



National Bal Bhavan
Kotla Road, New Delhi - 110002

**NOTICE INVITING TENDER FOR PROVIDING MANPOWER FOR
CLEANING, HOUSEKEEPING AND OTHER SERVICES**

Sealed tenders are invited under Two-Bid system from reputed agencies having capacity to provide manpower for cleaning, housekeeping and other services/works with the suitable and uniformed trained manpower for the National Bal Bhavan for a period of one year on contract outsourcing basis. (For details visit website www.nationalbalbhavan.nic.in)

Last date and time for sale of tender form is 19.10.2016 at 01.00 p.m.. Last date and time for submission of tenders is 19.10.2016 upto 2.00 p.m. Technical Bids will be opened by the Tender Committee in the presence of tenderers or their authorized representatives who wish to remain present on the same day at 2.30 p.m. in the Office of National Bal Bhavan. The tenders received after the above said scheduled date and time will not be considered.

Director NBB



National Bal Bhavan
Kotla Road, New Delhi - 110002

राष्ट्रीय बाल भवन
कोटला रोड, नई दिल्ली-110 002

सफाई, हाउस कीपिंग एवं अन्य सेवाओं हेतु मानवशक्ति उपलब्ध कराने के लिए निविदा आमंत्रण हेतु सूचना

राष्ट्रीय बाल भवन में एक वर्ष के लिए टू-बिड सिस्टम के अंतर्गत उन प्रतिष्ठित फर्मों/एजेंसियों से सफाई, हाउस-कीपिंग एवं अन्य सेवाओं/कार्यों के लिए प्रशिक्षित एवं अनुशासित वर्दीधारी कर्मचारी/मानव शक्ति उपलब्ध कराने में सक्षम हों, मोहरबंद (Sealed) निविदाएं आमंत्रित की जाती हैं। (अधिक जानकारी के लिए विवरण राष्ट्रीय बाल भवन की वेबसाइट www.nationalbalbhavan.nic.in पर देखा जा सकता है।)

निविदा/टेंडर प्राप्त/खरीदने की अंतिम तिथि व समय दिनांक 19-10-2016 को अपराह्न 1-00 बजे तक होगी। टेंडर जमा करने की अंतिम तिथि व समय दिनांक 19-10-2016 को दोपहर 2-00 बजे तक है। तकनीकी बिड्स टेंडर कमेटी के द्वारा फर्मों के प्राधिकृत प्रतिनिधियों के समक्ष उसी दिन अपराह्न 2-30 बजे राष्ट्रीय बाल भवन कार्यालय में खोली जायेंगी। जो निविदाएं/टेंडर अंतिम तिथि व समय के बाद प्राप्त होंगे, वह स्वीकार नहीं किये जायेंगे।

निदेशक
राष्ट्रीय बाल भवन

NOTICE INVITING TENDER for Outsourcing of Manpower

Sealed tenders are invited under “Two Bid System” i.e. Technical Bid and Financial Bid from reputed, Registered/Well established and financially sound holding ISO 9000 2008 Manpower Service Providers having a minimum three years experience of providing manpower on contract basis for cleaning, sanitation, housekeeping and other jobs for maintenance and office work in National Bal Bhavan.

Tender Reference	No.2015/Admin
Scope of work	Outsourcing of unskilled, semi-skilled and skilled manpower for cleaning, sanitation and housekeeping, other maintenance services and other works in National Bal Bhavan
Estimated cost of the work (annual basis)	Rs. 50.00 lakh
Cost of the tender documents	Rs.500.00 through Demand Draft in favour of Director, National Bal Bhavan
Earnest Money Deposit	Rs. 25,000/- (Rupees Twenty Five Thousand Only)
Last date for the sale of tender document	19.10.2016 at 1.00 P.M.
Last date for submission of the sealed Tenders	19.10.2016 at 2.00 P.M.
Date & Time for opening of tenders	Technical bids-19.10.2016 at 2.30 pm Financial bids – Date & time will be intimated after examining the technical bid.

EACH PAGE OF THE TENDER DOCUMENT TO BE SIGNED AND STAMPED BY THE AUTHORIZED SIGNATORY WHILE SUBMITTING THE TENDER DOCUMENT.EACH PAGE OF YOUR TENDER SHOULD HAVE PROPER PAGE NUMBERING.

Other details and tender document may be downloaded from the National Bal Bhavan Website www.nationalbalbhavan.nic.in

Director (NBB)



National Bal Bhavan

Kotla Road, New Delhi - 110002

Terms and Conditions

1. 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 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.
2. **Tenderers are requested that each page of your tender should have page number.**
3. The tenderers are requested to visit site of NBB and JBB Mandi where work is to be executed before quoting rates for cleaning, sanitation and housekeeping of the campus.
4. The bidder will give the rates on per person per day and per month basis in the financial bid.
5. The Service Providers should have sufficient experience of providing manpower to various Government Departments, Public Sector Undertakings and Autonomous Organizations of Government of India.
6. Period of contract will initially be for a period of one year from the date of award of contract subject to review of performance every three months and will be extendable for a further period two years in two spells of one year each at the discretion of the employer.
7. Tender Documents may be collected from the office of **the National Bal Bhavan Kotla Road New Delhi -110002 on payment of Rs. 500.00 in cash/pay order/Demand Draft from any Nationalised Bank drawn in favour of National Bal Bhavan and payable at Delhi.** The Tender Documents can also be downloaded from the official website: **www.nationalbalbhavan.nic.in**. In case of downloaded documents cost of Tender Documents can be paid through Pay Order/Demand Draft from any Nationalised Bank drawn in favour of National Bal Bhavan and payable at Delhi at the time of submission of bids.
8. The quotation may be submitted in two bids, viz. technical and financial in separate sealed covers. Technical Bid should contain company profile and authenticated documents to prove fulfilment of all conditions as per Annexure-III. The Financial Bid should contain only the Financial Charges as per Annexure-III-A Omission of any of the demanded documents may result in rejection of tender. The interested firms 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 criteria given in Annexure-I & II.

9. The firms should submit the quotations in separate sealed envelopes. Both sealed envelopes should be placed in the main sealed envelope super-scribed 'Tender for outsourcing of services for Maintenance, Cleaning and Housekeeping services' and the same should be addressed to "The Director, National Bal Bhavan, Kotla Road, New Delhi -110002" and deposited in the Tender Box latest by **2.00 P.M. on 19.10.2016**. The quotation/tenders received after the last date and time prescribed and or received in any manner other than through Tender Box would not be opened and would be summarily rejected.
10. The Tender Opening Committee will open the technical bids at **2.30 p.m. on 19.10.2016** in Conference Room of National Bal Bhavan, New Delhi in the presence of participating bidders, who may like to be present in person or through their duly authorized representative. The Committee/Competent Authority will assess the ability of the agencies based on its record, profile and on such other criteria as per technical bids. The representatives of only those found successful at the technical bid stage would be allowed to be present at the time of opening of financial bids to be intimated on **19.10.2016**.
11. 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 on a stamp paper of appropriate value to the effect that they have not been blacklisted or their business dealing with the Government Ministries/Departments have not been banned.
12. The National Bal Bhavan reserves the right to cancel any or all of the Tenders without assigning any reason.
13. The Earnest Money Deposit (EMD) of unsuccessful bidders would be refunded after finalization of the contract. EMD of the firm, whose tender is accepted /approved, will be released only after the firm deposits with National Bal Bhavan necessary security deposit/performance security.
14. 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 including Hostel are kept in a perfect state of cleanliness and hygiene at all times to the total satisfaction of the National Bal Bhavan.
15. 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 penalty of Rs. 2000.00 per day shall be recovered from the Contractor's Bill. The workers are to be engaged in two shifts **7 am to 6 pm (first shift 7 am to 1 pm and second shift 12 pm to 6 pm)** on all working days and for Sunday & Monday each batch will avail weekly off on rotation.
16. The toilets will be cleaned after every two hours and also as when required.
17. It will be ensured that appropriate type of sanitary cleaning material as per Annexure VI 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 of the part of the Contractor's men will be liable to be compensated by the contractor.

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

19. The Contractor should ensure to provide cleaning material by 5th day of every month.

Signature of the authorized signatory of the :
Tenderer with seal of the Firm

Phone No :

Fax No.:

Email :

Place:

Date:

Eligibility and qualification criteria to be met by the firm for performing the required work/service

1. The firm 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.
2. Firm should submit the tender independently firm should not sublet the awarded tender with any other firm.
3. **Tenderers are requested that each page of your tender should have proper page number and while submitting the tender kindly indicate the page no. so that placing of particular document can be checked.**
4. The firm must have a turnover of **Rs.15 lakh per year** during the last three financial years on providing manpower for cleaning, housekeeping and other jobs/services.
5. 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 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
6. The firms should pay monthly wages for the outsourced personnel as per the prevailing rates fixed/ordered by the Government of NCT of Delhi plus obligatory payments towards EPF/ESI/Service Tax, as applicable. Any deviation in this would be viewed seriously and suitable action including blacklisting of firm would be taken.
7. The firm 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 has to arrange the next batch of the persons for selection. The firm has to manage sufficient number of eligible persons so that there will be no delay in the selection of the persons during the period of contract.
8. The rates quoted on monthly basis are for the duty hours from 6.00A.M. to 6.00 PM in two shifts on all working days and 8.00 AM to 2.00 PM on holidays (if required). Rates are also required on daily basis for all categories as mentioned in the price bid page.
9. The services of the personnel will have to be made available by the Firm immediately on award of Contract.
10. The Firm 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 refuse to provide the license for any reason whatsoever or fails to obtain the license, the contract shall automatically stand terminated.
11. Each page of the tender document should be self attested/signed & stamped by the bidder in acceptance of the terms and conditions laid down by National Bal Bhavan.

12. No bidder will be allowed to withdraw after submission of the bids otherwise the EMD submitted by the bidding firm would stand forfeited.

13. In case the successful bidder declines/backes out of the offer of contract, for whatsoever reason(s), his EMD will be forfeited.

14. 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.

15. They should have produced the requisite certificates from Employees Provident Fund Organization, Employees State Insurance, Service Tax 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.

16. The Bidder who provides all the details & meets the essential conditions as mentioned in Annexure-I and accepts all the terms and conditions mentioned in Annexure-II and who quotes service charges in Financial Bid as per Annexure-III shall be the successful bidder. In case two or more firms quote the same rates, the preference will be given to the firm who gives maximum L-1 rates and provide the list of more outsourced personnel with police verification with character and antecedents or other criteria as decided by the Director, National Bal Bhavan.

17. 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.

18. Service and Agency Charges must be quoted as per rules without which the tender will not be accepted.

19. 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, failing which the contract is liable to be cancelled without assigning any reason.

20. The tenderer has to quote their rates with material and without material also.

Signature of the authorized signatory of the :
Tenderer with seal of the Firm

Phone No :

Fax No.:

Email :

Place:

Date:

Statutory and contractual obligations to be complied with by the firm

1. The successful bidder shall furnish a Performance Security deposit of **Rs.1,00,000/-** (Rupees one lakh only within 15 days of award of the contract in the form of Demand Draft/ Banker's Cheque drawn in favour of National Bal Bhavan, Kotla Road, New Delhi".
2. Rate(s) quoted should be inclusive of all statutory deductions including Employees Provident Fund, ESI contributions, Bonus etc. and would be in conformity with the Minimum Wages Act etc. as applicable in the NCT of Delhi. Proper declaration for the applicability of PF and ESI Acts may be made.
3. 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 or owing to frequent absence from duty/ misconduct on the part of the outsourced staff deputed by the firm. The firm would be blacklisted and disqualified from participation in any future tenders of the National Bal Bhavan.
4. The firm should supply cleaning and Housekeeping personnel with the following Qualifications:
 - i. Person should be able to read Hindi and/or English
 - 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 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 at the time of award of contract.
5. The firms should pay monthly wages for the outsourced staff as per the prevailing rates fixed/ordered by the Government of NCT of Delhi plus obligatory payments towards EPF/ESI/Service Tax, as applicable. Any deviation in this will lead to taking of suitable action including blacklisting of the firm.
6. National Bal Bhavan will maintain the record of attendance in respect of the persons deployed by the Firm on the basis of which wages/remuneration will be decided in respect of the person at the approved and agreed rates. The firm shall be responsible to keep all records of payment, attendance, leaves etc. as necessary under law or otherwise about the employee. Bills of the contractor would be paid on the basis of attendance verified by National Bal Bhavan.
7. The Firm 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 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, NBB will be at liberty to take appropriate action.
8. The Firm's claims in bills regarding ESI, EPF, and Service Tax 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.

9. No Advance payment, in any case, would be made to the firm. The periodicity of payment to the firm shall be monthly. The firm shall submit the monthly bill after the end of a calendar month that shall be processed for payment by National Bal Bhavan.
10. Statutory deductions, as applicable, will be deducted from the payments to be made to the Firm.
11. The Firm shall not assign, sublet, transfer, pledge or sub-contract the performance or services without the prior written consent of National Bal Bhavan.
12. The firm 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.
13. The Firm 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 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 the shall be at liberty to recover losses, if any, from the Firm including forfeiture of performance security deposit.
14. The outsourced persons deputed by the Firm should not have any adverse Police records/criminal cases against them The Firm 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 will be got verified by the firm 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.
15. The firm 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 to ensure that good, efficient and well-mannered outsourced persons are deployed.
16. 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.
17. 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, then the Firm shall be liable to reimburse to National Bal Bhavan for the same. The Firm shall keep National Bal Bhavan fully indemnified against any such loss or damage.
18. The firm 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.
19. The Firm'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 to National Bal Bhavan.

20. The persons of the Firm 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.

21. The Firm's personnel working in this 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 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 Firm itself shall not interfere with the duties of the employees of National Bal Bhavan.

22. The Firm 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.

23. The transportation, food, uniform, medical and other statutory requirements in respect of each person of the Firm shall be the responsibility of the Firm.

24. It shall be the responsibility of the Firm 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 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 and this office immediately

25. Firm 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.

26. 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.

27. On the expiry of the agreement, the Firm 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, it shall be the entire responsibility of the Firm to pay and settle the same. In any event, it will be the responsibility of the firm to clear all the due payments for its employees.

28. In case of failure by the Firm 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 contract shall be terminated, the Performance Guarantee shall be forfeited and the Firm would be disqualified from participation in any future tenders of the National Bal Bhavan.

29. 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.

30. Any dispute regarding working hours and of compensation payable to the workers deployed by the Firm will be the responsibility of the Firm and no representation will be entertained on this issue by this office. The Firm shall totally indemnify this office in this regard.

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

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

33. Contractors paying PF, ESI to casual labour and Service tax as per the latest norms of the Government only are eligible to apply.

Signature of the authorized signatory of the :
Tenderer with seal of the Firm

Phone No :

Fax No.:

Email :

Place:

Date:

Technical Bid

Subject: Quotation for outsourcing the services of Cleaning and Housekeeping Personnel

FORMAT-I

S.No	Particulars	To be filled by the firm/tenderer	Page no. Should given below
1.	Name of the Firm with Address(attach copy of registration with date & validity under Shops/Establishment Act) or Industry/companies Act		
2.	Details of EMD of Rs,25,000/- Draft No. iii) Date Issuing Bank		
3.	Proof of last three years' experience in the form of attested copies of contract letters entered with the Govt. Departments with a list of Clients. (attach a complete list)		
4.	Whether the firm enclosed the attested copies of latest Audited Accounts Latest IT Returns filed and		
5.	Whether the firm enclosed the attested copies of ESI Registration with Code No. EPF Registration or PF exemption declaration affidavit PAN/TAN Card Service Tax Code No./VAT Account No.		
6.	Whether the firm enclosed the notarized affidavit of Undertaking that the workers going to be employed in performance of the contract would be paid Minimum Wages as per orders of Govt. of NCT of Delhi and fulfill all statutory requirements with respect of ESI, EPF, etc. with reference to those workers.		
7.	Whether the firm is blacklisted/debarred by any Government Ministry/Department/PSU or any criminal case is registered against the firm or its owner/partner anywhere in India.		
8.	Whether police verification of workers has been undertaken and details of all employees available or not?		
9.	Whether the firm accepts the terms and conditions as laid down in Annexure-I & II		

Note : Please indicate the page number of the annexures mentioned in the Technical Bid.

Place:

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

Date:

PRICE BID

Manpower Cost for Cleaning and Housekeeping (Unskilled workers)

Name and Address of the Bidder: _____

Man Power Cost (per person cost on monthly basis)				
Monthly Cost (in Rs.)	Monthly Cost (in Rs.)	Total (in Rs.)	Monthly Cost (in Rs.)	Total (in Rs.)
Salary				
EPF				
ESI				
Sub Total				
Agency charges				
Sub Total				
Service tax (rate)				
Total Expenditure for per person per month				
Total Expenditure for 25 person per month				

Monthly charges (in Rupees)

Material Charges (alongwith list of material & its quantity for monthly consumption to be attached separately)	Charges of Lifting (Total in Rs.)

Place:
Date :

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

Manpower cost for Semi - Skilled workers

S.No.	Unit Price for cooks and helpers	Unit Price (Per day basis (in Rs.) Salary	ESI @4.75%	EPF @13.36%	Agency charges	Service tax (rate)	Total
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

S.No.	Unit Price for cooks and helpers	Unit Price Per day basis (in Rs.) Salary	ESI @4.75%	EPF @13.36%	Agency charges	Service tax (rate)	Total
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
Phone No/Fax No./Email:

PENAL 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	500.00 per day per floor unit wise
8.	Failure to lift garbage or melba from Dump yard of National Bal Bhavan	500.00 per day
9.	For rude behaviour/abusive language in the campus	500.00 on first instance and termination of contract if repeated
10.	Smoking/drinking in office	200.00 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.500.00

Place:

Date :

Signature of the authorized signatory of the
Tenderer with seal of the Firm
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 Employment 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

List of Cleaning Material (estimate) for one month

Sl.No.	Name of the items	Quantity	Price in Rs.
1.	Phenyl	5 Ltr.	
2	Cleanzo	30 Ltrs.	
3	HomaCol Liquid Soap	05 Canes	
4	Acid (concentrated)	10 Ltrs.	
5	Harpic (500 ml. Bottle)	10 Nos.	
6	Colin Spray	03 Ltrs.	
7	Room Freshener	03 Nos.	
8	Soft Broom	20 Nos.	
9	Narial Broom	10 Nos.	
10	Floor Duster	24 Nos.	
11	White Duster	10 Nos.	
12	Yellow Duster	10 Nos.	
13	Vim Powder	10 Kgs.	
14	Nirma Super detergent powder	05 Kg.	
15	Tee Pole	05 Ltrs.	
16	Odonil	30 Nos.	
17	Wiper	05 Nos.	
18	Brush Platform	03 Nos.	
19	Feather Brush	03 Nos.	
20	Jala Brush Long Rod	03 Nos.	
21	PVC Mug	05 Nos.	
22	Bucket	06 Nos.	
23	Dustbin 80 Ltrs	04 Nos.	
24	Toilet Brush	10 Nos.	
25	Lizol bottle	04 Nos.	
26	Plastic Juna Big Size	08 Nos.	
27	Suma Cleaner D7	01 No.	
28	Sanitary Cube	08 Pkts.	
29	Naphthalene Balls	03 Kg.	
30	Bleaching Powder	05 Kg.	
31	Dustbin (Peddled) 15 hr	10 Nos.	
32	PVC Dust Pan	05 Nos.	
33	Drain Pressure Pump	01 No.	
34	Garbage Bags	300 Nos.	
35	Vacuum Cleaner	01 No.	
36	Floor Cleaning Machine	01 No.	
37	All-out set	05 Nos.	
38	Black hit	03 Nos.	
39	Garbage bag (black)	50 Nos.	
40	Scotch bright	10 Nos.	

Place:
Date :

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

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 and the year first above written.

For and on behalf of the Contractor
Signature of the authorized official

For and on behalf of the President
of India.

Name of the official
official Stamp/Seal of the Contractor

Signature of the authorized
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: _____