



MANOHAR PARRIKAR INSTITUTE FOR  
DEFENCE STUDIES AND ANALYSES

मनोहर पर्रिकर रक्षा अध्ययन एवं विश्लेषण संस्थान

**No 1 Development Enclave, Rao Tula Ram Marg,  
Delhi Cantt, New Delhi – 110 010**

Ph. No., 26717983 Extn.7305/7312

Email: [estatecell.idsa@yahoo.com](mailto:estatecell.idsa@yahoo.com)

**TENDER DOCUMENT FOR “PROVIDING HOUSEKEEPING & CONSERVANCY  
SERVICES” (IN TWO BID SYSTEM)**

**MEMORANDUM OF WORK IN BRIEF**

1	<b>Name of Work</b>	Providing Housekeeping & Conservancy Services
2	<b>Earnest Money</b>	Rs.90000/- (Ninety Thousand Only)
3	<b>Validity Period</b>	90 Days
4	<b>Security Deposit</b>	03% of Annual Contract value
5	<b>Period Of Contract</b>	02 Years
6	<b>Last date of Submission of Tender</b>	15 Feb 2021 at 1500 hrs
7	<b>Tentative date of opening of Financial bids of technically qualified bidders</b>	As per tender document
8	<b>Mode of submission</b>	As per tender document

(SdXXXX)

Col.Rajeev Agarwal(Retd)  
Assistant Director

## TABLE OF CONTENTS

<b>SNo.</b>	<b>Title</b>	<b>Page No.</b>
(i)	Notice Inviting Tender (NIT)	3-4
(ii)	Process of E- Tender	5
(iii)	Terms & Conditions	6-15
(iv)	Pre-qualification /Eligibility criteria	16
(v)	Information of Tenderer	17-20
(vi)	Undertaking of not been blacklisted	21
(vii)	Tender Acceptance Letter	22-23
(viii)	Scope Of Work	24-25
(ix)	List of Materials	26
(x)	Certificate of No relative in MP-IDSA	27
(xi)	Declaration of EPF/ESIC compliance	28
(xii)	Financial Bid (Annexure IV)	29
(xiii)	Breakdown of quoted amount (Annexure V)	30



MANOHAR PARRIKAR INSTITUTE FOR  
DEFENCE STUDIES AND ANALYSES

मनोहर पर्रिकर रक्षा अध्ययन एवं विश्लेषण संस्थान

**No 1 Development Enclave, Rao Tula Ram Marg,  
Delhi Cantt, New Delhi – 110 010**  
Ph. No., 26717983 Extn.7305/7312  
Email: estatecell.idsa@yahoo.com

F.No. A/950/2021-2022/HK

Date: 11.01.2021

**E- TENDER NOTICE FOR “PROVIDING HOUSEKEEPING & CONSERVANCY SERVICES” (IN TWO BID SYSTEM)**

Prescribed format (enclosed as **Annexure I to IV**) are invited under two bid system from experienced contractors / agencies for “Providing Housekeeping & Conservancy Services” at MP-IDSA premises located at No. 1 Development Enclave, Rao Tula Ram Marg, Delhi Cantt, New Delhi -110 010 as per details given in formats. **The bids should remain valid up to 90 days from the last date of submission of bids.**

Detailed Tender Documents are available online from the date of tender publication at <https://www.mstcecommerce.com>, [www.idsa.in](http://www.idsa.in) and <https://eprocure.gov.in/epublish>. The interested bidders are advised to register themselves with e-procurement Portal at - <https://www.mstcecommerce.com> to participate in the e-Tender. The bidders should download and then upload duly signed tender form and their bids along with scanned copies of all the relevant certificates, documents etc. in support of their technical bids on the <https://www.mstcecommerce.com>, latest by **15 Feb 2021 by 1500 hrs**. Hard copies of the relevant documents also to be submitted along with (1) Demand Draft for Rs. **90000/- (Rupees Ninety thousand only)** in favour of “**MP-IDSA**” payable at **New Delhi** as Earnest Money Deposit and (2) **Annexure I,II and III**, all pages signed and stamped, which shall be submitted in sealed cover to the **Assistant Director, MP-Institute for Defence Studies and Analyses**, may be sent at the Institute’s address mentioned above either by Speed Post / By hand delivery at Tender Box kept at the reception office, should reach on or before **1500 hrs, 15 Feb 2021** duly mentioning on top right hand corner of the sealed envelope “**EMD and Annexures for “FOR PROVIDING HOUSEKEEPING & CONSERVANCY SERVICES”**”.

All the tenders are to be submitted on the prescribed forms, as enclosed, duly signed, stamped and dated on each page of Annexure I to III as their unconditional and explicit concurrence to the terms and conditions laid down by the Institute.

All bidders and/or their representatives, if they so desire, may be present at the opening of online opening of tender (Technical Bids/Financial Bids) by the constituted Committee at the time and date as specified in the schedule. It may be noted that under no circumstances tender received late shall be entertained. **Both technical and financial bid should be submitted in the E-procurement portal as mentioned above.** The Financial bid shall be opened on the date which will be communicated to only those bidders who are found to be technically qualified after evaluation of technical bids.

MP-IDSA reserves the right to accept or reject any or all quotations including the lowest bidder without assigning any reason at its sole discretion and the decision of the MP-IDSA will be final and binding to all concerned.

Bidder who has downloaded the tender /quotation from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/epublish/app>, MP-IDSA website and MSTC e-portal shall not tamper/modify the tender /quotation form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and Bidder is liable to be banned from doing business with MP-IDSA.

**Critical Dates of Tender:**

(i) Publish Date & Time	13/01/2021, 10:00 hrs
(ii) Document Download Start Date & Time	13/01/2021, 10:30 hrs
(iii) Bid Submission Start Date & Time	13/01/2021, 11:00 hrs
(iv) Bid Submission End Date & Time	15/02/2021, 15:00 hrs
(v) Offline submission, EMD and other supporting documents	15/02/2021, 15:00 hrs
(vi) Bid Opening Date & Time	16/02/2021, 10:30 hrs
(vii) Cost of Tender	Free of cost

**Note :**

1. Contractor shall inspect the Campus & assess its requirement before bidding the tender. Bidders are also advised to go through e-tendering process which is attached at **Page 3**.
2. Bidders may note that financial bid shall only be accepted through online mode. Kindly ensure that bid format should remain vacant, while submitting hardcopies of signed documents, otherwise financial bid shall be considered as "invalid".

**Corrigendum / addendum / modification to this tender, if any, will be notified through <https://www.mstcecommerce.com>, [www.idsai.in](http://www.idsai.in) and <https://eprocure.gov.in/epublish> only.**

(SdXXXX)  
Col.Rajeev Agrawal(Retd)  
Assistant Director

## **Process of E-tender:**

**Registration:** The process involves bidder's registration with MSTC e-procurement portal free of cost. Only after registration, the bidder(s) can submit his/their bids electronically. Electronic Bidding for submission of Technical Bid as well as Commercial Bid will be done over the internet. The Bidder should possess Class III signing type digital certificate. Bidders shall make their own arrangement for bidding from a P.C. connected with Internet. MSTC or IDSA is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature). At <https://www.mstcecommerce.com>

1). Bidders are required to register themselves online with <https://www.mstcecommerce.com>

2). Bidders will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form. In case of any clarification, please contact MSTC, (before the scheduled time of the e-tender).

***MSTC Help Desk: 01123212357, 01123215163, 01123217850,033-22901004.***

The technical Bid and the Price Bid shall have to be submitted online at <https://www.mstcecommerce.com> tenders will be opened electronically on specified date and time as given in the Tender. All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity. Information about tenders /corrigendum uploaded shall be sent by email only during the process till finalization of tender by IDSA. Hence, the bidders are required to ensure that their official email I.D. provided is valid and updated at the time of registration of bidder with MSTC (i.e. Agency). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).

**E-tender cannot be accessed after the due date and time mentioned in NIT.**

**Bidding in e-tender:-**

a) The process involves Electronic Bidding for submission of Technical and Commercial Bid.

b) The bidder(s) can submit their Technical Bid and Commercial Bid through internet in MSTC website <https://www.mstcecommerce.com>

c) **System Requirement:**

i) Windows 7 Operating System and above

ii) Internet Explorer (IE-7)and above Internet browser.

iii) Signing type digital signature

iv) Java Runtime Environment 8 update 191(windows X86 offline) and above software to be downloaded and installed in the system.

To enable ALL active X controls and disables "use pop up blocker" under Tools Internet Options→ custom level



MANOHAR PARRIKAR INSTITUTE FOR  
DEFENCE STUDIES AND ANALYSES

मनोहर पर्रिकर रक्षा अध्द्ययन एवं विश्लेषण संस्थान

**No 1 Development Enclave, Rao Tula Ram Marg, Delhi Cantt, NEW DELHI –110010**

---

### TERMS AND CONDITIONS

---

1. The rates quoted should include the cost of material, manpower, garbage disposal and statutory components i.e EPF, ESIC & bonus, service charge/profit etc. excluding GST, if any. The rates quoted for the work will be firm for the period of one year, **any increase in minimum wages during the period shall also be kept in mind while bidding. Subsequently after one year amount shall be revised based on the statutory obligations on minimum wage prevalent therein NCT Delhi except materials cost.** MP-IDSA will not be responsible for any changes of rules, octroi, increase in cost of material, during the contract period.

2. Bidders are advised to consider the total cost including manpower, material, uniforms and garbage disposal shall be taken into consideration before finalizing the contract. **The (18) Housekeepers shall be considered under unskilled and (1) supervisor in semi-skilled category.**

3. Quoting less amount with respect to violation of Minimum wages Act, Contract Labour Act, Govt. of NCT Delhi, Ministry of labour and Employment order and other statutory provisions shall be liable for disqualification. No communication will be entertained in this regard. The EPF, ESIC, Bonus (as per Chapter IV of The Code on Wages, 2019) & service charge/profit etc. Minimum wages (as per Chapter III of The Code on Wages, 2019) are mandatory and should be as per the latest notification of Govt. of NCT Delhi at the time of opening of financial bid.

- (i) The contractor should ensure payment of existing minimum wages as per Minimum wages Act. **as revised from time to time to the staff deployed by him.** Non-adhering to the said Act will result in cancellation of contract, forfeiture of Performance Bank Guarantee (PBG) and appropriate administrative action.
- (ii) The amount of EPF, ESI, and Bonus shall be quoted strictly as per prescribed government rates. However, payment for this statutory obligation will be made with monthly bills on production of documentary evidence to the effect that the same has been deposited by the contractor in the concerned account of the individual deployed by him. The contractor shall also abide by the provisions of Child Labour (Prohibition and Regulation) Act, 1986.
- (iii) It shall be the responsibility of the contractor to issue employment cards to each member of his staff as per the prescribed format and to maintain the

muster roll, wage register and other documents as provided for in Contract Labour Act 1971.

- (iv) The contractor shall arrange for such facilities as provided for in the Contract Labour Act for the welfare and health of the staff members employed for the work.
- (v) **Responsibility for payment of wages** – The Contractor shall pay to the personnel deployed at such rates which should not be less than the minimum wage prescribed for respective category plus admissible EPF(including EDLI), ESI & Bonus calculated at the prevailing rates as per rules.
- (vi) In order to safeguard against the possible underpayment to the work-force by giving them less than what are mandatorily and statutorily required to be paid, it is mandatory that the Contractor shall disburse the wages every month through the ECS. (Electronic cash transfer) only.

4. The proposal shall clearly indicate the cost including manpower, material, garbage disposal, all statutory components and service charge along with complete details. Also the brand of material to be supplied must be in accordance with the terms & conditions of the tender document.

5. The manpower deployed as housekeepers should be indicated in terms of number and while quoting, one supervisor shall also be deployed to oversee their work and who shall be available to Institute during the working hours. The working hours of each Housekeeper/Supervisor shall be in accordance with the labour legislation.

**6. Submission of Tender:** The technical Bid and the Financial Bid shall have to be submitted online at <https://www.mstcecommerce.com/eprhome/mstc> tenders will be opened electronically on specified date and time as given in the NIT. All entries in the tender should be entered in online Technical & Financial bid formats without any ambiguity.

**7. Opening of Tenders:** Financial bids of technically qualified bidder will be opened online by the committee constituted by the Institute. All qualified Tenderers will be informed in advance the date of opening of financial bids in presence of their representative(s) if they wish to be present.

7.1 The Financial Bid shall contain the following:-

- i) Bidders shall strictly submit Financial Bid form as per Annexure – IV.
- ii) The Financial bid must be uploaded, without any errors, erasures or alterations and shall be shown in detail including agency charges and applicable taxes and any other charges, if any.
- iii) The Financial Bids of only successful bidders, who have been found technically qualified, will be opened at a later date and those will be intimated separately before opening those technically qualified agencies by e-mail. So

agencies are requested to give correct e-mail ID and contact phone/fax numbers. MP-IDSA is not responsible for non-delivery of mails due to wrong address given by them or offers received after the scheduled due date and time.

8. **Duration Of contract:** The contract shall be valid for **two years** from date of signing of contract. MP-IDSA reserves the right to extend the validity of contract for another one year as mutually agreed upon subject to satisfactory performance. The amount for extension period shall be subsequently revised based on the statutory obligations based on latest minimum wage prevalent therein NCT Delhi, as per minimum wages of Govt. Of NCT of Delhi as may be agreed to. The contract can be cancelled unilaterally giving 3 month notice by the Institute in case service is not rendered satisfactorily. If the contractor also does not want to continue, he has to give 3 months' notice to Institute. However in this case his BG shall be forfeited & his name shall be put in holiday list for another 03 years. Decision of Director General shall be final & binding to decide reasonability.

9. **Uniform.** The conservancy staff deployed by the contractor shall be in distinct/neat uniform consisting of shirt/trouser/shoes with logo of firm embossed. In order to maintain neat and clean uniforms at all times, at **two sets of uniforms are to be issued to each employee per annum.**

10. Contractor is fully responsible for acts & deed for his employees, he has hired during the contract period. Contractor has to submit a declaration on 100 Rs. Stamp that he is fully responsible for acts & deeds of his employees. He personally knows each & every workers including his past records. At any stage if any suspicious behaviors is noticed by Institute the person shall be replaced immediately. Contractor will ensure that all workers employed by him are verified for 'police verification'. Certificate of each employee will be submitted to MP-IDSA for Security and issue of entry passes.

11. The assignment of Housekeeping Services under the scope of this tender document is **PURELY JOB WORK** in nature and manpower deployed by the vendor shall remain on his pay rolls. The vendor shall be solely responsible for the payment of wages to them directly on monthly basis as per minimum wages notified by the Govt. of NCT of Delhi and amount claimed towards various statutory components shall be deposited by him with appropriate authorities. The vendor shall maintain relevant records as per statutory requirements. The vendor shall keep, at all times, indemnify MP-IDSA against any loss or damage suffered in the event of failure to adhere to the provisions of statutory enactments.

12. **The attention of the bidders is invited to Annexure 'III' and Part (a),** with respect to services to be provided. Annexure 'III' also gives details about the area available, number of manpower, number of toilets and other covered/open areas with SCOPE OF WORK. The bidders are advised to personally inspect the precincts on any working day and contact the designated official for quoting a realistic and a comprehensive bid.

13. **Earnest Money Deposit:** Bidders are required to submit Earnest Money Deposit (EMD) along with their bids. While submitting the bid, the vendor shall deposit Earnest Money of **Rs. 90000/-** by demand draft / PO favoring "**MP-IDSA**" payable at **New Delhi**. No other mode of remittance shall be accepted .EMD is to remain valid for a period of 90 days beyond the final bid is accepted. EMD of the unsuccessful bidders will be returned to them at the earliest without any interest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid Security of



the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. EMD is not required to be submitted by those Bidders who are registered with MSME. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender. The bidders found without EMD are liable for outright rejection.

14. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the Institution may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained. Clarification regarding tender document & work may be sought before submitting the quotations. No letters will be entertained after opening the bids / last date of submission of tender. Firms who communicate after opening of the bids, their bids will be rejected.

15. **Right to Acceptance or Rejection of Tenders:** Canvassing by the Bidder in any form, unsolicited letter and post tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected. **MP-IDSA reserves the right to reject any or all the tenders without assigning any reason whatsoever and the decision of the management shall be final and binding on all the bidders.**

15.1 The tender is liable to be rejected inter-alia:-

- a) If it is not in conformity with the instructions mentioned in the tender.
- b) If it is not properly signed by the bidder.
- c) If it is received after the expiry of the due date and time.
- d) If it is not accompanied by the requisite EMD and proper documents.
- e) A list of approximate manpower available with the firm with qualification must be enclosed along with the tender papers.

15.2 This office reserves the right to: -

- a) Accept / Reject any of the tender in full or part thereof.
- b) Revise the requirement at the time of placing the order.
- c) Add, modify, relax or waive any of the conditions stipulated in the tender specification wherever deemed necessary.

16. **Performance Guarantee.** The Bidder shall be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorized to make BG's/FDR for a sum equal to 3% of contract value. Performance Bank Guarantee shall be valid up to 60 days beyond the satisfactory completion of contract.

17. The above security deposit shall be retained during the period stated in the work order and shall be refunded without any interest, in case no claim is pending towards the Institute. It may be noted that Institute shall keep the Security Deposit for TRUE Diligent and faithful performance of the terms and conditions and shall be liable to be forfeited, if the terms & conditions of the tender document / agreement are violated.

18. **Supply of Material and Consumables:** The vendor shall ensure timely availability of all the cleaning material during the working hours and shall take instructions directly from the designated officials in respect of the operational activities. All materials/consumables other related item is to be provided by the vendor have to be of reputed brands or in conformity with the specification/makes keeping in view good quality/standard after discussion and finalization with designated officials. The vendor shall assess the quantity of consumables to be used and supply them by 7<sup>th</sup> of every month. **If the vendor will not supply the consumables as per Annexure III part (a) the same shall be procured by MP-IDSA and the required amount shall be deducted from the monthly bill.**

19. The vendor shall ensure that the Housekeepers are to attend the job as per the staggered time schedule as intimated beforehand. The number of housekeepers mentioned in the tender document should be fully deployed and any laxity / deviation in this regard shall be viewed seriously and regular laxity may result in termination of the work order.

20. **Payment terms:** The selected vendor shall submit the bills alongwith the required certificates of statutory components, **on a monthly basis**. The bills, if found in order in all respects, will be processed for release of payment within 30 days after receiving of the bills. Bills should consist of following documentary evidence for processing:-

- (i) Complete attendance details with muster rolls as per Labour Act.
- (ii) Proof of payment of wages for the previous month as per the Minimum wages notified.
- (iii) ESIC, EPF, bonus, etc; payment copy of the previous month. EPF and ESI contribution to be paid for personnel employed by tenderer shall be responsibility of tenderer. **Declaration by the contractor regarding compliance of EPF / ESIC requirements shall enclosed every month on firm`s letter head.**
- (iv) GST payment copy of the previous month.
- (v) All payment will be made subject to Tax Deduction at source & GST, if applicable as per rules.
- (vi) Payment details of employee alongwith bank transfer or cheque payment detail. MP-IDSA reserves the right to deduct amount form the bill towards compensation for unsatisfactory service as provided under the contract.
- (vii) B2B Invoice Summery of the previous month.
- (viii) **MP-IDSA shall pay the amount on the basis of the number of Housekeeping staff actually deployed by contractor.** No other claim on whatever account shall be entertained by MP-IDSA.

21. The selected vendor shall not accept any directions / instructions either verbal or written from any staff member of the Institute unless the same are issued by the Assistant Director or the authorized official with regard to work assigned to the vendor.

22. It is explicitly made clear that the housekeepers may be required to shift the Institute's movable property including the furniture and fixtures etc, if required.
23. The Housekeeping services are required to be offered by the vendor on all days of the year **except Republic day, Independence Day, Gandhi Jayanti & Holi**. On Sundays and holidays, full crash cleaning would be done which includes weekly cleaning, dusting of all surfaces of almirah, steel racks and other furniture, removal of cob webs, cleaning of window panes / glasses. **However, one day weekly off by rotation will be given individually (among the existing manpower) as per labour law preferably on Saturday / Sunday.**
24. The successful bidder shall be fully responsible for the safety and security of his staff deployed for work at MP-IDSA complex. MP-IDSA will not be responsible, in any circumstance, for any accident / injury or other damages occurring while performing the Housekeeping duties of his workers under these terms at the Institute's premises. If required, the vendor may take necessary insurance cover of his employees working in the Institute's complex.
25. Notwithstanding the provisions of Clause-8 the work order shall be liable to be terminated forthwith by the Institute at its sole discretion in the event of contravention of terms and conditions as stipulated above. The terms "CONTRAVENTION" shall include acts of commission as well as omissions.
26. The number of man power (**18- Housekeepers under unskilled and 1-supervisor in semi-skilled category**) can be reduced & increased suitably as required by the Institute. Institute also reserves the right to alter/modify the scope of work, terms & conditions, etc.
27. All agencies who are providing similar kind of services for at least last three consecutive years and having annual average turnover of **Rs.1 cr.** during the last three financial year in the book of accounts.
28. The firm shall comply with all the statutory requirements as stated in the technical bid.
29. The firm should not have been blacklisted / debarred in any manner from any Govt. Department. A declaration on a stamp paper of Rs. 10/- should be uploaded/attached with the technical bid as per Annexure II Part c and Annexure III Part b.
30. The Institute reserves the right to have a panel made out of the successful tenderers. If the selected vendor fails to accept the job or leaves the job in the middle of contract period, or declines to accept the award due to any reason, the next higher bidder in panel may be offered the work order. However, the validity of the panel will be same as the period of award of contract to the selected vendor. If, the second vendor in panel is offered the job, the contract period for him will be the remaining period as per the work order of the first awardee of the contract. If the successful bidder declines to accept the award or not ready to provide the house keeping services, the EMD deposited by him shall be forfeited.

31. In case of any dispute, the matter will be referred to the sole arbitratorship of the Director General, MP-IDSA or his nominee and his decision will be final and binding to both the parties.

32. The selected vendor will also be fully responsible for the **damages, if any caused to** the assets, property of the Institute by their worker while on duty or otherwise at the Institute. The Security staff of the Institute will be authorized to search your employees at the time of their leaving the premises of the Institute after performing their duties. The vendor shall indemnify the Institute for any loss / misappropriation by his housekeepers while on duty and failure in this regard could result in filing of **CIVIL/CRIMINAL** proceedings against the vendor apart from termination of the contract.

33. Institute also reserves the absolute right to alter / modify the scope of work, terms and conditions.

34. If any overpayment is observed post audit with respect to the work done by the agency under the contract, it shall be recovered by the Institute from the agency. If any underpayment is discovered, the difference of amount shall be duly paid to the agency by the Institute.

35. **Disposal of Collected garbage.** The contractor shall arrange disposal of collected garbage after segregation of solid waste, liquid, bio degradable products, etc as required. The vehicle for disposal to the nearest scheduled site as per the corporation / MES will be arranged by the contractor at his own cost for disposal on daily basis. MP-IDSA holds no responsibility for the place for disposal of the garbage.

36. **Evaluation & Eligibility Criteria: -**

(a) The bidder should have the experience of completion of similar works in any of the Department /Autonomous Institutes/public sec. undertakings of the Govt.of NCT of Delhi in last three consecutive years.

(b) The firm shall submit a list of employees having minimum experience of two years of supervisory works for Housekeeping Jobs in the firm.

(C) The firm should furnish a current bank solvency certificate from scheduled bank for any amount but not less than of Rs.50 lakhs.

(d) Lowest bidder shall be evaluated considering total quoted amount shall include minimum wages for **01-Supervisor and 18-Housekeepers** for one year which may include the various components like **Stationary, Cost of two set of uniforms, Shoes, Garbage disposal** etc. and **all statutory components like EPF,ESIC , bonus and service charge/profit etc.** per year.

(e) **Bids, offering rates which are lower than the minimum wages (as applicable for NCT of Delhi) for the relevant category shall be rejected.** Final decision in this regard is liaised with Committee. The successful bidder will be the one who emerges overall L-1 out of responsive bids. Basis of ranking will be the least **cost of para 36(d)**, which would be total payout excluding all taxes, duties and levies.

(f) Merely becoming the lowest bidder, prior to Financial Bid scrutiny will not give any right to the lowest bidder to claim that he is successful in the bidding process. The successful bidder (L-1) shall be decided only after due procedure.

(g) The Competent Authority reserves the right to reject any or all the bids, amend/withdraw any terms and conditions in the Tender document or to cancel the Tender without assigning any reason and the decision of the competent authority in this regard shall be final and binding.

(j) In case of a tie between L-1 Bidders, the two or more firms offer the same overall rates, successful bidders will be selected through draw of lot. All bidders has to abide by the standard procedure followed for this purpose. If the bidder create unnecessary ruckus the EMD shall be forfeited.

(h) The Competent Authority has reserves the right to award full contract or any part (splitting of contract) to any successful agency (ies) at its discretion which shall be binding on the bidders.

**37. Discrepancies in Price Bid:**

(i) If, in the price structure quoted by a bidder, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless the Institute feels that the bidder has made a mistake in placing the decimal point in the unit price, in which case the total price as quoted shall prevail over the unit price and the unit price corrected accordingly.

(ii) If there is an error in a total price, which has been worked out through addition and/or subtraction of subtotals, the subtotals shall prevail and the total corrected, and

(iii) If there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail. If the bidder does not agree to the observation of the Institute, the tender is liable to be ignored.

38. The vendor has to arrange cleaning of bee hives / red flies or nests whenever appeared in any part of the building area of MP-IDSA premises. No additional payment will be made in this regard.

39. **Penalty:** For convenience various penalties enforceable on breach of contract terms & conditions are summarized as under:-

(i) Not wearing of approved uniform while on duty Rs. 150/-per person/incident. The penalty amounts shall double at the end of every three such defaults.

(ii) Found chit-chatting,mobile chatting, smoking,chewing pan, unwarranted loitering in corridors etc. Rs. 100/-per person/incident. The penalty amounts shall double at the end of every three such defaults.

39.1 In addition to the penalty mentioned above, the following penalties may also be imposed on the Contractor.

39.2 In case the Contractor fails:-

a) To commence/execute the work as stipulated in the agreement, or

b) if the performance continues to be unsatisfactory even after giving it a notice for putting the things in order for satisfactory performance by specified date as mentioned in the notice, or

c) if he does not meet the statutory requirements of the contract even after giving it a notice for putting the things in order to meet the statutory requirements by specified date as mentioned in notice, Institute reserves the right to impose the penalty as detailed below: -

i. For delay upto 4 weeks from the date of first notice, penalty will be imposed at the rate of 20% of the daily contract value calculated for each day of delay for a period upto maximum 4 weeks" time for any of the defaults mentioned above.

ii. For delay beyond 4 weeks and upto 8 weeks from the date of first notice , penalty will be imposed at the rate of 30% of the daily contract value calculated for each day of delay in addition of penalty at point (i).

iii. For delay beyond 8 weeks from the date of first notice the department in addition to imposing penalties at the rate as mentioned in (i) & (ii) above, reserves the right to cancel the contract and get the job carried out from other sources. The additional financial implication in this regard, if any, may be recovered from the defaulting Contractor. The Contractor may also be black listed for a period up to maximum 3 years and his performance security deposit may be forfeited, if so warranted.

iv. The Institute may forfeit the performance security of the contractor in case of any of the defaults.

40. Before imposing any of the above penalties, the contractor shall be given a proper notice /show cause notice by the Institute before taking a decision for imposing penalty and communicate to him the decision so taken. If no reply received within the stipulated time given in the notice department will proceed with the imposition of penalty.

41. **Force Majeure.** Should any Force Majeure circumstances arise, each of the contracting party shall be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected party within (01 day) of its occurrence informs the other party in writing. Force Majeure shall mean fires, floods, natural disasters or other acts, that are unanticipated or unforeseeable, and not brought about at the instance of the party claiming to be affected by such event, or which, if anticipated or foreseeable, could not be avoided or provided for, and which has caused the non-

performance or delay in performance, such as war, turmoil, strikes, sabotage, explosions, quarantine restriction beyond the control of either party. A party claiming Force Majeure shall exercise reasonable diligence to seek to overcome the Force Majeure event and to mitigate the effects thereof on the performance of its obligations under this Work order.

42. **Dispute Resolution.**

(a) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Principal Secretary / Secretary (of the Administrative Department), Government of NCT of Delhi.

(b) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.

(c) The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Delhi/New Delhi only.

43. **Jurisdiction of Court.** The courts at Delhi / New Delhi shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

\*\*\*\*\*

**Pre-qualification/Eligibility Criteria**

The following shall be minimum eligibility criteria for selection of bidders technically:-

- a) Legal Valid Entity: The Bidder shall necessarily be a legal entity either in the form of a Limited Company or a Private Limited Company registered under the Companies Act, 1956 or a Partnership firm or Proprietorship firm.
- b) Registration: The Bidder should also be registered/comply with various statutory compliances like EPF/ESIC,GST & Labour License etc.
- c) Financial Strength: The average annual turnover for last 3 years should not be less than 01 Crore. The Audited balance sheet & P/L account must be attached to probe the credentials.
- d) Experience: The Bidder should have experience in providing similar nature of work experience involving Manpower in single work in reputed firms in last three Financial Years. The firm must have at least one running contract at hand not less than the value of Rs. 40 lakh/PA.
- e) Turn over: The agency should have a minimum turnover of Rs. 1 cr. per annum for the last three years. One similar nature of work where the agency is currently carrying out the said scope of services should not be less than Rs.40 Lakhs per annum.
- f) Clear Track Record: The firm must have clear track record from previous principle employers. The firm must not be black listed or debarred from any Govt. Dept/Public undertaking/Autonomous body. At any point of time even after issuing the work order, the dubious record revealed or come to notice of the Institute, the contract shall be cancelled immediately and firm shall be blacklisted.
- g) Manpower on Roll: The firm must have at least 20 persons on roll on date of submission of tender. A detail list must be enclosed.
- h) Operational Office in Delhi NCR.The firm must have operational Office with round the clock control room/back Office. The Office must have computer/phone for prompt communication.



---

**HOUSE KEEPING & CONSERVANCY SERVICES  
(TECHNICAL BID)**

---

**INFORMATION OF TENDERER**

Brief Bio data with Check list of the Tender ***(Please enclose separately as per Part (a) , (b)& (c)***

1. NAME AND ADDRESS OF THE COMPANY
2. NAME OF CONTACT PERSON  
(With Tel. No., Fax, Mobile No. E-mail & Res. Tel No.)
3. INCOME TAX /PAN Number. (With documentary proof )-Attach Income tax Return of last three financial Years.
4. Balance sheet for last three financial years.-Should be audited & attach attested photocopies.
5. GST Number. (With documentary proof )
6. EPF REGN. NO (With documentary proof)
7. ESI REGN. NO. (With documentary proof )
8. License No. under contract labour Act. If obtained (With documentary proof)
9. NATURE OF OWNERSHIP- PRIVATE/PUBLIC/COMPANY/  
PROPRIETORSHIP / PARTNERSHIP  
(Please provide details with documentary evidence).
10. Details of experience of last three years to whom the housekeeping Services have been provided (Please attach annexures with details of Organization's Name with address, number of permanent manpower deployed, time period, contact person's reference with Contact No).
11. Details of present assignments (Please attach annexures with details of Organization's Name with address, number of permanent manpower deployed, time period, contact person's reference with Contact No).
12. Details of man power on roll of your organization (attach organization chart)
13. Any other details, please specify with documentary evidence.
14. Details of EMD enclosed. \_\_\_\_\_
15. Single similar nature of work of not less than Rs.39 Lakhs (With documentary proof)

(SIGNATURE WITH STAMP)

**Note:** - Scanned documents in support of each of the above should be enclosed and uploaded with the Technical Bid. Simple information without supporting documents shall not be considered as valid. Submission of all the documents mentioned above along with declaration, is mandatory. Non submission of any of the information above may render the bid to be rejected

**TENDER FORM FOR PROVIDING HOUSEKEEPING & CONSERVANCY SERVICES**  
**TECHNICAL BID**

1. Brief Bio data of the Tenderer \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Name, Address with Telephone Number of the Firm/agency \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Name, Designation, Address and Telephone number of authorized person of the Firm/ agency. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Firm Registration (Please enclose a copy) \_\_\_\_\_  
\_\_\_\_\_
5. Please specify as to whether firm is sole proprietor / partnership firm. (Enclose documents for partnership deed)  
a. \_\_\_\_\_  
b. \_\_\_\_\_  
c. \_\_\_\_\_
6. PAN number & Income Tax Return of financial Years 2018 – 2021 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Provident Fund Account Number \_\_\_\_\_  
  
(Please enclose a copy)
8. ESI Registration Number \_\_\_\_\_  
(Please enclose a copy)

**Affix duly  
Attested PP  
Size  
Photograph  
Of the  
Tenderer**

9. GST Number \_\_\_\_\_  
(Please enclose a copy)

10. License Number under Contract \_\_\_\_\_  
Labour (R&A) Act, If any obtained  
(Please enclose a copy)

11. Details of earnest money deposited  
a) Amount Rs. \_\_\_\_\_

Rs.(in words) \_\_\_\_\_  
\_\_\_\_\_

b) Demand Draft / Pay Order \_\_\_\_\_  
Number

c) Date of issue of DD/PO \_\_\_\_\_

d) Name of issuing Bank \_\_\_\_\_

12. Details of Past Experience in the \_\_\_\_\_  
relevant Field.  
(Min 3 years) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Details of works in hand \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Any other information

15. Declaration by the Contractor :-

This is to certify that I / we have read and fully understood all the terms and conditions mentioned in the tender document and undertake myself/ourselves to abide by them.

Signature of Tenderer .....

Name .....

Designation .....

Address .....

Phone (O) .....

(R) .....

Date .....

**(TECHNICAL BID)**

**CHECK LIST OF SELF ATTESTED COPIES OF DOCUMENTS ATTACHED WITH THE TENDER**

1.	Firm Registration	Yes / No	(Page No.)
2.	PAN Number	Yes / No	( -do- )
3.	Provident Fund Account Number issued by the competent authority	Yes / No	( -do- )
4.	ESI Registration No. issued by the Competent Authority	Yes / No	( -do- )
5.	Demand Draft / Pay order / for earnest money	Yes / No	( -do- )
6.	GST Number.	Yes / No	( -do- )
7.	Certificate of Experience of last three years	Yes / No	( -do- )
8.	Certificate of present assignments	Yes / No	( -do- )
9.	Audited balance sheet for last three financial Years	Yes / No	( -do- )
10.	Income Tax Return for last three financial years	Yes / No	( -do- )
11.	Organization Chart (Permanent manpower on roll)	Yes / No	( -do- )
12.	Declaration by the firm on Rs. 10/- non judicial stamp paper stating "not blacklisted by any Govt. department"	Yes / No	( - do-)
13.	Similar work in hand not less than the value of Rs.39 Lakhs		(- do-)

Signature of Tenderer  
With Seal

\_\_\_\_\_

**Note:** - Scanned documents in support of each of the above should be enclosed and uploaded with the Technical Bid. Simple information without supporting documents shall not be considered as valid. Submission of all the documents mentioned above along with declaration, is mandatory. Non submission of any of the information above may render the bid to be rejected

(ON A e-STAMP PAPER of Rs.10/-)

**UNDERTAKING**

To,

Assistant Director

MP-Institute for Defence Studies and Analyses

No 1 Development enclave,

Rao Tula Ram Marg, Delhi Cantt

New Delhi- 110010

Name of the tender: **Providing Housekeeping & Conservancy Services.**

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document. Before signing this bid, I have read and fully understood all the terms, conditions and instructions contained therein and undertake myself/ourselves to abide by them.

2. I/We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions and any other charges applicable from time to time. I/We shall pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government of NCT Delhi from time to time and shall be fully responsible for any violation.

3. I/We have not been blacklisted by any Govt. / PSU / autonomous body of any state as well as central Govt.

(Signature of the Bidder)

Name and Address of the Bidder.

Telephone No

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company/Firm/Contactor Letter Head)**

To,

**MP-IDSA**  
**No 1, Development Enclave**  
**Rao Tularam Marg, New Delhi-110010.**

Name of Tender / Work: **Providing Housekeeping & Conservancy Services**

Dear Sir/Madam,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned „Tender/Work“ from the web site(s) namely: <http://eprocure.gov.in/epublish/app> ,[www.MP-IDSA.in/](http://www.MP-IDSA.in/) <https://www.mstcecommerce.com> as per advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents of all pages (including all documents like annexure(s), schedule(s), etc.), which form part of the work and I/we shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by department/organization too has also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.
5. I/We certify that all information furnished by the our Firm/company/contractor is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit/Security deposit or both absolutely.
6. The downloaded tender document as published at the website <http://eprocure.gov.in/epublish/app> ,[www.MP-IDSA.in/](http://www.MP-IDSA.in/) <https://www.mstcecommerce.com> in has been used for bidding in this tender. It is certified that no modification has been done to the contents of the document.
7. Having visited the site condition and examined the conditions of contract, specifications and schedule of quantities for the above named work, we offer to

undertake and complete the whole of subject work in conformity with the said conditions of the contract and schedule of quantities of this quotation.

8. I/We undertake to complete and deliver the whole of the work comprised in the contract within the time limit.

Dated ..... Day of .....

Signature.....In the capacity of .....  
Duly authorized to sign for and on behalf of.....  
Name and address of the tenderer.  
(IN BLOCK CAPITALS)

---

**(SCOPE OF WORK)**


---

- A. TOILETS (GENTS + LADIES) - 44
- B. TOTAL STRENGTH OF WORKING OFFICIALS at MP-IDSA : 150  
Approx.
- C. Total area of the Campus : 6.5 Acre.
- D. SCOPE OF WORK:

**Daily Services:-**

- (i) Proper/thorough cleaning of corridors, staircases and toilets.
- (ii) Wet scrubbing of floors.
- (iii) Sweeping and wet mopping of the corridors/verandahs including the spaces under cupboards/almirahs placed in various rooms.
- (iv) Sweeping of roads and pathways and open areas including green patches.
- (v) Cleaning and watering of plants in gardens.
- (vi) Thorough cleaning of the toilets including WCs and urinals, wash basins.
- (vii) Removal of blockages and clogging in the wash basins and other sanitary fittings.
- (viii) Cleaning of drinking water cooler areas including attached sinks and tiles.
- (ix) Collect all the sweepings, garbage and wastes and transport/disposal of the same to designated waste bins / dumpyard.
- (x) Cleaning/dusting of all office/public rooms furniture.
- (xi) Cleaning/dusting of switches, switch plates, conduits, wires, AC grills etc.
- (xii) Cleaning of choked drain lines as and when necessary.
- (xiii) Cleaning of Solar Power panel on the roof top of Institutional building & Library Building -340 Panels. Contractor shall provide suitable length of garden pipes and other required materials for such work.

**Weekly Services (on a day specified by administration)**

- (i) Removal of cobwebs in rooms, corridors and lavatories.
- (ii) Removal of dust/cobwebs accumulated on the doors and walls, window panes and ventilators.
- (iii) Thorough washing, rubbing and cleaning of corridors, office floors.
- (iv) Weekly vacuum cleaning of carpets/furniture. The Contractor shall provide **one powerful dry & wet vacuum cleaning machine** to be used regularly for the up keep and maintenance of carpeted areas. One such machine shall remain at **Estate Office**, responsibility of maintenance and spares shall be born with Contractor.



**(v) Cleaning of Floor by Single Disc machine: Contractor shall provide One Single disc machine, which** are versatile and multipurpose machine used for maintenance and cleaning of all types of floors. As the name implies, the machine has a single disc which rotates and a pad or brush attached to this disc helps in effective cleaning of floors surface. Single disc machine can be used for floor cleaning, scrubbing, polishing, marble/granite restoration, crystallization, buffing, etc. One such machine shall remain at **Estate Office**, responsibility of maintenance and spares shall be born with Contractor.

(vi) Polishing/Disinfection of Brass fitting and Chrome plated fixtures.

(vii) Cleaning of AC grills, exhaust fans, partitions, panels, blinds etc.

(viii) All other works not being carried out daily.

(ix) Cleaning of Solar light panel -04 Nos.

### **Timings:-**

- The toilets are to be cleaned four times every day at 0800 H, 1100 H, 1400 H, 1600 H and as and when required. Naphthalene Balls 5 in nos. are to be placed in each wash basin and urinal. One Odonil to be placed near Wash Basin and WC area in each toilet. Liquid Soap to be put in each container daily / need basis.

- **GENERAL CLEANING/SWEEPING.** Brooming, Cleaning and Sweeping of all the floors including portico, open area, entrance, parking area, guest house area, front and back side of the building including staircases. Following areas cleaning are to be done once a day :-

- i) Institutional Area including Courtyard, Reception area (office Area).
- ii) Library Building
- iii) Auditorium & Seminar Halls
- iv) Executive Dining Hall
- v) Vacant residential accommodation
- vi) Guest Houses
- vii) Main gate area including roads & adjacent area in front of MP-IDSA
- viii) Utility and Engineering Sections
- ix) Basements at Institutional area & stilt area (Blocks A, B & C)
- x) Common areas of residential buildings (Blocks A, B & C)
- xi) Roads and Drainage including two Water Harvesting tanks
- xii) For various events / functions etc. on as and when required basis.
- xiii) Solar power panel on rooftop.
- xiv) Any other work such as cleaning of garbage dumps, etc.
- xv) Any special job, if required.

### **E. MANPOWER TO BE DEPLOYED:-**

#### **01 Housekeeping Supervisor & 18 Housekeepers**

F. CLEANING MATERIAL. As per **Annexure III Part (a)**

G. GARBAGE DISPOSAL (To the required site).

H. 01- Heavy Duty Dry & wet Vacuum Cleaner

J. 01- Single Disc Machine

**QUOTATION FOR HOUSEKEEPING & CONSERVANCY SERVICES**  
**LIST OF MONTHLY CLEANING MATERIAL REQUIRED**  
**FOR HOUSE KEEPING SERVICES AT MP-IDSA, DELHI CANTT**

Cleaning Material for housekeeping to be used by housekeepers is listed below. **Certain other items, not listed below, may also be required.** All materials has to be kept in store and challan of the materials shall be verified by designated representative of MP-IDSA in the first week of every month. Any lapse in the items will invite penalty or deduction of amount as per market rate. MP-IDSA reserves the right to interchange any item with other required items of same financial value. **Non-adhering to the said will result in cancellation of contract, forfeiture of PBG and appropriate administrative action.**

<b>SL</b>	<b>Description of items</b>	<b>Quantity Per month</b>
1.	Premium White Phenyl / Clenzo (Concentrate)	20 ltrs
2.	Floor Duster (2' X 2')	36 Nos
3.	Liquid Soap (Fem/Dettol/Homacol)	20 Ltrs
4.	Sanitary Cubes –A One or equivalent	Cubes-40 Pcs and Urinal Pad- 20 Pcs
5.	Odonil and Godrej Aer pocket	40 Each
6.	Room Freshner (Ambipure / Airwick Rose)	18 Nos
7.	Cleaning Powder (Surf/Nirma or Equivalent)	5 Kgs
8.	Dust control Mop (Blue) 4-5' long	5 Nos
9.	Yellow Dusters (21" X 15")	36 Nos
10.	Table Dusters (White) (15" X 15")	24 Nos
11.	Napthelene Balls –Blue birds/Trishul	3 Kgs
12.	Harpic (Toilet Cleaner)	10 Ltrs
13.	Soft Broom (Phool Jharoo) 3' Long- Galla	24 Nos
14.	Hard Broom (Tili Jharoo) 3' long-Galla	24 Nos
15.	Yard Broom with 5' long Stick (Road Sweeping)	12 Nos
16.	Carpet Cleaning Brush	04 Nos
17.	Glass Cleaner (Colin)	10 Ltrs
18.	Floor Stain Remover (Taski R7 / Flavoured)	10 Ltrs
19.	Wiper (Large 18" & Small Size -9") with rod	10 each
20.	Dust Pan	12 Nos
21.	T POL	20 Ltrs
22.	Plastic Bucket 60 Ltr (Brite/Cello)	<b>2 Nos (Bimonthly )</b>
23.	Plastic Bucket 15 ltrs with Mug (Brite/Cello)	<b>5 Nos (Bimonthly )</b>
24.	Toilet Brush	16 Nos
25.	Toilet Roll (Mosque/Value Plus)	150 rolls
26.	<b>Duracell AA/AAA batteries</b>	24 Nos. or as per requirement
27.	Acid/Bleaching Powder	Acid -10 Ltrs,B/ Powder -5 KG
28.	Floor Cleaning Brush	4 Nos
29.	Jala Brush(Large /Medium sizes)	2 each
30.	Garbage bag( Mideum/Large)	6 Pkts
31.	Mask (Mouth) and Hand Gloves	17 Nos Each
32.	Junna (Nylon)/Scotch Brite sponge wipe <b>-each</b>	24 Nos
33.	Face Tissue (Mosque/Value Plus) – M Fold	200 packets
34.	Black HIT	5 Nos
35.	Red HIT	5 Nos
36.	Fawrah, Panji with 6' long handle, Axe, Tasla	02 each on requirement basis.

**CERTIFICATE**  
**(PERFORMA FOR NO NEAR RELATIVE (S) OF THE**  
**CONTRACTOR WORKING IN MP-IDSA)**

(To be executed on Rs.10/- Stamp paper & attested by Public Notary/Executive Magistrate by the bidder)

I .....S/O  
Sh.....

R/o..... Hereby certify that none of my relative (s) as defined in the tender document is/are employed in MP-IDSA as per detail given below. In case at any stage, it is found that the information given by me is false/incorrect, DoT shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Signature of the Tenderer with seal

The near relative (s) means: -

- a) Members of a Hindu Undivided family;
- b) They are husband and wife.
- c) The one is related to the other in manner as father, mother, son(s) & son's wife (daughter-inlaw), Daughter (s) & daughter's husband (son-in-law) brother (s) and brother's wife, sister (s) sister's husband (brother-in-law)

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of Ltd. Company by all the Directors of the company or company secretary on behalf of all directors). Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is so noticed. The department will not pay any damages to the company or firm or the concerned person. The company or firm or the persons will also be debarred for further participation in the concerned unit.

Signature of the Tenderer with seal

**DECLARATION  
(FOR EPF & Misc provisions Act 1952/ The Code on Wages, 2019)  
(To be given on Company/Firm/Contactor Letter Head)**

I .....(name of the contractor/agency) hereby declare compliance towards conditions of the EPF and Misc provisions Act 1952/ The Code on Wages, 2019 /and authorize MP-IDSA to recover any payment that arises due to failure to comply with any of the Labour legislations and statutory conditions viz., Labour, EPF,ESI etc., or any other acts dealing with the same and all other acts mentioned in the tender document.

Place: Signature of tenderer/Authorized Signatory

Date :

Name of the Tenderer Seal of the Tenderer



### FINANCIAL BID

To be filled properly, rates should be filled in prescribed format only.

#### Online Price Bid for Housekeeping & Conservancy services (Excluding GST)

SL	Description	Yearly Amount in Rs.
a.	Total amount for Housekeeping & Conservancy Services for <b>1 Supervisor (Semi Skilled) and 18 (unskilled) Housekeepers</b> (males & females), as per latest Minimum wages of Govt. Of NCT, Delhi including Bonus as per latest notification.	
b.	Cost of items as per scope of work ,materials listed at <b>Annexure III ( F,G,H &amp; J) &amp; two sets of uniform and Profit margin/ service charge etc.</b>	
<b>Grand Total</b>		

Total Amount Quoted in words (Rupees) .....

.....

**Note. 1.** The amount quoted should be exclusive of GST. Conditional Tenders will be rejected.

**2. TDS & GST shall be deducted as per rules from the quoted amount and may be catered for while quoting the rates.**

**3.** If any discrepancy found in quoting the financial bid in words and figures, the higher quoted amount will be considered.

**4. If a firm quotes ‘NIL’ service charge /consideration the bid shall be treated as unresponsive and will not be considered.**

**5.** Decimal value of amount shall be rounded off to nearest figure in total yearly contract amount.

**6.** The bidders may inspect the site to acquaint themselves about the actual scope of work as mentioned in tender document.

**7.** The bidders shall submit in separate sealed envelope the breakdown of quoted amount (as per Annexure IV) in details as mentioned in Annexure V.

Signature of the Bidder .....

Name of Contractor .....

Name of the Firm .....

Contact No. ....

Date .....

Seal:

### Breakdown of price Bid:-

#### For Manpower (A)

Sno.	Category	Type (Unskilled/ Semiskilled / Skilled	Manpower required (Total no of workers)	Rate per worker quoted by the bidder	EPF	ESI	Admin. charge	Bonus	Total Yearly wages of each category of worker (Rs.)
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
(i)	Housekeeping Supervisor	Semiskilled	01						
(ii)	Housekeeping staff	Unskilled	18						
<b>Total (A)</b>									
<b>Misc. Charges (B)</b>									
Material Charges & other expense in details for every items as per tender document Annexure III (F,G,H &J) enclosed with Annexure V									
Service Charge/Contractor`s profit- Per Annum									
<b>Total (B)</b>									
<b>Grand Total (A+B)</b>									

\* Wages should not be less than the minimum wages prescribed under the notification issued by Delhi Government. Rates should be quoted per person per month inclusive of all statutory requirements as per the Minimum Wages Act of 1948. Revision of minimum wages as per Delhi Government's rates shall be incorporated in the rates as mentioned in tender document.

Signature of the Bidder .....  
 Name of Contractor .....  
 Name of the Firm .....  
 Contact No. ....  
 Date .....

Seal :