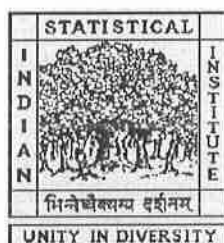


e – TENDER NOTICE FOR PROVIDING
HOUSEKEEPING SERVICES
AT INDIAN STATISTICAL INSTITUTE, DELHI CENTRE



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	29.11.2018 6.00 P.M.
B	Downloading of Tender Documents from website of www.eprocure.gov.in	30.11.2018 after (10 AM)
C	Online Submission for Technical and Price Bid	01.12.2018 after (10 AM)
D	Closing date for submission of Technical and price bids	24.12.2018 (up to 5.30 PM)
E	Date & Time of Opening of Technical Bid	26.12.2018 (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 INSTITUTTE
DELHI CENTRE
NEW DELHI – 110 016

NOTICE INVITING E- TENDER

NIT No. ISIDC/HOUSEKEEPING/198/2018-19

Date: 29/11/2018

1. e-tenders under Two Bid System (Technical Bid and Price Bid) are invited from registered housekeeping agencies for carrying out the job of 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, 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.
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 as per 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 the form of Demand Draft/Banker's Cheque drawn in favour of Indian Statistical Institute payable at New Delhi shall be paid by the bidders. The Earnest Money in the form of Demand Draft/Banker's cheque should be put in a sealed envelope superscribed with "Tender for Housekeeping Services" addressed to Dy. Chief Executive (Admin.) 'A', Indian Statistical Institute, Delhi Centre, 7 SJS, Sansanwal Marg, New Delhi 110 016 and sent by speed post so as to reach the DCE (Admin) 'A' 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 26/12/2018 (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 the 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 DCE (Admin) before they quote the price bid. (e-mail ID: dce@isid.ac.in)
7. Any query should be sent in writing either through post or e-mail at dce@isid.ac.in clearly mentioning e-mail and contact No. It should be addressed to Deputy Chief Executive(Admn) 'A' 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.
9. The successful bidder has to deposit security deposit amounting to five percent of the contract value as performance guarantee in the form of bank guarantee which should remain valid for the period of 60 days beyond the date of all contractual obligations by the vendor. The earnest money of the successful bidder may be adjusted against the security deposit if so desired by him.
10. The Bidders should quote their rates in Price Bids as per the rate of minimum wages declared by the Government of India only.
11. The List of cleaning materials conforming to BIS standards, machines and other items (Annexure E) 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 used on monthly basis.
12. The number of cleaners and Supervisor required for execution of the work is mentioned in the Price Bid.
13. The successful bidder should be able to render additional services by deployment of extra manpower as per the requirement of the Institute.
14. Any subsequent change, 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.

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

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/ areas within the ISI Delhi Campus and the Institute desires to engage the cleaning agency in the following areas 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.	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 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 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 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 like phenol 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 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 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

Annexure E

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.	Handwash/ hand sanitizer
06.	Scrub pad
07.	Urinal Cubes
08.	Mosquito repellent spray
09.	Mosquito repellent liquid
10.	Dishwash powder Detergent powder
11.	Toilet air freshener
12.	Toilet Rolls
13.	Air Fresher
14.	Napthalene 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

Details of Machines required for mechanized cleaning:

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 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 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 supposed to contest the case, ISI will be reimbursed for the expenses incurred towards Consultation Fee, legal and 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 fully indemnified in this regard.

Place :

Date :

Contractor's Signature
(along with official seal)

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

This agreement is executed on _____ 2018 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 is 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 and whereas the Contractor 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 at Annexure 'A'.

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 at Annexure 'A' 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 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 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, 1996 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.

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

On behalf of _____

Pratyush Banerjee
Dy. Chief Executive (Administration)

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.	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: Y / N	
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 Regn. No.:	Copy enclosed: Y / N
		ESI Regn. No.:	Copy enclosed: Y / N
9.	GST No./ Certificate	No.:	Copy enclosed: Y / N
10.	PAN No.	No.:	Copy enclosed: Y / N
11.	Details of Earnest Money	DD No.:	Date:
		Drawn on Bank:	Amount:
12.	Any other information		

Copies of relevant documents are to be enclosed in support of the 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 persons supplied
1.				
2.				
3.				
4.				
5.				

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

Turnover during last three years

Sl. No.	Years	Turnover in Rupees (in figures and words)	Copy enclosed/ Not enclosed
1	2015-16		Y / N
2	2016-17		Y / N
3	2017-18		Y / N

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 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

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 of housekeeping, cleaning, sweeping (including 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 clearly mentioning the nature of service provided in the 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 (2015-16, 2016-17, 2017-18)
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 B

PRICE BID

The Bidders should quote their rates as per the Minimum Wages Act, 1948 read with Minimum Wages (Central) Rules, 1950, as amended from time to time. Wages quoted on the basis of any other rate would not be considered and summarily rejected.

(I) -BREAK-UP OF PRICE BIDDING

Sl. No.	Particulars	Cleaner(s) (Unskilled)	Supervisor(s) (Semi-skilled)
1.	Basic Wage (Rs.)	Rs. 14,508	Rs. 16,042
2.	Other Allowances (if any) in Rs.	Rs. _____	Rs. _____
3.	Gross Wage in Rs. (1) + (2)	Rs. _____	Rs. _____
2.	PF on Basic Wage (@13%) in Rs.	Rs.1886.04	Rs.2085.46
3.	ESI on Gross Wage (@4.75%) in Rs.	Rs. _____	Rs. _____
6.	Bonus on Basic Wage(@8.33%) in Rs.	Rs.1208.52	Rs. 1336.30
8.	Uniform in Rs.	Rs. _____	Rs. _____
9.	Total Manpower Cost per Month (Rs.) \sum 1 to 8	Rs. _____	Rs. _____
10.	Agency Service Charges (____ %) (Rs.)	Rs. _____	Rs. _____
11.	Rate per worker per month (Rs.) (9) + (10)	Rs. _____	Rs. _____

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

(II)- Machine cost per month as per Annexure E

Sl. No.	Details of machine	Frequency	Rate (Rs.)	Total (Rs.)
1.	Single Disk	once a week		
2.	Wet and Dry Vacuum Cleaner	once a week		
3.	Scrubber Dryers	once a week		
4.	High Pressure Cleaner	once a week		
TOTAL				

(III)- Cleaning Material cost as per annexure E and cost of tools & tackles

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

(IV)-OTHER SERVICES

Sl. No.	Nature of service	Frequency	Rate per month (Rs.)
1	Facade Cleaning	Once in two months	
	Total		

TOTAL COST PER MONTH (I +II+III+IV)

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: ISIDC/HOUSEKEEPING/198/2018-19 dated: 29/11/2018

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 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 No. ISIDC/ HOUSEKEEPING/ 198/ 2018-19 dated: 29/11/2018 (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/ organization 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 if the information is found to be 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 absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)