

TENDER DOCUMENT FOR HOUSEKEEPING
SERVICES AT NATIONAL INSTITUTE OF DESIGN,
ASSAM

TENDER NO. NIDJ/2020-21/Housekeeping/1389 dated 28.05. 2020

**TENDER FOR EXECUTING HOUSEKEEPING SERVICES AT NATIONAL INSTITUTE OF DESIGN
ASSAM CAMPUS AT TOCKLAI, RAJABARI, JORHAT-785014**

NOTICE NO. NIDJ/2020-21/Housekeeping/1389 Dated 28.05.2020

Name of the tenderer : _____

Address : _____

Phone No : _____

Last date for submission: 26.06.2020 till 01.00 PM

Date of opening : 26.06.2020

Time of opening : 03.00 PM

For Providing Housekeeping Services
TWO-BID TENDER
Invitation for Tender and Tender Conditions

1. Introduction:

National Institute of Design, Assam is an Institution of National Importance established under the Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce & Industry, Govt. of India, with its mandate to provide world class design education.

NID, Assam proposes to outsource the Housekeeping Services to a professional agency having competence in this field.

2. Invitation of tender

NID, Assam invites tenders in **Two Bid format** for providing housekeeping services on Contract basis as per the details mentioned in this tender document.

2.1.1. Part - A (Techno-commercial bid): This part should contain all the required details and information except for the price quote and should be furnished in accordance with the format provided in this tender document.

2.1.2. Part - B (Price bid): This part should contain only the prices and should be furnished in accordance with the format provided in this tender document.

2.1.3. If tenderer includes prices of any nature in Part-A (Techno-commercial) of the tender, such offers are liable for rejection without any notice to the tenderer. The **techno-commercial and price bids** should be sealed in separate and marked envelopes, before putting in a bigger envelope.

3. Eligible Bidders:

3.1.1. This Invitation of Bids is open to all bidders who meet the **Eligibility criteria** of the tender documents.

3.1.2. The Bidders shall bear all costs associated with the preparation and submission of their bids and NID, Assam will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

It may please be noted that any clarifications required in this tender either technical or otherwise shall be clarified before submission of bid. Bidder shall not have any right to revise their price bid after the due date & time of submission of bids.

TWO-BID TENDER

Tenders are invited from experienced and reputed Contractors for executing the housekeeping work, as detailed in the tender document

(NIDJ/2020-21/Housekeeping/1389 dated 28.05.2020)

Eligibility Criteria- The parties should be experienced and capable to handle Housekeeping work on **manpower basis** by carrying out the work with necessary equipment/machines. The party shall have to set-up a local office at Jorhat after selection for the award of contract within 15 days from the award of contract otherwise the Institute may cancel the contract.

Instruction to Tenderers

1. The following documents need to be submitted along with the Tender / Quotation: -
 - (a) Registration certificate of the firm for E.P.F., ESI/WCA and GST Registration Certificates.
 - (b) Valid ISO 9001-2008/2015 certificate.
 - (c) Certificate that the party have a minimum five years of experience of similar Housekeeping work at any Government /Semi Government Institution or reputed Organization.
 - (d) Certificate that presently the bidder is having a running contract for similar work.
 - (e) Certificate that during the last five years (starting from 1st April, 2015), the bidder has undertaken and completed similar works for a minimum one year period at any Government /Semi Government Institution or reputed Organization for the supply of a minimum of forty No.'s of manpower.
 - (f) Valid bank solvency certificate of ₹ 10 lac from nationalized/scheduled bank.
 - (g) Audited balance sheet and profit & loss statement for the FY 2016-17, 2017-18 & 2018-19) showing the average annual turnover during last three financial years is not less than ₹ 30 Lac.
 - (h) Performance certificate(s)/copies of work orders/contract agreement.
2. Successful tenderer(s) will be required to provide housekeeping services throughout the period of contract to the complete satisfaction of the Institute leaving no room for complaints.
3. The rates quoted for material should be the wholesale rate of Standard Brand/Quality.
4. The Tenderers who have not visited NID, Assam, should visit it to have a detailed assessment of the scope of work before submitting the tender.
5. The tenderer should sign all the pages of the tender documents before submission in token of having read & accepted the terms & conditions.
6. NID, Assam is not bound to accept the lowest tender. NID, Assam reserves the right to choose any party whether it is lowest or otherwise at its sole discretion.

7. On scrutiny of the documents if it is found that the party has suppressed facts or given wrong information/documents, NID, Assam reserves the right to reject such tender at its sole discretion.
8. The tender is liable to be rejected in the event of the response of the past or present client, is not favorable as regards to the performance and services rendered to them.
9. The parties will have to provide police verification certificate for all the manpower deployed by them at any of the locations to provide the housekeeping services.
10. The offer should be valid up to **120** days from the date of opening of the tenders.
11. In case, any representative of the parties / companies wishes to attend tender opening meeting on its due date, the representative must bring an authorization letter with ID proof from the company failing which s/he will not be allowed to attend the meeting. However, only a single participation will be allowed from each party / company.

PART - A

**TERMS AND CONDITIONS OF CONTRACT FOR EXECUTING HOUSEKEEPING
JOBS FOR NID, ASSAM**

[1] SCOPE OF WORK:

The scope of work includes sweeping, cleaning (using modern equipment/gadgets), shifting, procuring and using cleaning materials, pesticides, supervising and general upkeep of:

- i. NID, Assam campus, consisting of buildings such as administrative building, library, Academic building, lecture hall, studio, work shop, auditorium, open air auditorium, mess building, cafeteria, hostels, Electric Sub-station, porch, corridors, passage, staircases, toilets at various buildings, surrounding area of the buildings, water bodies within the campus, terrace/roof areas, rain water gutters, overhead tanks, approach roads and other adjoining areas within the campus.
- ii. The contractor shall procure the materials from the open market as mentioned in the schedule of materials as per the rates quoted & agreed. The payment shall be made on actual consumption of the materials, maximum up to the quantities mentioned in the schedule of materials.
- iii. The work includes removal of dust on the furniture, fixtures, books, office records, racks, equipment installed inside the buildings including using of necessary cleaning machines like vacuum cleaners etc.;
- iv. Sweeping and moping of the entire floor and dado, cutting of grasses in open areas, lawns etc., cleaning of the glass panels, emptying of dustbin etc., removing of the spider webs, nest using necessary tools, tackles, materials, equipment etc.
- v. All sweepings along with the garbage bags, waste papers, thrown away obsolete items, garbage etc. shall be collected every day and shall be dumped at the place earmarked for the purpose and destroyed under the supervision of the contractor regularly.
- vi. Daily cleaning of the toilets includes cleaning of sanitary and plumbing fixtures, viz. IWC, EWC, wash basin, urinal, sink, mirror, water cooler, water tank, bottle trap, flooring, dado, removing of the blockage from manhole, etc.
- vii. Cleaning of the surrounding areas of the buildings, terrace/roof areas, water bodies, rainwater drains etc. as directed by Institute.
- viii. The scope of work also includes general shifting work of materials, office stationery, furniture and fixtures etc. and any other work, which may be assigned from time to time.
- ix. It is very clearly made out that adequate quantity of the tools, brooms, mops, buckets, brush, cotton cloth, cleaning powder/lotion, detergent, phenyl, liquid soap, naphthalene balls, room freshener, mosquito spray, necessary manual and electrical operated gadgets and all other material required for cleaning including sufficient numbers of

sweepers/labours and its supervision shall be arranged by the contractor himself.

- x. The rates should be quoted for wages of manpower, cost of materials and cost of equipment used per month. Both figures and words may be used for submitting quotation. **All the staff deployed by the agency should come neatly in proper uniform on all working days.**
- xi. Manpower: - The manpower requirements are as follows:
- (a) Supervisors (03 Nos.- Semiskilled)
 - (b) Skilled / Unskilled Manpower (Total 49 No.'s including 44 No.'s Unskilled for housekeeping and 05 No.'s Skilled for day to day Civil Maintenance as given below)

Civil works day to day maintenance	1 Carpenter
Operation and Maintenance of Electrical works of all buildings including DG sets, HT Line (11 Kv) maintenance in case of emergencies, O&M of All LT panels	1 Electrician cum Operator; 1 Assistant Electrician (with relevant license for working on 11Kv HT line)
O&M of HVAC Works of all buildings, Fire Fighting and Detection system O&M, Lift O&M	1 Operator (relevant license, if applicable)
Maintenance of Plumbing and sanitary works, O&M of Water Treatment Plant, Effluent Treatment Plant, Sewage Treatment Plant	1 Operator cum Plumber (relevant license, if applicable)

The number of manpower may increase or decrease as per the requirement of the Institute as per rule.

- xii. The institute reserves the rights to increase or decrease scope of work, area or frequency of numbers of days for particular areas as mentioned in the schedule of quantities.
- xiii. The successful tenderer should submit samples of all the cleaning materials for approval of the Institute before its procurement. The tenderer should also submit list of equipment/gadgets to be used.

[2] PERIOD OF CONTRACT:

The contract will be initially for a period of one year from the date of award of the contract, extendable to another year depending on satisfactory performance. There will an initial trial period of three months. At the sole discretion of NID, Assam, the trial period may be extended for a further period of three months or more. NID, Assam reserves the exclusive right to terminate the contract without notice, during the trial period/extended trial period without assigning any reason, whatsoever.

[3] TERMINATION OF THE CONTRACT:

The contract may also be terminated at any time during its pendency at the sole discretion of NID, Assam by giving one month's notice to the contractor. The contractor may also discontinue the services by giving three months' notice in writing to NID, Assam. If the contractor suspends the services without any notice to NID, Assam, the whole amount of security deposit shall be forfeited in addition to the loss incurred in making alternate arrangements during the shortfall in the notice period.

The contract shall stand terminated at the sole discretion of NID, Assam in the event of filing any legal petition against NID, Assam by the contractor or any of its employees with regards to labour laws/rules or in case of any agitation/strike initiated by the contractor's employees.

- [4] In case of failure on the part of the contractor to complete the work as per the scope of work defined, and/or failure to fulfill any of the terms and conditions of the agreement, the Security Deposit of the contractor shall be forfeited and remaining unexecuted work shall be got done through another contractor at the risk and cost of the contractor. All related cost incurred by NID, Assam on this account shall be recovered from the dues payable under the agreement/tender document, or any other dues of the defaulting contractor.

[5] **SECURITY DEPOSIT:**

- (a) The successful bidder shall be required to pay 10% of contract value as security deposit. The security deposit will be furnished in the form of Demand draft/ Bank Guarantee of any scheduled bank drawn in favour of National Institute of Design, Assam payable at Jorhat and no interest shall be paid thereon. The security deposit shall remain with NID, Assam during the tenure of this contract and be released only after three months from the date of expiry or termination of the contract.
- (b) The whole amount of the Security Deposit will be liable to forfeiture in case of breach of any of the terms agreed upon by the contractor. The security deposit shall also be liable to appropriation against dues payable to NID, Assam under the agreement or damage or expenses that may be sustained by NID, Assam as a result of negligence or such acts and omissions on the part of the contractor or the persons deployed by him at NID, Assam. In the event of such adjustment of security deposit fully or partly, the contractor shall immediately make good the amount so appropriated in the form of demand draft failing which it shall be adjusted from the amount payable to the contractor / from the security deposit.
- (c) The Security Deposit shall be held by NID, Assam as security for the due performance of the contractor's obligations under the Contract, provided that nothing herein stated shall make it incumbent upon NID, Assam to utilize the Security Deposit in preference to any other remedy which NID, Assam may have, nor shall be construed as confining the claims of NID, Assam against the contractor to the quantum of the Security Deposit.

[6] **EARNEST MONEY DEPOSIT:**

- (a) The tenderers are required to submit an earnest money deposit of ₹ 2,00,000/- along with the completed tender in favour of **National Institute of Design, Assam payable at Jorhat** in the form of demand draft from any scheduled bank. The tenders received without EMD shall be rejected.
- (b) The EMD of unsuccessful tenderers shall be refunded only after actual award of the work or cancellation of the tender. However, no interest shall be paid on EMD.
- (c) The work shall commence within 5 days from the date from which the contract is awarded. In case the successful bidder fails to commence the work within the stipulated time, the EMD shall be forfeited in addition to seeking other legal

remedy for any loss or suffering to NID, Assam arising out of such failure of the contractor. The EMD will also be forfeited in case of failure to comply and abide by the terms and conditions of the tender document and withdrawal of the quotation. However, the EMD shall be refunded to the successful bidder without any interest thereon, upon the submission of the Security Deposit.

[7] PAYMENT:

The contractor shall submit bills to the concerned officer every month along with required certificates as prescribed by NID, Assam before 5th of following month for the work done in the preceding month. The payment shall be released by NID, Assam within 30 days from the date of its verification and certification of the bills. NID, Assam reserves its right to recover any amount, due for whatsoever reason(s), from the bills submitted by the contractor or from the security deposit.

No Claim for interest shall be entertained by NID, Assam in respect of any payments or deposits which may be held with NID, Assam or in respect to any delay on the part of NID, Assam in making monthly payments or otherwise.

[8] PENALTY:

In case the work is not done as laid down in the scope of work to the complete satisfaction of NID, Assam or if the contractor fails to comply with any of the terms and conditions of the contract or if the contractor fails to keep sufficient stock of materials of approved brand/quality, NID, Assam has the right to impose a penalty up to ₹ 1,000/- per day per lapse, depending upon the gravity of problem.

[9] INDEMNITY :

The contractor will indemnify NID, Assam from all claims, suits, inability & procedure which may be identified/initiated by the employees engaged by the contractor and shall keep NID, Assam harmless from all such rules, procedure, liabilities. The contractor shall also indemnify NID, Assam from all or any legal implication or consequences that may arise out of labour laws/rules and any consequence that may arise out of misconduct of any of his/her personnel. The decision of the Director, NID, Assam in this regard shall be final and binding.

[10] INCOME TAX & OTHER DEDUCTIONS:

Income tax and any other statutory deductions shall be made from the monthly bill as per the provisions. Necessary income tax certificate will be issued to the contractor after depositing the amount to the Income Tax Dept.

[11] PROVIDENT FUND and ESIC:

The contractor shall strictly comply with the provisions of Employees Provident Fund Act and Employees State Insurance. The contractor shall deposit employees and employers' contributions to RPFC every month and a copy of the Challan should be submitted along with the monthly bills. The amount of EPF / ESI against the staff working for NID, Assam may be deposited separately and should not be mixed up with any other contract.

It will be the sole responsibility of the contractor to insure his persons for insurance cover under ESIC of appropriate value as per the govt. guidelines and submit a copy of policy to NID, Assam.

[12] BANK ACCOUNT

All manpower deployed by the contractor at NID, Assam campus or other locations must have bank accounts and their monthly emoluments shall be deposited directly in the respective bank accounts.

[13] RATES:

- (a) The contractor shall be paid the rates as quoted in the Rate Schedule as per Annexure I, II, III of Part B.
- (b) The rates quoted by the contractor shall be deemed to include all expenses whatsoever that the contractor may be required to incur for providing the services.
- (c) The rates will remain firm throughout the period of contract or extended period of contract subject to [d] below.
- (d) The rates may be revised on completion of the first year, if the contractor requests for revision, when there is an increase of more than 10% in the applicable minimum wages. The difference in percentage of above 10% increase may be allowed, to the contractor making due changes in the package rates as per the rate schedules, on completion of the first year or second year as applicable, considering the average manpower deployed for the purpose of housekeeping services. For the subsequent increases in the minimum wages the actual increase will be allowed.
- (e) Taxes, as applicable will be reimbursed on production of proof of payment as per the Government Notifications as per the prevailing rates or at revised rates as amended from time to time.

[14] SUB-CONTRACT:

That the contractor shall not, without prior consent in writing of the authorities of NID, Assam, assign or sublet contract or any part thereof. If he assigns or grants sub-contract to any person without obtaining prior consent of NID, Assam, he shall be doing so at his own risk and that shall not relieve the contractor of any obligation, duty, or responsibility under the contract.

[15] ARBITRATION:

- (a) Any dispute arising out of a Notified Claim of the contractor included in the Final Bill of the contractor and any dispute arising out of any Claim(s) of NID, Assam against the contractor shall be referred for arbitration to a Sole Arbitrator selected in accordance with the provisions of Clause 15 hereof. It is specifically agreed that NID, Assam may prefer its Claim(s) against the contractor even if a Notified Claim of the contractor has not been referred to arbitration. The contractor shall not, however, be entitled to raise as a set-off defense or counter-claim any claim, which is not a Notified Claim, included in the contractor's Final Bill.
- (b) The Sole Arbitrator referred to in Clause 15 shall be selected by the contractor out of a panel of 3 (three) persons nominated by NID, Assam for the purpose of such selection and should the contractor fail to select an arbitrator within 30 (thirty) days from the panel of

- names of such nominee being furnished by NID, Assam for the purpose, the Sole Arbitrator shall be selected by NID, Assam out of the said panel.
- (c) Any dispute(s) or difference(s) with respect to or concerning or relating to any of the following matters are hereby specifically excluded from the scope, purview and ambit of this Arbitration Agreement with the intention that any dispute or difference with respect to any of the said following matters and/or relating to the Arbitrator's or Arbitral Tribunal's jurisdiction with respect thereto shall not and cannot form the subject – matter of any reference or submission to arbitration, and the Arbitrator or the Arbitral Tribunal shall have no jurisdiction to entertain the same or to render any decision with respect thereto, and such matter shall be decided by the Director, NID, Assam prior to the Arbitrator proceeding with or proceeding further with the reference. The said excluded matters are:
- (i) With respect to or concerning the scope or existence or otherwise of the Arbitration Agreement;
 - (ii) Whether or not a Claim sought to be referred to arbitration by the contractor is a Notified Claim;
 - (iii) Whether or not a Notified Claim is included in the contractor's Final Bill.
 - (iv) The issue on which the decision of officer-in-charge of NID, Assam is final and binding.
- (d) The provisions of the Indian Arbitration & Conciliation Act, 1996 and any re-enactment(s) and/or modification(s) thereof and of the Rules framed there under shall apply to arbitration proceedings pursuant hereto subject to the following conditions:
- (i) The Arbitrator shall give his Award separately in respect of each Claim and Counter-Claim and;
 - (ii) The Arbitrator shall not be entitled to review any decision, opinion or determination (howsoever expressed), which is stated to be final and/or binding on the contractor in terms of the Contract Documents.
- (e) The venue of the arbitration shall be Jorhat provided that the arbitrator may with the consent of NID, Assam and the contractor agree upon any other venue.

[16] GENERAL:

If at any stage during the currency of contract, in any case involving moral turpitude, the contractor or their employees is/are convicted, the NID, Assam reserves the exclusive and special right to terminate the Contract and in such event the contractor shall not be entitled to any compensation from NID, Assam.

[17] JURISDICTION:

Notwithstanding any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference if the same had been the subject matter of a suit, any and all actions and proceedings arising out of or relative to the contract (including any arbitration in terms thereof) shall lie only in the court of competent civil jurisdiction in this behalf at Jorhat and only the said Court(s) shall have jurisdiction to entertain any try and such action(s) and/or proceeding(s) to the exclusion of all other Courts.

[18] WAIVER:

No failure or delay by NID, Assam in enforcing any right to remedy of NID, Assam in terms of the Contract or any obligation or liability of the contractor in terms thereof shall be deemed to be a waiver of such right, remedy obligation or liability, as the case may be, by NID, Assam and notwithstanding such failure or delay, NID, Assam shall be entitled at any time to enforce such right, remedy, obligation or liability, as the case may be.

[19] GENERAL TERMS & CONDITIONS:

- i. The housekeeping services will be completely administered by the contractor with the help of his/her supervisor and workers. All persons deployed by the contractor will be under the direct control of himself/herself or his/her supervisor for all intents and purposes. No master and servant relationship will exist between NID, Assam and the persons or supervisors deployed by the contractor.
- ii. **Manpower: - The contractor shall employ 03 Nos. of Supervisors (Semiskilled), 44 Nos. of Unskilled and 05 Nos. of Skilled Manpower (Total - 52 Nos.) for housekeeping services. The number of manpower may increase or decrease as per the requirement of the Institute as per rule. The Contractor shall ensure that the manpower are from the local areas and not more than ONE person per family is deployed.**
- iii. The contractor shall ensure the availability of specified number of manpower throughout the period of the contract.
- iv. Contractor is to designate a dedicated person (Coordinator) apart from above mentioned manpower for deployment of contract manpower and maintaining various records like attendance, salary, leave etc. who will be a salaried employee on the rolls of the Contractor's firm / company.
- v. The contractor shall ensure that physically fit personnel above 18 years of age and not more than 55 years are only employed for working. Persons with contagious diseases/medically unfit shall not be deployed. Not more than one person from one family may be deployed at the campus.
- vi. Contractor will be required to provide literate manpower, neatly dressed in uniform, courteous, well-mannered and disciplined.
- vii. If the contractor fails to complete the work or any portion thereof as agreed upon, NID, Assam shall have the right to get the work done by engaging another agency at the complete risk and cost of contractor.
- viii. If the contractor fails to deploy required number of persons deemed necessary by NID, Assam, proportionate amount will be deducted from the bill for the corresponding period in addition to the penalty as deemed fit.

- ix. In addition, the contractor shall make frequent personal visits to all the sites of work and shall satisfy himself about the quality of work at regular intervals and/or whenever he/she is called upon to do so by NID, Assam.
- x. In case of dispute on the interpretation of terms and conditions of the contract, the decision of the Director NID, Assam, or of any person appointed as one man Arbitrator in accordance with Arbitration Act, shall be final and binding on both, contractor and the NID, Assam.
- xi. If the contractor fails to comply with any of the clause(s) / direction(s) given to him, NID, Assam shall have the exclusive right to terminate the contract forthwith. In such case, the contractor shall be liable to make good such loss or damage that NID, Assam may incur or sustain on this account in which case security deposit of the contractor shall be forfeited.
- xii. The work will be carried out as instructed from time to time.
- xiii. The tender should be submitted in the prescribed tender form (part of this document) and all the rates quoted in the Annexure should be firm and inclusive of labour, materials, statutory obligations, equipment, tools, tackles and any other expenses that the contractor may incur in executing the job and shall not be subject to price escalation for whatsoever reasons, during the entire tenure of the contract. The detailed specification of cleaning materials to be used should also be furnished.
- xiv. The contractor shall always maintain sufficient stocks of material of approved quality as mentioned in the schedule of rates required for the above jobs. If the contractor procures less quantity of material, appropriate amount shall be deducted from his bill at the sole discretion of the NID, Assam. If the material is surplus, the same may be recovered by NID, Assam.
- xv. The contractor shall ensure that all the persons deployed by him are free from all communicable, contagious infectious and other diseases and the contractor shall have them medically examined in case of any illness at his own cost. NID, Assam also reserves the right to direct the contractor to get his persons medically examined by a physician approved by NID, Assam at the sole expense of the contractor. If in the opinion of the NID, Assam any person deployed by the contractor is found to be suffering from any such communicable diseases or if any of the person of the contractor is found to commit any misconduct or misbehavior, NID, Assam, in its sole discretion may restrain such person from entering the NID, Assam premises.
- xvi. The contractor will make his own arrangements for accommodation, transport, canteen and any other facilities for his staff. None of the persons of the contractor shall stay inside the NID, Assam campus after completion of the day's job.
- xvii. In case the work is not found satisfactory, then NID, Assam reserves the right to terminate the contract within three months of the commencement of the contract and award work to the second listed party.
- xviii. The contractor shall be responsible for the persons deployed by him at NID, Assam observing all the security and safety rules from time to time. In case NID, Assam suffers any loss etc. of whatever

nature on account of deployed persons not following the security/safety regulations/instructions, the contractor shall be liable to make good all such losses as may be the right to recover all such losses etc. from the security deposit and/or dues payable by NID, Assam to the contractor besides other remedies open to NID, Assam.

- xix. The contractor will depute the manpower with due antecedent verification.
- xx. The contractor shall indemnify NID, Assam for all appointment of labour under him and that they shall have no claim of permanent job at NID, Assam.
- xxi. The contractor shall fulfill all statutory obligations/liabilities, shall maintain the necessary records under the labour laws applicable to his category and submit the proof of the same as and when asked for by the NID, Assam.
- xxii. The contractor shall furnish an undertaking that he/she or his/her employees shall not indulge in any other activities other than the ones assigned to them.
- xxiii. The contractor shall not be permitted to assign or give a sub-contract of the work awarded to him for any reason whatsoever.
- xxiv. The Contractor shall maintain a fully equipped medical First Aid box, which should be easily available to the persons, deployed by him.
- xxv. Contractor will have to obtain a valid Labour License within one month from the date of commencement of the contract and submit a copy of the same to NID, Assam immediately on its receipt.
- xxvi. Contractor will have to get police verification certificate for all the manpower deployed by him to work at our premises, from the date of commencement of the contract and submit a copy of the same to NID, Assam immediately on its receipt.
- xxvii. The rates quoted in this tender shall remain firm and fixed during the tenure of the contract with NID, Assam and no further revision of charge will be allowed except as provided in clause 13 [d].
- xxviii. Income tax, if applicable to be deducted at source will be recovered as per relevant rules and necessary certificate will be given by NID, Assam.
- xxix. The rates quoted by the contractor should exclude the GST. The contractor should have valid GST Registration, a copy of which will be required to be submitted along with the quotation. The contractor will be required to produce a proof for payment of GST along with each monthly bill.
- xxx. The NID, Assam reserves the right to enter into parallel contracts with any other party during the currency of the contract including splitting of the contract to the advantage of the NID, Assam.
- xxxi. The contractor and the person deployed by him at NID, Assam shall abide by all rules and procedures of the NID, Assam, including the security regulations. They shall also be subject to examination / checking by the security agencies on entry / exit or at any time if necessary.

PART-A

ANNEXURE-I

LIST OF CURRENT CLIENTS

Sr. No.	Name, Address, Contact Person & Phone no. of Clients	Date of Starting of the Contract	Area serviced	Period of contract	Reason for discontinuance / termination

UNDERTAKING

I/We hereby undertake that the information provided above and elsewhere in the tender is true and the tender is liable to rejection if the same is found to be false or the information is found to be suppressed by me/us.

Date

Signature of Contractor

PART-A
ANNEXURE-II

Furnish below the details of the cases filed against you or your firm, if any, in any of the Courts in India:

Sr. No.	Case No.	In Court of	Case in brief	Status of Case

UNDERTAKING

I/We hereby undertake that the information furnished above and elsewhere in the tender is true to the best of my knowledge and that I/we have not suppressed any facts.

Date

Signature of Contractor

PART-A

ANNEXURE-III

Bidder's Detail

(To be kept duly signed in Technical Bid)

I.	Name of the company /proprietor/ partnership firm registered for this purpose under any Law/Act of India	
II.	Address (office)	
III	Telephone no:	
	Fax No.	
	Email ID	
	Round the Clock Emergency No.	
	Name of the Contact person Contact No.	
IV	PF Code No.	
	GST Registration No.	
	ESI Code No./	
	PAN/TAN Registration Certificate	
	Registration details with Labour Commissioner	
V	Details of one single security contract of one year duration during last five years in Government/ Semi Government or reputed Organization for providing round the clock security services in Assam Region with deployment of 50 staff per day at single premises.	

VI	Details of one running security contract in Government/ Semi Government or reputed Organization for providing round the clock security services in Assam Region with deployment of 35 staff per day.	
VII	During last three years (2016-17, 2017-18 & 2018-19)	
	i) the bidder must have undertaken and completed at least one contract of minimum 40 workers or	Name of company: Period of Contract: No. of workers:
	i) the bidder must have undertaken and completed at least two contracts of minimum 25 workers	Name of company: Period of Contract: No. of workers:
VIII	Details of valid ISO 9001 certification and valid license	
IX.	Average annual financial turnover of at least 30 Lakh (Rupees Fifty Lakhs Only) during the last three years	2016-17= 2017-18= 2018-19= Average =
X.	Details of EMD	

Tender Notice No.
NIDJ/2020-21/ Housekeeping/1389



राष्ट्रीय डिज़ाइन संस्थान, असम
National Institute of Design, Assam

XI.	Details of Bank Solvency amounting to_____	
XII	Any other information by the bidder	

Authorized Signatory (signature in full):

Name and Title of Signatory with seal of the company:

PART-B

CONTRACT RATE FOR EXECUTING HOUSEKEEPING AT NID, ASSAM CAMPUS

Name of the tenderer : _____

Address : _____

Tel No. (Office) : _____
(Res.) _____

Mobile : _____

Date : _____

To,

The Chief Administrative Officer
National Institute of Design, Assam
Tocklai, Rajabari, Jorhat-785014

Dear Madam,

Sub: Offer of Rates for executing Housekeeping Jobs on rate contract basis at NID, Assam campus, Tocklai, Rajabari, Jaorhat-785014

With reference to your tender notice No. **NIDJ/2020-21/Housekeeping/1389** dated **28.05.2020**, I/We hereby submit my/our tender for Housekeeping Jobs on rate contract basis at NID, Assam along with all relevant documents. In addition to acceptance of all the terms and conditions as stipulated in the tender document, I/We declare and agree:

- 1) That I/We have gone through the scope of work as given in the tender document and offer my/our all-inclusive rates for each job in the attached Annexure.
- 2) That I/We have gone through and understood the terms and conditions of the contract as stipulated in the tender document.

- 3) That I am/We are competent and resourceful to carry out the job, which may be ascertained from the enclosed certificates of work experience from past and current clients.
- 4) That I/We shall promptly and amicably handle the entire problem including deployment of persons and their problems.
- 5) That I/We shall maintain all records of my/our deployed persons and I am/We are fully aware of all statutory laws and regulations which will be duly complied with by me/us.
- 6) That the rates quoted by me/us are for the complete job as per the scope and therefore I/We shall arrange for all tools, tackles, cleaning materials etc. required for carrying out the job according to the brand/quality and quantity prescribed by NID, Assam.
- 7) That I/We hereby confirm that I/We have personally visited the sites, seen and understood the nature and quantum of work to be carried out by us and I/We have quoted the rates after assessing the same.
- 8) In case I am/we are awarded the work, I /we shall commence the work on the date as mentioned in the work order.
- 9) I /We take total responsibility to comply with the Minimum wages act and all other statutory obligations applicable to us for the person deployed by me/us.

Yours faithfully,

Signature & Seal of the contractor

Encl.: Part B - Annexure I, II, III duly filled.

PART-B

ANNEXURE -I

Price Bid

Package rate for providing Housekeeping services including all statutory obligations, overheads & profit etc.				
Name of the firm & registration no.:				
PF registration no. :				
ESI registration no.:				
Address:				
No. of staff required:		Supervisor:3	Staff (Skilled/Semi-skilled/Unskilled)	
Sl. No.	Description	Supervisor		Remarks
1	Salary			
2	PF			
3	ESI			
4	Bonus			
5	Uniform			
6	Washing charges			
7	Any other charges (Pls Specify)			
8	Contractor's margin			
9	Rate quoted per month			
10	Applicable GST			
11	GST in %			
12	HSN Code:			
13	GST in ₹			
Total amount quoted				

Note: Paid Weekly Offs / National Holidays to be included.

PART-B
ANNEXURE-II

Price Bid

Material requirement for housekeeping related jobs at NID, ASSAM campus, Tocklai, Rajabari, Jorhat-785014

Sr. No.	Item Description	Unit	Monthly consumption	Rate (₹)	Total Amount in (₹)
1	White phenyl (best quality)	Ltr	70		
2	Black phenyl (best quality)	Ltr.	30		
3	Sanitary cube (naphthalene)	Pkt	50		
4	Insect killer spray (best quality)	Pcs	20		
5	Toilet cleaner (best quality)	Ltr.	60		
6	Air freshener (best quality)	Pcs	20		
7	Floor cleaner (best quality)	Ltr.	15		
8	Multipurpose cleaner (best quality)	Ltr.	25		
9	Glass cleaner (eg. Colin) (best quality)	Pcs.	40		
10	Detergent powder (best quality)	Kg.	5		
11	Liquid soap	Ltr.	30		
12	Wiper (quarterly)	Pcs	12		
13	Mopper (wet and dry, supplied quarterly)	Pcs	20		
14	Floor duster	Pcs	10		
15	Dusting towel	Pcs	10		
16	Coconut broom	Pcs	10		
17	Toilet brush (every six months)	Pcs	10		
18	Basin brush	Pcs	10		
19	Broom	Pcs	20		
20	Iron brush	Pcs	5		
21	Drain cleaner	Pcs	20		
22	Plastic bucket with handle	Pcs	15		
23	Plastic mug	Pcs	15		
24	PVC brush with wooden handle	Pcs	2		
25	Wire brush with wooden handle	Pcs	4		
26	Cobweb broom	Pcs	2		
Total amount of material for NID, ASSAM campus					

Date

Signature of Contractor

PART-B
ANNEXURE-III

Price Bid

TOTAL AMOUNT FOR CARRYING OUT HOSEKEEPING JOBS FOR NID, ASSAM

Sr. No.	Description	Total Amount (₹)
NID, ASSAM		
1	Total amount for manpower at NID, ASSAM campus per month (Annexure A)	
2	Total amount of material at NID, ASSAM campus per month (Annexure B)	
3	Total amount of manpower and material at NID, ASSAM campus per month (1 + 2)	

Date

Signature of Contractor