ISI.
30. That the Contractor shall deploy his persons in such a way that they get weekly rest. The working hours / leave for which the work is taken from them, do not violate relevant provisions of Law. The Contractor shall in all dealings with the persons in his employment have due regard to all recognized festivals, days of rest and religious or other customs. In the event of the Contractor committing a default or breach of any of the provisions of the Labour Laws including the provisions of Contract Labour (Regulation and Abolition) Act, 1970 as amended from time to time or in furnishing any information, or submitting or filling any statement under the provisions of the said regulations and rules which is materially incorrect, he shall without prejudice to any other liability reimburse the Head, Delhi Centre of the ISI the sum incurred by the ISI, in this regard.
31. The Contractor shall ensure that no person deployed in contract shall create any disruption/hindrane/problem of any nature in ISI either explicitly or implicitly.
32. The security money so deposited shall be liable to be forfeited or appropriated as per decision of the competent authority of ISI, in the event of unsatisfactory performance of the Contractor and/or less/damage if any sustained by the Institute on account of the failure or negligence of the workers deployed by him or in the event of breach of the agreement by the Contractor.

33. The security money will be refunded to the Contractor within two month of the expiry of the contract upon the satisfactory performance of the contract. The said security amount shall be refunded to the agency subject to production of proof of compliance of all statutory provisions.
34. That the Contractor shall keep the ISI indemnified against all claims whatsoever in respect of the employees deployed by the Contractor. In case any employee of the Contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the Contractor to contest the same. In case ISI is made a party and suppose to contest the case, the ISI will be reimbursed for the actual expenses incurred towards Legal Fee and other expenses which shall be paid in advance by the Contractor to ISI on demand. Further, the Contractor shall ensure that no financial or any other liability comes on ISI in this respect of any nature whatsoever and shall keep ISI indemnified in this respect.
35. The Contractor shall further keep the ISI indemnified against any loss to the ISI property and assets. The ISI shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the Contractor under this contract.
36. The Contractor shall commit itself to take all measures necessary to prevent corruption. He/she shall commit himself/herself to observe the following principles during his participation in the tender process and during the contract execution.
37. The Bidder / Contractor / Supplier will not, directly or through any other or firm, offer, promise or give to any of the principal's employees involved in the tender process or the execution of the contract or to any third person, any material or immaterial benefit which he/she is not legally entitled to, in order to obtain in exchange, any advantage of any kind whatever during the tender process or during the execution of the contract
38. If the principal of Employees / Institute obtains knowledge of conduct of a Bidder, Contractors, suppliers or Subcontractors, or of an employee or a representative or an associated of a Bidder, Contractor, Supplier or Subcontractor which constitute corruption, the Principal will inform the Vigilance Office.
39. I hereby undertake to deploy the existing manpower who are presently providing housekeeping services.

**C. ISI'S OBLIGATIONS:**

1. That, in consideration of the services rendered by the Contractor as state above, he shall be paid a lump sum Rs.\_\_\_\_\_ on monthly basis. Such payment shall be made by the 7th day of the month on the basis of the bills raised by the Contractor and duly certified by the officer designated by ISI in this regard.
2. That, the aforesaid lump sum amount has been agreed to be paid by ISI to the Contractor on submission of monthly bills with all relevant documents like PF/ESI Payment Attendance Certificate thereof the previous payment made in presence of ISI representative with signature of ISI Representative.
3. That, the payment on account of enhancement/escalation charges / tax on account of revision in wages by the appropriate Govt. (Govt. of India) from time to time shall be payable by the ISI to the Contractor.
4. That, the ISI shall reimburse the amount of GST/service tax, if any, paid by the Contractor to the authorities on account of the services rendered by him. This reimbursement shall be admissible on production of proof of deposit of the same by the Contractor.

**D. PENALTIES / LIABILITIES:**

1. That the Contractor shall be responsible for faithful compliance of the terms and condition of this agreement. In the event of any breach of the agreement, the same may be terminated and the security deposit will be forfeited and further the work may be got done from any other agency at his risk and cost.

2. That if the Contractor violates any of the terms and conditions of this agreement or commits any default or his services are not to the entire satisfaction of officer authorized by the Head, Delhi Centre in this behalf, a penalty leading to a deduction up to a maximum of 10% of the total amount of the bill for a particular month will be levied.

3. In case, the Contractor fails to comply with any liability under appropriate law and as a result thereof ISI is put to any loss/obligation(monetary or otherwise), ISI will be entitled to discharge those obligations by making payments from the outstanding bills payable or from Security Deposit of the Contractor.

#### **E. COMMENCEMENT AND TERMINATION**

1. That this agreement shall come into force with effect from and shall remain in force for the period of two years. This agreement may be extended on such terms and conditions as are mutually agreed upon.

2. That this agreement may be terminated on any of the following contingencies:-

(a) On the expiry of the contract period as stated above.

(b) By giving one month's notice by ISI on account of:

i. Committing breach by the Contractor of any of the terms and condition of this agreement

ii. Assigning the Contractor any part thereof any sub-contractor by the Contractor without written permission of the Head, Delhi Centre , ISI.

(c) On Contractor being declared insolvent by competent Court of Law. During the notice period for termination of the contract, in the situation contemplated above, the Contractor shall keep on discharging his duties as before till the expiry of notice period.

#### **F. PAYMENT CONDITIONS:**

1. The Contractor will submit the monthly pre-Receipted bills in triplicate after satisfactory completion of the work to the Officer of the Institute for certification for payment. The Officer on the receipt of the bill, will check the work record and there after 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 on submission of bills in triplicate along with 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 7th of every month and there should be no linkage between this payment and settlement of the Contractor's bill from the ISI.

#### **G. ARBITRATION:**

1. In the event of any question, dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the sole Arbitration of Head, Delhi Centre or his nominee.

2. The award of the Arbitrator shall be final and binding on the parties. In the event of such Arbitrator to whom the matter is originally referred unable to act for any reason whatsoever, the Head, Delhi Centre , ISI shall appoint another person to act as Arbitrator in place of the out-going Arbitrator in accordance with the terms of this agreement. The Arbitrator so appointed shall be entitled to proceed with the reference from the stage which is was left by his predecessor or afresh as the case may be.
3. The Arbitrator may give interim award's and/or directions, as may be required.
4. Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 2015 and the roles made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the Arbitration proceedings under this clause.

All the terms and conditions of the concerned NIT referred above shall be a part and parcel of this agreement.

IN WITNESS WHERE OF The parties here to have signed these presents on the date, month and year first above written.

On behalf of ISI, Delhi Centre

on behalf of \_\_\_\_\_

Witnesses:

1.

2.

## **UNDERTAKING BY CONTRACTOR**

(On the Letter Head of Bidder)

I / we do hereby undertake that:-

1. Full Housekeeping service will be engaged on daily basis for housekeeping/maintenance of all the buildings to be done on rotation basis as per given schedule or as per instructions of Officer-in-Charge.
2. The site visit in order to evaluate the level of services to be rendered has been made by me/us and the rates have been quoted accordingly.
3. The number of persons to be engaged daily (Housekeeping service) and the works to be executed by them as mentioned above at ISI campus, have been specified by me/us.
4. We agree to receive the payment of our bills only for the work carried out by me/us on monthly basis.
5. Daily checking/Inspection of liquid soap filling in soap dispenser, Toilet tissue paper in toilets. Day to Day separate segregation of wet & dry garbage/waste and emptying of Dust Bins, Garbage & other waste materials etc. will be done by my/our supervisor(s).
6. Waste materials (wet and dry) will be collected separately in suitable bags/bins and disposed into the Municipality's waste bins. The segregation of the waste material will be carried by as per the guidelines of Municipality.
7. I/we will pay minimum wages, minimum bonus, PF, ESI as per Central Government rates as notified by the Labour Enforcement Authority from time to time.
8. I/we will submit an undertaking that I/we will pay wages to my employees not less than what I/we is getting from the employer.
9. The holiday list of the housekeeping staff should be approved by the Competent Authority will only be enforced for the persons engaged by me/us.
10. I/we agree to comply with the statutory provisions of Contract Labour (Regulations & amendment) Act 1970; Employees State Insurance Act/ Workman's Compensation Act 1923/ Payment of Wages Act 1936, The Employees Provident Fund (and Miscellaneous Provisions) Act 1952 ; The payment of Bonus Act 1965 ; The minimum Wages Act 1948 ; Equal remuneration Act 1976 and/or any other rules/regulations and/or statutes that may be applicable to them.
11. Payment of wages will be made by 7th day of every month to the bank account of the persons deployed at ISI. Details of payment made shall be submitted to the officer-in-charge for verification.
12. Two sets of complete uniforms, safety wears ( Hand gloves, safety shoe, safety glass, mask, gumboots as and when required) and Identity card will be provided by me/us to all the workers immediately after award of work and it will be replaced as and when required. I shall provide to each of my workers deployed for the work having completion period more than 3 months and upto 12 months, two sets of uniform. Additional one set of uniform shall be provided by the contractor for every additional period up to 6 months beyond one year of completion period.
13. I/we undertake to abide by the Institute's overall discipline and legal requirements.
14. I/we undertake to abide by all the provisions as laid down in labour enforcement and abolition act and all labour acts relating to the contract of work awarded to me/us.
15. All workers will be in complete uniform and will be carrying their Identity Card provided by me/us while they are on their duties and work.
16. Three paid holidays towards National holidays like Independence Day, Republic Day, Mahatma Gandhi Jayanti shall be extended to the workers.
17. The housekeeping services shall be provided by the contractor at the company office at Delhi.
18. I/We shall keep ISI-Delhi indemnified against all claims whatsoever in respect of the employees deployed by the Contractor. In case any employee of the Contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the Contractor to contest the same. In case ISI-Delhi is made a party and is supposed to contest the case, ISI-Delhi will be reimbursed for the expenses incurred towards Consultation Fee, legal and other expenses which shall be paid in

advance by the Contractor to ISI-Delhi on demand. Further, the Contractor shall ensure that no financial or any other liability comes on ISI-Delhi in this respect or of any nature whatsoever and shall keep ISI-Delhi fully indemnified in this regard.

Place:

Date:

Bidder's Signature

(with official seal)

**DECLARATION REGARDING BLACKLISTING / DEBARRING FROM TAKING PART IN TENDER**

(To be executed & attested by Public Notary / Executive Magistrate on Rs.50/- Non Judicial Stamp Paper by the Tenderer)

I/We (Tenderer) ..... declare that the firm/agency namely M/S. .... has not been blacklisted or debarred in the past by Union / State Government or Organisation from taking part in Government tenders in India and should not have any litigation in any of the labour court(s).

Or

I/We (Tenderer) ..... declare that the firm/agency namely M/s. .... was blacklisted or debarred by Union/State Government or any Organisation from taking part in Government tenders for a period of ..... years w.e.f. .... to ..... The period was over on ..... and now the firm/ company is entitled to take part in Government tenders.

**DEPONENT**

Name .....

Address .....

.....

.....

.....

**ANNUAL TURNOVER DETAILS**

(Notice Inviting Tender for Housekeeping Services in ISI Delhi Campus)

<b>Bidder's Annual Turnover for last three Financial Years</b>		
<b>Sl. No.</b>	<b>Financial Year</b>	<b>Turnover in ₹</b>
1	2024-25	
2	2023-24	
3	2022-23	

**Note: Supporting documents (copies of duly signed profit & loss accounts and audited balance sheet) are to be attached.**

Date:

Authorized  
Signatory with Seal/  
Stamp

Name:

Designation:

Contact No.:

Email:

Place:

**EXPERIENCE DETAILS**

(Notice Inviting Tender for Housekeeping Services in ISI Delhi, Campus)

<b>List of Completed Housekeeping Service Contracts</b>					
Sl. No.	Name of the Client with contact details	Order No. &	Duratio		Contra ct
			From	T	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**Note: Supporting documents (work order and work completion certificate issued by the clients) are to be attached.**

Date:

Authorized  
Signatory with Seal/  
Stamp

Name:

Designation:

Contact No.:

Place:

Email:

**RUNNING CONTRACT DETAILS**

(Notice Inviting Tender for Housekeeping Services in ISI Delhi Campus)

<b>Sl. No.</b>	<b>Name of the Client with Contact Details</b>	<b>Order No. &amp; Date</b>	<b>Contract Value</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**Note: Supporting documents (work order issued by the clients and performance certificate from clients) are to be attached.**

Date:

Authorized  
Signatory with Seal/  
Stamp

Name:

Designation:

Contact No.:

Place:

Email:

**ELIGIBILITY AND TECHNICAL COMPLIANCE  
SHEET**

(Notice Inviting Tender for Housekeeping Services in ISI Delhi Campus)

<b>Sl. No.</b>	<b>Particulars</b>	<b>Compliance by the Bidder (Yes / No.)</b>
1	Scope of Work as per tender	
2	EMD as per tender	
3	Incorporation/Establishment Certificate as per tender	
4	PAN Card	
5	GST Registration Certificate	
6	EPF Registration as per tender	
7	ESI Registration as per tender	
8	Labour License as per tender	
9	Address Proof of Delhi Office	
10	Undertaking as per tender	
11	Certificate as per tender	
12	Annual Turnover details as per tender	
13	Signed Profit & Loss Accounts and Audited Balance Sheets of previous three years as supporting documents	
14	Experience details as per tender	
15	Work Orders and Work Completion Certificates as supporting documents	
16	Running Contract	
17	Work Orders and Performance Certificates as supporting documents	

Date:

Authorized  
Signatory with Seal/  
Stamp

Name:

Designation:

Contact No.:

Place:

Email:

**COMPANY PROFILE**  
(Notice Inviting Tender for Housekeeping Services in ISI Delhi Campus)

Name of the Party		
Date of Incorporation/ Establishment		
PAN Number		
GST Identification Number		
EPF Registration		
ESI Registration		
Labour License		
Office Postal Address		
Local (Delhi) Office Address		
Authorized Signatory Details (Company/Firm Authorization by the competent authority, to be attached)	Name	
	Designation	
	Email	
	Phone	
Details of Contact other than Authorized Signatory	Name	
	Designation	
	Email	
	Phone	
Contact Details of the In-charge of Delhi Office	Name	
	Designation	
	Email	
	Phone	

Date:

Authorized  
Signatory with Seal/  
Stamp

Name:

Designation:

Contact No.:

Place:

Email:

**Format for Declaration**  
**(On the Letter Head of Bidder)**

I            Shri.....Son/Daughter/Wife            of    Shri  
..... Proprietor/ Service Provider, mentioned above, I am competent to  
sign this declaration and execute this tender document:

I have carefully read and understood all the terms and conditions of the tender and undertake  
to abide by them:

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.

Date:

Full Signature of  
Proprietor/Service Provider with  
seal

Place:

Full Name:

**To Whom It May Concern**

This is to certify that M/s ..... (name of the contractor/agency) is having a running contract with us vide Contract No.....dated ..... with Contract value Rs..... & providing housekeeping service at ..... (name of the organisation & location) since ..... (date).

Performance of the contractor/agency is satisfactory/ unsatisfactory to the best of my knowledge in terms of service level agreement of the contract.

(Signature with Office Seal of the Officer)  
Principal Employer Operational Contracts

**FORMAT FOR SOLVENCY CERTIFICATE**

**(To be issued by a Nationalized or Commercial Bank only)**

Reference No. \_\_\_\_\_

Dated:

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that M/s. \_\_\_\_\_ having their office at \_\_\_\_\_ are a regular customer of our bank. They are solvent to an extent of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only). The conduct of their Account is good.

It is certified that this certificate is issued without any risk and responsibility on the part of this Bank or any of its officials in any respect whatsoever, more particularly either as guarantor or otherwise. This certificate is issued at the specific request of the customer.

**(Signature, Name & Designation of issuing authority with Seal)**

**MONTHLY WAGE SLIP**

Name of the Contractor/Firm: M/s..... PF registration no of the employer..... Date of Payment..... Work Order No.: .....					
Name of the worker: Name of worker's Father/Husband:					
Category of Employee:					
Scheduled employment category:					
Wage Period:					
Mode of Payment Universal Account Number(UAN): ..... ESI Number: .....			Through Bank Bank Name: Branch: Bank Account No.		
Item	Particulars	Rate (Rs./Unit)	Unit	Quantity	Amount (Rs.)
<b>Payments</b>					
A	Basic		Day		
B	VDA		Day		
C	Overtime if applicable		Hour		
D	Minimum Bonus @ 8.33% if applicable				
E	Total (A+B+C+D)				
<b>Deduction</b>					
F	EPF as applicable		Day		
G	Employees ESI Contribution as applicable		Day		
H	Any other statutory deduction				
I	Total Deduction(F+G+H)				
Net Wage (E-I): Rs. -----/(Rupees----- only)					
Contractor's Signature			Worker's Signature or Thumb impression		

**INDEMNITY BOND**

(To be furnished by contractor after award of the contract)

**(To be taken on Non-Judicial Stamp Paper of Rs.200)**

Whereas M/s (Name of the contractor) \_\_\_\_\_ has been awarded the contractor (name of the work) \_\_\_\_\_ vide Work Order No. \_\_\_\_\_ dated \_\_\_\_\_ by Indian Statistical Institute, Delhi Centre to execute the job/work on the terms and conditions as stipulated there in and as per the agreement.

In pursuance of the Above, I/We S/o \_\_\_\_\_ R/o \_\_\_\_\_ (address) and Proprietor/Partner/Director /authorized representative (Designation) \_\_\_\_\_ of M/s (name of the contractor) \_\_\_\_\_ here by affirm and declare as follows:

That the provisions of the Employees Provident Fund & Miscellaneous Provisions Act. 1952 and the Employees State Insurance Act, 1948 have been complied and it is undertaken that all the liabilities of account of EPF & ESI Contribution / dues for the employees including wages, overtime, bonus, overtime/workers deployed by M/s.(name of the contractor) \_\_\_\_\_ for the work and indemnify ISI of any future liabilities on this account. I shall be stand responsible for any such future claim and action/proceeding if any, with regard to EPF and ESI dues/outstanding received through concerned authorities.

Further, I shall keep ISI fully indemnified and free from all such EPF & ESIC dues/outstanding claims/demands, actions/proceedings if any, against ISI in respect of a fore said contract and ISI shall have no liabilities on this account. I shall indemnify ISI from all legal, financial, statutory, taxation and associate other liabilities.

I/We shall not charge any money/fees/deductions in whatever manner, name, or form, or take any monetary/non-monetary considerations, or make any unlawful deductions from the compensation/salary of the manpower/employees/resources engaged by it and, to be deployed at the Buyer's site. I/We as the Contractor/The Service provider further agrees that I/We will not indulge in any unethical practices and acknowledges that any non-compliance of the aforesaid undertaking will be treated as a material breach of the contract, in which case the Buyer and GeM shall have the right to take appropriate independent action including termination of the Contract and actions as per GeM incident Management Policy.

In witness whereof, I/We \_\_\_\_\_ on behalf of M/s executed this indemnity bond on (date) \_\_\_\_\_ mentioned above.

(Signature of contractor)  
Authorized representative of Contractor  
With Company's Seal

Witness:

1. Name: Address: signature
2. Name: Address: signature

**(On the Letter Head of Contractor)**  
(To be furnished by contractor after award of the contract)

**CERTIFICATE OF ISSUE OF UNIFORM AND SAFETY WEARS GEARS**

I M/s \_\_\_\_\_ have issued \_\_\_\_\_ pairs of uniform consists of  
shirt, as per the tender conditions for the following workers engaged by me against Work Order  
No: \_\_\_\_\_ dated: \_\_\_\_\_.

Sl. No.	Name of Employee.	ID card No.	Signature of Employee.
1			
2			
3			
4			
5			

Signature of the contractor

Signature of Officer-in-charge

**INDIAN STATISTICAL INSTITUTE**  
Delhi Centre

**CHECK LIST FOR UPLOADING SCANNED DOCUMENTS WITH TECHNICAL BID**  
**WITH OUT WHICH THE TENDER IS LIABLE TO BE REJECTED**

Sl. No.	Descriptions	Information to be filled by the bidder ((if required separate sheet may be enclosed)
1	Name and address of firm/ agency with complete contact details	
2	Type of Organization (whether proprietorship, partnership, private limited, limited company)	
3	Name and address of the Director / Proprietor/ Partners	
4	Year of formation of the company/experience as a labour supplier agency	
5	No. of years of experience of the firm in the area of Manpower service contracts	
6	Signed copy of Undertaking, as per prescribed format.	Copy enclosed:Y/N
7	Scanned copy of Technical bid form duly signed and stamped on each paper	Copy enclosed:Y/N
8	Details of registration/Valid Trade License	R. No.: Copy enclosed: Y /N Trade Licence No.
9	Income Tax return for the last three financial years (attach copies) 2022-23, 2023-2024 & 2024-2025	Scanned Copies enclosed:Y/N
10	Audited Balance Sheet for the last three financial years (attach copies) 2022-23, 2023-2024 & 2024-2025	Copies enclosed:Y/N
11	Average annual turnover of the agency during last three financial years (attach copies) 2022-23, 2023-2024 & 2024-2025	Copies enclosed:Y/N
12	Copies of recent work orders	Copies enclosed:Y/N
13	Details of registration with statutory authorities like EPF/ESI etc. (Valid Certificates)	EPF Registration No. Copy enclosed: Y /N
		ESI Registration No. Copy enclosed: Y /N
14	GST No.	No. Copy enclosed: Y /N
15	PAN No.	No. Copy enclosed: Y /N

<b>Sl. No.</b>	<b>Descriptions</b>	<b>Information to be filled by the bidder ((if required separate sheet may be enclosed)</b>
16	Copy certificate regarding not blacklisted	
17	Copy of Tender Acceptance Letter	
18	Copies of document in support of fresh solvency certificate from scheduled or nationalized bank for upto 50 Lakhs	
19	Copy of documents in support of satisfactory credentials and experience of performing (Manpower Service)	
20	Copies of documents of at least Five years of experience in Manpower Service in Govt./Semi-Govt./Autonomous Bodies/PSUs.	
21	Copy of document in support of at least three (03) manpower services contracts including present operational contracts	
22	Details of Earnest Money	DD/Banker's Cheque No. Amount Drawn on Bank Or Copy of the transaction Details Y/N
23	Any other information	

Above information is mandatory and Copies of relevant documents are to be enclosed in supportive of above information

Place:  
Date:

Contractor's Signature  
with official seal