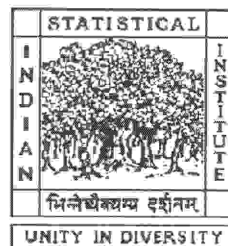


e – TENDER NOTICE FOR PROVIDING
SWEEPING & CLEANING SERVICES
AT INDIAN STATISTICAL INSTITUTE, DELHI CENTRE



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

INDEX

Sl.No	Particulars	Page No
1	Schedule of E-tendering	03
2	Notice Inviting e-Tender	04-05
3	General Scope of Work	06-08
4	List of Cleaning Material and Machines Annexure E	09-10
5	Undertaking by the Contractor	11-12
6	Agreement by successful bidder for providing Housekeeping and Cleaning Services	13-17
7	Annexure A Technical Bid	18-19
8	Checklist of documents to be uploaded along with Technical Bid	20
9	Annexure B Price Bid	21-22
10	Declaration regarding blacklisting/debarring for taking part in Tender Annexure C	23
11	Tender Acceptance Letter Annexure D	24

SCHEDULE OF e-TENDERING

A	Date of uploading of NIT and other documents	13.11.2017 (After 5 PM)
B	Downloading of Tender Documents from website of www.eprocure.gov.in	14.11.2017 (10 AM onwards)
C	Online Submission for Technical and Price Bid	15.11.2017 (after 10 AM onwards)
D	Closing date for submission of Technical and price bids	05.12.2017 (up to 5.30 PM)
E	Date & Time of Opening of Technical Bid	06.12.2017 (after 11.30 AM)
F	Date & Time of opening of Price Bid	Will be notified separately on e-procurement and ISI Delhi Website

**INDIAN STATISTICAL INSTITUTE
DELHI CENTRE
NEW DELHI – 110 016**

NOTICE INVITING E- TENDER

NIT No. ISIDC/HOUSEKEEPING/146 /2017-18

Date: 13.11.2017

1. e-tenders under Two Bid System (Technical Bid and Price Bid) are invited from (Non transferable) from registered cleaning agencies for carrying out the job of mechanized sweeping and cleaning of the different premises of Indian Statistical Institute, Delhi Centre, 7, S.J.S. Sansanwal Marg, New Delhi – 110016 initially for a period of one year on the terms and conditions set out by this Institute. The contract may be extended further depending on the need of the Institute and performance of the Agency.
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 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 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 in performing single job of similar nature (mechanized cleaning) in Govt./Semi-Govt./Autonomous Bodies/PSUs/Pvt. Sector/IT Sector to the tune minimum of Rs.30,00,000/- p.a. (ii)IT Returns (Assessment copies) for last three (3) years (iii) Company Registration Certificate,(iv) Technical Bid(Annexure A) , (v)Price Bid(Annexure B) , (vi)Declaration regarding Blacklisting (Annexure C) and (vii) Tender Acceptance Letter (Annexure D). The list of documents that should be uploaded in PDF format along with Technical Bid is mentioned in page No. 20 of the Tender document. Bids submitted without the mentioned documents would be rejected.
4. Earnest money of Rs.1,20,000/- (Rupees one lakh twenty thousand) only, in form of Demand Draft/Banker's Cheque drawn in favour of Indian Statistical Institute payable at New Delhi . The Earnest money in the form of Demand Draft/Banker's cheque should be put in a sealed envelope superscribed with " Tender for Sweeping and Cleaning Services" addressed to Officer on Special Duty (OSD), Indian Statistical Institute, Delhi Centre, 7, SJS,

Sansanwal Marg, New Delhi 110 016 should be sent by speed post and should reach the OSD on or before the closing date & time of submission of technical and price bids. The Institute would not be responsible for any postal delay on this account. The bidders whose Earnest money does not reach before the last date & time of submission of bids would not be entertained.

5. The Technical Bid will be opened online on 06.12.2017 (after 11.30 AM) . A list of successful technical bidders would be uploaded within seven working days from the date of opening of technical bid. They would be asked to demonstrate their mechanized cleaning expertise before a Technical Committee during their visit to site. Based on the recommendations of the Technical Evaluation Committee, the Price Bids of the successful bidders will be opened and the date of opening of price bid would be displayed on the e procurement and Institute's website.
6. The Bidders may visit the campus with prior intimation of three working days to OSD before they quote the price bid. (e-mail ID: kalam@isid.ac.in)
7. Any clarification should be sent in writing either through post or e-mail at kalam@isid.ac.in clearly mentioning e-mail and contact No. It should be addressed to OSD at least four working days before the closing date for submission of technical and financial bids .
8. The earnest money so deposited will be refunded to the unsuccessful tenderers after finalization of the contract. Late, delayed, incomplete, unsigned tenders or tenders without requisite documents and EMD will not be accepted. The earnest money of the successful tenderer will be retained and in addition to that he/they will have to deposit an amount equal to five percent of the contract value as performance guarantee which should remain valid for a period of 60 days beyond the date of all contractual obligations by the supplier.
9. The Bidders should quote their rates in Price Bids as per Central Government rates only.
10. The List of cleaning materials of ISI brand, machines and other items (Annexure E) that would be needed to maintain level of cleanliness is also given in the Tender document.
11. The number of cleaners and Supervisor required is mentioned in the Financial Bid.
12. Any subsequent changes if any to the tender would be notified in the Institute's website only.

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.

OSD(Administration & Finance)

GENERAL SCOPE OF WORK

ISI 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.

ISI Campus

There are a number of buildings in the campus and the Institute desires to engage the cleaning agencies in the following buildings of the Institute.

SL.NO.	NAME OF THE BUILDING	NO. OF FLOORS
1.	Faculty Block including faculty lounge	3
2.	Administrative Block including seminar rooms	2
3.	Library	3
4.	Guest House	3
5.	Sub-Station	1
6.	Canteen	2
7.	Old Hostel	3
8.	New PJ Hostel	2
9.	Club Room/Community Hall	2
10.	Car Garages	3
11.	Driver Room	1
12.	Security Rooms	2

A. OFFICE AREAS Including Guest House rooms, Hostel rooms, post doctoral flats(4 nos) and Transit Flats (4 nos)

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 like phenol, Lysol etc. 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 and mild detergent.	To be finished daily by 11:00 A.M.
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 like phenol, Lysol etc. 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

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 like phenol, Lysol 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 like Harpic etc. (without any acid particularly muriatic acid) by hand held brush for WC's only.	Twice a day. Once in a week.

D. GUEST HOUSE, (DINNING 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 like Phenol, Lysol etc. 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 mopping with dry soft cloth.	Twice a day in morning & 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 (a) Staircase & Common Passages (b) Chejjas and Terraces	Daily Twice in a month.

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 & cleaning of all surface drains, pits etc. inside campus by poking with rod, bamboo stick etc and spreading of sufficient quantity disinfectants like Bleaching powder etc.	Twice a week.
3.	Staff Quarters	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.	Chejjas shall be kept free of unwanted vegetation, dry leaves or any other foreign substances by sweeping regularly.	

In addition vacant residential flats if any once in 15 days

Annexure E

Cleaning Materials and other items of ISI brand and Machines that would be needed to maintain cleanliness.

S.No.	Name of Material
1	R-2
2	R-3
3	R-6
4	R-7
5	R-9
6	Handwash
7	Scotch Bright
8.	Urinal Cubes
9.	Hit (Black & Red)
10.	NIP Powder
11.	Clenzo
12.	Odonil
13.	Toilet Rolls
14.	Air Fresher
15.	Napthalene Balls
16.	Soft Broom
17.	Hard Broom
18.	Compound Broom
19.	Wiper Plastic
20.	White Duster
21.	Floor Duster
22.	Yellow Duster
23.	Garbage Bag (big)
24.	Garbage Bag (small)
25.	Black Phenyl
26.	Coweb 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

Details of Machines which would be needed:

S.No.	Description of Machine
1.	Single Disk
2.	Wet and Dry vacuum cleaner
3.	Scrubber Driers
4.	High Pressure Cleaner

UNDERTAKING BY CONTRACTOR

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 to be provided and non-consumable items required to carry out operations by the contractor for carrying out the work satisfactorily.
2. Full manpower 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.
3. The site visit in order to evaluate the level of services to be rendered has been made by me/us and the rate have been quoted accordingly.
4. The number of persons to be engaged daily (man-power) to and the works to be executed by them as mentioned above at ISI 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(s).
7. Waste materials will be collected in suitable bags and disposed into the Municipality's waste bins.
8. Housekeeping material as per specifications stocks 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. I/we will pay at least minimum wages and abide by Central Govt. rules regarding minimum wages and agree to pay as per Central

government rates and as notified by the Ministry of Labour & Employment, Government of India.

10. 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.

11. I/we agree to pay at least minimum wages as per 09 above and PF, ESI, Bonus, Paid Holiday as applicable/entitled as per central Govt. norms.

12. Payment of wages will be made by 7th day of every month in presence of ISI representative.

13. Branded quality of all materials will only be used for cleaning and sweeping.

14. Two sets of complete uniforms and Identity Card will be provided by me/us to all the workers immediately of award of work and it will be replaced as and when required.

15. I/we undertake to abide by the Institute's overall discipline and legal requirements.

16. 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.

17. All workers will be in complete uniform and will be carrying Identity Card provided by me/us while they are on their duties and work.

Place :

Date :

Contractor Signature
(along with official seal)

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

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 Director (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 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 assigns of the OTHER PART.

WHEREAS the ISI is desirous of giving a job contract for Providing Semi Skilled and Un Skilled workers at Indian Statistical Institute, Delhi Centre, 7, S.J.S. Sansanwal Marg, New Delhi – 110 016 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 there 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 of which are given at Annexure 'A'.

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 CONDITION

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 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, ISI, Delhi

Centre or his nominee. Subsequently, the contractor shall review the work assigned from time to time and advise the Head, ISI, Delhi Centre for further streamlining their system. The contractor shall further be bound by and carry out directions /instructions given to him by the Head, ISI, Delhi Centre or the officer designated by the Director in this respect from time to time.

3. That the Head, ISI, Delhi Centre or any other person authorized by the Director shall be at liberty to carry out surprise check on the persons as 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, ISI, Delhi Centre 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 at Annexure 'A' as deemed fit by him in consultation with the ISI.

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. That the Contractor 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.

4. 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.

5. 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 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 ; Employer's Liability Act 1938 ; Employment of Children Act 1938 ; maternity benefit act and/or any other rules/regulations and/or statutes that may be applicable to them.

6. 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 fulfill any of the obligations hereunder the/or under the said Act's rules/regulations and/or any by-laws or rules framed 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 contractors monthly payments.

7. That the Contractor shall be required to maintain permanent attendance register/roll within in the building premises which will be open for inspection and checking by the authorized officer of ISI.

8. That the Contractor shall make the payment of wages, etc. to the persons so deployed in the presence of representative of the ISI by 7th day of following month and full Bonus before Durga Puja Festival and shall on demand furnish copies of wages register/muster roll, etc. to the ISI 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 ISI in this respect as per the provision of Contract Labour (Regulation and Abolition) Act 1970. 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, recovery of wages not paid and deductions unauthorisedly made, maintenance of wages book, wages slip publication of scale of wages and terms of employment, inspection and submission of periodical returns.
9. That the Contractor shall submit the proof of having deposited the amount of ESI and EPF contributions towards the persons deployed at ISI in their respective names 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 required documents.
10. 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.
11. 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 Shop 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 the Head, ISI, Delhi Centre the sum incurred by the ISI, in this regard.
12. The Contractor shall remove all workers deployed by him on termination of the contract or on expiry of the contract from the premises of the ISI and ensure that no such person shall create any disruption/hindrance/problem of any nature in ISI either explicitly or implicitly.
13. The security money so deposited 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 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.
14. The security money will be refunded to the Contractor within one month of the expiry of the contract upon the satisfactory performance of the contract.
15. 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 is suppose to contest the case, the ISI will be reimbursed for the actual expenses incurred towards Consul 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 or of any nature whatsoever and shall keep ISI indemnified in this respect.

16. The Contractor shall further deep 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.

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 10th 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. 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 the ISI to the Contractor.

4. That the ISI shall reimburse the amount of 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, ISI, 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 livable.

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 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, ISI, Delhi Centre.

- (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 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, 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 unable to act for any reason whatsoever, the Head, ISI, Delhi Centre 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, 1996 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.

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

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	Year of formation of the company/ experience as a labour supplier agency	
5	Details of registration	R. No.: Copy enclosed: Y /N
6	Income Tax Assessment Copies for the last three financial years (attach copies)	Copy enclosed: YIN
7	Total turnover of the agency during last three financial year (attach copies)	Copy enclosed: YIN
8	Details of registration with statutory authorities like EPF/ESI etc. (attach copies)	EPF Registration No. Copy enclosed: YIN ESI Registration No. Copy enclosed: YIN
9	(a) GST No./ Certificate (b) PAN No.	No. Copy enclosed: YIN No. Copy enclosed: YIN
10	Details of Earnest Money	DD No. Date:
11	Any other information	

Copies of relevant documents are to be enclosed in support of above information.

List of major clients, including Govt. Organisations/ Academic Institutions.

Sl.No.	Name of client with contact details	Category/ Nature of workers supplied	Period for which supplied	No. of person supplied
1				
2				
3				
4				
5				

Copies of relevant documents are to be enclosed in support of above information.

Turnover during last three years

S.N.	Years	Turnover in Rupees (in figures and words)	Copy enclosed/ Not enclosed
1	2014 – 15		YIN
2	2015 – 16		YIN
3	2016 - 17		YIN

Please enclose documentary evidence for above facts, dully certified by the Chartered Accountant (CA).

Undertaking

I hereby certify that all the information furnished are true to the best of knowledge. I have no objection to 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

**Checklist of Documents(copies) to be uploaded along with Technical Bid
(Annexure A):**

1. Document in support of satisfactory credentials and experience in performing single job of similar nature (mechanized cleaning) in Govt./Semi-Govt./Autonomous Bodies/PSUs/Pvt. Sector/IT Sector to the tune minimum of Rs.30,00,000/- (Rupees Thirty Lakhs) p.a in a financial year clearing mentioning the nature of service provided in organizations., a certificate from the organization where the work has been carried out in a financial year and clearly mentioning the amount should also be enclosed.
2. Income Tax Assessment Copies for the last three years
3. Company Registration Certificate
4. Income Tax Returns for the last three years (2014-15,2015-16,2016-17)
5. Copy of ESI Registration Certificate
6. Copy of EPF Registration Certificate
7. PAN NO
8. GST Registration No
9. Undertaking by the Contractor
10. Certificate regarding not blacklisted (Annexure C)
11. Tender Acceptance Letter (Annexure D)
12. Complete details of branded quality of Materials along with quantity that would be used should be indicated. Details of Machines that would be used should also be indicated as per (Annexure E)

Annexure -C

DECLARATION REGARDING BLACKLISTING/ DEBARRING FOR TAKING PART IN TENDER

(To be executed & attested by Public Notary/ Executive Magistrate on
Rs. 10/- Non Judicial Stamp Paper 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 should 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 given on Company Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .,), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or 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 absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)