



**BID THROUGH GeM PORTAL FOR CLEANING AND SANITIZATION SERVICES
(HOUSEKEEPING SERVICES)**

**NAME OF WORK: - BID THROUGH GEM FOR HOUSE-KEEPING WORKS OF NATIONAL TRAINING
ACADEMY(NTA)- ESIC, EPFO COMPLEX, 2ND FLOOR, SECTOR-23 DWARKA, NEW DELHI-110077
FOR THE PERIOD OF ONE YEAR.**

Last Date & Time of Submission	As per Bid Specification uploaded on GEM Portal
Date & Time of Opening	As per Bid Specification uploaded on GEM Portal
EMD Amount	As per Bid Specification uploaded on GEM Portal

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GEM BID NOTICE

Bid for procurement of Housekeeping services are invited from eligible housekeeping agencies for housekeeping work on contract basis for National Training Academy (NTA) ESIC, EPFO Complex, 2nd floor, sector-23 Dwarka New Delhi-110077 for a period of one year and extendable upto one year subject to satisfactory performance and mutual consent. The area of indoor premises of the office is 18,000/- sqft. (Approx)

Bidders have to deposit the Earnest Money Deposit (EMD) of requisite amount, if applicable, as per bid details on GEM portal in the form of Demand Draft drawn in favour of "ESI Fund A/c No.1" payable at NewDelhi.

The interested bidders should upload duly filled signed Bid form and their bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical bids - all duly signed on the GEM portal within the stipulated / last date of BID.

Bid Documents are also available for viewing on the websites of Employees' State Insurance Corporation i.e. www.esic.nic.in.

-Sd-

Insurance Commissioner (NTA)

Terms and Conditions of Bid

- A. Estimated Bid Value:- Approx Rs. 13.30 Lakh(Rs Thirteen Lakh thirty thousand) for one year as given in GEM portal.
- B. Period of Contract:-The Contract shall initially be for a period of one year and may be extended further for a period for up to one year subject to satisfactory performance, on the same terms and conditions. The rates quoted by the bidder shall remain unchanged during the first year of contract except change in minimum wages as per the notification of Government and corresponding changes in ESI, PF contribution and bonus if any. ESIC, however, reserves the right to terminate the contract at any time without assigning any reason thereof by serving one months notice.
- C. Earnest Money: EMD of requisite amount of amount Rs 26,600/- (Rs Twenty six thousand six hundred only), if applicable, as per bid details on GEM portal to be deposited, in form of DD favouring "ESI FUND A/C No. 1" payable at New Delhi latest by closing date
- & time of the bidding at National Training Academy (NTA)-ESIC New Delhi.
- Firm registered under MSME will be exempted from EMD as per existing guidelines.
- D. Last date of submission: Last Date of uploading of Bid is stipulated on GEM Portal.
- E. Date of opening of Bids: Technical bid will be opened on stipulated date and time on GEM Portal.
- F. Pre Bid Meeting : As per Gem Portal Provisions.
- G. ELIGIBILITY CRITERIA: _
1. The bidder should have completed the following work in the last 3years:
 - (i) One similar work at least 80% of the bid value.
Or
 - (ii) Two similar work each at least 50% of the bid value.
Or
 - (iii) Three similar work each at least 40% of the bid value.
 2. The bidder must be registered in Requisite Labour Acts, GST, ESIC & EPFO.
 3. The bidder must have a PAN number.
 4. Firm should possess experience of at least 3 years of executing housekeeping work in a Hospital /Institution of Govt. of India/ State Govt./Govt, Undertaking/ Central or state PSU to submit satisfactory experience certificate.
 5. Average Annual turnover of the Agency during each of three financial years (2017-18, 2018-19 and 2019-20) should be as stipulated on GEM portal for current bid. The average annual turnover of bidders must be duly certified by the appropriate Chartered Accountant/ Auditor /any other prescribed authority and it should be minimum Rs. 15,00,000/- (Rs Fifteen Lakh Only).

6. The bidder firm should not have been indicted for any criminal, fraudulent or anti- competition activity and not been blacklisted by any Govt. Departments/ESIC/PSU etc.

7. In case of similar lowest rates of more than one bidder, PREFERENCE shall be given in following manner:

- a. First, The lowest bidder with maximum experience hospital/Health care organization of Govt. of India/ state Govt. Undertaking /PSU or equivalent organization; if still more than one bidders are eligible as L1 (Lowest) then,
- b. Second, the highest average annual turnover during each of the last 3 financial year 2017-18, 2018-19 and 2019-20.

H. DOCUMENTS TO BE UPLOADED:

Bidder firms which fulfill the above eligibility conditions may upload the technical bid along with the scanned copy of following documents failing which their bids may be rejected :-

- Copy of Audited Accounts Statement of annual turnover for last three financial years (2017-18, 2018-19 and 2019-20).
- Registration / Incorporation Certificate of firm.
- Scanned copy of EMD, if applicable
- Proof of registration with Labour authority, GST, ESIC, EPFO.
- Copies of satisfactory work completion report in support of eligibility conditions number 1 and 4 above. Satisfactory Work Completion report shall be considered for determining the work experience of the bidder.
- Copy of PAN No.
- Declaration as per format at Annexure C.
- Scanned Bid Document containing all terms and conditions of the bid duly signed and Stamped by the bidder.

I. A complete set of hard copy of tender documents along with EMD must be submitted before last date of submission of tender as per Gem Portal. Non submission of hard copy of tender documents will lead to rejection of the application.

Note : Only Agencies except for Govt. companies / PSUs, etc. having Valid Registration under ESI, EPF & other statutory law required for providing House Keeping Services shall apply. The Govt. Companies / PSUs must ensure that all the workers engaged by them must get benefits under ESI/EPF scheme & fulfill all other statutory requirements for this job.

OTHER TERMS AND CONDITIONS

Evaluation of technical and financial bid

- a. The Bidders are required to upload Technical bid as per Bid Specification uploaded on GEM Portal.
- b. Each and every page of attached document should be signed and stamped by bidder or its authorized representative of Bidders.
- c. The competent authority of ESIC reserves the right to reject all or any Bid in whole, or in part, without assigning any reason thereof.
- d. Lowest financial bid will be evaluated based on overall lowest rate quoted by the bidder as per GEM guidelines.
- e. The earnest money shall be refunded to the unsuccessful Bidders after finalization of the contract. It shall be refunded to the successful Bidder on receipt of performance security deposit. No interest is payable on the EMD.
- f. The bid shall be valid for 60 days from the date of opening.
- g. Bids which are Incomplete or Conditional in any form may be rejected outrightly.
- h. In case the successful Bidder declines the offer of Contract, for whatsoever reason(s), their EMD shall be forfeited.
- i. A formal contract shall be executed/ entered into with the successful Bidder. In this contract, the successful Bidder shall be defined as Contractor.

Performance Security Deposit

The successful Bidder will have to deposit a Performance Security Deposit as per Bid Details on GEM in form of Bank Guarantee/Demand Draft/ fixed bank deposit of a scheduled commercial bank in favor of “ Insurance Commissioner (NTA), National Training Academy ESIC New Delhi-110077” valid for 60 days beyond the expiry of period of one year’s contract and further renewable on the same basis.

The successful Bidder will have to deposit the Performance Security Deposit and execute the contract within 15 days of acceptance of Bid.

GENERAL CONDITIONS OF CONTRACT (GCC)

1. The Bidder would be wholly responsible for the job to be performed. NO SUBLEETING OR SUBCONTRACTING WOULD BE ALLOWED.
2. The persons deployed by the Bidder should be properly trained, have requisite experience and skills for carrying out a wide variety of housekeeping work using appropriate materials and tools/equipment's.
3. To ensure the Health and safety measures of the employees.
4. The Bidder will be responsible for supply / installation / refilling / maintenance of all such items / equipments used in wash rooms and other areas for housekeeping purposes.
5. Employment of child labour will lead to the termination of the contract. The Contractor shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. The Contractor shall be fully responsible for the conduct of his staff.
6. The Contractor at all times should indemnify ESIC against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936; Minimum Wages Act, 1948; Employer's Liability Act, 1938; the Workmen Compensation Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961 or any modification thereof or any other law relating thereto and rules made hereunder from time to time. ESIC will not own any responsibility in this regard.
7. In case of breach of any terms and conditions attached to the contract, the Performance Security Deposit of the Contractor will be liable to be forfeited by ESIC besides annulment of the contract.
8. The staff shall be in proper uniform as approved by ESIC and with their identity card properly displayed.
9. ESIC will provide space for a store room to the Contractor in the premises.
10. The Contractor shall:
 - A. Ensure Pest / animal and Rodent free environment in the premises of ESIC.
 - B. Ensure that their staff / supervisor are equipped with mobile phones.
 - C. Arrange for a garbage disposal in a professional manner.

Variations

The Insurance Commissioner (NTA), National Training Academy ESIC New Delhi-110077, may order variations in the scope or quantum of work through a written order. The payment for the variation shall be worked out on the basis of contract rates for manpower and for equipments, material etc.

Payment Procedure:

The contractor shall submit bill in triplicate by the 7th day of each month for the work executed up to end of previous month in a prescribed format as approved by ESIC. Bill must be raised based on the rate quoted in Bid. However, the payment to workers will not be linked to the release of payment to contractor from ESIC.

The bill must be supported with the following documents:-

- a. Attendance sheets with biometric attendance accompanied with salary payment certificates supported by bank statement, wages sheets of all the workers and staffs deployed, certified copy of ESI, PF challan along with details of deduction of each employees and GST challan.

- b. Certified bills of materials purchased for items not covered under Bid

After submission of monthly bill complete in all respect by the contractor. ESIC shall check the bill with the help of contractor & certify for payment. All the bills shall be paid on monthly basis. All the statutory responsibilities lies with the contractor and ESIC is not responsible for any statutory non compliance as per labour law.

Liquidated damages: As per GeM Service Lease Agreement. (SLA)

MANPOWER:

The contractor shall provide the following on contractual basis for National Training Academy (NTA) ESIC, EPFO Complex, 2nd floor, sector-23 Dwarka New Delhi-110077 for a period of one year as per specification given below:

1	Name of Work	Providing Housekeeping Services with Manpower and material as per BID	
2	Period of work	One year	
3	Manpower	Sanitary attendants (unskilled): 04 (Four) [03 Male & 01 Female]	
4	Area	18000 Sqft Approx. NTA Indoor premises	
5	Estimated cost	Rs.12.00 Lakh	

The Contractor shall pay Minimum Wages, EPF contribution, ESI contribution, statutory bonus, uniform allowance to the contract employees engaged at ESIC premises. Contractor shall employ adult staff only.

Contractor shall ensure timely payment of all statutory dues like ESI, EPF and service tax etc. and ensure compensation as per Payment of Wages Act, Minimum Wages Act etc. Payment of wages to the workers shall be made only through bank transactions.

The Contractor shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. The Contractor must also ensure that they are of decent character, sound health and possess general abilities to carry out the required works and abide by the instructions given by NTA-ESIC.

The Contractor shall provide photo-identity cards and uniforms to the workers and it should be ensured that all the workers bear proper uniform and displays identity card throughout the working hours. The uniform shall be as approved by ESIC. The uniform will necessarily include body overalls or shirt & trousers/ Salwar -suits-dupatta, standard design of shoes and socks.

ESIC reserves the right to bar any worker, employed by the Contractor, for carrying out the works, if there happens to be any complaint of misconduct / misbehavior on the part of the manpower deployed by the Contractor. Such person will have to be replaced by the Contractor at his own costs, risks and responsibilities immediately, with written intimation to ESIC.

The Contractor should ensure to maintain required no. of manpower and also arrange a pool of reserve housekeeping staff/supervisor. In case any housekeeping staff absents from the duty, the reliever of equal status shall be provided by the Contractor from an existing pool of housekeeping staff.

Note: - The number of manpower required (04 Nos) is likely to increase or decrease depending upon the actual requirement.

Materials

The quantities of cleaning material and aids for a month as per Annexure-A shall be procured by the Contractor and handed over to Caretaker/ General Branch NTA. The material shall be issued to Staff of the Agency on weekly basis or as per the requirement. Consumables supplied shall be of same brand / equivalent as mentioned in the Annexure-A and for which bidder has quoted in Financial Bid.

Note: - Aforesaid quantities are not exhaustive and may vary depending on requirement. If the above articles are not able to ensure an effective, efficient and timely housekeeping service management, the Contractor will have to provide additional items as per requirement and payment for the same will be made on submission of original invoice/bill.

Tools, Tackles & Equipments:-

As per Annexure 'B', equipment's, tools and tackles are minimum and mandatory to be provided to the housekeeping staff by the contractor. Such minimum Number of equipment's, tools, tackles, etc. have to be maintained in the office at all times. A record of all these items should be kept by the contractors Staff. All these equipment's may be inspected by designated ESIC official at anytime.

Risk Clause

The Bidder shall at all times have standby arrangements for carrying out the work under the Contract in case of any failure of the existing arrangement.

ESIC reserve the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other contractor at the cost, risk and responsibilities of Contractor and excess expenditure incurred during the notice period on account of this will be recovered by ESIC from the Contractor's Security Deposit or pending bill or by raising a separate claim.

- All necessary reports and other information will be supplied on a mutually agreed basis and regular meetings will be held with the ESIC.
- Contractor and its staff shall take proper and reasonable precautions to preserve from loss, destructions, waste or misuse the areas of responsibility given to them by the ESIC and shall not knowingly lend to any person or company any of the effects or assets of the ESIC under its control.
- In the event of loss/damage of equipments etc. at the premises of the ESIC due to negligence/carelessness of Contractor staff, then the Contractor shall compensate the loss to ESIC.

- The Contractor will also maintain a Suggestion Book for comments on the services rendered by it.
- The Contractor shall, in performing its part of this Agreement, ensure the safety of the building and the persons working in or visiting the ESIC's premises and shall indemnify ESIC for any loss or damage caused by any act of the Contractor or its employees or staff etc.
- The Contractor shall not assign or sublet this Agreement or any part thereof to any third party.
- In every case the Contractor shall make alternative arrangements for meeting his contractual responsibilities in case of failure of the Associate.
- Licenses if any required for Housekeeping services at the site will be procured by the Contractor.

Dispute Settlement

It is mutually agreed that all differences and disputes arising out of or in connection with this Agreement shall be settled by mutual discussions and Negotiations, if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the Sole Arbitrator appointed by the Insurance Commissioner, National Training Academy (NTA) ESIC, EPFO Complex, 2nd floor, sector-23 Dwarka New Delhi-110077 whose decision shall be final and binding on both the parties.

Termination clause

During the period of agreement if it is found that the agency is not providing proper services or charging by fraudulent manner or otherwise, the whole security deposit of deposited with ESIC or part thereof shall be forfeited in favor of ESIC and agreement will be terminated after giving 30 days notice.

SCOPE OF WORK

Cleaning Services

The aim and objective is to provide a high level of a clean, hygienic and presentable look to the entire area including outside walls and glasses of the National Training Academy premises. The Contractor has to ensure that the staff deployed is dressed in neat and clean uniform approved by the ESIC.

Daily Services

Housekeeping/ cleaning services should be done daily at regular intervals, so that the areas covered under the contract remain spick and span all the time. Working hours should be adjusted in such a manner that cleaning work in the morning should be completed well before 9:00 A.M. Contractor will arrange manpower for special VIP visits at no extra cost. The services includes:-

1. Cleaning, dusting, vacuuming and disinfecting of floors, walls and ceilings. Removal of waste and any other garbage from the entire area covered under the contract (such as training halls, conference rooms, office rooms, cabins, cubicles, etc.).
2. Sweeping, cleaning, mopping with disinfectant cleaner of area covered under the contract, including staircase, cabins, lobbies, reception, training rooms, office rooms, cabins, meeting rooms, office and other areas as covered in the contract.
3. Cleaning of baskets, wastepaper baskets, cob-webs, etc. and disposing off all the collected waste at designated site on daily basis.
4. Dusting of computer systems and their peripherals, all doors and windows, furniture, fixtures, fans, equipments, accessories etc. and cleaning of all windows glasses and grills. Cleaning and dusting of window panes / venetian blinds.
5. Spraying Room Fresheners in all rooms, on a daily basis at regular intervals.
6. Scrubbing/cleaning of toilets, wash basins, sanitary fittings, glasses, toilets, floors, etc. Cleaning and disinfecting all vitreous fixtures including toilet bowls, urinals, sinks, toilet seats, containers etc. Brush thoroughly to include below water level and under rims including areas at hinges and cistern handles. Re-stock toiletries, which include liquid hand soap, toilet rolls, air fresheners, sanitary cubes, naphthalene balls in toilets, etc. after daily check-ups in the morning, afternoons and on call basis during daytime.
7. Cleaning and dusting of electrical switchboards, light fixtures, fans, air conditioner vents, overhead light fixtures, projectors, fire-fighting equipments, nameplates, plant boxes, doormats etc.
8. Placing garbage bags in all garbage bins to avoid stains and stinks and clear them on daily basis.
9. Check and remove hairs, dust, dirt or any such object from anywhere in area under the contract.
10. Cleaning, dusting, scrubbing of kitchen & dining area, reception, training halls, office rooms, library, store etc.
11. Cleaning & maintenance of indoor plants etc. as directed by the NTA- ESIC.

Waste Disposal Management:-

The contractor will ensure collection, screening / segregation of dry and wet garbage in the earmarked area.

The Contractor shall keep bin of suitable size and specification at the collection area. The contractor will employ his staff for the collection / disposal work. The contractor will also arrange for the garbage bags, prepare a flowchart indicating the method of collection / Disposal etc, as per directions of NTA-ESIC/ local bodies/ Pollution control committee etc .

Weekly Services:-

The deep cleaning of the entire area will be done by the Contractor once a week as under: -

1. Dusting of entire area including windows / windowpanes/ doors / ledges, etc.
2. Thorough cleaning/sweeping/washing/mopping with disinfectant cleaners of all floors, staircases and toilets. Scrubbing of all floors and ceramic tiles base. Cleaning of ceilings and high walls, removal of wash stains on walls, cleaning of roofs, porches etc.
3. Cleaning of sanitary fittings, toilet drain pipes etc. in the toilets with cleaning material.
4. Cleaning of all windows glasses and grills with detergent/ cleaning agents.
5. Washing of kitchen area.
6. Clean all chrome fittings, glass frames, soap holders etc. to a shiny finish.
7. The Bidder will make a cleaning programme and submit to ESIC for weekly cleaning so that ESIC's concerned official / In charge for the particular area can be deputed on the day of cleaning to make the area available and supervise the cleaning work.
8. The Contractor will work in the specified area mentioned in the scope of work.
9. The Contractor will provide the duty register to ESIC as required.
10. Provide office Waste Management Services wherever applicable including all equipments, disposables, containers, trolleys etc. complete in all respects.
11. Cleaning of the roof to be done in such a way that there is no water logging/breeding ground for mosquitoes.

Housekeeping Monitoring and Control :-

For better management and smooth services, the following monitoring mechanism will be adopted by the Contractor:-

Toilets Checklist:-

This is to be attached on the back of the toilet door. It is to be filled up by the Contractor staff on duty daily.

Management / Housekeeping Service Requirements/ Complaints Report

This is to be filled up by the management and administrative staff/attendant of the Contractor who receive/observe the complaints/requirements for any of the services. All suggestions, complaints related to services or staff deployed by the Contractor will be registered at site on a register provided to the Contractor and reported to Caretaker/General Branch, ESIC. The Contractor will take immediate action to resolve the same failing which the Penalty Clause will be invoked.

Housekeeping Services Complaint Register

This register is to be completed on the basis of information received by the Housekeeping attendants from ESIC through the inspection of the site, material on site, attendance sheet of the staff, weekly report, client letter/e-mail, verbal complaints from ESIC, etc. and necessary action is to be taken.

Cleaning of Office Rooms/ training hall

- Every evening.
- The offices shall be dry dusted and swept after the closing hours.
- Vacuum cleaning shall be done on carpets and upholstery.
- The worktables shall be cleaned with soap solution in the morning.
- The office shall be mopped with soap solution in the morning.
- Office staff rest rooms/toilets shall be cleaned using soap solution and kept odour free using deodorizer.

Glass Windows and Doors

- The Contractor shall have his staff to clean glass with appropriate soap solution on weekly basis.
-
- Internal glasses shall be wiped with dry cloth to remove fingerprints at regular intervals.

Resources Requirement

The Contractor has to provide high standard housekeeping services with latest cleaning equipments / machines etc.

The Bidder has to employ / place a sufficient number of manpower & equipment's so as to ensure high quality service.

Contractor will maintain biometric records of the attendance of all workers at ESIC biometric machine. Access will be given by NTA-ESIC for biometric attendance of the sanitary attendants employed by contractor.

CLEANING SCHEDULE: -

OFFICE AREA / WASHROOM				
S.No.	Activity	Frequency	Agents Used	Responsibility
1.	Cleaning, sanitization and dusting work of office area, corridor lobby etc	TWICE a day	Wizard	Sanitary Attendant
2.	Washroom cleaning with sodium hypochlorite	TWICE a day	1% Sodium Hypochlorite	Sanitary Attendant

Sign of Bidder with seal

Dilution of wizard in all areas = 40 ml in 1 liter of water

Cleaning of spillage of Blood / Body fluids

Use disposable gloves.

Cover area with 1% sodium Hypochlorite

Leave for 20 minutes

Mops cleaning – Detergent wash and dry. Buckets – Detergent wash and dry.

(If contaminated 1% Sodium Hypochlorite overnight rinse and dry.)

All collection, storage, transportation and disposal of waste shall be in accordance with the standard regulations, in this regard.

A detailed waste management plan shall be prepared and got approved from NTA-ESIC New Delhi before start of work.

The waste shall be carefully secured or pretreated for transportation to a common facility for disposal.

Waste shall not be transferred from one bag to another. Bags should be tied when three fourth full and then placed in a bigger bag / container for transporting.

Covered Trolleys should be used for transportation. Before final disposal / treatment waste should be kept in specified location and in specific liners and containers.

The scope includes segregation, collection and storage, transportation within / outside the EPFO complex until final disposal. All statutory rules and regulations and legal requirements are to be followed at each stage.

Sign of Bidder with seal

The following shall be followed:-

- a. Segregation will be done at source.
- b. Bins will have Dry / Wet sign on them.
- c. Housekeeping personal will wear gloves and masks before collecting the garbage.
- d. Bags will be secured when they are 3/4th full and will be clearly labeled with the date, time and respective floor.
- e. While handling the bag it must be held at the closed top and away from the body.
- f. If a bag is found broken or not completely sealed then it should be double bagged into a second bag.
- g. Garbage will be transported in designated trolley to the storage area.
- h. Cleared daily at designated time.
- i. Access to waste storage area is limited to authorized persons.
- j. Waste storage area must be inspected every week for spills and contained deterioration and the inspection must be documented.

TECHNICAL BID FORM- (To be filled up, signed and upload the scanned copy)

Name of work: HOUSE KEEPING SERVICES in National Training Academy (NTA) ESIC, EPFO Complex, 2nd floor, sector-23 Dwarka New Delhi-110077

Sl No.	Description of information	Details of information
1.	NAME OF BIDDING COMPANY / FIRM	
2.	NAME OF OWNER / PARTNERS/ DIRECTORS	
3.	ADDRESS OF OFFICE/OFFICES: FULL PARTICULARS OF OFFICE	
4.	ADDRESS WITH TELEPHONE NO., FAX NO. & E-MAIL ADDRESS	
5.	REGISTRATION DETAILS:	
	(A) GST NO.	
	(B) EPF REGISTRATION NO.	
	(C) ESI REGISTRATION NO.	
	(D) PAN NUMBER	
	(E) Others (pl. specify)	
6.	BANK DETAILS	
	NAME AND ADDRESS OF THE BANK	
	ACCOUNTS NO.	
	IFSC CODE	

DETAILS FINANCIAL STATEMENT, PROFIT AND LOSS STATEMENT DURING LAST THREE YEARS.

S.No.	FINANCIAL YEAR	INCOME	EXPENDITURE (R S.)	NET PROFIT / LOSS (Rs.)
1.	2017-18			
2.	2018-19			
3.	2019-20			

DETAILS OF HOUSE KEEPING WORK ORDER AS PER ELIGIBILITY CRITERIA IN FOLLOWING PROFORMA: -
(attach extra sheet if required)

Sl No.	NAME & ADDRESS OF THE ORGANIZATION	VALUE OF THE CONTRACT	DURATION OF THE CONTRACT		SATISFACTORY WORK COMPLETION CERTIFICATE (YES/NO)
			FROM	TO	

SIGNATURE OF OWNER/MANAGING PARTNER/DIRECTOR/ AUTHORISED SIGNATORY

DATE:

NAME:

PLACE:

SEAL:

- Govt. Company's /PSUs will submit a declaration that all workers employed by them will have ESI/EPF No. & will fulfil all statutory requirement required for this job.

Note :

*No overwriting /cutting and correction are allowed and such offers will be summarily rejected.

*Housekeeping charges for per person per month in words and figures should be indicated. The relieving charge will be payable if arrangement of reliever is made during leave/weekly off days.

1. Payment shall be made for the actual man days of employment. Attendance will be verified by Caretaker/authorized official by National Training Academy (NTA) ESIC, EPFO Complex, 2nd floor, sector-23 Dwarka New Delhi-110077 .The contractor shall submit the cash memo of the material purchased as and when demanded by NTA authorities.
2. In case of absence of any of the above-mentioned workers without providing suitable replacement, penalty shall be levied as per GEM SLA. However, penalty can be waived off by National Training Academy (NTA) ESIC, EPFO Complex, 2nd floor, sector-23 Dwarka New Delhi-110077 in case of natural calamities or situations beyond the control of the contractor.
3. All the above workers must be qualified & experienced in their relevant field & capable to perform their duties.
4. Wages should not be less than the prescribed minimum wages by the Central Govt/ Govt of Delhi (Whichever be higher).
5. Uniform, Identity Cards, Name Plates have to be provided to each and every Staff.
Bio-Data of each staff should be maintained and whenever asked for will have to be shown/provided immediately.
6. Increase in minimum wages of workers will be paid extra accordingly as per Minimum wages Act & corresponding ESI/PF contribution.

LIST OF MATERIAL (Quantity required per month)

Sl No.	Description of material	Brand	Unit	Quantity
1.	Parking Broom	As per Standard	Pcs	01 (Quarterly)
2.	Naphthalene Ball	Trishul/ Equivalent	Pkt(900gm)	02
3.	Air Freshener	Odonil / Equivalent	Pcs	08
4.	Air Neutralizer (300 Ml)	Air Wick	Pcs	04
5.	Duster Floor Big Size	As per standard	Pcs	04
6.	Duster (check) Big	As per standard	Pcs	04
7.	Duster (Check) Small	As per standard	Pcs	04
8.	Soft Broom	As per Standard	Pcs	02
9.	Hard Broom	As per Standard	Pcs	02
10.	Liquid Soap (5 Ltr. Can)	Fem /Dettol	Can	02
11.	Acid (5 Ltr. Can)	Trishul	Can	01
12.	Garbage Bag (Big-30*40)	As per Standard	Kg	05
13.	Garbage Bag (Small 20*20)	As per Standard	Kg	05
14.	Detergent Bar 250 Gm.	Vim	Pcs	05
15.	Liquid Soap Pump 500 ml	As per Standard	Pcs	05
16.	Hand Soap Cake 100 Gm.	Dettol	Pcs	10
17.	Hand Gloves (Nitrile /polyvinyl grade)	As per Standard	Pair	20
18.	Dust Pan	National	Pcs	05
19.	Mosquito Spray (500 ml.)	Black Hit	Pcs	05
20.	Detergent Soap 250 gm.	Rin	Pcs	04
21.	Washing Powder 1 KG	Nirma	Pkt.	1
22.	Small Size Toilet Roll (75 Mtr)	Daffodil	Pcs	20
23.	Urinal Cube (400Gms.)	A-One	Pkt.	04
24.	Wiper (Heavy Duty)	National	Set	04
25.	White Phenyl (5 Ltr. Can)	Thrissul	Can	01
26.	Glass Cleaner-500 Ml	Colin	Bottle	04

27.	Dust bin Big (80 Litre Size)	As per Standard	Pcs	02 (Quarterly)
28.	Pest Control and Rodent Control Treatment with Material & Equipment	As per Standard	Twice in a Month	02
29.	Toilet Cleaner (5 Ltr Can)	Harpic	Can	02
30.	Plastic Bucket (15 Litres)	As per Standard	Pcs	04 (Quarterly)
31.	Plastic Mug (1 Litre)	As per Standard	Pcs	04 (Quarterly)
32.	Spray Bottle (Empty)	As per Standard	Pcs	05 (Quarterly)
33.	Toilet Brush (Hockey)	As per Standard	Pcs	04 (Quarterly)
34.	Toilet Brush (Round)	As per Standard	Pcs	04 (Quarterly)
35.	Toilet Pump (Bouch)	As per Standard	Pcs	04 (Quarterly)

Annexure-B (Customised List)

List of Equipment, Tools & Tackles

S. No.	Description	Number Required (Mandatory)
1.	Wet/Dry Vacuum Cleaner	01
2.	Glass Cleaner Kit	01

Signature of Owner/Managing Partner/Director/ Authorised
Signatory

Date:

Name:

Place:

Seal:

DECLARATION

I, _____

Proprietor/Partner/Director/Authorized Signatory of _____ am competent to sign this declaration and execute this Bid document;

- i. I have carefully read and understood all the terms and conditions of the Bid and hereby convey my acceptance of the same.
- ii. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my Bid at any stage besides liabilities towards prosecution under appropriate law.
- iii. I have apprised myself fully about the job to be done during the currency of period of agreement and also acknowledge to bear the consequences of non-performance or deficiencies in services on my part.
- iv. Company/firm has done in past satisfactory/disciplined work and has not been blacklisted in past by any client.

Signature of Owner/Managing Partner/Director/ Authorized signatory*

Date:

Full Name:

Place:

Company's Seal:

*In case of authorized signatory, authority letter must be evidenced.

N.B.: Scanned copy of the above declaration, duly signed and sealed, should be uploaded with Technical Bid.

BREAK UP OF FINANCIAL BID:(to be submitted with financial bid)

Sl	Description of item	Amount (Rs.)	Remark
1.	Amount for Labour (04 Nos) per month:		
	Wages		
	ESI Contribution		
	EPF Contribution		
	total		
	Service Charge		
	GST		
	Grand total of labour component:		[A]
2.	Amount of material and machinery as per annexure 'A' & 'B' per month		
	Total (including GST):		[B]
	GRAND TOTAL of [A] & [B]		

Signature of Owner/Managing Partner/Director/ Authorized signatory*

Date:

Full Name:

Place:

Company's Seal:

*In case of authorized signatory, authority letter must be evidenced.

Note : A complete set of hard copy of tender documents along with EMD must be submitted before last date of submission of tender as per Gem Portal. Non submission of hard copy of tender documents will be lead to rejection of the application.

Check list of documents (signed stamped and scanned copies)

Sl. No.	Document	Yes/No
1.	Bid document signed and stamped	
2.	Audited accounts statement (2017-18, 2018-19 , 2019-20)	
3.	Registration/Incorporation certificate	
4.	E.M.D.	
5.	GST registration	
6.	ESIC Registration	
7.	EPFO Registration	
8.	PAN Number	
9.	Declaration as per annexure C	
10.	Satisfactory Completion Certificate Copies	

Note: In case of difference of interpretation between English and Hindi version of the bid documents, the English version of bid documents shall prevail.