

**Tender No. JNC/AO/R.906-1/2024**

**Dated: July, 2024**

**JAWAHARLAL NEHRU CENTRE FOR ADVANCED SCIENTIFIC RESEARCH**

**Jakkur Post, Bengaluru- 560 064**



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

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**Administrative Officer  
JNCASR, Bengaluru**

A handwritten signature in blue ink, likely of the Administrative Officer, is placed below the printed name.

### **CONTENTS OF TENDER DOCUMENTS**

<b>Sl. No</b>	<b>Description of Contents</b>	<b>Page Number</b>
1.	Introduction	3
2.	Schedule-A	4-5
3.	Important Instruction	6-7
4.	Selection Process/EMD and Security Deposit	8-9
5.	Terms and Conditions of the Contract	10-14
6.	Annexure 1- Job Description	15-17
7.	Area to be covered under the contract	18-19
8.	Annexure II- TECHNICAL BID	20-21
9.	Annexure III – COMMERCIAL BID	22-23
10.	Certificate of Ethical Practices	24
11.	Annexure IV – Check List	25



## 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 tenders after opening or late tenders are liable to be **rejected**.



### **Schedule of events**

#### **Schedule A**

Tender No:	JNC/AO/R.906-1/2024 dated July, 2024
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.
<b><u>Important Dates:</u></b>	
Tender queries	Up to (only by email to <b><u>tender@jncasr.ac.in</u></b> )
Pre-bid meeting	14/08/2024 @ 11:00 am
Last date for receipt of tender	26/08/2024 @ 4:00 pm
Opening of Technical Bid	26/08/2024 @ 4:30 pm
Opening of Commercial Bid	Will be intimated later to the technically qualified bidders.
Contract Commencement Date:	Within one month from the date of issues 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.



*To be filled*



Security Deposit (only for the successful bidder)	The successful bidder should deposit 5% of the annual contract value in the form of Bank Guarantee obtained from any Nationalized bank which should have validity for the contract period
Annual Turn-over of the Bidding Vendor	<b>Minimum of Rs. 6,00,00,000 (Six crores) per annum for the last three financial years.</b>
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 Bangalore based 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 in Karnataka**

4. Agency should have very good reputation in providing Housekeeping & allied 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 **only** with appropriate authorities **of Karnataka State** under Employees Provident Fund Act and Employees State Insurance Act etc,
6. Agency should have own Bank Account, operational continuously for the last **five** years. A Certificate from the Bank to be enclosed.
7. Agency should have a minimum annual turnover of Rupees **Six Crore per annum** during the last three years as specified in **Schedule A** and enclose a certificate from Auditor to this effect.
8. The Technical Bid should conform to the format as per **Annexure II** and supporting documents should be enclosed.
9. The commercial Bid should conform to the format as specified in **Annexure III** of the tender document.
10. Those bids with rates lower than the minimum wages prevailing at the time of submission of Commercial Bids **will not be considered/Rejected**.
11. The rates quoted in the commercial bid should be valid for a period of 90 days from the date of opening.
12. 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.

13. 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.
14. There should not be any mismatch in the general information provided by the bidders in the Technical Bid and Commercial Bid.
15. **Bidder should have minimum of 3 well established clients in Karnataka having at least 50 personnel in single campus/workplace and the bidder should submit work order/proof.**
16. **The bidders who are applying for this tender should have on its roll at least a minimum of 300 employees exclusively in housekeeping services, as on the date of bidding., ESI/PF payment schedule copy may be enclosed as proof.**
17. **It is mandatory for bidders to visit the Jakkur campus of the Centre, to verify/inspect the area before submitting their bids. The bidder must obtain an inspection certificate, duly attested by the Security Office of the Centre for having visited/inspected the Centre and attach this Certificate with their bid.**
18. The Bidders who meet the specified minimum qualifying criteria shall be prequalified further based **on an evaluation/assessment of the number of Housekeeping Contracts executed/being engaged in reputable establishments for the last 5 years and the turnover of the company.**
19. **The bidders will be disqualified if they have made misleading/false representations in the forms, record of poor performance such as foreclosure of contract, litigation history, or financial failures etc.**
20. A Certificate from the organizations where service is being/were provided should be obtained.
21. 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.
22. Copies of the Income Tax return for the last three years to be enclosed.
23. For carrying out the works mentioned in **Annexure-I**, experienced persons have to be deployed.
24. The bidder is liable to pay the monthly wages on or before 7<sup>th</sup> of succeeding month to the personnel deployed.
25. The bidder should have an established/registered office in Bengaluru.





## **I. Selection Process:**

1. A Technical Committee duly constituted by the President, JNCASR will evaluate all the technical bids.
2. 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 for 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 their technical capabilities and professional approach.
5. Based on the requirement and/or decision of the Centre, the bidders may be requested to give a short technical presentation (in PPT as well) on the parameters to be informed of later. The technical details presented by the bidders will carry additional weightage 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 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 be providing 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 bidder 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 any personal of age below 22 years and above 45 years and should not be continued beyond 60 years**
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 any 10 paid holidays (declared) in a calendar year.**
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 responsible 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.200/- 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 (24X7 or on all days in a week) as per the requirement of the Centre. The manpower may also be called upon to work as per the requirement of the Centre. 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 the 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/may 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.





**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 (Sahyadri campus), Auditorium, Residential Area, Guest House, Ladies and Faculty Lounge, exhibition areas, Substation, DG room, Chamundi campus (Chokkanahalli) and Arkavathy campus (Shivanapura).
- 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 in all campuses.



## **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 :**

- 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 monitoring 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)**

<b>Sl. No.</b>	<b>Name of The Building</b>
01	Admin (lecture hall, library and S & P block)
02	TSU, Faculty and Prof. Offices, EOBU
03	Pauling building, MBGU (II & III) Biology Extn
04	HIV lab
05	Animal facility and extension block
06	D G set pump room
07	AMRL Block, Conferences
07	New NCU Unit
09	College building
10	Nano Science Building
11	Engineering Mechanics Unit
12	Seminar Hall at Academic Block (Kanada)
13	Kitchen and Dining Block (Canteen)
14	ICMS block
15	I House
16	Hall of Science
17	CPMU
18	CCMS
19	New Auditorium Block
20	Biocon
21	Chemistry Exposition


<b>Sl. No.</b>	<b>Name of The Building</b>
	<b>At Hostel Block area</b>
01	Service Block, Godown, Pumphoom, Dhanvantri
02	Creech
03	Dining Block-II (Next to Facility Quarters)
04	Students Residence and Extension Block I
05	Students Residence Phase II (Dining Block)
06	Students Residence Phase III (Post Doc)
07	Students Residence Phase II (Basket ball court)



Sl. No	Name of the Building
	<b>Building at Sahyadri Campus</b>
1	President's Residence
2	Visiting Students Hostel
3	Postdoctoral Hostel
	<b>Total</b>

Sl. No	Name of the Building
	<b>Building at IISC</b>
1	President's Office and Guest Rooms
2	Jawahar Visitors House

	<b>Consolidated areas</b>
Sl. No.	Particulars
1	Buildings at Main Campus
2	Buildings at Hostel area
3	Buildings at Sahyadri Campus
4	Buildings at IISC
5	Buildings at Chamundi Campus, Chokkanahalli
6	Buildings at Arkavathy Campus, Shivanapura




**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. 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		



14. Total number of manpower (only in housekeeping)  
as on the day of filling tender: \_\_\_\_\_

15. Give details of at least 3 major **Housekeeping Contracts** ( having 50 or more staff) 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					
4					
5					

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

16. Solvency certificate issued by Bankers: \_\_\_\_\_

17. Details of Earnest Money Deposit: \_\_\_\_\_

18. 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 per person per month in accordance with the prevailing rates of the Minimum Wages Act of the Government Of India and other bye-laws applicable (inclusive of all statutory liabilities, taxes, levies, cess etc.) for the manpower.

Sl.No.	Particulars	Highly skilled (Rs.)	Skilled (Rs.)	Semi-Skilled (Rs.)	Un-Skilled (Rs.)
	<b>No. of persons* deployed under each category at present (*subject to changes)</b>	<b>4</b>	<b>8</b>	<b>28</b>	<b>60</b>
01	Wages (Basic +VDA) ( <b>Per Person</b> ) 26 X27 days				
02	P F @				
03	E S I @				
04	Cost of Uniform	<b>150</b>	<b>150</b>	<b>150</b>	<b>150</b>
05	Total				
06	Monthly Service/ Administrative Charges ( <b>to be quoted only in percentage for Sl. No.1</b> )				
07	<b>GRAND TOTAL</b>				

**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 :

**ANNEXURE IV****Check-List**

<b>Particulars</b>	<b>Compliance (YES/NO)</b>
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	



