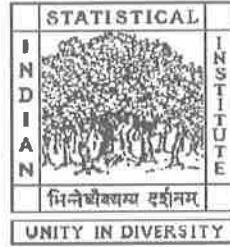


e – TENDER NOTICE FOR PROVIDING
HOUSEKEEPING SERVICES
AT INDIAN STATISTICAL INSTITUTE, DELHI CENTRE
BY QUALITY CUM COST BASED SELECTION METHOD (QCBS)



INDIAN STATISTICAL INSTITUTE
DELHI CENTRE
7, SJS, SANSANWAL MARG
NEW DELHI 110 016

1. INDEX

Sl.No	Particulars	Page No
1	Fact Sheet	03
2	Notice Inviting Tender (NIT)	04-06
3	General Scope of Work	07-09
4	List of Cleaning Material needed for Housekeeping services	10
5	Estimated Salary for Cleaner and Supervisor and machine requirement	11
6	Pre-qualification criteria (PQC)	12
7	Price bid details	13
8	Instructions to bidders and bid submission	13-14
9	Evaluation of bid	15-16
10	Penalty	17
11	Agreement	18-22
13	Technical Bid – Annexure A	23-25
14	Check list of documents to be uploaded along with Technical Bid Annexure ‘A’	26
15	Price Bid – Annexure B to be uploaded in BOQ format only	27-28
16	Declaration regarding Not Blacklisted – Annexure C	29
17	Tender Acceptance Letter – Annexure D	30
18	Undertaking by the bidder – Annexure E	31-32

2. Fact Sheet

S.No.	Particulars	Details
1	Tender ID with date	NIT/ISI/HOUSEKEEPING/20-21/38
2	Objective	To find a registered and reputed service provider for Housekeeping Services at the premises of Indian Statistical Institute (ISI), Delhi Centre
3	Estimated Requirement of Housekeeping Personnel	Unskilled =13 Semi Skilled =01
4	Estimated Tender Value (Estimated Annual Value)	Rs. 44,00,000/- (Approx) Rupees Forty Four Lakhs (Approx)
5	Tendering Platform	Central Public Procurement Portal (CPP)
6	Selection Method	Quality Cum Cost Based Selection (QCBS)
7	Date of uploading of NIT and Tender Documents	20-08-2020 11.00 A.M.
8	Document downloading Starts	21-08-2020 16.00 Hrs
9	Bid Submission Starts	24-08-2020 10.00 A.M.
10	Last Date & Time of Bid Submission	14-09-2020 17.00 Hrs
11	Opening of Technical Bids	16-09-2020 11.00 A.M.
12	Uploading of Technical Bid Evaluation	Will be notified later in the Institute's website and e-procurement site.
13	Opening of Financial Bids	Will be notified later in the Institute website and e-procurement website.
14	Earnest Money (EMD)	1,32,000/- (Rupees One lakh Thirty two thousand only through NEFT/RTGS/Demand Draft in favour of Indian Statistical Institute payable at New Delhi. Bank Details available in NIT
15	Performance Guarantee / Security Deposit	10% of the value of contract in the form of DD/ NEFT/ RTGS/ Bank Guarantee issued by a commercial bank, valid upto 60 days beyond the date of all completion of all contractual obligations by the vendor.
16	Nodal Officer for Correspondence and clarification regarding NIT	Deputy Chief Executive (Administration) 'A' e-mail: dce@isid.ac.in Phone: 011-4149 3980 / 83

INDIAN STATISTICAL INSTITUTTE
DELHI CENTRE, NEW DELHI – 110 016

NOTICE INVITING E- TENDER

NIT/ISI/HOUSEKEEPING/20-21/38

Date: 18-08-2020

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 S.J.S. Sansanwal Marg, New Delhi – 110016, initially for the period of one year on the terms and conditions set out herein below. The contract may be extended further depending on the need of the Institute and performance of the Agency. **The agency will be selected on the basis of Quality cum Cost Based Selection Method (QCBS).**
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 www.eprocure.gov.in free of cost.

Note: Tenderers are required to get themselves registered beforehand 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 Annexure A (Technical Bid) and Annexure B (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. 35,20,000 or two jobs each to the value of Rs. 26,40,000 or three jobs each to the value of Rs. 17,60,000 in Govt./ Semi-Govt./Autonomous Bodies/ PSUs/ Pvt. Sector/ IT Sector in a single year during any of the last five years and other documents to be uploaded as per Sl. No. 9.1. (Cover 01). **Price Bid is available in BOQ format under Cover 2.**
4. The bidder should be a company registered under the Indian Companies Act, 1956, with an average annual turnover should be at least 1.5 crores during the previous three financial years(2016-17,2017-18 & 2018-19). 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 will have non-negotiable liberty to take necessary action against such activities.
5. Earnest money of Rs.1,32,000 (Rupees One Lakh Thirty Two Thousand) only, in the form of Demand Draft/ Banker's Cheque/ NEFT/ RTGS in favour of Indian Statistical Institute payable at New Delhi shall be paid by the bidders. In case EMD is paid online through NEFT / RTGS, a soft copy of the transaction details should be sent by e-mail to dce@isid.ac.in or srinivas@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 Deputy Chief Executive (Admn) 'A', 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 dce@isid.ac.in or srinivas@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 and 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 Code: 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 Technical Bid will be opened online on 16/09/2020 at 11.00 A.M... A list of successful bidders who have technically qualified and also of those who have failed to qualify would be uploaded in the Institute's website (www.isid.ac.in) under Administrative Announcements & Tenders before they are uploaded in CPP portal. In view of this, the bidders are advised to visit the Institute's website regularly.
11. The bidders may be asked for an online presentation if needed to get more clarity.
12. The date of opening of Price Bids of the technically qualified bidders will be displayed on the e-procurement site and Institute's website.
13. 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 the D.C.E. (Admin) at dce@isid.ac.in or srinivas@isid.ac.in.
14. Any query should be sent in writing by e-mail to dce@isid.ac.in clearly mentioning e-mail and contact no. of the intended bidder. It should be addressed to the Deputy Chief Executive (Admn) 'A' at least two working days before the closing date for submission of bids.
15. The successful bidder has to deposit Security Deposit amounting to 10 percent of the contract value as performance guarantee in the form of Demand Draft/ 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 vendor. The earnest money of the successful bidder may be adjusted against the security deposit if so desired.
16. The Bidders should fill all the blank columns in the BOQ (price bid) in Cover 2. No column in the price bid should be left blank. NIL or Negative quote will be treated as Non-Responsive **Rates should not be quoted anywhere else except the Price Bid.**
17. The List of cleaning materials conforming to BIS standards, machines and other items that would be needed to execute the housekeeping contract is also given in the tender document. The successful bidder has to produce the bills for the cleaning materials procured for ISI-Delhi site on monthly basis or a self-undertaking at the time of presenting the monthly bills, specifying that the amount mentioned has been incurred towards procuring the cleaning materials.
18. The number of Supervisor and cleaners required for execution of the work is mentioned in the Price Bid. Cleaner (13) at Unskilled rates and Supervisor(1) at semi-skilled rates. The rates will be as per Ministry of Labour, Government of India.
19. The successful bidder should be able to provide extra manpower as per the requirement of the Institute on extra payment as per the minimum wages notifications of the Govt. of India.

20. The Bidders may please note that for online presentation, link will be sent to the bidders who qualify Stage 1 of bid evaluation. The names of such bidders will be displayed in Institute's website www.isid.ac.in under Administrative Announcements and Tenders.
21. **It may be noted that after combined Evaluation at Stage 4, if two or more bidders have the same score, the bidder having the highest Technical score will be the winner.**
22. Subsequent change, if any, to the tender would be notified in the Institute's website only.
23. 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.
24. **Bidders may please note that in the Price Bid (BOQ) they should fill only column Nos.:1.5, 1.7, 3.5, 3.7 (Uniform and service charge in %) and 6.1, 6.2 and 6.3.**
25. 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.

Dy. Chief Executive (Administration) 'A'
Indian Statistical Institute, Delhi Centre

3. GENERAL SCOPE OF WORK

ISI-Delhi intends to maintain general cleanliness and housekeeping of its Campus by engagement of experienced agency who would be responsible for execution of the work by engaging suitable persons.

ISI-DELHI CAMPUS

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	2
8.	Old Hostel	3
9.	New PJ Hostel	2
10.	Club Room/Community Hall	2
11.	Car Garages	3
12.	Driver Room	1
13.	Security Rooms	2
14.	IGC Office	1
15.	Civil Engineer's Room	1
16.	Post doctoral flats	8
17.	Transit Flats	4

A. OFFICE AREAS Including Faculty Block, Administrative Block, Academic Block, Library, Guest House rooms, Hostel rooms, Post Doctoral Flats (8 nos) and Transit Flats (4 nos), IGC, Canteen etc

SL.NO.	NATURE OF WORK	FREQUENCY
1.	Cleaning of floor :- (a) Sweeping by light broom followed by wet mopping with water mixed with floor cleaner cum disinfectant of approved brand in sufficient quantities by wiper of suitable size. (b) Dusting on table, sofa , bed etc inside guest house rooms (c) Areas not accessible manually are to be cleaned with vacuum cleaner.	To be finished daily by 11:00 A.M. To be finished daily by 11:00 A.M. Once in a week.
2.	Cleaning of curtains, doors and windows by feather duster followed by vacuum cleaning.	Once in a week.
3.	Spraying room fresheners and perfumes in every room.	Daily after cleaning of room.
4.	Cleaning of door mat and waste paper basket.	To be finished daily by 11:00 A.M.
5.	Cleaning of wash basin, sinks, taps, mirror, soap tray etc. by soft	To be finished daily by 11:00 A.M.

	and mild detergent.	
6.	Cleaning of wall ceiling by light broom/brush of suitable size followed by mopping with dry soft cloth.	Once in every month.
7.	Cleaning of all fans, light fittings by mopping with soft dry cloth.	Once in every month.

B. STAIRS & CORRIDORS

SL.NO.	NATURE OF WORK	FREQUENCY
1.	Cleaning of floor :- (a) Sweeping by light broom followed by wet mopping with water mixed with floor cleaner cum disinfectant of approved brand in sufficient quantities by flat and wide wiper of suitable size. (b) Cleaning with mild detergents. (c) Polishing and cleaning with mild detergent using floor mounted and hand held floor polishing machine.	Twice in a day. Once in a week (only on Saturday) Once in a month.
2.	Cleaning of wall, ceiling, door and window, light fittings by light broom/brush etc. followed by mopping with dry soft cloth.	Daily
3.	Cleaning of side railing by light broom/brush etc. followed by mopping with dry soft cloth.	Daily

C. BATHROOMS & TOILETS OF OFFICES/ GUEST HOUSE/ HOSTEL ETC.)

SL.NO.	NATURE OF WORK	FREQUENCY
1.	Cleaning of floor :- Sweeping by light broom followed by wet mopping with water mixed with floor cleaner cum disinfectant of approved brand etc. in sufficient quantities.	Twice a day.
2.	Cleaning of urinal pots, wash basin & counter (a) Cleaning by soft and mild detergent by hand held brush.	Twice a day.
3.	Cleaning of WC's seats & flushing cistern (a) Cleaning with soft and mild detergent by hand held brush. (b) Cleaning with toilet cleaner (without any acid particularly muriatic acid) by hand held brush for WC's only.	Twice a day. Once in a week.

D. GUEST HOUSE, DINING HALL, KITCHEN, WASH AREAS & STORES IN STAFF CANTEEN & MESS

SL.NO.	NATURE OF WORK	FREQUENCY
1.	Cleaning of floor :- (a) Sweeping by light broom followed by wet mopping with water mixed with floor cleaner cum disinfectant of approved brand in sufficient quantities by flat and wide wiper of suitable size. (b) Cleaning with mild detergents. (c) Polishing and cleaning with mild detergent using floor mounted and hand held floor polishing machine.	Twice a day in morning and after lunch. Once in a week (on Saturday) Once in a month.
2.	Cleaning of wall ceiling, door and window, light fittings by light broom/brush etc. followed by mopping with dry and soft cloth.	Once in a week (only on Saturday)
3.	Cleaning of side railings by light broom/brush etc. followed by	Twice a day in morning &

	mopping with dry soft cloth.	after lunch.
4.	Guest Rooms :- (a) Same as 1. (a), (b) & (c).	
5.	Cleaning of all service counters, kitchen counters top and side walls by mopping with wet soft cloth followed by drying with soft cloth.	Twice a day in morning and after lunch.

E. COMMON AREA OF RESIDENTIAL QUARTERS

SL.NO.	NATURE OF WORK	FREQUENCY
1.	A, B, C & D Blocks of Quarters and Transit Flats (a) Staircase & Common Passages (b) Chajjas and Terraces	Daily Twice in a month.
2.	Sweeping, mopping and cleaning of vacant residential flats, if any	Once in 15 days

F. ROADS, OPEN AREAS, DRAINS, SHAFT AREAS

SL.NO.	NATURE OF WORK	FREQUENCY
1.	Sweeping & cleaning of all Roads, Open Areas etc inside the campus	Daily
2.	Sweeping and cleaning of all surface drains, pits etc inside campus and spreading of sufficient quantity of disinfectants like Bleaching powder etc	Twice a week.
3.	Cleaning of all sewage lines, pits etc inside campus by machines and spreading of sufficient quantity disinfectants like Bleaching powder etc by poking with rod, bamboo stick etc	Once in 3 months and as and when required, in case of choking of blockage etc
4.	Clearing of choked lines in staff quarters	As and when needed

G. ROOF SURFACES, CHAJJAS TERRACES ETC.

SL.NO.	NATURE OF WORK	FREQUENCY
1.	All roof surfaces shall be cleaned regularly by sweeping to keep free from garbage, waste, dust, dry leaves, branches, vegetation etc. to ensure effective roof drainage.	Minimum once in a week.
2.	Chajjas shall be kept free of unwanted vegetation, dry leaves or any other foreign substances by sweeping regularly.	Once in 15 days

4. Cleaning Materials and other items conforming to BIS standards and Machines that would be needed for executing the housekeeping work.

S.No.	Name of Material
01.	Floor cleaning chemical
02.	Glass cleaning chemical
03.	Toilet cleaning chemical (specially formulated to remove lime-scale deposits and stubborn stains)
04.	Bathroom cleaning concentrate
05.	Hand wash / hand sanitizer
06.	Scrub pad
07.	Urinal Cubes
08.	Mosquito repellent spray
09.	Mosquito repellent liquid
10.	Dish wash powder / Detergent powder
11.	Toilet air freshener
12.	Toilet Rolls
13.	Air Fresher
14.	Naphthalene Balls
15.	Soft Broom
16.	Hard Broom
17.	Compound Broom
18.	Wiper Plastic
19.	White Duster
20.	Floor Duster
21.	Yellow Duster
22.	Garbage Bag (big)
23.	Garbage Bag (small)
24.	Black Phenyl disinfectant
25.	Disinfectant
26.	Cobweb brush
27.	Blue Dry Mop Set
28.	Wet mop Set
29.	Toilet Brush Double Side
30.	Toilet Pump
31.	Nose Mask
32.	Rubber Hand gloves
33.	Spray Bottle
34.	Dustpan
35.	Plastic Juna
36.	Bleaching Powder
37.	Glass Wiper
38.	Plastic Buckets
39.	Plastic Mugs

5.1 Estimated rate of manpower (per head per month) for supervisor and cleaners:

S/No.	Description	Cleaner (Unskilled) in Rs.	Supervisor (Semi-Skilled) in Rs.
1	Basic Wage (Rs)	16354.00	18070.00
2	PF on Basic Wage @ 13% in Rs.	2126.02	2349.10
3	ESI on Gross wage @ 4.75% in Rs.	776.82	858.33
4	Bonus on Basic wage @ 8.33% in Rs.	1362.29	1505.23
5	Uniform in Rs.		
6	Manpower Cost per head per month	20619.12	22782.66
7	Service charges (%) (Rs.)		
8	Rate per worker per month	20619.12	22782.66

(The above cost is subject to change depending upon revision of minimum wages by the Govt. of India)

5.2 Details of Machines required

For the desired quality of output for the assigned work under the scope of the tender, the successful bidder shall deploy the following machines at ISI-Delhi as per the machine-hours (no. of machines X no. of hours of deployment) per week mentioned below:

S/No.	Description of Machine	Machine-hours per week
1.	Single Disk	16 machine-hours per week (Two machines on one day in a week or one machine on each of any two days in a week)
2.	Wet and Dry vacuum cleaner	8 machine-hours per week (One machine on one day in a week)
3.	High Pressure Cleaner	8 machine-hours per week (One machine on one day in a week)

N.B.: One day indicates 8 hours of machine deployment. The weekly day(s) of deployment of the machines will be fixed as per the convenience of the authorized representative of the Institute.

5.3 Manpower Requirements:

The category and quantity of manpower 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	13 Nos.

6. Pre-Qualification Criteria (POC)

- 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 1.5 crores during the previous three financial years (2016-17,2017-18,2018-19). 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 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 2016-17, 2017-18 & 2018-19.
- 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 Annexure C.
- 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 Annexure D.
- g) Copy of Undertaking by the bidder shall be submitted as per Annexure E.
- h) The bidder should produce satisfactory credentials and experience of performing works of similar nature, i.e., housekeeping services, of one single job of the value of Rs. 35,20,000 or two jobs each of minimum value of Rs. 26,40,000 or three jobs each of minimum value of Rs. 17,60,000 in Govt./ Semi-Govt./ Autonomous Bodies/ PSUs/ Pvt. Sector/ IT Sector in a single year during any of the last five years.
- i) The Average Annual Turnover of the firm during the previous three financial years (2016-17, 2017-18 & 2018-19) should be at least Rs. 1.5 crore. Self-attested copies of IT return and audited copies of Profit and Loss A/c statement and Balance Sheet shall be submitted.
- j) Fresh Solvency certificate from scheduled or nationalized bank for upto Rs. 13,75,000/- only is to be submitted.
- k) The bidder should have at least five years experience out of which at least two years should be in the area of housekeeping in Govt./ Semi-Govt./ Autonomous Bodies/ PSUs/ Pvt. Sector/ IT Sector.
- l) The bidder should have at least two (2) present operational contracts in the relevant field of housekeeping .
- m) The bidder, if selected, shall be the single point of contact with ISI-Delhi and shall be solely responsible for the execution and delivery of the work.
- n) The bidder should have all relevant facilities and logistics available to execute the work.
- o) 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.

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.

7. Price Bid Details

- a) Price Bid in the prescribed format available with the tender document shall be uploaded after filling all relevant information. The price bid should be uploaded strictly, failing which the offer is liable to be rejected. Kindly quote your offer for ISI Delhi Centre inclusive of all taxes and charges.
- b) Conditional bids/offers will be summarily rejected.
- c) NIL or Negative quote in price bid shall be treated as unresponsive and shall be rejected.
- d) Vendors should quote prices in price bid only, offers indicating rates anywhere else shall be liable to rejection.
- e) **Bidders are advised to go through the details of the price bid very carefully before submission. They will have the liberty to quote only for the following columns in the price bid:**
 - (i) **Service Charge**
 - (ii) **Uniform Allowance/ Cost of Uniform**
 - (iii) **Cost of Machine charges per month**

It is to be noted that none of the above columns shall be left blank. Also, NIL or negative quote in any of the above columns will render the bid unresponsive and shall be rejected. Bidders may also note that if the bid quoted in any of the above columns is abnormally low in combination with the elements of the Price Bid and which raises concerns about the ability of the bidder to provide the desired services, ISI-Delhi may seek clarifications, and may ask for price break-up, as to how the bidder intends to provide the desired services. If after evaluation of the clarifications given by the bidder, ISI-Delhi feels that the bidder has failed to demonstrate successfully his ability to perform the required services, ISI-Delhi may reject the bid/ proposal.

At any time before the last date of submission of bids, ISI, Delhi Centre may amend this tender notice by issuing an addendum or corrigendum in writing or by standard electronic means in the Institute's website under Administrative Announcements and Tenders. The bidders are advised to check the website of the Institute regularly. If the amendment is substantial, the bidder(s) shall be given reasonable time to make amendment or to submit revised bid and the deadline for submission of bids will be extended if required by ISI-Delhi. The Institute has the right to cancel or modify this tender notice.

Even though bidders may satisfy the above requirements, they may be disqualified if:

- a) They have made misleading or false representation or facts or deliberately suppressed the information to be provided in the forms, statements and enclosures to this document;
- b) There is any record of poor performance such as abandonment of work, not properly completing the contract or financial failures/ weaknesses, non-compliance with statutory requirements etc.
- c) Confidential inquiry reveals facts contrary to the information provided by the bidder
- d) Confidential inquiry reveals unsatisfactory performance in any of the selection criteria

8. Instructions to Bidders

Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure/app>) by clicking on the link "online Bidder Enrolment" on the CPP Portal.

Possession of a valid Class II/III DSC in the form of smart card/e-token is a prerequisite for registration and participating in the bid submission activities. DSCs can be obtained from the authorized certifying agencies recognized by CCA India.

Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

One valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

The Bidders are required to log into the site through the secured log-in by entering their respective user ID/password and the password of the DSC.

The CPP portal also has user manuals with detailed guidelines on enrolment and participation in the online bidding process. The user manuals can be downloaded for reference.

The bidders has to upload the relevant & readable files only as indicated in the tender documents. In case of any irrelevant or non-readable files, the bid may be rejected.

9. Online Bid submission Procedure:

9.1 Cover-1: The file should be saved in a PDF version and should comprise of the following items:

- Packet -1: Duly completed scanned PDF of PAN Card
- Packet-2: Duly completed scanned PDF of Registration Certificate Details
- Packet-3: Duly completed scanned PDF GSTIN
- Packet-4: Duly completed scanned PDF of EPF Registration
- Packet-5: Duly completed scanned PDF of ESI Registration
- Packet-6: Scanned copies of Income tax returns for the last three years 2016-17,2017-18,2018-19
- Packet-7: Scanned PDF of (Technical Bid) Annexure 'A' duly signed and stamped on each page
- Packet-8: Duly completed scanned PDF copy of Annexure-C (Black Listing)
- Packet-9: Duly completed scanned PDF copy of Annexure-D (Tender Acceptance letter) Sheet
- Packet-10: Duly completed scanned PDF copy of Annexure-E (Undertaking by Bidder)
- Packet-11: scanned copies of documents in support of The bidder should produce satisfactory credentials and experience of performing (Housekeeping services) of one single job to the value of Rs. 35,20,000 or two jobs each to the value of Rs. 26,40,000 or three jobs each to the value of Rs. 17,60,000 in Govt./ Semi-Govt./ Autonomous Bodies/ PSUs/ Pvt. Sector/ IT Sector in a single year during any of the last five years.
- Packet-12: Scanned copy of tender document duly signed on each page and stamped.
- Packet-13: Scanned copies of documents of the Average Annual Turnover during the previous three financial years (2016-17, 2017-18 & 2018-19) should be at least Rs. 1.5 crore. Copies of duly audited and self-attested Profit and Loss A/c and Balance Sheet are to be submitted.
- Packet-14: Documents in support of fresh Solvency certificate from scheduled or nationalized bank for upto Rs. 13,75,000 /-
- Packet-15: Scanned copies of documents of bidder should have at least five years experience out of which at least two years should be in the area of housekeeping in Govt./ Semi-Govt./ Autonomous Bodies/ PSUs/ Pvt. Sector/ IT Sector.
- Packet-16: Scanned copies of documents in support of at least two (2) present operational contracts in the field of housekeeping

9.2 Cover-2: The BOQ (price bid) should be downloaded from the website and should comprise the following item:

- Packet-1: Financial bid in XLS version filled with all relevant information.

10. Evaluation of Bids

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

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

Stage-2: Technical evaluation will be carried out on the basis of the documents submitted by the bidder as per Technical Bid (Annexure A): Following parameters carrying total 100 marks will be used to evaluate the Bidder's technical credentials.

S/No	Particulars	Marks breakup		Allocation of Marks		
				Min	Max	Actual
1.	Average Annual Turnover of the previous three financial years 2016-17, 2017-18, 2018-19	1.5 to 2.25 crore	10	10	20	
		>2.25 to 3.75 crore	15			
		>3.75 crore	20			
2.	Total experience of the Firm	5 to 7 years	5	5	15	
		7 to 10 yrs	10			
		>10 yrs	15			
3.	Number of years of experience of the Firm in relevant area, i.e., housekeeping works in Govt./ Semi-Govt./ Autonomous Bodies/ PSUs/ Pvt. Sector/ IT Sector	2 to 5 yrs	15	15	25	
		>5 to 10 yrs	20			
		>10 yrs	25			
4.	Present operational contracts in the relevant field of housekeeping	2 to 3 contracts	10	10	20	
		4 to 5 contracts	15			
		>5contracts	20			
5.	Online presentation	Presentation	20	00	20	
	Total marks of Stage-2 Evaluation	Maximum Marks	100			
		Qualifying Marks	50			

(N.B.: The Bidders may please note that for online presentation, link will be sent to the bidders who qualify Stage 1 of the bid evaluation process. The names of such bidders will be displayed in the Institute's website www.isid.ac.in under Administrative Announcements and Tenders.)

Final score for technical bid are based on the following method:

$$\text{Normalised Technical Bid Score} = \frac{\text{Marks obtained in Technical Bid} \times 10}{\text{Highest marks of Technical Bid}}$$

For example, consider total marks obtained in technical evaluation by three bidders A, B & C are as follows:

Bidder	Total Marks of Technical Evaluation
A	80
B	55
C	90

Thus the technical scores for the bidders would be as follows:

Bidder	Technical Score (TS)
A	8.89
B	6.11
C	10.00

10.3 Stage-3: Financial Bid Evaluation

The Institute will open the financial bids of the bidders who score minimum of 50% marks in stage 2.

The financial bid will be evaluated as under:

Final score for financial bid are based on the following method:

$$\text{Normalised Financial Bid Score} = \frac{\text{Lowest quoted price} * 10}{\text{Price quoted by the bidder}}$$

(Price is inclusive of GST)

For example, consider the three bidders A, B & C quoted the following prices including GST

Bidder	Price quoted by the bidder including GST for 13 cleaners and one supervisor in Rs.
A	4,25,000
B	3,00,000
C	8,50,000

Then financial score of the bidders would be as follows (rounded off to two places after decimal):

Bidder	Financial Score (FS)
A	7.06
B	10.00
C	3.53

10.4 Stage 4: Combined Evaluation and Successful Bidder

The score of technical proposal would be given 60% weightage, and the financial proposal would be given 40% weightage. The weighted combined score of the Technical score (TS) and Financial Score (FS) shall be used to rank the bidders on the basis of the formula as given below:

$$\text{Combined score} = 60\% * \text{TS} + 40\% * \text{FS}$$

For the given example, the normalized Combined Score would be as follows:

Bidder	Technical Score (TS)	Financial Score (FS)	Combined Score (0.6*TS + 0.4*FS)	Remarks
A	8.89	7.06	8.16	winner
B	6.11	10.00	7.67	
C	10.00	3.53	7.41	

The successful bidder will be the one who has the maximum combined score in Stage-4
(For example, Bidder A will be the successful bidder who has quoted the price of Rs. 4,25,000)

It may be noted that if after combined Evaluation at Stage 4, two or more bidders have the same score, then the bidder having the highest Technical score will be the winner.

The purpose of the four-stage selection process spelt out above is to get the services which combine optimally the quality and price.

11. 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 manpower
- (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 misbehavior of contractor's personnel – misconduct includes any such conduct which are against the canons of good behavior
- (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.

12. AGREEMENT FOR HOUSEKEEPING SERVICE AT INDIAN STATISTICAL INSTITUTE, DELHI CENTRE, 7 SJS SANSANWAL MARG, NEW DELHI – 110016

This agreement is executed on _____ 2020 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 for its outlying Delhi Centre at 7 SJS Sansanwal Marg, New Delhi – 110016 by its Deputy Chief Executive (Administration) (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 representative, assign and successor in office) herein after for the sake of brevity referred to as the ISID 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, assigns and heirs of the OTHER PART.

WHEREAS ISID, desirous of giving a job contract for providing housekeeping services at Indian Statistical Institute, Delhi Centre, 7, S.J.S. Sansanwal Marg, New Delhi – 110 016 has floated a Notice Inviting Tender (NIT) under no. _____ and whereas the Contractor, having been selected as the successful bidder, has offered to provide the said housekeeping services on the terms and conditions hereinafter stated.

WHEREAS Contractor has represented that it is a licensed contractor under the provisions of Contract Labour (Regulation and Abolition) 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 thereto 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 ISID. The contractor shall be solely liable for any violation of the provisions of the said Act or any other Act/provisions.

WHEREAS ISID has agreed to award the contract for providing housekeeping services, hereinafter mentioned as work assigned, details of which are given in the referred NIT.

AND WHEREAS the contractor has agreed to furnish to ISID 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 mentioned above 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 ISID 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 ISID. Subsequently, the contractor shall review the work assigned from time to time and advise ISID for further streamlining their system. The contractor shall further be bound by and carry out directions /instructions given to him by ISID or the officer designated by him from time to time in this respect.

3. That ISID or any other person authorized by him shall be at the 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 person(s) on the report of ISID in this respect. Further, the contractor shall immediately replace the particular persons so deployed on the demand of ISID 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 the referred NIT in consultation with ISID.
2. 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.
3. The workers to be deployed at ISID Campus under the scope of the contract shall not have anything adverse in police records. Police Verification Report in respect of the workers shall be submitted at ISID office prior to their deployment.
4. That the Contractor shall submit details, such as, names, parentage, residential address, age, etc. of the persons deployed by him in the premises of ISID 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 the ISID premises or while on duty.
5. That the Contractor 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.
6. That the Contractor shall at his own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to ISID and shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970; Employees State Insurance Act, 1948; 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 ; Employer's Liability Act, 1938 ; Employment of Children Act, 1938 ; Maternity Benefits Act, 1961 and/or any other rules/regulations and/or statutes that may be applicable to them.
7. That the Contractor shall be solely responsible for any violation of the provisions of the labour laws or any other statutory provisions and shall further keep ISID indemnified from all acts of commission/omission, fault, breaches and/or any claim, demand, loss, injury and expense arising out of the non-compliance of any of the aforesaid statutory provisions. In the event of the contractor's failure to fulfill/abide by any of the obligations mentioned hereinabove or hereunder and/or under the said Acts/rules/regulations and/or any by-laws or rules in force, ISID 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.
8. That the Contractor shall maintain permanent attendance register/roll within in the building premises which will be open for inspection and checking by the authorized officer of ISID.

9. That the Contractor shall make the payment of wages, etc. to the persons so deployed in the presence of representative of the ISID by the 7th day of the following month and shall, on demand, furnish copies of wages register/muster roll, etc. to ISID for having paid all the dues to the persons deployed by him for the work under the Agreement. This obligation is imposed on the contractor to ensure that he is fulfilling his commitments towards his employees so deployed under various labour laws, having regard to the duties of ISID in this respect as per the provisions of Contract Labour (Regulation and Abolition) Act, 1970. The Contractor shall comply with the Labour regulations from time to time in regard to payment of wages, wage periods, maintenance of wages register, wage slip, publication of minimum wages and terms of employment, submission of periodical returns etc.
10. That the Contractor shall submit the proof of having deposited the amount of ESI and EPF contributions (both Employers and Employees contributions) in respect of the persons deployed at ISID in their respective accounts before submitting the bill for the subsequent month. In case the Contractor fails to do so, the amount towards ESI & EPF contribution will be withheld till submission of the required documents.
11. 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 of persons and property of ISID.
12. 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, should not violate the relevant provisions of Shops and Establishment Act. 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 ISID the sum incurred by ISID, in this regard.
13. The Contractor shall remove all workers deployed by him from the premises of the ISID on termination of the contract or on expiry of the contract and ensure that no such person shall create any disruption/ hindrance/ problem of any nature in ISID either explicitly or implicitly.
14. The security money deposited by the contractor against the contract shall be liable to be forfeited or appropriated in the event of unsatisfactory performance of the Contractor and/or loss/damage, if any, sustained by ISID 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.
15. The security money will be refunded to the Contractor within 60 days of the expiry of the contract upon satisfactory performance of the contract.
16. That the Contractor shall keep ISID 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 ISID is made a party and is supposed to contest the case, ISID will be reimbursed for the expenses incurred towards Consultation Fee and other expenses which shall be paid in advance by the Contractor to ISID on demand. Further, the Contractor shall ensure that no financial or any other liability comes on ISID in this respect or of any nature whatsoever and shall keep ISID indemnified in this respect.
17. The Contractor shall further keep ISID indemnified against any loss of property and assets of ISID. ISID 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.

C. ISID'S OBLIGATIONS

1. That in consideration of the services rendered by the Contractor as state above, he shall be paid a lump sum of Rs. _____ on monthly basis. Such payment shall be made by the 10th day of the month on the basis of the bills raised by the Contractor and duly certified by the officer designated by ISID in this regard.
2. That the aforesaid lump sum amount has been agreed to be paid by ISID to the Contractor on submission of monthly bills with all relevant documents like proof of PF & ESI remittance i.r.o. the deployed workers, copies of Attendance Register, Wage Sheet thereof and that the previous wage disbursement done in the presence of ISID representative with signature of the ISID Representative on the wage sheet.
3. The payment on account of enhancement/escalation charges on account of revision in wages by the appropriate Govt. (Govt. of India) from time to time shall be payable by ISID to the Contractor.

D. PENALTIES /LIABILITIES

1. That the Contractor shall be responsible for faithful compliance of the terms and conditions of this agreement. In the event of any breach of any of the clauses of the Agreement, the same may be terminated and the security deposit will be forfeited. Further, in such a case, ISID will have the liberty to execute the work through alternative source(s) at the risk and cost of the Contractor.
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 ISID 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 leviable.

E. COMMENCEMENT AND TERMINATION

1. That this agreement shall come into force with effect from _____ and shall remain in force for a period of one year. 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 ISID on account of:
 - i. Committing breach of any of the terms and condition of this agreement by the Contractor
 - ii. Assigning or subletting by the Contractor full or any part of the contract to a sub-contractor without written permission of ISID.
 - (c) On the Contractor being declared insolvent by a 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 the notice period.
3. Alternatively, the contract may be terminated by the Contractor by giving one month's notice to ISID.

F. PAYMENT CONDITIONS

1. The Contractor will submit the monthly pre-Receipted bills in triplicate after satisfactory completion of the work to ISID for certification for payment. ISID, 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 ISID to the Contractor on monthly basis on receipt of bills in triplicate along with a Certificate to the effect that all labour laws have been complied with enclosing all the statutory documents mentioned hereinabove.
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 disbursement of wages to the deployed workers by 7th of every month. Disbursement of wages shall not be linked to settlement of the Contractor's bill by ISID.

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 the Head, ISI, 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 to is unable to act for any reason whatsoever, the Head, ISI, Delhi Centre shall appoint another person to act as the Arbitrator in place of the original 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 was left by his predecessor or afresh as the case may be.
3. The Arbitrator may give interim award and/or directions, as may be required.
4. Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 2015 and the rules made thereunder 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 hereto have signed these presents on the date, month and year first above written.

On behalf of ISI, Delhi Centre

**Pratyush Banerjee
Dy. Chief Executive (Administration)**

On behalf of _____

Witnesses:

1.

2.

INDIAN STATISTICAL INSTITUTTE
DELHI CENTRE
NEW DELHI – 110 016

Annexure A

TECHNICAL BID

Sl.No.	Descriptions	Information to be filled by the tenderer (if required separate sheet may be enclosed)	
1.	Name and address of firm/ agency with complete contact details		
2.	Type of Organisation (whether proprietorship, partnership, private limited, limited company)		
3.	Name and address of the Directors, Proprietor/ partners		
4.	No. of years of experience of the Firm		
5.	No. of years of experience of the Firm in the area of Housekeeping		
6.	Details of registration of the Firm	R. No.	Copy enclosed: Y / N
7.	Income Tax Returns for the last three financial years (attach copies) 2016-17,2017-18,2018-19	Copy enclosed: Y/N	
8.	Average annual turnover of the agency during last three financial year (attach copies) 2016-17,2017-18,2018-19	Copy enclosed: Y/N	
9.	Details of EPF & ESI registration (attach copies)	EPF Regn. No.:	Copy enclosed: Y / N
		ESI Regn. No.:	Copy enclosed: Y / N
10.	GST No./ Certificate	No.:	Copy enclosed: Y / N
11.	PAN No.	No.:	Copy enclosed: Y / N
12.	Details of Earnest Money	DD No.:	Date:
		DD/Banker's Cheque	Amount:

		No: Drawn on Bank: OR copy of transaction details Y/No	
13.	Any other information		

(Documentary evidence in support of the above facts are to be provided by the bidder)

Present Operational contracts in the field of housekeeping:

S/No.	Order Description	Name of Client	Work Order No.

Work Order copies are to be enclosed by the bidder in support of the above information.

List of major clients of having performed housekeeping services in Govt./ Semi-Govt./ Autonomous Bodies/ PSUs/ Pvt. Sector/ IT Sector

Sl. No.	Name of client with contact details	Work Order No.	Period of Contract		Value of contract in Rs.
			From	To	
1.					
2.					
3.					
4.					
5.					

(Work Order copies should be enclosed by the bidder as documentary evidence)

Annual Turnover during last three years

Sl. No.	Years	Annual Turnover in Rupees (in figures and words) Please attach supporting documents	Copy enclosed/ Not enclosed
1	2016-17		Y / N
2	2017-18		Y / N
3	2018-19		Y / N

Please enclose copies of IT Return, duly audited Profit & Loss A/c statement and Balance Sheet for the last three financial years.

Undertaking

I hereby certify that all the information furnished are true to the best of my knowledge. I have no objection to the Institute verifying any or all the information furnished in this document with the concerned authorities, if necessary.

I also certify that I have understood all the scope of work, terms and conditions indicated in the tender document and hereby accept all the same completely.

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

13. Check list of documents to be uploaded along with Technical Bid Annexure 'A'

S.No.	Description of document	Yes/No	Enclosed at Page No
1	Scanned copy of PAN Card		
2	Company Registration Certificate		
3	Scanned copy of GST Registration Certificate		
4	Scanned copy of EPF Registration Certificate		
5	Scanned copy of ESI Registration Certificate		
6	Income Tax Returns for the last three years (2016-17, 2017-18, 2018-19)		
7	Scanned copy of Technical Bid(Annexure A) duly signed and stamped on each page		
8	Scanned copy of certificate regarding not blacklisted (Annexure C)		
9	Scanned Copy of Tender Acceptance Letter (Annexure D)		
10	Scanned copy of Undertaking by the Bidder (Annexure E)		
11	Scanned copies of documents in support of satisfactory credentials and experience of performing (Housekeeping services) of one single job to the value of Rs. 35,20,000 or two jobs each to the value of Rs. 26,40,000 or three jobs each to the value of Rs. 17,60,000 in Govt./ Semi-Govt./ Autonomous Bodies/ PSUs/ Pvt. Sector/ IT Sector in a single year during any of the last five years.		
12	Scanned copy of tender document duly signed on each page and stamped		
13	Scanned copies of documents of the Average Annual Turnover during the previous three financial years (2016-17, 2017-18 & 2018-19) should be at least Rs. 1.5 crore. Copies of duly audited and self-attested Profit and Loss A/c and Balance Sheet are to be submitted.		
14	Scanned copies of Documents in support of fresh Solvency certificate from scheduled or nationalized bank for upto Rs. 13,75,000 /-		
15	Scanned copies of documents of bidder should have at least five years experience out of which at least two years should be in the area of housekeeping in Govt./ Semi-Govt./ Autonomous Bodies/ PSUs/ Pvt. Sector/ IT Sector.		
16	Scanned copies of documents in support of at least two (2) present operational contracts in the field of housekeeping.		
17	Number of years of experience in relevant area, i.e., housekeeping works in Govt./ Semi-Govt./ Autonomous Bodies/ PSUs/ Pvt. Sector/ IT Sector		

**INDIAN STATISTICAL INSTITUTE
DELHI CENTRE**

ANNEXURE B

PRICE BID FORMAT

TO BE UPLOADED IN BOQ FORMAT ONLY IN COVER 02

Bidders may please note that in the Price Bid (BOQ) they should fill only column Nos.:1.5, 1.7, 3.5, 3.7 (Uniform and service charge in %) and 6.1, 6.2 and 6.3

Number of cleaners: 13 (Unskilled rates)

Number of Supervisor: 01 (Semi-skilled rates)

Rates as per the Minimum Wages notified by the Ministry of Labour, Government of India

(I) Manpower cost per month

Sl. No.	Particulars	Cleaner(s) (Unskilled)	Supervisor(s) (Semi-skilled)
1.	Basic Wage (Rs.)	Rs. 16,354.00	Rs. 18,070.00
2.	PF on Basic Wage (@13%) in Rs.	Rs. 02,126.02	Rs. 02,349.10
3.	ESI on Gross Wage (@4.75%) in Rs.	Rs. 776.82	Rs. 858.33
4.	Bonus on Basic Wage(@8.33%) in Rs.	Rs. 1,362.29	Rs. 1,505.23
5.	Uniform in Rs.	Rs. _____	Rs. _____
6.	Total Manpower Cost per Month (Rs.)∑1 to 5	Rs. _____	Rs. _____
7.	Service Charges (____ %) (Rs.)	Rs. _____	Rs. _____
8.	Rate per worker per month (Rs.) (6) + (7)	Rs. _____	Rs. _____

Manpower Rate Per Month	No(s).	Rate (Rs.)	Total (Rs.)
Cleaner	13		
Supervisor	1		
TOTAL MANPOWER COST			

(II) Machine cost per month

S/No.	Description of Machine	Machine-hours of deployment per week	Rate/ month (Rs.)
1.	Single Disk	16 machine-hours per week	
2.	Wet and Dry vacuum cleaner	8 machine-hours per week	
3.	High Pressure Cleaner	8 machine-hours per week	
		Total	

(III) Cost of cleaning material and tools & tackles per month

Particulars	Rate per month
Cost of cleaning materials and tools & tackles	Rs. 14,000/-
TOTAL	

TOTAL COST PER MONTH (I +II+III)

Total Cost (Rs.)	
GST (Rs.)	
Total price including GST (Rs.)	

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

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

Date:

Annexure -C

DECLARATION REGARDING BLACKLISTING/ DEBARRING FOR TAKING PART IN TENDER

(To be executed & attested by Public Notary/ Executive Magistrate on
Non Judicial Stamp Paper of Rs. 10/- by the Tenderer)

I/We (Tenderer) hereby 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 do not have any litigation in
any of the labour court(s).

Or

I/We (Tenderer) hereby 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

Attested:

(Public Notary/ Executive Magistrate)

Name

.....

Address

.....

.....

.....

Annexure -D

TENDER ACCEPTANCE LETTER
(To be submitted on Company Letter Head)

Date:

To,
D.C.E. (Administration)
Indian Statistical Institute
Delhi Centre.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: NIT/ISI/HOUSEKEEPING/20-21/38 dated 18-08-2020

Name of Tender / Work: - Housekeeping, including mechanized cleaning, of different areas within the premises of Indian Statistical Institute, Delhi Centre, 7, S.J.S. Sansanwal Marg, New Delhi – 110016

Dear Sir,

1. I / We hereby certify that I / we have read the entire terms and conditions of the above referred tender (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and hereby submit our unconditional acceptance to the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by your department/ organization have also been taken into consideration while submitting this acceptance letter.
3. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
4. I / We certify that all information furnished by the our Firm is true & correct and in the event if the information is found incorrect/ untrue or found violated, then your department/ organisation shall, without giving any notice or reason thereof, will summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit / security deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Annexure E

UNDERTAKING BY THE BIDDER

I/we do hereby undertake that:-

1. The rate quoted is inclusive of cost of disinfectant/acid/detergent of approved quality & make. Brushes/brooms, mops or any other material required as mentioned in the list of consumable items and non-consumable items required to carry out the operations of the contract satisfactorily will be provided by the Contractor.
2. Full manpower will be engaged on daily basis for housekeeping/maintenance work of all the buildings. Job will be done on rotation basis as per given schedule or as per instructions of Officer-in-Charge.
3. Rates have been quoted by me/us after full evaluation of the level of services to be rendered.
4. The number of persons to be engaged daily (man-power) and the works to be executed by them as mentioned above at ISI Delhi campus has been specified by me/us.
5. We agree to receive the payment of our bills only for the work carried out by me/us on monthly basis.
6. Daily checking /Inspection of liquid soap filling in soap dispenser, Toilet tissue paper in toilets. Day to Day emptying of Dust Bins, Garbage & other waste materials etc. will be done by my/our supervisor/ cleaners.
7. Waste materials will be collected in suitable bags and disposed into the Municipality's waste bins.
8. Stocks of housekeeping material as per specifications will be maintained on monthly basis and material delivery challans will be submitted to the Supervisor/Officer-in-Charge and the authorized representative(s) of the Institute will be allowed to inspect the materials at any point of time.
9. The workers to be deployed under the scope of the contract will be paid at least the minimum wages as declared or amended by the Govt. of India from time to time. All statutory provisions of the Minimum Wages Act, 1948 read with Minimum Wages (Central) Rules, 1950, as amended from time to time, shall be complied with.
10. I/we agree to abide by the statutory provisions under the Contract Labour (R&A) Act, 1970, Payment of Wages Act, 1936, Minimum Wages Act, 1948, EPF & MP Act, 1952, ESI Act, 1948, Payment of Bonus Act, 1965 and all other labour laws and statutory requirements as applicable to the subject contract. I/We also agree to abide by any other relevant Act/ Rule which is currently in force or may be enforced by the Government subsequently during the currency of the contract.
11. Payment of wages will be made by 7th day of every month in presence of ISI representative.
12. Branded quality of all materials will only be used for cleaning and sweeping.
13. Two sets of complete uniforms 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. All the workers will be in complete uniform and carry Identity Card provided by me/us while on duty.
14. I/we undertake to abide by the Institute's overall discipline and legal requirements.

15. 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)