

**NATIONAL BAL BHAVAN
KOTLA ROAD,
NEW DELHI-110 002**

**TENDER NOTICE FOR
PROVIDING MANPOWER FOR
CLEANING & HOUSEKEEPING
SERVICES AND OTHER
SERVICES**

TENDER FEE - Rs. 500/-

National BalBhavan
Kotla Road, New Delhi-110002

NOTICE FOR INVITING SEALED TENDERS FOR PROVIDING MANPOWER FOR CLEANING, HOUSEKEEPING AND OTHER SERVICES TO NATIONAL BAL BHAVAN, NEW DELHI.

Sealed tenders are invited in Two Bid System for providing uniformed trained manpower for cleaning & housekeeping services and other various types of services(Unskilled, Semi-skilled and Skilled) on L-1 Agency Charges and L-1 Material and lifting of garbage charges to the National Bal Bhavan for a period of ONE YEAR on contract and outsourcing basis, from reputed, experienced, well established, financially sound registered firm/ Co.s having a minimum three years' experience of providing manpower on contract basis for cleaning, sanitation and housekeeping, Maintenance and other office works in the Departments of Central/State Govt./ Semi- Govt. / PSUs/reputed & renowned Institutions (**Attach only Satisfactory Performance Certificate indicating name, total cost and period of work issued from concerned office as a proof thereof**). Complete Tender document can be seen and downloaded from the website of National Bal Bhavan i.e. nationalbalbhavan.nic.in Sealed tenders duly page numbered accompanied with details of submission of EMD of Rs.1,00,000/-(Rupees One Lakh Only) in NBB's Bank Account through NEFT/REGS should be **addressed to the Director, National Bal Bhavan, Kotla Road, New Delhi-110002** and be deposited in the Tender Box available at main gate of National Bal Bhavan during working days and holidays. Date and time for submission and opening of tender is given below:-

Estimated cost of work on annual basis	Last date & time for submission of sealed tender in tender box at main gate and mode of payment of EMD	Date and time for opening of sealed tenders and Technical Bids in the Conference Room of NBB	Date and time for opening of Financial Bids in the Conference Room of NBB
Rs.50.00 Lakh	16.03.2019 upto 02.00 p.m.	16.03.2019 at 02.30 p.m.	It will be communicated to the technically successful tenderers after examination of technical bids
Tender Fee for each tender		Rs.500/- (Rupees Five Hundred Only) to be deposited in the Bank Account of National Bal Bhavan through NEFT/RTGS and provide/enclosed/mention UTR/Reference No. with date alongwith in proforma of Technical Bid of your tender.)	
Amount of EMD to be submitted in the Bank Account of National Bal Bhavan through NEFT/RTGS and accompanied the UTR/Reference No. with date thereof in Technical Bid of Tender.		Amount of Performance Security to be submitted in the Bank Account of National Bal Bhavan through NEFT/RTGS by the successful tenderer. (Provide/enclose UTR/Reference No. and date after award of contract.)	
Rs.1,00,000/- (Rupees One Lakh Only)(Enclose/mention UTR/Reference No. with date alongwith your tender.)		Rs.2,50,000/- (Rupees Two Lakh Fifty Thousands Only) (Successful tenderer has to be provided UTR/Reference No. with date after award of contract.)	
Details of National Bal Bhavan's Bank Account for making payment through NEFT/RTGS		Canara Bank, Deen Dayal Upadhyay Marg, New Delhi-110002. (IFSC Code-CNRB0000158 Bank Accounts No. 0158101019047	

Tenders submitted after due date and time will not be accepted under any circumstances. **TECHNICAL and FINANCIAL BIDS** should be kept in two different/separate envelopes and both the sealed envelopes marked as Technical Bid and Financial Bid should be kept in main sealed envelope with clear marking "**TENDER FOR CONTRACT FOR SUPPLY OF MANPOWER FOR CLEANING AND HOUSEKEEPING SERVICES**" on the envelope. The Tenderer(s) him/herself or their authorized representative accompanied with **AUTHORIZATION LETTER** duly signed and stamped by the Tenderer/owner of firm/ Co. Authorized Signatory of the Co. may be present at the prescribed date, time and place of opening of the tenders. NBB has right to reject any or all the tenders without assigning any reason.

(Director,NBB)

Terms & Conditions, Statutory and contractual obligations to be complied with by the firm/ Co. for providing manpower for Cleaning, Housekeeping and other services in National Bal Bhavan on L-1 Agency Charge, Material and Charges of Lifting of Garbage basis.

National Bal Bhavan is inviting sealed tenders for providing manpower for Cleaning, Housekeeping and other related services Purpose on L-1 Agency Charge, Material and Charges of Lifting of Garbage basis because the sole right for quoting these charges is of the tendering firm/ Co. as the monthly remuneration to the outsourced manpower is always being paid on the basis of prevailing minimum wage fixed/orderd by the Govt. of NCT of Delhi as well as the other statutory allowances and benefits like EPF, ESI etc. shall also be paid on the basis of Govt. orders issued from time to time.

1. Requirement of manpower and other relevant provisions:(i).The tentative number of persons required are 25 unskilled Safaiwala(Male & Female as per requirement), 25 semi skilled/skilled and 1 supervisor subject to variation depending upon the actual requirement in various departments of National Bal Bhavan and Jawahar Bal Bhavan (JBB) Mandi. Garbage and horticultural waste should be removed/dumped by the Safaiwalas to be provided by the agency. Some of Safaiwala should know the work of sewer cleaning. The firm/ Co. should supply Safaiwalas for cleaning and Staff for Housekeeping work, with the following qualifications:

- i. Person should be able to read Hindi.
- ii. Person should be active and should be mentally and physically fit.
- iii. Person deployed shall not be less than 18 years of age.
- iv. It should be ensured by the firm/ Co. that the antecedents of outsourced persons are properly verified by the local police authorities and their details (names, address, telephone numbers, mobile numbers, photographs etc.) will have to be provided to this office at the time of award of contract.
- v. Person should have medical check up reports

(ii).The firm/ Co. shall provide a list of 1 Supervisor, 25 (unskilled- Safaiwala) and other semi skilled/skilled staff for the jobs (8 cooks, 10 data entry operators, 2 masons, 2 carpenters, 2 plumbers, welder ,wood cutter, mali, dhobi, septic tank cleaner, painter, peon/attendant, computer technician, data entry operator, clerk) persons with character and antecedent verification to National Bal Bhavan, New Delhi. In case, all/some persons do not suit the requirements of National Bal Bhavan, the firm/ Co. has to arrange the next batch of the persons for selection. The firm/ Co. has to manage sufficient number of eligible persons well in time so that there will be no delay in the selection of the persons during the period of contract.The prompt services of the personnel will have to be made available by the firm/ Co. immediately on award of Contract. It is obligatory on the part of the agency to provide skilled/semi-skilled/unskilled workers as and when required by the National Bal Bhawan and/ or Jawahar Bal Bhavan, Mandi, failing which the contract is liable to be cancelled without assigning any reason.

(iii) .The firm/ Co. shall provide a list of 40 persons with character and antecedent verification, proposed to be provided to National Bal Bhavan. In case, all/some persons do not suit the requirements of this Secretariat, then the firm/ Co. has to arrange for the next batch of the persons for selection. The firm/ Co. has to manage sufficient number of eligible persons so that there is no delay in the selection of the persons.

(iv). National Bal Bhavan will maintain the record of attendance in respect of the persons deployed by the firm/ Co. on the basis of which wages/remuneration will be decided in respect of the person at the approved and agreed rates. The firm/ Co. shall be responsible to keep all records of payment, attendance, leaves etc. as necessary under law or otherwise about the employees deployed by it. Bills of the contractor would be paid on the basis of attendance verified by National Bal Bhavan.

(v). The outsourced persons deputed by the firm/ Co. should not have any adverse Police records/criminal cases against them. The Firm/ Co. should make adequate enquiries in advance about the character and antecedents of each person. The character and antecedents of each person provided by the firm/ Co. will be got verified by the firm/ Co. itself before their deployment through due investigation by the local police authorities and their details (names, address, telephone numbers, mobile numbers, photographs, past work experience etc.) will have to be provided to this office.

(vi). The firm/ Co. will also ensure that the outsourced persons deployed are medically fit and will keep a record of their medical fitness. It will be the responsibility of the firm/ Co. to ensure that good, efficient and well-mannered outsourced persons are being deployed.

(vii). The outsourced persons provided to National Bal Bhavan shall not be changed except under compelling circumstances and after prior consent of National Bal Bhavan. In this case, the changed outsourced persons shall have either a police verification certificate or two character and good conduct certificates from two Gazetted Officers of Central Government.

(viii). In emergent cases such as the person deployed falls sick or is not able to attend the office for the reasons beyond his control continuously for more than a day, the firm/ Co. shall deploy a suitable substitute. If the contractor fails to deploy the substitute, National Bal Bhavan will be at liberty to engage persons at market rate which will be deducted from the EMD/ Service Charges of the firm/ Co. without prejudice to any other right or remedy available under the law to National Bal Bhavan on account of such breach.

(ix). The firm/ Co. shall withdraw such persons, who are not found suitable/acceptable to National Bal Bhavan because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct etc. immediately and provide immediate replacements.

(x). The firm's Co.'s personnel, engaged in the office of National Bal Bhavan shall not claim any benefit / compensation / absorption / regularization of services from this office under the provisions of Industrial Disputes Act, 1947 or Contract Labour (Regulation and Abolition) Act, 1970, Payment of Wages Act, 1936, Minimum Wages Act, 1948, Employer's Liability Act, 1938, Workmen Compensation Act, 1923, Industrial Disputes Act, 1947, Maternity Benefit Act, 1961, Delhi Shops and Essential Act or any modification thereof or any other law relating thereto and rules made there under from time to time. Undertaking from the persons to this effect shall be required to be submitted by the firm/ Co. to National Bal Bhavan.

(xi). The persons of the firm/ Co. shall not divulge or disclose to any persons any details of this office, operation process, technical know-how, security arrangements, and administrative organizational matters as all are confidential / secret in nature.

(xii). The firm's Co.'s personnel working under this contract should be polite, cordial, positive and efficient while handling the assigned work and their action shall promote and enhance the image of National Bal Bhavan. The firm/ Co. shall be responsible for any act of indiscipline on the part of the persons deployed by them. The personnel recruited by the firm or the Co. itself shall not interfere with the duties of the employees of National Bal Bhavan.

(xiii). The firm/ Co. shall ensure proper conduct of their persons inside the office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, chewing tobacco or any other prohibited substances.

(xiv). The transportation, food, uniform, medical and other statutory requirements in respect of each person of the firm/ Co. shall be the sole responsibility of the firm/ Co..

(xv). It shall be the responsibility of the firm/ Co. to issue the employment card to the workers as per the prescribed format and maintain the muster roll, the wage register and other registers / documents as provided in the Contract Labour (Regulation & Abolition) Act. It shall be the responsibility of the firm/ Co. to provide photo-identity cards to the persons employed by them for carrying out the work. These identity cards are to be constantly displayed and renewed at the appropriate time and their loss is to be reported to the firm/ Co. and this office immediately

(xvi). The firm/ Co. shall provide a substitute well in advance if there is any probability of the persons leaving the job due to his/ her own personal reason. The payment in respect of the overlapping period of the substitute shall be the sole responsibility of the firm/ Co.

(xvii). On the expiry of the agreement, the firm/ Co. will withdraw all its persons and clear their accounts by paying them all their legal dues. In case of any dispute on account of termination of employment or non-employment by the persons of the firm/ Co., it shall be the entire responsibility of the firm/ Co. to pay and settle the same. In any event, it will be the responsibility of the firm/ Co. to clear all the due payments for its employees.

(xviii). Any dispute regarding working hours and of compensation payable to the workers deployed by the firm/ Co. will be the sole responsibility of the firm/ Co. to settle it and no representation will be entertained on this issue by this office. The firm/ Co. shall totally indemnify this office in this regard.

(xix) If National Bal Bhavan suffers any loss or damage on account of negligence, defaults or theft on the part of the employees/ agents of the firm/ Co., then the firm/ Co. shall be liable to reimburse to National Bal Bhavan for the same. The firm/ Co. shall keep National Bal Bhavan fully indemnified against any such loss or damage.

(xx). National Bal Bhavan shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the firm/ Co..

(xxi). All liabilities arising out of any legal dispute, accidents etc. shall be borne/ paid by the firm/ Co. and National Bal Bhavan shall not be liable in any manner whatsoever.

2. **Period of contract** :(i). The initial period of contract will be ONE YEAR ONLY subject to review of performance every three months and will be extendable for a further period of two years in two spells of one year each at the discretion of the employer.

(ii). National Bal Bhavan reserves the right to terminate the contract any time without assigning any reason whatsoever for which the contractor shall not be entitled to any compensation.

(iii). In case of failure by the firm/ Co. to comply with any statutory requirement, terms of the agreement, withdraws the services or National Bal Bhavan terminates the contract for violation of terms and conditions/ deficiency in service during the period of contract, the Performance Guarantee shall be forfeited and the firm/ Co. would be disqualified from participation in any future tenders of the National Bal Bhavan.

3. **Payment to the workers**(i). **The firm/ Co. should pay monthly minimum wages for the outsourced personnel/labours/workers as per the prevailing rates prescribed/fixed/ordered by the Government of NCT of Delhi plus/along with all obligatory and statutory payments/dues including minimum wages, Employees Provident Fund, ESI contributions, other statutory requirements etc. relating to engagement and welfare of the labours/workers as prescribed and revised, from time to time, by the order and different Acts of Govt. of NCT of Delhi and Govt. of India and GST etc. Any deviation in this would be viewed seriously and suitable action including blacklisting of firm/ Co. and forfeiting the performance security amount would be taken. The firm/ Co. should ensure to complete all the statutory formalities required under different rules and Acts of Govt. relating to the engagement of contract labour/workers.**

(ii). The firm/ Co. shall ensure that the **wages** to the persons deployed by them is **paid by the seventh day of the succeeding month** at the agreed wages and other statutory benefits admissible to such personnel as notified by the Government of National Capital Territory of Delhi. **The firm/ Co. should issue certificate every month that payment has been made to the deployed staff as per minimum wages Act.** On receipt of any complaint regarding less payment / late payment from employees, National Bal Bhavan will be at liberty to take appropriate action.

(iii). The Firm's Co.'s claims in bills regarding ESI, EPF, and GST etc. should be accompanied by documentary proof pertaining to the previous month's bill. A requisite portion of the bill /whole of the bill amount shall be held up till such proof is furnished, at the discretion of this office.

(iv). No Advance payment, in any case, would be made to the firm/ Co.. The periodicity of payment to the firm/ Co. shall be monthly. The firm/ Co. shall submit the monthly bill after the end of a calendar month that shall be processed for payment by National Bal Bhavan.

4. **Issue of Monthly Salary Slips** :The firm/ Co. shall issue monthly salary slips to the Maintenance, Cleaning & Housekeeping and other staff and endorse a copy to National Bal Bhavan, showing the details of payments, deductions (including all statutory deductions) & net amount with requisite challan for each case/person.

5. **Visit of the actual sites** :The tenderers are requested to visit the actual sites of National Bal Bhavan campus and Jawahar Bal Bhavan-Mandi, Mandi Village, New Delhi-110047 where work is to be executed before quoting the rates for cleaning, sanitation and housekeeping etc.

6. **PAGE NUMBERING, SIGNING AND STAMPING THE PAGES OF TENDER DOCUMENT** :Tenderers are requested that each page of your tender should have page number as well as each page of tender document should be self attested, signed and stamped by the tenderer in acceptance of the terms and conditions laid down by the National Bal Bhavan otherwise tender will not be accepted.

7. **Quoting the Agency Charges** :The tenderer must quote the **Agency Charges** on per person per day and per month basis and material and lifting charge as required in the Financial Bid as per rules without which the tender will not be accepted. Agency charges to be quoted on monthly basis are for the duty hours from 8.00A.M. to 5.00 PM on all working days and on holidays (if required). Agency Charges are also required on daily basis for all categories as mentioned in the price bid page.National Bal Bhavan will not be bound to accept any of the charges or the agency charges with or without material charges etc.

8. **Earnest Money Deposit(EMD)**:(i).EMD of Rs.1,00,000/-(Rupees One Lakh Only) through NEFT/RTGS has to be deposited by the tenderer in the National Bal Bhavan's Account No.0158101019047(IFSC Code-CNRB0000158 of Canara Bank, Deen Dayal Upadhyay Marg, New Delhi-110002) and must be mentioned in the reference details thereof in the respective column of Technical Bid.EMD will be refunded to the unsuccessful bidders.

(ii). The Earnest Money Deposit (EMD) of unsuccessful bidders would be refunded after finalization of the contract. EMD of the firm/ Co., whose tender is accepted /approved, will be released only after the firm/ Co. deposits with National Bal Bhavan necessary security deposit/performance security.

9. **Performance Security** :**(i)**. The successful bidder shall furnish a Performance Security deposit of **Rs.2,50,000/-(Rupees Two Lakh Fifty Thousand Only)** within 07 days of award of the contract through NEFT/RTGS in the National Bal Bhavan's Account No.0158101019047(IFSC Code-CNRB0000158 of Canara Bank, Deen Dayal Upadhyay Marg, New Delhi-110002) and provide in the reference details thereof in the respective column of Technical Bid.

(ii). The Performance Security Deposit will be forfeited in case of supply of outsourced staff being delayed beyond the period stipulated by National Bal Bhavan or non-compliance of the terms of agreement by the firm/ Co. or owing to frequent absence from duty/ misconduct on the part of the outsourced staff deputed by the firm/ Co.. The firm/ Co. would be blacklisted and disqualified from participation in any future tenders of the National Bal Bhavan.

10. **Way to submit the sealed tenders** :The tender may be submitted in two bids, viz. Technical Bid and Financial Bid in different and separate sealed covers. Technical Bid should contain company profile, authenticated documents and information in prescribed proforma to prove fulfilment of all conditions as per **Annexure-III**. The Financial Bid should contain only the Financial Charges as per **Annexure-III-A**. Each of the sealed envelop should be superscribed as “**Technical Bid for Cleaning and Housekeeping Works**” and “**Financial Bid for Cleaning and Housekeeping Works**” and both the sealed envelopes should be kept in main sealed envelope superscribed as –“**Tender for providing manpower for Cleaning and Housekeeping Services in NBB**” and deposited upto the stipulated date and time in the Tender Box available at main gate of National Bal Bhavan during all the working days and even in holidays. The tenders received after the stipulated last date and time or received in any unauthorized/invalid manner other than through Tender Box would not be opened and would be summarily rejected. However, the sealed tender received through registered/speed post upto the stipulated last date and time or till the stipulated date and time of opening of tenders will only be accepted. Omission of any of the demanded documents may result in rejection of tender. The interested firm/ Co.s should go through the tender conditions thoroughly and submit their quotations only if they meet all the conditions and are capable of undertaking the proposed job satisfactorily as per eligibility criteria given in **Annexure-II**.

11. **Opening of Tender and participation of representatives of tendering firms Co.:** The Purchase Advisory Committee of NBB will open the Technical and Financial Bids at the stipulated date as mentioned in 2nd page of tender in Conference Room of National Bal Bhavan, New Delhi in the presence of participating tenderers, who may like to be present in person or through their duly authorized representative. The Committee/Competent Authority will assess the ability of the firms Co. based on its record, profile and on such other criteria as per technical bids. The owner/ representatives of only those found successful at the technical bid stage would be informed and allowed to be present at the time of opening of financial bids. The Tenderers him/herself or their authorized representative accompanied with **AUTHORIZATION LETTER** duly signed and stamped and attesting identity and signature of representative by the Tenderer/owner of firm/ Co. may be present at the prescribed date, time and place of opening of the tenders. NBB has right to reject any or all the tenders without assigning any reason.

12. **Penalty Provisions** :Penalty for delay in providing the required labour etc. would be imposed on the contractor as mentioned in Annexure-IV. The successful bidder would have to give an undertaking affidavit as per specimen in Annexure-V to abide by the terms and conditions of the contract.

13. **Withdrawing Tender and declining the award of contract by firm/ Co. :** No tenderer will be allowed to withdraw after submission of the tender otherwise the EMD submitted by the tendering firm/ Co. would stand forfeited. Similarly, in case the successful bidder declines/backs out of the offer of contract, for whatsoever reason(s), his/her EMD will be forfeited.

14. **Cleaning Material** : The Contractor should ensure to provide complete cleaning material of requisite quality and quantity by 5th day of every month or well in time as per schedule prescribed in **Annexure-VII** i.e. list of cleaning material. In view to maintain proper cleanliness in the toilets and campus of National Bal Bhavan and Jawahar Bal Bhavan-Mandi, if cleaning material below the requisite quality and quantity are provided, penalty at the rate prescribed in tender document will be deducted at the time of processing of monthly bill.

15. **Lifting of Waste/Garbage** : The Contractor will ensure to lift the waste/garbage from different locations of campus of National Bal Bhavan and Jawahar Bal Bhavan-Mandi well in time on regular

basis without any reminder otherwise penalty at the rate prescribed in tender document will be deducted at the time of processing of monthly bill.

16. **Subletting:** The firm/ Co. should submit the tender independently. The firm/ Co., awarded the contract should not sublet/assign/transfer/pledge/sub-contract the awarded tender with any other firm/ Co. otherwise Performance Security will be forfeited and contract will be terminated.

17. **Submission of Firm's Contract Labour Licence :** The firm/ Co. is required to deposit a copy of valid license from the competent licensing authority under the provisions of Contract Labour (Regulation and Abolition) Act, 1970 and Contract Labour (Regulation and Abolition) Rules, 1971 within thirty days of the date of award of the contract. If the firm/ Co. is refused a license for any reason whatsoever or fails to obtain the licence within the stipulated period of thirty days, the contract shall automatically stand terminated and National Bal Bhavan shall be at liberty to recover losses, if any, from the firm/ Co. including forfeiture of performance security deposit.

18. The Service Providers should have sufficient experience of providing manpower to various Government Departments, Public Sector Undertakings and Autonomous Organizations of Government of India.

19. **The National Bal Bhavan reserves the right to cancel any or all of the Tenders without assigning any reason thereof.**

20. It will be ensured that the entire assigned area for cleaning viz. Corridors, Rooms, staircases, toilets, open area covered and non-covered in National Bal Bhavan and Jawahar Bal Bhavan, Mandi including Hostel are kept in a perfect state of cleanliness and hygiene at all times to the total satisfaction of the National Bal Bhavan.

21. The initial sweeping and mopping of all the areas should be completed by 8.30 AM and repeated as and when required, failing which a monetary **monthly penalty of Rs. 2000.00** shall be recovered from the Contractor's Bill. The workers are to be engaged in one shift **8 am to 5 pm** on all working days and for Sunday & Monday each batch will avail weekly off on rotation.

22. The toilets will be cleaned after every two hours and also as and when required.

23. It will be ensured that appropriate type of sanitary cleaning material as per **Annexure VII** suited for the cleaning of tiles, floors and stones surfaces, carpets are used. Any damage caused to the property of National Bal Bhavan due to unsuitable cleaning material or due to the negligence on the part of the Contractor's men will be liable to be compensated by the contractor.

24. The Contractor shall be responsible for the conduct/integrity of his/her men and will also be responsible for any act of omission on their part. Any litigation or police case due to negligence / misconduct of any of the contract employee will be the responsibility of the contractor.

25. Statutory deductions, as applicable, will be deducted from the payments to be made to the firm/ Co..

26. The firm/ Co. should be available on landline telephone, Mobile Phone (office as well as residence) and the outsourced persons should also be available on mobile phone so as to enable this National Bal Bhavan to contact them and also call them in emergency.

27. Jurisdiction for legal dispute, if any, arising during the currency of the agreement, will be Delhi Courts only.

Place:

Signature of the authorized signatory of the :
Tenderer with seal of the Firm/ Co.

Date:

Phone No/Fax No./Email:

Eligibility and qualification criteria to be met by the firm/ Co. for performing the required work/services

1. The firm/ Co. should be well-established, registered with Govt. of NCT of Delhi, possess experience of at least **three years** in Outsourcing the services of Safaiwalas for Cleaning and Housekeeping in the Government Sector/PSUs/ Reputed Corporate Sector. **Please enclose Registration Certificate of firm/ Co. and only Satisfactory Work Completion Certificate indicating name, cost and period of work, issued from concerned office as a proof.**
2. The bidder should have the experience of cleaning and housekeeping works in any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities. The firm/co. must have an average **turnover of Rs.20 lakh per year** during the last three financial years on providing manpower services. Attach certificate/concerned documents. The firm should enclosed **only Satisfactory Work Completion Certificate indicating name, cost and period of work, issued from concerned office as a proof.**
3. The firms/bidders should not have been blacklisted by any Ministry/Department of the Government of India. The tendering firms / bidders shall have to **give a notarized affidavit in the prescribed format** attach with at the last of tender document on a stamp paper of Rs.10/- to the effect that they have not been blacklisted or their business dealings with the Government Ministries/Departments have not been banned.
4. The firm/ Co. is required to deposit a copy of valid license from the competent licensing authority under the provisions of Contract Labour (Regulation and Abolition) Act, 1970 and Contract Labour (Regulation and Abolition) Rules, 1971 at the time of award of the contract. If the Firm/ Co. refuse to provide the license for any reason whatsoever or fails to obtain the license, the contract shall automatically be stand terminated.
5. Contractors paying PF, ESI to casual labour and GST as per the latest norms of the Government only are eligible to apply.
6. They should have produced the requisite certificates from Employees Provident Fund Organization, Employees State Insurance, GST authorities. The tenderer should satisfy him with the terms & conditions of the contract. No claim on grounds of lack of knowledge, in any respect, shall be entertained.
7. The Bidder who provides all the details & meets the essential conditions as required in the tender document and accepts all the terms, conditions and statutory obligations mentioned in **Annexure-I** and who quotes agency charges, cleaning material charges and charging for lifting of garbage in Financial Bid shall be the successful bidder. In case two or more firms/ Co. quote the same rates, the preference will be given to the firm/ Co. which gives maximum L-1 Charges services, cleaning material and lifting of garbage and provide the list of more outsourced personnel alongwith police verification with character and antecedents or other criteria as decided by the Director, National Bal Bhavan.

Place: _____ Signature of the authorized signatory of the
Tenderer with seal of the Firm/ Co.
Date: _____ Phone No/Fax No./Email:

ANNEXURE-III

Technical Bid

Sl. No.	Details of requisite documents	Details to be provided by Tenderer	Enclosed proof indicating PAGE No.
1.	Name of main tenderer i.e.owner of firm/ Director of Co.with Contact mobile Number, Email ID		
2.	Proof of ownership of owner of firm/ Director of Co.		
3.	Complete name and address of firm/Co. with telephone No. and e-mail ID.		
4.	A copy of valid identity and residential proof of owner of Firm/Director of Co. i.e. Aadhar Card,Voter ID, Driving Licence, Electricity bill.		
5.	In case tender is to be submitted through authorized representative of firm/Co. Name & designation of authorized representative of firm/Director of Co. alongwith duly signed, stamped letter in original indicating attestation of his/her signature by owner of the firm/ Director of Co.		
6.	Year of Establishment/Incorporation of firm/Co.		
7.	Registration,Incorpoation Certificate of firm/Co. from the concerned competent authority.		
8.	Permanent Account No.(PAN) of firm/Co./proprietor		
9.	GST No. of Firm/Co.		
10.	EPF Registration of Firm/ Co. or PF exemption declaration affidavit alongwith valid proof from concerned authority.	EPF Registration No.	
11.	ESI Registration of Firm/ Co.	ESI Registration No.	
10.	Details of Tender Fee of Rs,500/- (Submit transaction reference No. of RTGS/NEFT to check the status)		
11.	Details of Earnest Money Deposit(EMD) of Rs.1,00,000/-(Rupees One Lakh Only) (Submit transaction reference No. of RTGS/NEFT to check the status)		
12.	Copies of latest IT Returns filed and audited Accounts		

13.	Whether the firm/ Co. enclosed the notarized affidavit of Undertaking that the workers going to be outsourced in performance of the contract would be paid Minimum Wage as per orders of Govt.of NCT of Delhi and fulfil all statutory requirements with respect of ESI , EPF etc. with reference to the workers.		
14.	Whether the firm/ Co. is blacklisted/debarred by by Govt. Ministry/Department/PSU OR any criminal case is registered against the firm/ Co. OR its owner/partner anywhere in India.		
15.	Whether Police verification of workers has been undertaken and details of all employees available or not ?		
16.	Whether the firm/ Co. accepts the terms, conditions, statutory and contractual obligations as mentioned in the enclosed Annexures of tender.		
17.	Enclosed only Satisfactory Work Completion Certificates for providing manpower for cleaning, housekeeping and other official services issued from concerned office/Institution.		
18.	Details of past and present contracts for providing manpower for cleaning, housekeeping and other official services i.e. Name & Address of Office/Deptt./organization from whom work is/was awarded to your firm/ Co.	(i). Title/name of work (ii). Period of contract (From Starting date to completion date) (iii) Total cost of work (iv) Number of manpower for cleaning, housekeeping and other official works provided	Status of Firm/ Co. from whom work is/was awarded- Govt./Semi-Govt./Govt.Aided/ Autonomous Body/PSU/Pvt. etc.
(i).			
(ii).			
(iii)			
18	Firm/Co.'s Bank Details	Name of Bank & Branch Account No.- IFSC Code	

It is certified/declared that all the information given above and documents enclosed, are true/correct in all respect.

Dated:

Signature of authorized signatory :.....
with Seal of firm/Co.

Full name, address & Mobile No. of owner/ :.....
authorized signatory/tenderer
(In Capital/Block letters)

Proforma-1 : For quoting rate/charges for Un-Skilled Workers on monthly basis.			
(i). Agency Charges in Rs. (for providing manpower services of each unskilled worker for cleaning and housekeeping monthly basis)	Unit Charges to be quoted in Rs.	GST-%age	Net Unit Charge (In Rs.)
(ii). Charges of lifting of garbage per month (In Rs.)			
(iii). Material Charges in Rs. per month basis (alongwith list of material & its quantity for monthly consumption to be attached separately)			

Proforma-2 : For quoting Agency charge in Rs. per month basis for each Semi-skilled worker				
S.No.	Unit Price for cooks and helpers	Agency charges Per Person per day basis (in Rs.)	GST-%age	Net Unit Charge (In Rs.)
1.	Peon / attendant			
2.	Painter			
3.	Septic tank cleaner			
4.	Dhobi			
5.	Watchman			
6.	Mali			
7.	Wood cutter			
8.	Welder			
9.	Carpenter			
10.	Plumber			
11.	Mason			
12.	Kitchen helper			
13.	Cook			

Manpower cost for skilled workers

Proforma-3: For quoting Agency charge in Rs. per month basis for Skilled workers				
S.No.	Unit Price for cooks and helpers	Agency Charges Per Person per day basis (in Rs.)	GST-%age	Net Unit Charge (In Rs.)
1.	Supervisor			
2.	Clerk			
3.	Data entry operator			
4.	Computer Technician			
5.	Lift operator			

Place:
Date :

Signature of the authorized signatory of the
Tenderer with seal of the Firm/ Co.
Phone No/Fax No./Email:

PENALTY CLAUSE

S.No.	Nature of Misconduct	Amount of Penalty In Rupees
1.	Failure to disburse the monthly remuneration to staff by the seventh day of every month	1000/- per day
2.	Failure to provide cleaning material by 5 th day of every month	1000/- per day
3.	Non Wearing of Uniform	100 .00 per worker per day
4.	Failure to clean toilets	200.00 per toilet per day
5.	Failure to clean corridor area	500.00 per day per floor unit wise
6.	Failure to clean outside area	500 .00 per day
7.	Failure to clean staircase and lift lobbies	1000.00 per day per floor unit wise
8.	Failure to lift garbage or malba from Dump yard of National Bal Bhavan	500.00 per day
9.	For rude behaviour/abusive language in the campus	1000.00 on first instance and termination of contract if repeated
10.	Smoking/drinking in office	1000.00 per instance
11.	Absence per day per person	500.00
12.	Failure to sweep and mopping all the areas at the scheduled time as per terms and conditions of the tender.	Rs.2000.00 per month

I/we seen, gone through and understood the above penalty clauses, we abide them.

Place:
Date :

Signature of the authorized signatory of the
Tenderer with seal of the Firm/ Co.
Phone No/Fax No./Email:

Notarized Affidavit of Undertaking

I, _____ son/daughter/wife of
Shri _____, Proprietor/ Director/Authorized Signatory of the
Company/Firm., is competent to sign this declaration and execute this tender document.

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

3. The information/documents furnished along with the above tender form are true and authentic to the best of my knowledge and belief. I am well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

4. I shall abide by the orders of Government of NCT of Delhi regarding payment of wages to the workers. I shall provide the facilities of Employees Provident Fund and Employees State Insurance Schemes to the workers provided to National Bal Bhavan through statutory deduction like EPF and ESI contributions and I shall submit the documents to the competent authority on demand on monthly basis.

Place:
Date :

Signature & name of the authorized signatory
of the tenderer with Seal of the Firm/ Co.

List of Cleaning Material (estimated) of only good brand required for outsourcing staff

CLEANING MATERIAL REQUIRED IN EVERY MONTH					
SI.No.	Name of the items in every month	Quantity	SI.No.	Items required in every months	quantity
1.	Phenyl	5 Ltr.	21	Lizol bottle	06 Ltrs.
2	Cleanzo	40 Ltrs.	22	Plastic Juna Big Size	15 Nos.
3	HomaCol Liquid Soap	10 Ltrs.	23	Sanitary Cube	08 Pkts.
4	Acid (concentrated)	10 Ltrs.	24	PVC Dust Pan	05 Nos.
5	Harpic (500 ml. Bottle)	20 Nos.	25	Drain Pressure Pump Rubber	06 No.
6	Colin Spray	12 Nos.	26	Garbage Bags-Dustbin Size Large Black	10 Kgs.
7	Room Freshener	06 Nos.	27	Vacuum Cleaner	01 No.
8	Soft Broom	36 Nos.	28	All-out set	05 Nos.
9	Narial Broom	24 Nos.	29	Black hit	10 Nos.
10	Floor Duster	36 Nos.	30	Garbage bag (black)-Small	50 Nos.
11	White Duster	24 Nos.	31	Scotch bright	24 Nos.
12	Yellow Duster	24 Nos.	32	Bans Tilli	15 Kg.
13	Vim Powder	15 Kgs.	33	Dettol Hand Soap Liquid	10 No.
14	Nirma Super detergent powder	20 Kg.	34	Dettol Small Soap	24 No.
15	Tee Pole	05 Ltrs.	35	Mustered Oil	1 Ltr.
16	Odonil	40 Nos.	36	Gloves	6 Pairs
17	Wiper	10 Nos.	37	Pollution Mask	25 No.
18	Brush Platform	03 Nos.			
19	Jala Brush Long Rod	03 Nos.			
20	PVC Mug	10 Nos.			
CLEANING MATERIAL REQUIRED FOR THREE MONTH			CLEANING MATERIAL REQUIRED FOR SIX MONTHS		
1	Bucket	06 Nos.	1	Dustbin 80 Ltrs	04 Nos.
2	Toilet Brush	10 Nos.	2	Dustbin (Peddled)15 Ltr.	10 Nos.
3	Naphthalene Balls	03 Kg.			
4	Floor Cleaning Machine for veranda cleaning	01 No.			

Note : Cleaning material of local brand will not be accepted/received. Cleaning material of good quality and brand only be supplied.

I/we will provide the above cleaning material of good brand only in the time limit prescribed above.

Place:

Date :

Signature & name of the authorized signatory
of the Tenderer with Seal of the Firm/ Co.

FORM OF AGREEMENT

THIS AGREEMENT is made on the ____ day _____ (Month) _____ (Year) Between the President of India through the _____ (Name and address of the Department) hereinafter called "the Department", which expression shall, unless excluded by or repugnant to the context, be deemed to include its successor in office and assigns of the one part AND _____ (Name and address of the contractor) through Shri _____, the authorized representative (hereinafter called "the contractor") (which expression shall, unless excluded by or repugnant to the context, be deemed to include its/their heirs, successors, executors, administrators, representatives and assigns) of the other part. Under which the contractor shall provide uniformed and trained personnel and will use its best endeavours to provide Sanitation/Housekeeping Services to the _____ (Name of the Department) for providing a neat and clean environment to the Department.

NOW THIS AGREEMENT WITNESSETH as follows:-

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:
 - a. Letter of acceptance of award of contract;
 - b. Terms and Conditions;
 - c. Notice inviting Tender;
 - d. Scope of work;
 - e. Addendums, if any;
 - f. Any other documents forming part of the contract.
3. In consideration of the payments to be made by the Department to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the employer to execute and the Sanitation/Housekeeping services w.e.f _____ as per the provisions of this Agreement and the tender documents.
4. The Department hereby covenants to pay the contractor in consideration of the execution and completion of the works/services as per the provisions of this Agreement and the tender documents, the contract price of Rs. _____ (_____ Rupees in words).
5. Being the sum stated in the letter of acceptance subject to such additions thereto or deductions there from as may be made under the provisions of the contract at the times in manner prescribed by the contract.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day, month and the year first above written.

For and on behalf of the Contractor

For and on behalf of the President of India.

Signature of the authorized official
Name of the official
Stamp/Seal of the Contractor

Signature of the authorized official
Name of the Officer
Stamp/Seal of the Contractor

By the said

By the said

Name
On behalf of the Contractor in
the presence of:

Name
On behalf of the Employer in
the presence of:

Witness _____
Name _____
Address _____
Telephone No: _____

Witness _____
Name _____
Address _____
Telephone No: _____