

# राष्ट्रीय प्रतिरक्षाविज्ञान संस्थान

जैव प्रौद्योगिकी विभाग, विज्ञान और प्रौद्योगिकी मंत्रालय, भारत सरकार का स्वायत्त अनुसंधान संस्थान

अरुणा आसफ अली मार्ग, नई दिल्ली-110067

## **NATIONAL INSTITUTE OF IMMUNOLOGY**

An Autonomous Research Institute of the Department of Biotechnology, Ministry of Science and Technology,  
Government of India

Aruna Asaf Ali Marg, New Delhi-110067

(Ph. No. 011-26171121-45 & 26717010-19)

# **TENDER DOCUMENT FOR House Keeping services At NII, New Delhi**

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NII/EE/Civil/232/NIT/17-18/32

Dated: 26-09-2017

### **NOTICE INVITING TENDER**

Sealed tenders are invited in two parts, (I -Technical Bid and II - Price Bid) on behalf of the Director, NII for the work “**House Keeping services at NII, New Delhi**” from experienced, financially sound & specialized agencies/firms in the field of providing House Keeping services, fulfilling the pre- qualification criteria, scope of work and General Terms & Conditions. Tender document is available on the Institute’s website [www.nii.res.in](http://www.nii.res.in) and **CPPP**.

**Executive Engineer, NII**

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### Notice Inviting Tender

Sealed tenders are hereby invited in two parts, (I –Technical Bid and II - Price Bid) on behalf of the Director, NATIONAL INSTITUTE OF IMMUNOLOGY, Aruna Asaf Ali Marg, JNU Campus, New Delhi-110067 for the work “**House Keeping services at NII, New Delhi**” from experienced, financially sound & specialized agencies/firms in the field of providing House Keeping services, fulfilling the pre- qualification criteria, scope of work and General Terms & Conditions. Tender document is available on the Institute’s website [www.nii.res.in](http://www.nii.res.in) & [CPPP](http://CPPP).

#### **Name of Work :- House Keeping services at NII, New Delhi**

- 1- **Estimated Cost** : - **Rs. 80,24,028/-**
- 2- **Earnest Money** : - Rs. 2, 00,000/-  
(Exemption on EMD as per GOI rules/norms.)
- 3- **Last Date of downloading of tender** : - 16-10-2017
- 4- **Last date of receipt of tender** : - 17-10-2017 up to 3:00 PM  
(Both Technical & Price Bids)
- 5- **Date of opening of tender** : 17-10-2017 at 3:30 PM  
(Technical Bid only)
- 6- **Cost of tender document** : - Rs. 1,000/-

(Non-refundable & Exemption on Tender fee as per GOI rules/norms.)

Note- Any change /corrigendum/extension of opening date in respect of this tender will be issued through this institute’s website only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.

#### 7- **Prequalification criteria:** (in the format at Annexure-II)

- (a) Agency/firm should have at least 07 years experience in the respective field. Agency/Firm should submit supporting documents i.e. completion certificate, work order etc along with the contact details of issuing authority in this regard.

(b) Agency/Firm should submit documentary evidence in respect of the following:-

- I. Self Attested copy of PAN card.
- II. Self Attested copy of GST registration number.
- III. Self Attested copy of EPF Registration.
- IV. Self Attested copy of ESI Registration.
- V. Self attested copy of the balance sheet / profit and loss account for the last three assessment financial year i.e. 2014-15, 2015-16, 2016-17.
- VI. Documentary proof for annual turnover for the last three assessment financial year i.e 2014-15, 2015-16, 2016-17 should not be less than Rs. 50 lakhs (each year).

VII. Agency/Firm shall submit Solvency Certificate from Nationalized /Scheduled bank of minimum of Rs 32.10 lakhs favouring Director, NII

VIII. Experience for having provided similar housekeeping services in Govt. Deptt./ PSU/Autonomous Institutions during the last seven years of at least one work valuing not less than Rs 64.19 lakhs or two works of each valuing not less than Rs 40.12 lakhs or three works of each valuing not less than Rs 32.10 lakhs. Self attested copies as documentary proof for having executed above works with relevant satisfactory job completion certificates issued by concerned competent authority along with the award of work/ schedule of work are required to be submitted. Work may be inspected (at the risk & cost of participating agency)

IX. (a) The Agency/Firm should have competent personnel stationed in the office in Delhi/NCR. The office in Delhi must also be stocking spares/materials for providing prompt services during contract period. A proof to this effect must be furnished

(b) Agency/Firm should have at least one running contract in Delhi/NCR. A proof to this effect must be furnished. Also a copy of minimum wages, PF&ESI charges paying/paid to the workers may be attached along with their respective PF/ESI no etc.

X- An affidavit in a e-stamp paper of Rs. 50/- (duly notarized) to the effect that the Agency/Firm undertakes that :

(i) The documents submitted by the agency/firm are genuine and undisputable and in the event of it coming to notice at a later date that the documents are not genuine, agency/firm shall be liable for criminal action and such compensation payable to NII as may be decided by the Institute.

(ii) The agency/firm will not withdraw his/their Tender after opening of Technical Bid and if done so; his/their EMD may be forfeited.

(iii) The agency/firm will not sublet or subcontract the work (if awarded to them) and if done so; the penalty shall be payable by him/them to NII as may be decided by the Institute.

(iv) The agency/firm has not been blacklisted during last three years by any of the Govt. Deptts./Govt. Institutions etc.

(v) If the bidder is also a Partner/Proprietor/Director in other agency/firm and also authorized to operate their bank account, furnish full details as indicated below:-

<b>S.No</b>	<b>Name of Agency/Firm</b>	<b>Status of Bidder in the agency/firm</b>	<b>Name of Bank and account number in which bidder is authorized to operate it</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>

XI- Total number of persons engaged by the Bidder/agency/firm etc should be more than 100 persons.

XII- **ISO 9001-2008/2015 QMS Certification etc.**

XIII- **Valid Labour Licence.**

**Copy of all documents of pre-qualification criteria and as asked for in the tender may please be attached with the Technical Bid ONLY. In case of short fall of any documents/cost of tender/EMD, their tender will summarily be rejected and no queries will be entertained in this regards. Decision of the NII authority shall be final in this regard.**

**The offer shall remain open for at least 120 days from the date of opening of Price Bids. The cost of tender (if down loaded from web site) and Earnest Money shall be accepted only in the form of Demand Draft/Pay order drawn in favour of the “Director, NII” & payable at New Delhi, failing which the bid will summarily be rejected.**

**Executive Engineer, NII**

## GENERAL TERMS AND CONDITIONS

### **Name of Work: - House keeping services at NII, New Delhi**

1. The work shall be carried out strictly in accordance with scope of work as given in the tender document and as directed by concerned - in - charge.
2. The tenderers may visit/examine the site and it's surrounding on any working day between **2:00 PM to 4:00 PM** by prior appointment with the officer-in-charge to assess the accessibility and assess the scope of works before submitting their offer. No visit/claim later on shall be entertained. The bidders shall arrange & maintain at his own cost all materials, T&P, security (for their man/materials), storage for material and facilities for worker for executing the work. A certificate for the site inspection should be duly signed by Engg-in-charge as per Annexure-II.
3. The cost of tender document is **Rs. 1,000/- (Rupees one thousand only)**, which is non refundable & Exemption on Tender fee as per GOI rules/norms. Tender document may be down loaded from the web site [www.nii.res.in](http://www.nii.res.in) and the above mentioned cost of the tender document will have to be paid through a separate Demand-Draft/ Pay order drawn in favour of "Director, NII" payable at New Delhi along with the Technical Bid, failing which the bid will summarily be rejected.
4. Earnest Money Deposit (EMD) of **Rs. 2, 00,000/-(Rupees Two lakh only)** has to be enclosed along with the Technical Bid (Part-I). The EMD shall be only in the form of Demand Draft/ Pay order drawn in favour of "Director, NII", payable at New Delhi, along with the Technical Bid, failing which the bid will summarily be rejected. **No Cheque / Cash shall be accepted as EMD.** Exemption on EMD as per GOI rules/norms.
5. The agency shall attach self attested copy of PAN card.
6. The agency shall attach self attested copy of GST registration.
7. Duly sealed tenders shall be dropped in the tender box placed at the reception counter of the Main Institute building. **Technical Bid MUST** contain one Xerox copy of the unfilled bid document duly signed and stamped on each page as a token of acceptance of all terms and conditions /clauses of the tender enquiry.
8. The conditional bids shall not be considered under any circumstances and rejected without any notice or assigning any reasons therefore.
9. All bids shall be the property of NII and bidders will lay no claim whatsoever on the same.
10. **Director, NII reserves the right to reject any or all the tenders in full or in part without assigning any reasons whatsoever, and the decision of the Institute in this regard will be binding on all the bidders. Tenderers not complying with any of the provisions stated in this tender document are liable to be rejected. Director, NII reserves the right to accept or reject any tender without assigning any reason and does not bind him/herself to accept the lowest tender.**
11. No advance payment shall be allowed.
12. No T & P shall be provided by the Institute.
13. Income tax shall be deducted from the monthly bill of the Agency/Firm as per Govt. of India rules.
14. (i) Successful bidder shall deposit an amount equal to 5% of the tendered and accepted value of the work as performance guarantee within 15 days of issue of letter of acceptance (In the form of Bank Guarantee / FDR / DD in favour of Director, NII). **The performance guarantee shall be valid for a period of one year beyond the date of completion.**  
(ii) Security shall be deducted @ 5 % of monthly bill value and total amount of security & performance guarantee shall be released after expiry of the defect liability period of one year effective from date of completion.

- 15- Earnest money deposited by the successful tenderer shall be converted in to security deposit & is adjustable against the actual amount to be deducted under clause 14 (ii) above.
- 16- Suitable safety measures may be taken by the Agency/Firm at their own for cleaning the outer surfaces etc and nothing extra shall be paid in this regard.
- 17- No escalation in any form of material shall be payable by the Institute.
- 18- In case the successful bidder resiles from the offer within the validity of tender, the earnest money will be forfeited. Similarly if successful bidder fails to commence the work within 10 days after issue of award letter, the amount of earnest money will also be forfeited.
- 19- Any violation of NIT's conditions and instruction/agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period and in such case the amount of earnest money will be forfeited.
- 20- Director, NII reserves the right to terminate the contract without any reference or any notice period on account of poor workmanship, non-compliance of set norms/specifications for the works, delay in progress of work, violation of any contract provisions by Agency, failure to start the work at NII, within 10 days from date of issue of Letter of Intent (L.O.I). In such cases, Agency is liable to pay Liquidated Damages @ 5% of tendered value besides forfeiture of security deposit/EMD.
- 21- Decision of Director, NII with regard to interpretation of the terms and conditions and the Agreement shall be final and binding on the Agency/Firm.
- 22- The Agency/Firm shall be solely responsible for any accident/medical/health related liability/compensation for the personnel deployed by it at NII. The NII shall have no liability in this regard.
- 23- The personnel provided by the agency will not claim to become the employees of NII and there will be no Employee and Employer relationship between the personnel engaged by Agency/Firm and NII.
- 24- Agency/Firm should take extra precaution to ensure that there is absolutely no damage to the facility/laboratories/equipments/surrounding structure/existing system etc. If any damage made by agency, it will be got repaired/replaced/rectified by Agency/Firm itself at no extra cost.
- 25- Close liaison shall be maintained with the officer-in-charge concerned for smooth and efficient performance of duties of the house keeping personnel. It is expected that services to be rendered by the contacting agency would be of a very satisfactory nature and any deficiency noticed by the Institute shall be attended immediately by the Agency.
- 26- The agency should ensure that disposal of routine as well as medical/clinical waste to proper place within the campus.
- 27- If in the opinion of the Institute, the Agency/Firm engages inadequate number of employees or does not execute the work in a satisfactory manner or not in accordance with the terms and conditions of the contract, the Institute may resort to immediate termination of the contact and get the work done through a third party contractor without any written notice to the Agency, the cost of which shall be recovered from the Agency's monthly bill.
- 28- Workers of the agency shall be appointed by the agency and shall be under the direct and exclusive control and supervision of the agency and the agency will ensure that all reasonable directions and instructions given by NII in regard to the performance of the services required under the contract are fully complied with by the agency and their workers. **Penalty shall be imposed if performance of the agency during the particular month is not satisfactory and a penalty deduction of Rs 2000/- per day would be levied by the Institute in each occasion. This amount will be deducted from the monthly Agency's bill**

- 29- In the event any increase in GST in future applicable under this contract, the Institute shall bear the same.
- 30- The Agency/Firm shall provide the leave reliever in the absence of a worker to be deployed for maintaining proper house keeping services failing which a penalty equal to the rates of current minimum wage of an unskilled worker per day per person shall be imposed and recovered from the bills of the Agency.
- 31- The agency shall have the exclusive right to terminate the services of any of the staff appointed and deployed by the agency at the premises of NII for providing the services required under this agreement and to substitute any other person/workers engaged, by the agency for work at the premise of NII subject to provisions of Labour Law, provided, however, that the NII shall also be at liberty to proper reason or persons appointed by the agency for work therein and to appoint substitutes in place of person or persons so removed.
- 32- Contract can be terminated by either party by giving three calendar month's notice in writing to the other party. Upon termination of this contract, Agency shall remove all material and personnel of the agency from the premises of NII with prior permission of the Institute.
- 33- **Any revision in the minimum wages as notified by the Govt. of NCT of Delhi will be applicable and same will be payable by the Institute.**
- 34- Agency/Firm shall make payment of wages ( through bank credit/ A/c Payee cheque) every month to their workers deployed at the premises of the Institute at rates not below the prevalent minimum wages fixed by the Government of NCT of Delhi and copy of bank statement shall be submitted by Agency with its next month's bill, regularly every month to the Institute.
- 35- This contract will be valid for a period of one year from the date of award of the contract unless otherwise terminated. However, contract may be renewed on mutual consent after a period of one year of satisfactory performance of the contract.
- 36- **Agency/Firm quoting non feasible & non workable rates against material charges, the price bid will be rejected automatically.**
- 37- **Agency/Firm quoting NIL charges or less than the monthly wages of a skilled worker against Contractor's Profit/Service charge, the price bid will be rejected automatically.**
- 38- Successful bidder shall submit copy of police verification of each & every worker deployed at site. Nothing extra shall be paid in this regard.
- 39- Successful bidder shall arrange proper uniform (as approved) for their workers deployed at site. Nothing extra shall be paid in this regard.
- 40- The canvassing in any form in respect of this tender is strictly prohibited and will result in summarily rejection of tender of such bidders.
- 41- Agency/Firm has to give an undertaking that they are not blacklisted during last three years by any user department.
- 42- Agency/Firm shall ensure compliance of all statutory laws & bye laws of the central govt./ state govt./Municipal authorities related to the employment of their staff and all obligations under Minimum Wage Act, Workman Compensation Act, Provident Fund &



Miscellaneous Provision Act, Bonus Act & Contract Labour Act 1970 etc. and NII will not be responsible for such purposes in anyway.

- 43- The decision of the tender committee/technical evaluation committee shall be final with regard to technical bids.
- 44- If it is found that any false information is furnished by the bidder in the tender document or any attempt is made to scuttle this tendering process by any manner, then the EMD of that tenderer may be forfeited.
- 45- If it is found that the bidders have indulged in any unfair means like creating a cartel or conniving in a manner so as to avoid fair competitive bidding or vitiate the bidding process by any other means, the bidding process is liable to be cancelled & the bidders shall be black listed by the Institute leading them to be debarred from participating in all future tenders. **Unfair means which may lead to cancellation of bid/black listing.**
- 46- Any claim, dispute or difference arising out of or in connection with this agreement and which cannot be settled by mutual consultations, shall be referred to sole Arbitration or an Arbitrator to be appointed by Director, NII. The award of the Arbitrator shall be final and binding between the parties as per the terms and condition of the Agreement to be executed on award of contract. The Arbitrator proceeding shall be governed by the Arbitration and Conciliation Ordinance dated 26<sup>th</sup> March, 1996 and shall be conducted in Delhi

The agreement drawn shall be subjected to the jurisdiction of the courts at Delhi.

**Executive Engineer, NII**

## **GENERAL CONDITIONS FOR SUBMISSION OF TENDER**

### **1.0 Submission of Tender:**

Tenders should be submitted in sealed envelopes in two parts separately, i.e. "Technical Bid" (Part-I) and "Price bid" (Part-II). Both the parts should be further sealed in an envelope super-scribing name of work, due date for opening, bidders name & address. The tender duly filled in should be sent to above mentioned address either by post or hand delivered in the tender box kept in the area of reception, NII will not be responsible for tenders lost in postal transit or otherwise. Any clarifications / amendments / corrigendum etc., to NIT before last date of submission of bid will be available on our website [www.nii.res.in](http://www.nii.res.in) & **CPPP**. Bidders are therefore advised to keep visiting our website. (It should not be handed over to any employee of the NII). No tender shall be accepted later than the time schedule specified above. Tender once submitted by bidder will remain with the NII and will not be returned to the bidder.

### **2.0 Technical Bid (Part-I) :**

In this bid, the bidder should submit his agency profile, organizational setup, credentials, list of plant, machinery & tools in his possession. The bidders are required to attach entire NIT (except the price bid part) duly signed & stamped as a token of acceptance of NIT conditions with this bid. NII reserves the right to visit the working site mentioned by bidders to find out the quality of services rendered. The following documents are essentially to be submitted by bidder with Technical Bid for qualifying.

- 1- **Earnest Money Deposit of Rs. 2,00,000/- (Rupees Two lakhs only).** Exemption on EMD as per GOI rules/norms.
  - 1) Each page of NIT & other tender documents should be duly signed & stamped by the bidder.
  - 2) All document as asked in the prequalification criteria. Cost of tender document Rs. **1,000/- (Rupees One thousand only)** shall be paid through demand draft/ pay order. No cheque/cash shall be accepted towards cost of tender documents downloaded from website. Exemption on Tender fee as per GOI rules/norms.
  - 3) The Agency/firm should submit updated RTGS details (i.e. agency/firm's name, account number, name of bank and IFSC code etc) on their letter head and copy of cancelled cheque.

### **3.0 Price Bid (Part-II):**

In this bid, the bidder is required to quote item rates/prices for "**House keeping services at NII, New Delhi**" in the schedule of work attached. The scope of work are provided for your reference. The bidders should quote unconditional rates, neatly written without any overwriting and duly signed & stamped in all pages.

### **4.0 Earnest Money :**

An earnest money of **Rs. 2,00,000/- (Rupees Two lakhs only)** has to be enclosed along with the Technical Bid (Part-I). The EMD shall be only in the form of Bank Draft/Pay Order drawn in favour of "Director, NII", payable at New Delhi. No Cheque / Cash shall be accepted as EMD. EMD of technically disqualified bidders will be returned within 15 days from the date of evaluation of the Technical Bids. The refund of EMD to the lowest 4<sup>th</sup> bidders onwards shall be made within 15 days from the date of opening of price bid. The refund of EMD of the 2<sup>nd</sup> & 3<sup>rd</sup> lowest bidders shall be made after award of work and site mobilization by the successful bidder. The EMD of the

successful bidder (L1) shall be held back as security deposit. No interest will be payable while returning the EMD to the agency.

**5.0 Validity of Tender:**

**Tender shall be valid for our acceptance without any change in rates and NIT conditions for a period of 120 days from the date of opening of financial Bid.**

**Executive Engineer, NII**

## **Declaration by the Tenderer**

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Encls:

1. DD/Pay Order No.....
2. Terms & conditions (**each page must be signed and stamped with the seal**)
3. Financial Bid.

(Signature of Tenderer with seal)

Name:

Address:

Date:

Phone No:

**NOTE: Submission of all the documents mentioned above along with declaration, is mandatory. Non submission of any of the documents above will render the bid to be rejected.**

**CERTIFICATE FOR SITE INSPECTION**

Certified that we have visited the site on..... and assessed the nature and amount of work involved before submitting our offer. We will be able to provide the services to suit the site conditions.

**OFFICER-IN-CHARGE,  
NII**

**BIDDER**

**(NAME):**

**(SIGNATURE)**

**(SEAL):**

## **LIST OF BUILDINGS WITHIN THE CAMPUS**

- **Main Institute Building & wings with eight common toilets.**
- **Cafeteria with one common toilet.**
- **Auditorium with two common toilets.**
- **Old and New Animal House with seven common toilets.**
- **Primate Building with two common toilets.**
- **NMR Building with one toilet**
- **Maintenance Block with two common toilets.**
- **New Guest House with two common toilets.**
- **Hostel Buildings with three common toilets.**
- **Open areas around residences A,F,B,G,I,J,K,L,M,H-Block, Neem Tree House and Director's residence.**
- **Pump House**
- **Sewage Treatment Plant**
- **Swimming Pool**
- **Community Facility**
- **DG Room**
- **Sub station**

**SCOPE OF WORK (Services to be rendered by the agency):**

1. During the continuance of the contract, the agency/firm will take over the responsibility for providing house keeping services, material lifting and civil maintenance services in the premises of the Institute including all roads, courtyards/periphery of the building, all laboratories, animal houses, offices, hostel, guest houses, sewage sumps and common facilities etc. in the campus.
2. The agency will provide a minimum of 1 supervisor and 29 workers (**including one sewer man**) for attending to the daily housekeeping services at the premises of the Institute. On Sundays and holidays, the agency/firm shall provide necessary manpower. Details as below

• <b>Director's Residence</b>	01 No
• <b>Hostels</b>	02 No
• <b>New Guest House</b>	01 No
• <b>Old SAF</b>	01 No
• <b>New SAF</b>	01 No
• <b>PRC</b>	02 No
• <b>Roads &amp; Common area (staircases, pathway etc.)</b>	01 No

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**Total 09 Nos**

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3. The detail of scope of work for various activities related to housekeeping is as under:

**(A) Schedule of House Keeping services from Monday to Friday**

- (i) Cleaning, sweeping mopping and wiping of floors, staircase on daily basis including Saturday or as required by the Officer-in-charge. Cleaning activity shall start in the morning at 8:00 AM so as to complete all the dusting/cleaning/ moping work before office timings.
- (ii) Continuous moping to be done at reception floor and other floor during office hours.
- (iii) Mopping & scrubbing of corridors **Laboratories** and scrubbing of pillars, wall tiles & skirting etc.
- (iv) Cleaning and dusting of entire furniture, partitions, wooden/aluminium cabin walls, railing, doors, windows, plain glass (both side), curtains/blinds, racks, sofas, computers, telephones, curtains, wall mounted fans etc. with dry/wet cloth, feather brush and duster.

- (v) Cleaning of corridors, staircase and common area with phenyl in the morning and with plain water continuously.
- (vi) Cleaning of general toilets with phenyl and detergent etc and maintain the toilets floors dry during office hours. Cleaning of windows and window sill of all toilets to be done regularly. Wash basin, urinals, WC are to be cleaned with suitable detergent. Naphthalene balls, air purifier and liquid soap and paper rolls are to be provided by Agency regularly to ensure continuous availability of these materials in requisite place/container.
- (vii) Cleaning of duct and shaft spaces, garbage, and removal and putting them at the specified location.
- (viii) Maintenance of roads and common areas outside the building and within NII campus.
- (ix) **Cleaning of sewer manholes, sewage sump, screening chambers including sewer lines as and when required basis.**
- (x) Filling of approved oil based liquid in liquid soap dispensers of various types as and when required.
- (xi) Replacement of approved batteries/cells in automatic urinal sensors as and when required basis.
- (xii) Cleaning of terraces of all buildings within the campus as and when required.
- (xiii) Cleaning of sewer manholes and clearing of waste/soil line of kitchen and toilets as and when required basis in respect of 20 nos staff quarters of NII situated at Dwarka sector-2 pocket-2 New Delhi. Transportation charges will be paid by the Agency at their own as and when required basis. Nothing extra will be paid by the Institute in this account.

**(B) Schedule of House Keeping services on Saturdays/Holidays**

- (i) Acid cleaning of sanitaryware without damaging their shine, scrubbing and cleaning of floors and walls in toilets/rooms, corridors with soap, detergents, kerosene/petrol or any other chemical, automatic mopper/scrubbing machine to be use at least once in a week.
- (ii) Washing & scrubbing of staircases;
- (iii) Dusting of false ceiling etc. with soft broom and cloth;
- (iv) Cleaning of sofa sets with soap water/ vacuum cleaners;
- (v) Cleaning of brass letters by brasso (polish);
- (vi) Curtains/ blinds cleaning with vacuum cleaner;
- (vii) Tiles cleaning with thinner;
- (viii) Almirahs, filing cabinets, doors cleaning with vim etc.
- (ix) Marble floor polishing;
- (x) Cleaning of carpets in rooms by vacuum cleaners without damaging the carpet.

**4. During the currency of this contract, the agency shall provide manpower as under:**



- (i) A total number of 29 workers (un-skilled) **including one sewer man and one helper to assist Institute's mason**, to be deployed daily at different positions of the campus of the Institute as per requirement of work load with mutual consultation;
  - (ii) 1 Supervisor (01 Skilled) daily – for effective supervision of work;
  - (iii) 9 workers (un- skilled) on Sundays and Holidays for rendering essential services at premises.
  - (iv) The agency/firm will keep an account of daily attendance of their workers as per the provisions contained under Labour Laws deployed for duty at the premises of the Institute and submit a copy of this attendance sheet ( duly certified by security- in- charge) along with his monthly bill for claiming contract charges.
5. a) **Minimum quantity of materials as per list (Sr. No.1 to 25) shall be supplied by the agency in each month for the House keeping Services at NII, However additional quantity as and when required for the House keeping Services at NII will be supplied by the agency without any extra cost:**

1. Oil based liquid soap 5Ltrs Cane- 5Nos.
2. Odonil Cubes 50 gm – 30 Nos.
3. Lint- free mops- 48 Nos.
4. Lint- free duster- 24 Nos.
5. Colin Spray 5 Ltrs- 1Cane
6. Dettol/Savlon 225 ml- 4Nos
7. Room freshener- 6 Nos.
8. Harpic 5Ltrs- 2 Cane
9. Red Harpic for tiles cleaning- 5 Ltrs- 1 Cane
10. S.S brushes- 06 Nos.
11. Conventional wet mop-2 Nos.
12. Rubber wiper- 6 Nos.
13. White phenyl 5Ltrs- 10 Can
14. Naphthalene balls 400gm - 2 Pkts.
15. Hard brooms- 12 Nos
16. Soft brooms- 24Nos
17. Broom(b)-3 Nos.
18. Teepol- 5 Ltrs- 8 Cane
19. Cleaning clothes/ Old Dhoti- 12 Nos
20. Toilet Roll- 50 Nos.
21. Scrubbing Pad-12 Nos
22. Acid- 5 Ltrs- 2 Cane
23. Duracell Batteries/Cells-8 Nos.
24. Polish materials- 1 Kg.
25. Pressure Pump (Bucsh) - 6Nos.

**b) Agency/firm shall provide onsite equipment at start of the contract & maintain during the entire contract period for Housekeeping Services at NII (without any extra cost) as listed below:**

- a. **Vacuum Cleaners -1 No**
- b. **Long assembly for cleaning cob web-4 Nos.**
- c. **Floor scrubbing Machines- 1No**
- d. **Long ladders (folding type) for cleaning the building -1 No**
- e. **Aluminium small folding ladders -1 No**
- f. **Safety Belts- 4 Nos.**
- g. **Garbage tub-8 Nos.**
- h. **Bucket- 12 Nos.**

**6. Cleaning Agents/Materials to be used:**

- i) Detergent (colin spray) for cleaning of glass panes/ laminated surfaces;
- ii) White phenyl for floor cleaning (other than in laboratory area);
- iii) Liquid soap for cleaning of doors/windows;
- iv) Stain remover (Harpic) for cleaning of urinal/commodoes/wash Basin etc.
- v) Dry lint free cloth for cleaning of glass pans & doors and office furniture;
- vi) Liquid detergent (Teepol) for cleaning of plumbing items such as water taps/G.I pipes etc.
- vii) Naphthalene ball/cakes for urinal pots;
- viii) Disinfectants to be used as per schedule for cleaning of floors in Laboratories;
- ix) Cleaning of Animal rooms and Animal House shall be done as per directions of In-charge Animal Facility;
- x) A hourly/daily chart of the cleaning work undertaken at the common toilets shall be exhibited at the rear side of the toilet door and shall have the initials of the house keeper and the supervisor in it as a mark of having completion of the hourly/daily cleaning operations.
- xi) Cobwebs, honey combs etc, if found or reported any where shall be removed immediately

**HOUSE KEEPING SERVICES  
AT NII, NEW DELHI**

**PREQUALIFICATION/TECHNICAL BID**

**1. Agency/Firm**

(i)

**Name** \_\_\_\_\_

(ii) **Type** \_\_\_\_\_

(iii) **Regd. Address** \_\_\_\_\_

\_\_\_\_\_

(iv) **Contact Person's**

a) **Name & Designation** \_\_\_\_\_

b) **Tel No. Landline** \_\_\_\_\_ **Mobile No** \_\_\_\_\_

c) **Email ID** \_\_\_\_\_

**1. PAN No** \_\_\_\_\_

(Please enclose photocopy)

**3. GST No.** \_\_\_\_\_

(Please enclose photocopy)

**5. EPF Registration No.** \_\_\_\_\_

(Please enclose photocopy)

**6. ESI Registration No.** \_\_\_\_\_

(Please enclose photocopy)

**7. Annual Turnover for the last 3 years assessment year:**

(Should be more than Rs 50 lakh each year)

(Please enclose copies of audited balance sheet and P & L A/c )

2016-17 \_\_\_\_\_

2015-16 \_\_\_\_\_

2014-15 \_\_\_\_\_

**8. Experience of similar work in the field during the last Seven years**

Should have provided housekeeping services in PSU/Govt. Deptt. With at least one work valuing not less than Rs 64.19 lakhs or two works of each valuing not less than Rs 40.12 lakhs or three works of each valuing not less than Rs 32.10 lakhs) Please submit documentary evidence e.g. work order and corresponding satisfactory job completion certificates from competent authority specifying value and period of work order etc.

**9. No. of Manpower on roll with the agency** \_\_\_\_\_

(Please submit documentary evidence)

**10. Mode of payment to workers** \_\_\_\_\_

(Should be through cheque/bank transfer only)

**11. ISO 9001-2008/2015 QMS Certification etc.** \_\_\_\_\_

**with active validity.**

(Please submit documentary evidence)

**12. Earnest Money Details**

**Amount: - Rs 200000/-**

**D.D No./Pay Order No :-**

**Date :-**

**Bank :-**

**13. Tender Fee**

**Amount :- Rs 1,000/-**

**D.D No. /Pay Order No :-**

**Date :-**

**Bank :-**

**Signatures of authorised signatory of the bidder**

**Name** \_\_\_\_\_

**Designation** \_\_\_\_\_

**Seal:**

**Annexure-III**

**LIST OF MINIMUM MANPOWER TO BE DEPLOYED BY THE AGENCY FOR  
HOUSE KEEPING SERVICES AT NII, NEW DELHI:**

<b>Sl. No</b>	<b>Category</b>	<b>No of Manpower</b>	<b>Wages Per month</b>	<b>EPF on full wages</b>	<b>ESI on Full Wages</b>	<b>Total Wages Per month</b>
1	Supervisor (Skilled)	01	16468	1973	782	19223
2	Worker (Unskilled)	29 (including one sewer man)	393936	51803	18712	464451
3	For Sunday / Holiday ( <u>Wages for 45 Man days per Month for un-skilled worker</u> )					23490
	ESI on 45 mandays wages					1116
<b>Total</b>						<b>508280.00</b>
<b>Total In Words : Five Lacs Eight Thousand Two Hundred Eighty Only.</b>						

(C/o to Annexure-IV)

**Note: Annexure- IIIrd would be the part of Financial Bid.**

**Signatures of authorised signatory of agency**

Name \_\_\_\_\_

Designation \_\_\_\_\_

Seal:

Annexure-IV

**HOUSE KEEPING SERVICES**

**AT NII, NEW DELHI**

**FINANCIAL BID**

<b>Sl.No</b>	<b>Detail of Scope of work</b>	<b>Amount (Rs.) Per Month</b>
1	<b>Man power wages</b> as per Details / Quoted in <b><u>Annexure-III</u></b>	<b>508280.00</b>
2	<b><u>Service charge or profit</u></b> ( Not to be quoted in % and should not be less than the Monthly wages of the Skilled worker as prescribed by Govt. of NCT, Delhi)	
3	Sub Total-1	
4	<b>GST on Sub Total-1</b>	
5	<b>Sub Total-2(3+4)</b>	
6	<b><u>Material charge inclusive GST</u></b> (detailed under <b>Item -6 of Scope of work</b> )	
5	<b>Any other charges</b> (Please specify, if any)	
<b>Grand Total (5+6+7)</b>		
In word ( <b>Rupees</b> _____ )		

All the terms and conditions as detailed out in the Tender Document are acceptable to us and certify that the above quoted rates complies with minimum wage act and statutory provisions & rules as applicable.

**Signatures of authorized person of bidder**

**Executive Engineer  
NII**

**Name** \_\_\_\_\_

**Designation** \_\_\_\_\_

**Seal**