

## ICSI – PUNE CHAPTER

### Contract of Housekeeping Service Provider for Pune Chapter of ICSI

<b>Tender No.02</b>	<b>PC: 2019-20 (HK)</b>
<b>Tender Document Cost</b>	Rs. 236.00/- ( Rs. 200 + 18% GST)
<b>Tender Publish Date</b>	25 <sup>th</sup> February, 2019
<b>Last date for submission of sealed tenders</b>	11 <sup>th</sup> March, 2019 on or before 3.00pm
<b>Tender Opening Date</b>	11 <sup>th</sup> March, 2019 at 5.00 pm at Pune Chapter of ICSI.
<b>Earnest Money Deposit</b>	Rs. 10,000/-
<b>Telephone No.</b>	(020) 25393227/25393229/8530302233
<b>Email</b>	<a href="mailto:pune@icsi.edu">pune@icsi.edu</a>
<b>Website</b>	<a href="http://www.icsi.edu/pune">http://www.icsi.edu/pune</a>
<b>Availability of tender documents</b>	Pune Chapter of ICSI's website i.e. <a href="http://www.icsi.edu/pune">www.icsi.edu/pune</a> and same can be downloaded and used for submission of bid subject to fulfillment of all requisite criteria.

(General Conditions of Contract) Issued

by

### Pune Chapter of ICSI

Pune Chapter of ICSI, Shreyas Apartment Condominium, CTS No. 1654+1655, Survey No 50, Gananjay Society, D. P. Road, Kothrud, Pune 411 038

Tele: (020) 25393227/25393229/8530302233 E-mail: [pune@icsi.edu](mailto:pune@icsi.edu) website: <https://www.icsi.edu/pune>

## ABOUT INSTITUTE

The Institute of Company Secretaries of India herein after referred as "Institute" is a statutory body constituted under an Act of Parliament, i.e. the Company Secretaries Act, 1980. It is functioning under the overall administrative jurisdiction of Ministry of Corporate Affairs, Government of India having its Headquarters at "ICSI House", 22 Institutional Area Lodi Road, New Delhi-110 003 and ICSI House C-36, Sector 62, NOIDA -201309. The Institute has its Regional Offices at Kolkata, Delhi, Chennai & Mumbai, Centre for Corporate Governance, Research & Training Centre at Navi Mumbai, and 69 Chapters all over India. Pune Chapter is one the Chapter Office of ICSI.

## GENERAL CONDITIONS/INSTRUCTIONS FOR SUBMISSION OF BIDS

1. Sealed tenders are invited under two bids system directly from the established, registered, reputed House Keeping service contractors / firms and having sufficient Infrastructures for providing house keeping related services to the Pune Chapter of ICSI.
2. Tender forms / application form can be downloaded from the website of the Pune Chapter of ICSI i.e. [www.icsi.edu/pune](http://www.icsi.edu/pune) and the same can be submitted along with the cost of tender document of Rs. 236.00/- (Rs.200 + 18% GST) (non-refundable) in the form of pay order/demand draft drawn in favour of "Pune Chapter of ICSI" payable at Pune.
3. The techno-commercial bid should be in two separate sealed envelopes clearly mentioned as "**Technical Bid**" and "**Commercial Bid**" and both the sealed envelopes to be put into another envelope and it should be super scribed as "**Tender for Contract of House Keeping Service Provider**".
4. The last date of receipt of sealed offer in a sealed envelope as mentioned above and addressed to Chairman, Pune Chapter of ICSI, should reach Pune Chapter of ICSI on or before last date. The tender can either be dropped in person into the sealed tender box kept in the Counter No. 3 of Pune Chapter of ICSI or the same may be sent through courier/post. The Pune Chapter of ICSI shall not be liable for any transit delay what so ever in receipt of tender. Tenders received after the stipulated date and time shall be summarily rejected without any further notice to the bidder. Incomplete tender received also shall be summarily rejected.
5. The Tender Fee and Earnest Money Deposit (EMD) as mentioned above, in the form of Demand Draft/pay order drawn in favour of "Pune Chapter of ICSI" payable at Pune only is to be submitted along with the technical bid. Any bid submitted without tender fees and EMD will be summarily rejected without any further notice to the bidder. Technical evaluation will not be done for such bidders.
6. Technical bids will be opened as per above mentioned date. The representatives of the Bidders, if they wish, may remain present while opening of the technical bids.

7. All subsequent notifications regarding this tender will be done through either by e-mail or by notification at Pune Portal of Pune Chapter of ICSI website. Hence all bidders are requested to furnish valid e-mail Id with their bid and the same to be mentioned  
bidders are requested to furnish valid e-mail Id with their bid and the same to be mentioned on the top of the bid submission envelop. Bidders are also advised to keep close watch in their e-mail inbox and at the Pune Chapter of ICSI website on regular basis till the completion of the award of the work for any notification/revision. No individual correspondence will be done from the Pune Chapter of ICSI's side.
8. Commercial bids of only those bidders whose technical bids are acceptable / qualified will be opened for the 2<sup>nd</sup> stage selection and the date of opening of commercial bid will be communicated to the technically qualified bidders only. If bidders wish to be present while opening of the commercial bids either by Pune Chapter of ICSI.
9. Rates on various items will be finalized after scrutinizing /checking the commercial bids and the successful bidder will be communicated through the Letter of Intent (LOI).
10. The EMDs of the unsuccessful bidders will be refunded without any interest and bank charges after completion of awarding the contract to the successful bidder.
11. All the pages/documents of the Tender should bear the dated seal and signature of the Bidder. All the entries by the Bidder should be in one ink & legibly written. No overwriting and corrections with white fluids to be entertained and with such corrections the tender shall be rejected. Corrections should be made by writing again instead of shaping or over-writing. Any corrections & cuttings should bear dated initials and seal of the Bidder.
12. Rates should be quoted both in figures as well as in words. In case the rates quoted in words & figures are at variance, the rates whichever are less will be taken as final. The total final price of the bid will be ascertained only after checking arithmetical correctness. Any adjustment due to the arithmetical mistake will be on bidders' a/c. The Pune Chapter of ICSI will not be liable for consequences for such mistakes. The decision of the Pune Chapter of ICSI in this regard will be final and binding with all bidders.
13. Pune Chapter of ICSI reserves the right to reject or accept any or all application(s) without assigning any reasons and to restrict the list of pre-qualified agencies to any number deemed suitable by it, if too many bids are received satisfying the basic pre-requisite criteria. Pune Chapter of ICSI also reserves its right to alter, revise the tender at any stage but not in between opening of the price bid and before awarding the contract to the successful bidder. Pune Chapter of ICSI can also cancel/withdraw the tender at any stage without assigning any reason whatsoever.
14. Conditional tenders are liable to be rejected.
15. Bidder may visit the site on any working day during working hours for assessment of job and site conditions. You may schedule your inspection visit at phone no.: (020) 25393227/25393229/8530302233

**Chairman, Pune Chapter of ICSI**

**Summary/ Salient features of the tender for appointment  
of Housekeeping service contractor**

S. No.	Particulars	Remarks
1.	Type of tender	Two bid system
2.	Validity of offers	90 days from the date of opening of technical bids
3.	Contract period	Initially for one year, extendable to further two years at same commercial and other terms & conditions.
4.	Details/ address of the campus/ buildings	Pune Chapter of ICSI, Shreyas Apartment Condominium, CTS No. 1654+1655, Survey No 50, Gananjay Society, D. P. Road, Kothrud, Pune 411 038
5.	Details of the Building	Lobby and Reception in the ground floor, office number 01 to 12 at back office and 03 classrooms from 01 <sup>st</sup> to 03 <sup>rd</sup> floor and also alongwith its rooms, conference halls etc, total area is 6500 Sq.Ft approx

**Chairman, Pune Chapter of ICSI**

## Technical Bid

### Terms & Conditions

#### Mandatory technical clauses 1, 2 and 3:

1. The bidder should be having experience of at least (3) three years in relevant field and must providing such services for various reputed organizations / Department of Government of India / Public Sector Undertakings / statutory bodies / Reputed Private Offices.
2. The bidder should mention total turnover of the agency during last three financial years (i.e 2017-18, 2016-17 and 2015-16) and should be supported with audited profit and loss account.
3. The bidder should have not been blacklisted by reputed organizations / Department of Government of India / Public Sector Undertakings / statutory bodies / Reputed Private Offices.
4. The details of inputs / information required to be submitted by the bidder is as per the **Annexure-1**.
5. The details of current /previous clients are to be submitted as per the following format:

(a)	<b>Details of Major Current clients</b>
	<ol style="list-style-type: none"><li>1. Name of the company /organization /office</li><li>2. Contact person with telephone number and Email IDs</li><li>3. Contract Period and volume of work like value, area covered and man power deployed.</li><li>4. Copy of contract/agreement/experience certificate to be enclosed</li></ol>
(b)	<b>Details of Major Previous clients</b>
	<ol style="list-style-type: none"><li>1. Name of the company /organization /office</li><li>2. Contact person with telephone number and Email IDs</li><li>3. Contract Period and volume of work like value, area covered and man power deployed.</li><li>4. Copy of contract/agreement/experience certificate to be enclosed</li></ol>

#### 5. Contractor's Responsibilities:

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <ol style="list-style-type: none"><li>1. The contractor should take utmost care not to leak/divulge any information of ICSI.</li><li>2. The losses sustained to the ICSI due to negligence of the services of the contractor in the form of loss / damage of property will be recoverable from the contractor as per the estimation in terms of money value by the ICSI and the decision of the ICSI in this regard will be final and binding on the contractor.</li><li>3. The contractor shall maintain the highest standard of ethics during the execution of contract.</li></ol> |
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4. The contractor shall have their representatives accessible either by person or by phone during or after office hours on all days throughout the contract period.
5. The personnel deployed by the Contractor must wear proper uniform with display of the contractor's name during the working hours. The personnel must carry the identity card issued by the Contractor.
6. The contractor will be responsible for compliance with all central and state laws as per rules / regulations / byelaws and order of the local authorities and statutory bodies as may be in force from time to time during the contract period. If any amount is payable by Pune Chapter of ICSI to any statutory authorities due to default of the contractor or otherwise related to this contract/ job, same will be recovered from the bill of the contractor.
7. The contractor shall not assign the contract or any part thereof without the prior written consent / approval of the Pune Chapter of ICSI. The contractor shall also not sublet the work or part of the work except with the written consent of the Pune Chapter of ICSI and such consent even if provided shall not relieve the contractor from any liability or any obligation under the contract.

6. Acceptance of tender / application will be intimated to the successful Bidder through a letter of intent (LOI), order will be issued mentioning terms & conditions
7. The successful Bidder will submit the performance guarantee/ security deposit for an amount equivalent of 10% of one year contract price and shall be retained two months beyond the completion period of the contract. The contractor shall not be entitled to any claim or receive any interest and bank charges on the amount of performance guarantee. Performance guarantee/ security may be also submitted in the form of bank guarantee as per the format given in **Annexure-2** is to be submitted immediately within 15 days after execution of the agreement to cover any loss or damage caused to or suffered by the Pune Chapter of ICSI due to acts of commission and omission by the contractor or any failure on the part of contractor in fulfillment of terms and conditions of the contract and conditions contained in the agreement. The bank guarantee should be valid up to two months beyond the expiry of contract period.
8. The EMD of the contractor shall be forfeited by Pune Chapter of ICSI in case:
  - (a) if the Bidder withdraws their offer during the period of tender validity.
  - (b) if after submission of quotation the Bidder fails to honour the contract or refuses to comply with any or all terms and conditions of the tender.
9. The offer should be valid for a **minimum period of three months** from the date of opening of technical bid. If required, Pune Chapter of ICSI may ask the bidders to extend the bid validity in exceptional cases.
10. The contract will be valid for an initial **period of one year** and after expiry of one year Pune Chapter of ICSI will evaluate the performance of services of the contractor. If the services are found satisfactory, the

Pune Chapter of ICSI reserves the right to extend the contract for another two years on the same commercial and other terms & conditions.

11. The rates for various items should be quoted in the format as given in Commercial Bid only. The rates should be inclusive of cost towards deploying house keepers and supervisor, all charges towards, statutory compliance such as PF, ESI, Bonus, Leave Compensation, etc. and all taxes and inclusive of cost of uniforms to be provided from time to time.
12. However, component towards GST has to be included in the quoted price and should also be mentioned separately as same will be payable as per the prevailing rate.
13. Quoted rates should be free from any pre-conditions regarding payments etc or otherwise offers are liable to be rejected.
14. The quoted rates should not be less than the minimum wages fixed by the respective statutory authority.
15. There will be no escalation in the price during entire contract period. However, if minimum wages is revised by the Government of India then the minimum wages will be revised accordingly.
16. Any decrease/increase in taxes/duties shall be applied accordingly.
17. Payment will be made to the contractor on monthly basis based on the number of house keeper deployed at Pune Chapter of ICSI duly certified by the authorized representative of the Pune Chapter of ICSI. Income Tax TDS will be deducted as per the prevailing rate. However, the contractor should not link the payment to his personnel with the payment to be received from the Pune Chapter of ICSI with regard to his bills. It may be noted that the list of manpower deployed along with the PF and ESIC challans are mandatory documents to be submitted along with the invoice of every month. Usual payment terms are 30 days subject to verification and completion of bill and related documents.
18. The payment will be made for the material used as per the requirement/demand. The list of materials entered into the premises of the Pune Chapter of ICSI shall be inspected by an officer of the Pune Chapter of ICSI. The payment for the same shall be made after the officer's remark on the material received in the Pune Chapter of ICSI.
19. The Pune Chapter of ICSI reserves the right to cancel the agreement/contract by giving one month notice in writing without assigning any reason whatsoever. The contractor will not have any right to claim any compensation, loss of profit or any pecuniary losses due to such premature termination whatsoever it may be from Pune Chapter of ICSI.
20. The contract shall be terminated if the service of the contractor is not found satisfactory or the contractor changes the rate of contract during the contract period.
21. In case the contractor fails to execute the job as per the terms and condition of the agreement, the balance / total work will be got executed through other agency or agencies at the contractor's risk and cost.
22. In case any deficiency found in use of material, the contractor may be advised not to provide the material and the manpower cost only will be paid to the contractor. The material may be provided by the Pune Chapter of ICSI

23. The losses to the Pune Chapter of ICSI which are directly attributable to the contractor shall be deducted from the bills/adjusted from the performance guarantee.
24. In case of any dispute or difference arising in relation to meaning or interpretation of the agreement, the same shall be referred to a sole arbitrator to be appointed by the competent authority of ICSI- Pune Chapter.. The Arbitration and Conciliation Act, 1996 will be applicable to the arbitration proceedings and the venue of the arbitration shall be at Pune. The award of the arbitrator shall be final and binding to both the parties.
25. If at any time, during the contract period, the performance in whole or in part by either party of any obligation under this agreement shall be prevented or delayed by reason of any war or hostility, acts of public enmity, civil commotion, sabotage, fire, floods, explosions, bad weather, earthquake or similar natural calamities, epidemics, strikes, lockouts or act of God (hereinafter referred to as events) than any force majeure condition herein mentioned occur and continue for a period exceeding 15 days, the parties hereto undertake to sit together and devise for expeditious and proper performance of the obligations of the parties under this agreement.
26. The contractor would register himself with all statutory authorities including GST authorities pertaining to this job and pay the required taxes, fees, and applicable cess on regular basis. The proofs of deposit of aforesaid fees / taxes are to be submitted along with the next bill (like proof of the taxes/stator dues paid in the 1<sup>st</sup> bill will be submitted in the 2<sup>nd</sup> bill).
27. LD / Penalty:  
Pune Chapter of ICSI may impose a penalty in case of the contractor fails to start providing service within fifteen days after awarding the contract or as per schedule mentioned in the award letter penalty of 1% per week will be imposed on the contractor. Even after failure beyond 05 weeks to start providing the service, the contract can be terminated. Pune Chapter of ICSI also can impose penalty due to deficiency of service of Rs.1000/- per occasion for minor lapses and Rs.5000/- for major lapses during the tenure of the contract.
28. COMPLIANCE OF STATUTORY OBLIGATIONS:  
The contractor will be required to comply with all statutory obligations from time to time applicable to this contract.
29. Indemnity:  
The bidder will indemnify Pune Chapter of ICSI against all statutory liabilities present and future arising out of this contract. In the event of violation of any contractual or statutory obligations by the contractor, the contractor will be fully and solely responsible for the same. Further, in the event of any action, claim, damages, suit initiated against Pune Chapter of ICSI by any individual, law enforcement agency or government authority due to acts of the contractor, the contractor will be liable to make good / compensate such claims or damages to the Pune Chapter of ICSI. As a result of the act or acts of the contractor, if Pune Chapter of ICSI is required to pay any damages to any individual, law enforcement agency or government



authority, the contractor would be required to reimburse to Pune Chapter of ICSI such amount along with other expenses incurred by Pune Chapter of ICSI or Pune Chapter of ICSI reserves the right to recover but not limited to such amount from the payment(s) due to the contractor while settling its bills or from the amount of security deposit of the contractor lying with Pune Chapter of ICSI. However, Pune Chapter of ICSI reserves its right to take legal recourse as permitted under law of the land.

**30. Jurisdiction:**

The courts in Pune have exclusive jurisdiction.

**31. Arbitration:**

If any dispute, difference, controversies or claims of any kind whatsoever shall arise between Pune Chapter of ICSI and the contractor in connection with or arising out of or in relation to this contract including any question regarding its existence, validity or termination of the service as explained in this tender, whether before or after the term, abandonment, suspension, frustration or breach of the contract, Pune Chapter of ICSI and contractor shall seek to resolve any such dispute or difference by amicable mutual consultation and deliberation in good faith within 21 days from the date of intimation of such dispute, difference, controversies, or claims by referring it to Chairman, Pune Chapter of ICSI. The decision taken in this regard shall be final and binding on both the parties. If such a resolution is not possible, then only the unresolved portion of the dispute of differences shall be referred for arbitration to a sole Arbitrator appointed by the Chairman, Pune Chapter of ICSI and contractor as per the provisions of the Arbitration and Conciliation Act 1996. Arbitration shall be held in Pune, India and the arbitration proceedings shall be conducted in the English language. The arbitrator will be requested to give their award in 60 days' time. The award shall be a reasoned award and the same shall be final and binding on both the parties. The award shall be entered in the courts of Pune and such courts may order enforcement of the award against the Parties and their respective successors and permitted assigns. The costs and expenses of arbitration (including, without limitation, the fees of the arbitration and fees of the Arbitration Tribunal) shall be borne by the Parties in the manner as specified by the Arbitration Tribunal in its Final Award. In the course of arbitration, both Parties shall continue to execute the contract in so far as is reasonably practical means. This clause shall survive termination or expiry of this tender.

**(Chairman, Pune Chapter of ICSI)**

## Scope of Work

(a) Activities and frequency of cleaning / sweeping:

S. No.	Works Details	Frequency of Cleaning
1	<b>Office Area</b>	
	Cleaning of the doors	Once in a day
	Removal of the Cobwebs	Once in a week
	Dusting of the verticals	Once in a week
	Cleaning of Electrical Switches	Once in a week
	Spot cleaning of the walls	As required
	Dusting of Windows	Once in a day
	Cleaning of windows	Once in a week
	Scrubbing of the skirting	Once in a week
	Dusting of other article in the room	Once in a day
	Wet mopping of the Floor	As required
	Dry mopping of the Floor	As required
	Dusting of the Furniture & Fixtures	Once in a day
	Trash Removals	As required
	Emptying of Dustbins	Twice in a day
	Vacuum Cleaning of Carpets	Once in a day
	Spotting of Carpet	As required
	Cleaning of the Doormat	Once in a day
	Electrical Equipment cleaning	Once in a week
2	<b>Toilets</b>	
	Cleaning of doors and windows	Once in a day
	Scrubbing of the Urinals	Thrice in a day
	Scrubbing of the sinks	Thrice in a day
	Washing of Toilet walls and floor	Once in a day
	Washing of W/C	Twice in a day
	Washing of W/b	Twice in a day
	Changing of the Urinal Cubes	As required
	Changing of the Odonil cubes	As required
	Cleaning of the Doormat	Once in a day
	Trash Removals	As required
	Refilling of the Soup dispenser	As required
	Refilling of the Toilet paper rolls	As required
	Refilling of the face tissues	As required
	Cleaning of Toilet Fittings	Once in a day
	Cleaning of Washbasin	Once in a day
	Cleaning of Mirrors	Once in a day
3	<b>Stairs</b>	
	Wet Mopping of stairs	Twice in a day
	Dry Mopping of Stairs	Four times in a day
	Scrubbing of Stairs	Once in a day
4	<b>Passage area</b>	

	Wet Mopping	Twice in a day
	Dry Mopping	As required
	Scrubbing of front entrance tiles	Twice in a week
	Washing of the Floors	As required
5	<b>Pantry</b>	
	Dusting	Once in a day
	Wet Mopping	Twice in a day
	Dry Mopping	Four times a day
	Washing of the Floor	As required
	Trash Removal	As required

**(b) Other activities:**

1. Removal of paper, litter, garbage and packing material from all floors / rooms/pantry etc., and to be dumped in a dump yard of the Pune Chapter of ICSI.
2. Vacuum cleaning of carpeted floors and server room on a daily basis.
3. Dusting of furniture etc., firstly with dry cloth and then with good quality liquid detergent.
4. Cleaning and scrubbing of toilets on regular interval/ as & when required.
5. Cleaning of washbasins, sanitary fittings and toilets floors with dry & wet mops.
6. Cleaning of window glass panes/ panels both sides, frames & air conditioning grills
7. Dry & wet mopping of staircases, pantry & lobby area.
8. Cleaning of planters.
9. Reception and lobbies to be mopped twice/thrice in a shift or as and when required.
10. Cleaning of Reception door and main entrance glass door and frames on both sides.
11. Dry & wet mopping of main lobby area on regular intervals.
12. Dry & wet dusting of glass partitions with glass cleaner.
13. Dusting and cleaning of conference tables and chairs.
14. Spot cleaning of carpets on regular basis as per prescribed maintenance instructions.
15. Cleaning of panel posters, painting, light fittings, furniture & fixtures etc.
16. Scrubbing of staircase, lobbies and outside areas.
17. Cleaning of open lawns, foot path area on daily basis – twice a day.
18. Cleaning of Glass panes from outside – Once in a month.
19. Cleaning and maintenance of plants.

**(c) List of Premium Quality Materials to be used for cleaning:**

S. No.	Name of the Items
1.	Liquid Soap (Dettol/ Lifeboy or equivalent )

2.	Odonil Cubes (Sandal Wood Balsara Brand)
3.	Naphthalene Balls
4.	Toilet Roll of Premium quality
5.	Hand towel to Section Officer and above (The same may be changed twice in a week). At least two sets of towels may be provided.
6.	Hand towel in ladies and gents toilets (The same may be changed every day). At least two sets of towels may be provided.
7.	Cotton Dusters
8.	Glass Dusters
9.	Dust Mop With blue acrylic cloth and handle
10.	Flat Wet Mop with cotton mop head and handle
11.	Dust Mop head acrylic
12.	Flat Wet Mop Head
13.	Floor cleaner with marble floor
14.	Toilet cleaner
15.	Cotton Duster
16.	Housekeeping caddy for each Housekeeping personnel
17.	Blue plastic floor squeeze with white color double blade (55Cm) with handle 35 (cm)
18.	Manual scrubbing tool for skirting and corner with handle green pad
19.	Hand scrubbing tool for vertical area with green pat & white pad
20.	Glass cleaning set complete
21.	Vertical Dust Pan clip with broom
22.	Red Duster with handle
23.	Any other activity related to cleanness and hygiene
24.	Any other items required for day to day cleaning
25.	Special care of VIP suites (2 nos.), Library and conference room, server room

Above are for reference only and the day to day consumables will be provided by the contractor. The contractor has to submit the list of consumables of monthly requirement for procurement in one month advance for approval of the Pune Chapter of ICSI authorized representative. The responsibility of actual procurement, delivery well in time before starting of the calendar month and cost of procurement will be with contractor. However, specialized cleaning equipments like multipurpose single disc machine with accessories and wet and dry vacuum cleaner for cleaning and scrubbing of granite/ tile floors are to be arranged by the contractor with his own arrangement and cost.

**Chairman, Pune Chapter of ICSI**

## ACCEPTANCE CERTIFICATE

To,  
Chairman

**Pune Chapter of ICSI**

**Pune Chapter of ICSI, Shreyas Apartment Condominium, CTS No. 1654+1655, Survey No 50, Gananjay Society, D. P. Road, Kothrud, Pune 411 038**

***Sub: Tender for***

Sir,

This is with reference to your tender no: \_\_\_\_\_ due on \_\_\_\_\_. We are interested in participate in the tender / quotation for empanelment of agencies for \_\_\_\_\_. We declare that :-

- i) We have read and understood the terms and conditions given in the quotation / tender Document;
- ii) We are eligible for award of the contract as per the qualification criteria mentioned in the quotation / tender Document;
- iii) We accept and agrees to all the terms and conditions of the quotation / tender;
- iv) We shall comply with all the terms and conditions of the quotation / tender;
- v) All the information / documents provided in this bid are true to the best of his knowledge and belief. If at any stage, the information / documents are found to be false, misleading or incorrect then this Bid / Purchase Order shall be cancelled at his cost and risk and he shall indemnify the Institute for the loss caused due to the cancellation and we shall be liable for penal / legal action including black listing.
- vi) We understand that the Institute reserves the right to cancel the quotation / tender at any stage or to cancel / reject any one or more bid without incurring any liability.
- vii) The duly signed copies of all the tender pages are attached herewith.

(Signature of the Bidder)

Printed Name

Designation Official seal/ Stamp

Date:

**PARTICULARS OF BIDDER**  
(ALL COLUMNS ARE TO BE FILLED IN BLOCK LETTERS)

1. Name of the bidder

- (a) Trade Name \_\_\_\_\_
- (b) Status of the Bidder \_\_\_\_\_  
(Proprietorship/Partnership/LLP/Limited Co.)
- (c) Name of Proprietor/Partners/CEO/Directors \_\_\_\_\_

2. Postal Address \_\_\_\_\_

3. Telephone No. / Mobile No. for communication \_\_\_\_\_
4. E-mail (mandatory) / Website address (if available) \_\_\_\_\_
5. Bank Draft No, date, Bank name and amount (if applicable)/MSME or NSIC Regn. No.  
(a) Tender Fees \_\_\_\_\_  
(b) EMD \_\_\_\_\_
- (c) MSME/NSIC Regn. No. (if applicable) \_\_\_\_\_  
(Enclose self-attested photocopy)

6. Name of the Banker, Branch Name, A/c No. and IFS Code  
(for e-payment purpose) \_\_\_\_\_

7. PAN (Enclose self-attested photocopy) \_\_\_\_\_
8. GSTIN Code (Enclose self-attested photocopy) \_\_\_\_\_

9. Trade License/Business License/CIN (if applicable) \_\_\_\_\_

(Enclose self-attested photocopy)

10. Lab. Licence/EPF/ESIC Reg. No. (if applicable) \_\_\_\_\_

(Enclose self-attested photocopy)

11. Any other Relevant Information \_\_\_\_\_

(e.g. Number of Years of Experience in similar line of business / Turnover for last Financial year)

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this tender/quotation/NIT as stipulated in the tender notice No. ----- Accordingly, I/ we accept the terms and conditions and hereby offer the rates for “\_\_\_\_\_ (name of the work or supply)” as per Price Quotation (Annexure - \_\_\_).

Signature \_\_\_\_\_

Name of the bidder \_\_\_\_\_

Date \_\_\_\_\_

Official seal of bidder \_\_\_\_\_

- NOTE: Please submit all supporting documents (self –attested photocopy) wherever applicable in support of the information furnished above with seal and signature of the bidder’s authorized representative.

ANNEXURE- 2

**PERFORMANCE GUARANTEE / SECURITY DEPOSIT IN THE FORM OF BANK GUARANTEE**

1. In consideration of Pune Chapter of ICSI (hereinafter called the Institute), having its office at **Pune Chapter of ICSI, Shreyas Apartment Condominium, CTS No. 1654+1655, Survey No 50, Gananjay Society, D. P. Road, Kothrud, Pune 411 038** agreed to permit M/s. \_\_\_\_\_ (hereinafter called the said Contractor) to provide Housekeeping related services on the terms and conditions of the agreement for and on production of a Bank Guarantee for **Rs. ----- (Rupees ----- only)**. We, \_\_\_\_\_ promise to pay to Institute, an amount not exceeding **Rs. -----/- (Rupees ----- only)** against any loss or damages caused to or suffered by Institute, by reason of any failure of the Contractor to provide Housekeeping services in contravention of the terms and conditions in the said agreement.
2. We, \_\_\_\_\_ Bank, do hereby undertake and promise to pay the amount due or payable under this guarantee without any demur, merely on a demand from the Institute, stating that the amount claimed is due by way of loss or damage caused to or would be caused or suffered by the Institute, by reason of any failure of the said Contractor to perform the said operations safely without damaging the materials/goods. Any such demand made on the Bank shall be under this guarantee. However, our liability under guarantee shall be restricted to an amount not exceeding Rs. -----/- (Rupees ----- only).
- 3.1 We, \_\_\_\_\_ Bank, further agree that the guarantee herein contained shall be taken for the performance of the said agreement and that it shall continue to be enforceable till all dues of the Institute, under or by virtue of the said agreement have been fully paid and its claim satisfied or discharged or guaranteed unless a demand or claim under this agreement is made on us in writing on or before three months after the date of completion of the contract, we shall be discharged from all liability under this guarantee thereafter.
- 3.2 Notwithstanding anything to the contrary contained herein the liability of the Bank under this guarantee will remain in-force and effect until such time as this guarantee is discharged in writing by the Institute, or until the date of the expiry of the contract (whichever is earlier) and no claim shall be valid under this guarantee unless notice in writing thereof, is given by the Institute, within three months from the date of aforesaid agreement.

4. We \_\_\_\_\_  
Bank, further agree with the Institute, that Institute shall have the fullest liberty without our consent and without affecting in any manner out of obligations hereunder to vary any of the terms and conditions of the said house keeping contract from time to time or to postpone for any time or from time to time any of the powers exercisable by the Institute, against the said contractor and to forebear or enforce any of the terms and conditions of the said agreement and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said contractor or for any bearance, act or commission on the part of Institute or any indulgence by the matter or thing whatsoever which under the law relating to sureties but for the said reservation would relieve us from the liability.
5. This guarantee will not be revoked by any change in the constitution of the Bank or of the surety.
6. We \_\_\_\_\_  
Bank lastly undertake not to revoke this guarantee during this currency except with the previous consent of Institute in writing.

OFFICER'S SIGNATURE WITH BANK SEAL

DATE

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## COMMERCIAL BID

- A. The quoted rates should be inclusive of cost towards basic wages + DA, statutory components, like PF, Leave Compensation, Bonus, ESI, etc. uniform, from time to time and all taxes to perform the house keeping related work in all respect including GST and applicable taxes. However, the GST should also be mentioned separately for recording purpose and GST will be paid as per the prevailing rate.  
Rate should be quoted/mentioned as per Central Government Minimum Wages Act and the category (Semi-Skilled) to be quoted/mentioned as decided by the Central Government.

- B. Details of the Buildings –

**Pune Chapter of ICSI, Shreyas Apartment Condominium, CTS No. 1654+1655, Survey No 50, Gananjay Society, D. P. Road, Kothrud, Pune 411 038**

- C. **Format for submission of offer:**

- (a) Offer for each House keeper, housekeeping items and other is to be given as per the format at **Annexure - 3**. However, total nos. of manpower / items are to be ascertained /deployed as per the requirement of the Pune Chapter of ICSI which may be mentioned in your offer. For inspection and assessment of building you may contact Pune Chapter of ICSI.
- (b) For specialized job like Dry Foam Shampooing of Carpet, Injection-Extraction deep cleaning of carpets, Dry Foam shampooing of Upholstery, Marble Honing & Crystallization etc the rent for hiring of equipments will be paid to the contractor at actual but on prior approval before actual execution of the job.
- (c) The material cost will be paid on Lump sum Basis. For inspection and assessment **material quantum** the bidder has to visit the site and understand the requirement.

Name of the Bidder:

Seal:

Place:

Signature:

Date:

Designation:

**Part A: Housekeeping Manpower**

S. No.	Item	Unit rate (Rs.) for deployment of House keeper (Per House Keeper)
1.	Basic wages + DA	
2.	Statutory components	
(a)	PF	
(b)	ESI	
(c)	Leave Compensation	
(d)	Bonus	
(e)	Cost towards uniforms, one Month prorate basis (one Time cost yearly)	
(f)	Overhead including contractor's Profit %age (converted to absolute figure for ascertain The L1 bidder.)	
(g)	Total	
(h)	GST %age applicable	
3.	Grand Total	

**Part B:**

S. No.	Items	Unit rate (Rs.)
1.	Cost of Cleaning Material (per month) lump sum amount (Bill will be passed after Inspection of material by the officer designated by the Pune Chapter of ICSI)	

**Note:**

1. However the requirement may be revised downward or upward as the case may be based on the requirement of Pune Chapter of ICSI. For any such revision, the contractor will not be entitled to claim any further compensation whatsoever due to such revision.
2. All bidders are required to fill up all the above columns specifically and distinctly as per prevailing applicable rate as notified by **Govt. of India** for the minimum wages and respective statutory authorities for other statutory charges.

**Name of the Bidder:**

**Seal:**

**Place:**

**Signature:**

**Date:**

**Designation:**

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