

Tender No.JNC/AO/R.906-2/2023

August 30, 2023

**JAWAHARLAL NEHRU CENTRE FOR ADVANCED SCIENTIFIC RESEARCH
Jakkur Post,Bengaluru- 560 064**



**NOTICE INVITING TENDER FOR PROVIDING HOUSEKEEPING
SERVICES ON CONTRACT**

NOTE: PARTICIPATION ONLY THROUGH GEM PORTAL

**Administrative Officer
JNCASR, Bengaluru**

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INTRODUCTION

Jawaharlal Nehru Centre for Advanced Scientific Research (JNCASR) is a multidisciplinary research institute situated in Jakkur, Bengaluru.

JNCASR, invites online Bids for providing Housekeeping Services to its main campus as well as extended campuses. Tender documents can be downloaded from the GeM Portal (<http://gem.gov.in>) and can also be downloaded from <https://www.jncasr.ac.in/tenders>.

The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise. The Centre will not be responsible for any technical glitch. The bidders are advised to upload the documents well in advance before the due date/time.

The President, JNCASR, Bengaluru reserves the right to select the service provider or to reject any bid wholly or partly without assigning any reason. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be **rejected**.

Schedule of events

Schedule A

Tender No:	JNC/AO/R.906-2/2023 dated 30.08.2023
Validity of bid	90 days
Tender Fee (non-refundable)	As per the terms of GeM Portal
Earnest Money Deposit	Amount of Rs.1,00,000/- (One lakh only) should be paid through GeM Portal only or NSIC/MSME Registered Vendors would get EMD exemption subject to submitting the relevant documents.
<u>Important Dates:</u>	
Tender queries	Up to 07.09.2023 (only by email to tender@jncasr.ac.in)
Pre-bid meeting	11.09.2023 at 11.30 a.m at JNCASR, Jakkur, Bengaluru-560 064
Last date for receipt of tender	20.09.2023 at 3.00 p.m
Opening of Commercial Bid	Will be intimated later to the technically qualified bidders.
Contract Commencement Date:	Within one month from the date of issue of contract award letter.
Contract Duration:	Initially for a period of One year which can be extended for a period of 2 more years from after review of the performance.

Security Deposit (only for the successful bidder)	The successful bidder should deposit 10% of the annual contract value in the form of Bank Guarantee valid for the contract period of three years.
Annual Turn-over of the Bidding Vendor	Minimum of Rs. 8,00,00,000 (Rupees Eight crores) per annum for the last three financial years.
Total Area of Housekeeping covered under this tender	Approx.45,000 sq mtrs
Validity of Commercial Bid	90 days from the date of its opening

1. Important Instructions:

1. Tenders are invited under Two Bid System i.e, Technical Bid and Commercial Bid from reputed, experienced and functionally sound Companies/Firms/ Agencies/Contractors for providing Housekeeping Services as per the specifications indicated in Annexure 1.
2. The tender document may be downloaded through the GeM Portal on registering your firm at the GeM Portal of Government of India and can also be downloaded from <https://www.jncasr.ac.in/tenders>.
3. Agency should be registered with the appropriate Statutory Registration Authority.
4. Agency should have very good reputation in providing housekeeping services with at least **5 years** experience in providing similar services in Public Sector Companies/Banks/Government Organization/Research Organization/ Reputed Private Companies.
5. Agency should be registered with concerned Tax authorities, as the case may be.
6. Agency should have be registered with appropriate authorities under Employees Provident Fund Act and Employees State Insurance Act etc,
7. Agency should have own Bank Account, operational continuously for the last three years. A Certificate from the Bank to be enclosed.
8. Agency should have a minimum annual turnover of Rupees Eight Crore per annum during the last three years as specified in **Schedule A** and enclose a certificate from Auditor to this effect.
9. The Technical Bid should conform to the format as per **Annexure II** and supporting documents should be enclosed.
10. The commercial Bid should conform to the format as specified in **Annexure III** of the tender document.
11. Those bids with rates lower than the minimum wages prevailing at the time of submission of Commercial Bids will not be considered.
12. The rates quoted in the commercial bid should certain valid for a period of 90 days from the date of opening.
13. The bidders are required to submit copies of the documents along with Technical Bid as listed in Annexure II. The tender will be disqualified if any of the documents listed in Annexure II are not attached.

14. Conditional offers, the bids not meeting the minimum eligibility criteria. Technical Bid not meeting the requirements stipulated in the tender document are liable to be rejected.
15. There should not be any mismatch in the general information provided by the bidders in Technical Bid and Commercial Bid.
16. The Bidders will be prequalified based on number of Housekeeping Contracts executed/being engaged in reputed establishments for the last 5 years and the turnover of the company.
17. The bidders who are applying for this tender should have on its roll at least minimum of 400 employees **exclusively** in Housekeeping services, as on the date of bidding. **As a proof of the number of employees engaged, ESI, PF payment schedule copy may be enclosed.**
18. A certificate from the organizations where service is being/were provided should be obtained.
19. The bidder should not have any disputes or court cases pending / contemplated against the Centre. A self-certificate to this extent should be enclosed in the Technical Bid.
20. Copies of the Income Tax return for the last three years to be enclosed.
21. The tenders should quote for Consumables, Cleaning materials for the brand specified by the Centre.
22. Carrying out the works mentioned in **Annexure-I**, experienced persons have to be deployed.
23. Tenderers are required to quote for all the items against the quantities indicated in the two appendices i.e. **Appendix I** Consumables, **Appendix II** – Cleaning materials.
24. The Agency is liable to pay the monthly wages on or before 7th of succeeding month to the personnel deployed.
25. The Agency should have a registered office in Bengaluru.
26. Bidder should have minimum of 3 well established clients in Karnataka having at least 50 personnel in single campus / work place and the bidder should submit a certificate.

I. Selection Process:

1. A Technical Committee duly constituted by the President, JNCASR will evaluate all the technical bids.
2. Technical Bids will be evaluated by a Committee. The technical evaluation will include checking the financial turnover, registration certificate, legal, statutory, taxation and other associated compliance of existing contracts. The Committee would also evaluate the performance of the agency with the existing clients, which may include obtaining references and /or visiting the work site and ascertaining the quality of the service provided and manpower deployed by them.
3. Commercial bids of only technically qualified bidders, meeting all the requisite criteria shall be opened on a specified date & place to be notified later.
4. The Centre reserves the right to grade the bidders based on the technical capabilities and professional approach.
5. Based on the requirement and or decision of the Centre, the bidders may be requested to give a technical presentation (in PPT as well) on the parameters to be informed later. The technical details presented by the bidders will carry additional weight age points.

II. About EMD and Security Deposit:

1. The Earnest Money Deposit (EMD) (refundable without interest) should be paid through the GeM Portal at the time of submission of tender, which will be forfeited if the bidder rescinds from the offer.
2. **a)** The Centre may accept bids without EMD from those bidders who are registered with the Central Purchase Organization, National Small Industries Corporation (NSIC)/Micro, Small and Medium Enterprises (MSME). To claim the exemption, the bidder must provide relevant certificates. Exemption will not be granted in case the bidder is acting as an agent for some other vendor.
b) The EMD in respect of the agencies which qualify for the Technical Bid and do not **qualify** for opening the Commercial Bid shall be returned without any interest.
c) If the tenderer does not meet any of the requirements as per tender specifications, the EMD will be returned without any interest.

3. The selected agency shall have to deposit in a nationalized bank/any other banks approved by RBI a Security Deposit equivalent to 10% of the annual contract value, within 15 days of the receipt of the formal contract award letter and produce the proof. The Security Deposit should be in the form of Bank Guarantee.
4. On satisfactory completion of the Contract period of one year or on premature termination of the contract, the Security Deposit (form of Bank Guarantee) collected from the Service Provider will be discharged after 60 days of the expiry of the Contract without any interest, after deducting dues, if any. In case, the services are extended, the validity of Bank Guarantee shall be extended accordingly.

TERMS AND CONDITIONS OF THE CONTRACT

I. About the Contract:

1. The contract is for the duration specified in Schedule A. The performance will be reviewed annually, and the term of the contract may be extended for further period.
2. If the agency fails to deploy manpower against the initial requirement within the stipulated time from date of commencement of the contract as per the contract award letter, the EMD shall stand forfeited without giving any notice and the contract will be terminated.
3. The contract may be terminated before the contract period owing to deficiency in service or substandard quality of service. JNCASR reserves the right to terminate the contract at any time after giving two months' notice.
4. The Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of JNCASR.
5. The Agency will be bound by the details furnished to JNCASR while submitting the bid or at subsequent stage. In case, any documents/information furnished by the agency is found to be false at any stage, it would be deemed to be a breach of the terms of contract, leading to legal action, besides termination of contract.
6. Payment of bills will be made to the agency on a monthly basis as per actual services. The agency has to submit invoices/bills along with certified attendance sheet, ESI/EPF paid challans in the first week of the subsequent month for the services rendered in the preceding month.
7. For all intents and purposes, the agency shall be the "Employer" within the meaning of different Labour Legislations in respect of personnel so employed and deployed at JNCASR, for contractual services.
8. **The agency will be required to pay minimum wages as prescribed under the Minimum Wages Act of Central Government.** The bidder will maintain proper records as required under the Law / Acts. The agency should cover its staff under ESI, PF and other mandatory statutory benefits.

9. The agency shall also be liable for depositing all taxes, levies, Cess etc. on account of this contract and remit the income tax to concerned Authorities from time to time as per existing rules and regulations.
10. The agency shall not deploy persons of age below 18 years and above 60years.
11. The agency shall maintain all statutory registers under the applicable Law and shall produce the same on demand to the concerned authority of JNCASR or any other authority under law from time to time.
12. The Income Tax shall be deducted at source as per the provisions of the Income Tax Act, as amended from time to time and a certificate to this effect shall be provided to the agency by JNCASR.
13. In case, the service provider fails to comply with any statutory / taxation liability under appropriate law, and as a result of which JNCASR is put to any loss / obligation, monetary or otherwise, JNCASR will be entitled to get itself compensated. Such amount shall be adjusted from the outstanding bills or the Security Deposit of the Agency, to the extent of the loss or obligation.
14. The agency will indemnify JNCASR for all legal, financial, statutory, taxation, and associated liabilities incurred during the contract period.
15. In case of breach of any terms and conditions of the contract, the Security Deposit of the agency will be liable to be forfeited besides annulment of the contract.
16. In addition to the weekly off, the housekeeping personnel deployed at the Centre is eligible for 10 paid holidays - Sankranthi, Republic Day (Jan 26), Ugadi, Independence Day (Aug 15), Muharram, Vijayadhashami, Gandhi Jayanthi (Oct 02), Kannada Rajyotsava (Nov 1), Deepavali and Christmas (Dec 25).
17. In case any person of the agency is involved in unlawful act/theft/damage the agency shall compensate for all such losses/damage.
18. The agency shall ensure good behavior, conduct, application and discharge of duty of personnel engaged. The personnel of the Agency shall perform their duties effectively and diligently in accordance with the general procedure laid down by the Centre from time to time.

19. If the successful agency merges with any other similar organization after award of the contract, such merger legal document should be submitted for the Centre's approval for noting the change in the management.
20. JNCASR reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the President of JNCASR, in this regard shall be final and binding on all.

II. Manpower:

1. It is the prerogative of the JNCASR to retain any or all existing Housekeeping personnel to continue on the rolls of the new agency. It is binding on the agency to retain those personnel at JNCASR and provide replacement for the rejected personnel.
2. The Agency shall provide uniforms to all personnel deployed by them along with Overcoat, Footwear etc.
3. In case, the person deployed by the Agency commit any act of misconduct/indiscipline/ incompetence / security breach, the agency will be held for appropriate disciplinary action against such persons, including their evictions from the campus, immediately after being brought to the notice, failing which it would be presumed to a breach of contract which lead to automatic cancellation of contract.
4. The agency shall provide photo ID cards to all the personnel deployed containing personal information such as name, address, date of birth, age, blood group and identification mark, contact details and references etc.
5. The agency shall ensure proper conduct of the persons deployed in the Centre premises, and enforce prohibition of consumption of alcoholic drinks, chewing of tobacco, smoking etc.
6. The agency shall immediately provide a substitute in the event of any person not being available for work for more than one day. **The delay by the agency in providing a substitute beyond two working days shall attract liquidated damages @ Rs.500 per day (per case) besides deduction in payment on pro-rata basis and payment will not be made for absentees.**

7. The Centre will have no liability for feasibility i.r.o transportation, food, medical or any other requirement of the personnel deployed by the Agency.
8. The Agency shall replace/remove any of their personnel from duty considered undesirable by the Centre.
9. The working hours may vary, and the manpower should be ready to work as per the requirement of the Center. The manpower may also be called upon to work as per the requirement of the Center. The manpower may also be called upon to perform duties on Sundays and other gazette holidays, if required, by providing compensatory off. No extra wages will be paid to the contractor for attending the office on such holidays.
10. The agency shall be solely responsible for the redressal of grievances / resolution of disputes relating to person deployed. JNCASR, shall in no way, be responsible for settlement of such issues whatsoever. JNCASR shall not be responsible for any damages, losses, FINANCIAL or other injury claims to any person deployed by the service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.
11. The personnel deployed by the agency for the contract **shall not be** entitled for pay, perks and other facilities which may be admissible to casual, ad-hoc regular employees of JNCASR, during the contract period or after expiry of the contract. In case of termination of the contract, the persons so deployed by the contractor shall not be entitled for any claim for absorption either to a regular / temporary position at JNCASR.
12. The agency shall furnish the following documents in respect of each personnel deployed at JNCASR, before the commencement of contract :
 - (I) List of personnel identified/selected by agency for deployment at JNCASR, with Biodata i.e. Date of birth, age, qualification, address etc.
 - (II) Certificate of verification of antecedents of persons either by the Agency/ local police authority.
13. The agency shall designate/deploy a field officer who would regularly interact with officers of the Centre, for better co-ordination, services and utilization of optimal manpower deployment.
14. **The Centre will specify a minimum percentage of administrative charges for providing Housekeeping services. The minimum prescribed percentage will be kept in a sealed cover and will be opened just before the opening of the commercial bids. The commercial quotes below the prescribed minimum administrative charges will be declared as disqualified and their commercial bid will be rejected.**

III. Termination of the Contract:-

1. The contract may be terminated.

i) On the expiry of the contract period, without any notice;

OR

ii) On giving two months' notice at any time during the period of Contract, in case the services rendered by the Agency are found not satisfactory and in conformity with the terms and conditions of the contract.

OR

iii) On Agency being declared insolvent by the competent Court of Law without any notice;

OR

vi) In case the Agency desires not to continue the contract subject to the terms and conditions that the Agency has agreed upon, the agency shall give minimum **two months' notice**. If the Agency does not give the requisite notice as mentioned before, then one month's bill amount shall be forfeited and Bank Guarantee shall be invoked.

2. During the notice period for termination of the contract, in any situation arising as stated above, the Agency shall continue to provide services as before till the expiry of the notice period or till such extended period as the decision of the Administrative Officer of the Centre is final and binding.

3. In the event or exigencies arising due to the death, infirmity, insolvency of the Contractor or for any other reason or circumstances, liabilities thereof the contract shall be borne by the following:

i) Legal heirs, in case of sole proprietor

ii) Next partners, in the case of company of firm

4. No party shall be allowed to be represented by the lawyer during any investigation/ enquiry, dispute or appeal.

5. In the event of any dispute or breach of terms and conditions of the Contract the same shall be referred to the arbitration by the President.

6. The Courts at Bengaluru only shall have the jurisdiction for the purpose of this agreement.

Annexure-I

Job Description

I. Definition of work

- a) **Sweeping and mopping:** Office/Labs/Rooms / corridors / staircase, Library, Dining Hall, Students Residences, Visiting student Hostel, Dhanvantari, floor area, corridors, thoroughfares, lobby, reception, work bay areas, wash area, common room, reading rooms, guest rooms, pathways, open driveways, security area, pavements, staircases, passages, laboratories, faculty rooms, conference hall, lecture Halls, class rooms, student Rooms, Presidents Office in IISC, Presidents House in Jakkur (Sahayadri campus), Auditorium, Residential Area, Guest House, Ladies and Faculty Lounge, exhibition areas, Substation and DG room

- b) **Cleaning/Dusting:** Toilets, handrails, doors, mirrors, vents, Windowsills, window glass/ panes, furniture-tables, chairs, side racks, computers, printers, fans, all types of electronic item, cupboards, sofas, wood paneling, terrace cleaning, cleaning the porch and landscape area in the immediate periphery of the building and utility rooms etc.

- c) **Other related jobs:** sanitation of dusting and trash receptacles, polishing of brass items, scrubbing of tiled areas, segregation of wastes, picking up the dry leaves, paper waste, plastic waste etc., in the periphery, perfumes to be sprayed during meeting, conference rooms, cleaning cobwebs, relocating of materials/equipment with in JNCASR campus, cleaning water blockages in outlet pipes, windows nets to be washed, cleaning of over-head tanks and sumps, any other work assigned from time to time.

II. Cleaning Schedule and other Details:

a) Daily service (twice):

- Cleaning and refreshing of the toilets – including disinfectant treatment of toilets seats and bowl, water closets and wash basins.
- Emptying the dustbins.

b) Daily service (once):

- Sweeping and mopping with environmentally friendly chemicals using cleaning equipments.
- Dusting and wipe cleaning of the furniture-tables, chairs, side racks, printers, cupboards, sofas, wood pan cling etc, in common utility area
- Computer should be wiped with soft cloth every day. Periodically the computers should be wiped cleaned with wet cloth and mild detergent ONLY when the Computers are switched off mode. This may be done in consultation with the Staff deployed in the areas. However after ensuring that the power to computer is switched-off.
- The surroundings should be cleaned by removing unwanted shrubs, fallen leaves, waste paper
- Cleaning and sanitation of dustbins and trash receptacles
- Segregating of wastes
- Picking up the dry leaves, paper waste, plastic waste etc., in the periphery
- Cleaning the porch and landscape area in the immediate periphery of the building and utility rooms

c) Weekly services:

- Surrounding and roof tops to be cleaned
- UPS room in basement
- Cleaning of doors and mirrors
- Scrub clean all the vents and windowsills
- Scrubbing of tiled items
- Cleaning of Cobwebs
- Terrace cleaning
- Windows nets to be washed

- **Electrical fitting & fixtures:** The electrical fitting and fixtures like tube light fitting, fans switched boards should be cleaned with wet cloth and mild detergents and while cleaning proper care has to be taken to switch off all conducted switches.
- **Cleaning of Glass doors / windows:** Glass door and Windows to be cleaned with appropriate chemicals meant for cleaning glass. There should not be any scratch on the glass and should be neat and sparkling. The cleaning of the glass should be done by using glass cleaning squeezer.

d) As and when required:

- Students rooms to be cleaned as and when requested
 - Toilets, Toilet fitting, glazed tiles / floors to be cleaned meticulously and kept spic and span. Urinal cakes & naphthalene balls should be put every Monday and walls to be cleaned with soap and special perfumed phenyl.
 - Perfumes to be sprayed in meeting/conferences rooms whenever the event is scheduled
 - Relocating of materials/equipments within JNCASR campus
 - Clearing water blockages in outlet pipes
 - Any other work assigned from time to time
 - Cleaning of sumps has to be done in a hygienic way and not just adding chemicals. The walls and floor of the sumps should be swabbed manually with brush. Overhead tanks to be brushed from inside.
- e) Support to Pest and rodent control services.
- f) The Vendor should implement good monitory mechanism.
- g) Toilet check list: To be attached on the back of all toilet doors. This need to be filled by the contractor's supervisory staff.

Area to be covered under the contract (in sq. mtrs)

Sl. No.	Name of The Building	Area in sq.mtrs
01	Admin(lecture hall, library and S & P block	2,850
02	TSU, Faculty and Prof. Offices, EOBU	2,320
03	Pauling building, MBGU(II & III) Biology Extn	3,315
04	HIV lab	230
05	Animal facility and extension block	1,360
06	D G set pump room	150
07	AMRL Block, Conferences	2,340
07	New NCU Unit	350
09	College building	920
10	Nano Science Building	1,166
11	Engineering Mechanics Unit	1,552
12	Seminar Hall at Academic Block(Kanada)	1,047
13	Kitchen and Dining Block(Canteen)	864
14	ICMS block	4,532
15	I House	2,118
16	Hall of Science	750
17	CPMU	1,386
18	CCMS	2,708
19	New Auditorium Block	1,185
20	Biocon	2,250
21	Chemistry Exposition	783
	Total	34,176

Sl. No.	Name of The Building	Area in sq.mtrs
	At Hostel Block area	
01	Service Block, Godown, Pumproom, Dhanvantri	235
02	Creech	60
03	Dining Block-II(Next to Facility Quarters)	400
04	Students Residence and Extension Block I	2,630
05	Students Residence Phase II (Dining Block)	3,020
06	Students Residence Phase III (Post Doc)	1,714
07	Students Residence Phase II (Basketball court)	2,836
	Total	10,895

Sl. No	Name of the Building	Area in Sq.Mtr
	Building at Sahyadri Campus	
1	President's Residence	473
2	Visiting Students Hostel	2,664
3	Postdoctoral Hostel	1,112
	Total	4,249

Sl. No	Name of the Building	Area in Sq.Mtr
	Building at IISC	
1	President's Office and Guest Rooms	1,100
2	Jawahar Visitors House	2,575
	Total	3,675

Sl. No.	Particulars	Area in Sq.mtr
1	Building at Main Campus	34,176
2	Building at Hostel area	10,895
3	Building at Sahyadri Campus	4,249
4	Building at IISC	3,675
	Total	52,995

Floor Area- 85% of 52,995= 45,045.75 sq mtrs

Annexure-II

TECHNICAL BID

1. Name of Tendering Company/Firm/Vendor: _____
(Attach certificate of registration)

2. Name of proprietor/Director: _____
of the Company/Firm/Vendor

3. Full Address of Reg. Office with Regn. No. _____

4. Telephone No: _____

5. Fax. No: _____

6. E-mail Address: _____

7. Full address of Bengaluru office _____
a) Telephone No: _____
b) E-mail Address: _____

8. PAN/TIN No. (Attached Attested Copy): _____

9. Labour Regn. No. (Attached Attested Copy): _____

10. GST Regn. No. (Attached Attested Copy): _____

11. E.P.F. Regn. No. (Attached Attested Copy): _____

12. E.S.I. Regn No. (Attached Attested Copy): _____

13. Details like number of housekeeping persons presently on rolls deployed in different Organizations/firms/companies etc., be furnished along with name of the categories of Workers, number of years of experience for each category of workers and copies of up-to date ESI, PF remittance statement.

Name of the organization/firms/companies	No. of Housekeeping persons	Categories of workers	Number of years of experiences

14. Financial turnover of the tendering Company/Firm/Vendor for the last 3 financial years: **(Enclose Auditors report)**

Financial Year	Amount (Rs. In Lakhs)	Remarks, If any
2020-21		
2021-22		
2022-23		

15. Total number of manpower (only in housekeeping) as on the day of filling tender: _____

16. Give details of at least 3 major **Housekeeping Contracts** handled by the tendering Company/Firm/Vendor on behalf of PSUs/Research Organization/Government Organizations during the last three years in the following format.

Sl. No	Details of client along with details of contact person, name/address and telephone	Contract Amount (Rs. In Lakhs)	Duration of Contract		No of Personnel deployed
			From	To	
1					
2					
3					

- Note: a) It is mandatory to obtain a certificate from the organizations/ Clients where presently housekeeping service is being provided.
b) If the space provided is insufficient, a separate sheet may be attached

17. Solvency certificate issued by Bankers: _____

18. Details of Earnest Money Deposit: _____

19. Additional information, if any: _____

Note:

The bidders are required to submit scanned copies of the documents wherever applicable. The tender will be disqualified if any of the required documents are not attached along with the Technical Bid.

Annexure III

COMMERCIAL BID

1. Name of the tendering Company/firm/Vendor:

2. Rates are to be quoted for one month in accordance with the prevailing rates of the Minimum Wages Act of the Central Government and other bye-laws applicable (inclusive of all statutory liabilities, taxes, levies, cess etc.) for the manpower.

Sl. No	Infrastructure Details							Grand Total
1	Manpower							
	Category & Experience in Housekeeping service	No. of persons to be deployed	Wages per person (for 26 days)	ESI per person	EPF per person	Total (per person) for 26 days	Sub Total (Total X no. of persons deployed)	
	Unskilled (0-5 yrs.)	60-65						
	Semiskilled (5-10 yrs.)	30-35						
	Skilled (Above 7 yrs.)	10-15						
	Highly Skilled (Above 10 yrs.)	03-05						
	Supervisor (Experience in supervisory capacity)	01						
	Total of Sl.No.01							
2	Consumables (Brand and Quantity -Appendix I)							
3	Cleaning Materials (Brand and Quantity – Appendix II)							
4	Monthly Service/ Administrative Charges (to be quoted in percentage based on Sl. No.1)							
	Total of Sl. No 1 to 4 above							
Date:								
Place: Signature of the Tenderer								

Note:

1. The tenderers should undertake that the rates quoted for items 2 to 4 will remain constant for a period of one year. However, it will be reviewed by the Committee considering reasonable raise if any.
2. Tender will be evaluated after taking into account all the components i.e., 1 to 4 and lowest bidder will be called for negotiation.
3. Tenderer should quote the minimum wages as per the Minimum Wages Act of Central Government norms.
4. **The Centre will specify a minimum percentage of administrative charges for providing Housekeeping services. The minimum prescribed percentage will be kept in a sealed cover and will be opened just before the opening of the commercial bids. The commercial quotes below the prescribed minimum administrative charges will be disqualified and their commercial bid will be rejected.**
5. In the event of one or more Agency quoting same prescribed minimum percentage of Administrative charges, then the Committee will select an agency having better technical/professional knowledge. The decision of the President JNCASR in this regard is final and binding.

CERTIFICATE OF ETHICAL PRACTICES

- I. I / We assure the Centre that neither I / We nor any of my / our workers will do any act/s, which are improper/Illegal during the execution of the contract awarded to us.

- II. Neither I / We nor anybody on my / our behalf will indulge in any corrupt activities /practices in my / our dealing with the Centre.

- III. I / We will have no conflict of interest in any of our works/contracts at the Centre.

SIGNATURE OF THE TENDERER

DATE :

PLACE :

Appendix I

I. CONSUMABLES

Description	Brand	Approximate Quantity per month	Rates (to be quoted by the tenderer)
a) Cleaning chemicals:			
Multi purpose floor cleaner	Diversey/Taski/ Schevaran	315 ltrs	
Rest Room cleaner		210 ltrs	
Glass cleaner		26 ltrs	
Toilet bowl cleaner		53ltrs	
b) Toiletries & others:			
Hand wash	Diversey Taski	21 ltrs	
Naphthalene Balls	Fortune Refresh	4 Kg	
Air Freshener	Fine life	11 No's (50gm each)	
Urinal Cakes	Zermisol	263 No's (80gm each)	
Mosquito repellent	Hit	8 No's (625 ml each)	
Brass polish	Brasso	5 tins(90 ml)	
Room Freshener	Air Wick	4 tins(250 ml each)	
Total			

Note:

The items mentioned above (under a & b) are indicative quantity for rates comparison only. The exact quantity may vary based on Centre's requirement from time to time.

Appendix II

II. CLEANING MATERIALS

Sl. No	Description	Brand	Approximate Quantity per month	Rates (to be Indicated by the tenderer)
1	Bombay brooms	Gala-No dust broom	53	
2	Coconut brooms	Aro	53	
3	Flat Brush	Gala	16	
4	Cotton Cloth	Fair line/Aro		
	Glass cloth(45 cm)		53	
	Check towel(45 cm)		53	
	Kitchen Check cloth(63 cm)		105	
	Mop cloth (40x40cm)		105	
	Yellow Cloth(90cm)		26	
5	Toilex roundy with container	Gala	5	
6	Toilean	Gala	5	
7	Toilet Double hockey	Gala	5	
8	Scrubber Pads with handy	Gala	105	
9	Plastic Bucket * (13 ltr capacity)	Tarrington House Frosty	53	
10	Plastic Bucket * (18 ltr capacity)		53	
11	Plastic mug* (1 ltr capacity)		105	
12	<u>Dry & Wet Moping Stick</u>	Gala	21	
	a. Dry-Dust control mop			
	b. Wet- Cotton mop	Scotch Brite n	53	

13	Plastic Floor Wiper	Gala	11	
14	Cobweb Stick with brooms	Tarrington House Frosty	2	
15	Road Mop	Gala	5	
16	Dust Bin (Medium)*	Tarrington House Forsty	53	
17	Dust Pan *	Gala	53	
18	Dustbin covers (20x26 inchs)	Aro	53	
19	Floor Squeeze with stick	Scotch Brite	11	
20	Spary Gun (Aqua sprayer)	Tarrington House Frosty	5(500ml capacity)	
21	Glass Cleaning squeezer	Scotch Brite	5	
22	Scotch Brite	Scotch Brite	105 (7.5x10cm)	
23	Sponge	Aro	10 (9x6x3cm)	
24	Garbage Bags	Aro	105 (30x50inchs)	
			Total	

Note:

- 1. The items mentioned above are indicative for rate comparison only. The exact quantity may vary based on Centre's requirement.**
- 2. * Actual quantity may vary according to requirement.**

ANNEXURE IV

Check-List

Particulars	Compliance (YES/NO)
Earnest Money Deposited	
Proof of FINANCIAL turn-over for previous years enclosed	
Copy of Registration Certificate with Labour Department enclosed	
Copy of PAN Card enclosed	
Copy of IT return filed for the last Financial Year enclosed	
Copies of EPF and ESI registration Certificate enclosed	
Copy of GST Registration Certificate enclosed	
Number of housekeeping persons presently on roll along with copies of up-to-date ESI, EPF remittance statements are enclosed	
Clientele list (reputed organizations only) (List of 5 locations where deployment of personnel minimum of 50 and above numbers. Provided details including e-mails of contact person(s) and certificate from the organizations obtained) are enclosed.	
Solvency Certificate issued by Bankers enclosed	