

# HOMI BHABHA CENTRE FOR SCIENCE EDUCATION

Public Tender No.: HBCSE/PUB02/2022

**Name of the Work: Annual Contract for Providing Housekeeping & Caretaking Services for Main Building, NIUS, Olympiad facilities & Two Hostel Building at Homi Bhabha Centre for Science Education, HBCSE-TIFR, Mankhurd, Mumbai-400088.**

The Homi Bhabha Centre for Science Education (HBCSE) of the Tata Institute of Fundamental Research Mumbai is a National Centre of HBCSE-TIFR, Mumbai which is under the Department of Atomic Energy, Government of India invites sealed bids in two parts, **Part- I: Techno-Commercial Bid & Part- II:**

Description of Work	Bid Security (EMD)
<b>Annual Maintenance Contract for Housekeeping &amp; Caretaking services</b> at Homi Bhabha Centre for Science Education, V. N. Purav Road, Mankhurd, Mumbai – 400088, Maharashtra, India  Estimated Cost: ~ <b>Rs. 60.00</b> Lakhs per year (inclusive of GST).  Type of Tender: Two Bid	Bid Security Declaration as per our format (Form G) to be submitted on company's letter head.

**DURATION OF THE CONTRACT:**

Initially for one year. It can be extended further for 2 years, one year at a time, subject to satisfactory performance and with no increase in the Service Charges.

**Price Bid** for the following:

<b>Downloading of Tender</b>	<b>From: February 04, 2022 To : February 25, 2022</b>
<b>Submission of Tender</b>	<b>From : February 11, 2022, 17:00 hrs. To : February 26, 2022, 17:30 hrs.</b>
<b>Opening of Technical Bid (Part I). (If sufficient bids are received).</b>	<b>On : February 28, 2022 at 15.00 hrs.</b>

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Sealed tenders are invited (in 2 Part system) by the Head Administration & Finance Officer at the above officers for 'Annual Contract for Providing Housekeeping & Catering Services for Main Building, NIUS, Olympiad facilities & Two Hostel Building at HBCSE-TIFR, Mankhurd, Mumbai. The details of the tender including the scope of work, technical specification etc is given in this tender document. All the prospective bidders are requested to go the tender document before submitting their bids.

Tender No.	: HBCSE-TIFR/PUB02/2022
Name of Work/Service	: Annual Contract for Providing & Caretaking Services for Main Building, NIUS, Olympiad facilities & Two Hostel Building at HBCS-TIFR, Mankhurd, Mumbai.
Estimated Cost	: Rs. 60 Lacs
Location of Supply/Work/Services	: HBCSE-TIFR, Mankhurd, Mumbai-400088
Online download of Tender	: From 11.02.2022 to 26.02.2022 upto 15:00 hrs (Tender documents can be downloaded from HBCSE website: <a href="http://www.hbcse.tifr.res.in">www.hbcse.tifr.res.in</a> )
Earnest Money Deposit	: The bidder has to submit the "Bid Securing Declaration" as per the attached format. The declaration also should be submitted on the company letter head duly signed by Officer authorized to submit the bid.
Notification of amendments	: If the technical specification requires any modification, suitable amendment to this tender document will be issued and the same will form part of the tender document. Prospective bidders are advised to regularly visit the HBCSR web site or the CPP portal. Corrigendum/amendments etc., if any, will be notified on the HBCSE website/ CPP portal and no separated advertisement will be made for this.
Minimum Validity of bids	: 180 days from the date of technical bid Opening
Pre-bid Meeting	: Online pre-bid meeting with all the prospective bidders is schedule to <b>be held on February 11, 2022 at 11:00 hrs.</b> Interested bidders may send email to <a href="mailto:purchase@hbcse.tifr.res.in">purchase@hbcse.tifr.res.in</a> for joining the meeting on or before February 10, 2022 till 17:30 hrs. The details of the online meeting will be sent to the interested bidders by February 11, 2022, forenoon. <b>It is important for the vendor to attend the pre-bid meeting to understand the exact requirements.</b>
Submission of bids	: February 26, 2022, 17:30 hrs. ( BID DUE DATE)
Date of time of opening bids	: February 28, 2022 at 15:00 hrs. (Technical Bid Only)
Duration of Contract	: One year from the date of award of contract. However, the same may be further extended for two more years on the same terms and conditions.

**The tenders should be submitted in two sealed covers.**

The **First sealed cover - COVER I** should be superscribed “**Technical Bid**” and should contain Annexures duly accepted, signed by authorized signatory with seal. The cover shall also contain the mandatory documents mentioned.

The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of their bid.

The **Second sealed cover envelope – COVER-II** superscribed '**Price/Financial Bid**' should contain **Annexure- IV, as per the format given.**

The above mentioned two covers shall be sealed on the outside with seal bearing the logo/name of the company submitting the bid.

These two covers shall be again put into a single sealed cover superscribed “**Tender for Annual Contract for Providing Housekeeping & Caretaking Services at HBCSE Campus, Homi Bhabha Centre for Science Education, TIFR, V. N. Purav Marg, Mankhurd, Mumbai 400 088.** This should be addressed to **Head Administrative & Finance, HBCSE-TIFR, V. N. Purav Marg, Mankhurd, Mumbai 400 088.** and shall be sent by post/courier so as to reach before the prescribed time.

**COVER-I** of the tender will be opened on February 28, 2022 at 3.00 pm in the presence of attending tenderers. Opening of **COVER-II** (Price bid) will be intimated only to those tenderers who are qualified after evaluation of PART-I.

Only those Contractors, whose Technical proposals meet the mandatory criteria, shall be considered for financial evaluation. Thereafter, financial proposal shall be evaluated. The Financial lowest bidder shall be the first preferred contractor for the award of Work.

**Head, Administration & Finance**

**A) General Instructions:**

- 1.** The Prospective bidder shall carefully examine and understand the specifications/conditions of the tender document and seek clarifications in writing, if required, to ensure that they have understood all specifications/conditions of tender. These clarifications should be sought before submission of bids. If no such clarifications are sought in writing, it will be taken that the Bidder has read, understood and accepted all the terms, conditions and specifications in the tender document.
- 2.** The Bidder is required to send a copy of this tender document, with all pages signed by the authorized person, to confirm that Bidder has read and understood the conditions of this tender document and that the proposal is submitted in full understanding and agreement of the requirements of HBCSE-TIFR.
- 3.** The Bidder shall bear all costs associated with the preparation and submission of the Bid, and HBCSE-TIFR will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.
- 4.** HBCSE-TIFR reserves its rights to amend any of the terms and conditions of the tender document. All such changes can be made upto one week before the last date of submission of bid. The notice of such amendment will be published on HBCSE/CPMP website only. No separate advertisement will be issued in the newspapers for such changes / corrigenda. All the prospective bidders are therefore requested to regularly visit HBCSE/CPMP website for any such updates.
- 5.** The complete bid shall be as per the specified formats only. The bids should be without alteration or erasures, except those to accord with instructions issued by the HBCSE-TIFR or as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the person or persons signing the bid.
- 6.** The bidder shall submit only one option, which is best suitable to meet HBCSE-TIFR requirements. The bids submitted with more options shall be liable to be rejected.
- 7.** The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and HBCSE-TIFR, shall be in English only.
- 8.** Wherever a specific form is prescribed in the Bid document, the Bidder shall use the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form or additional sheets shall be used to convey the said information. For all other cases, the Bidder shall design a form to hold the required information.
- 9.** The Bidder shall explicitly indicate the non-compliance or deviation of the Solution offered in the Proposal to all the terms, clauses, conditions and specifications stipulated in this document. If non-compliance or deviation for any term, clause, condition or specification is not explicitly indicated, it will be construed as compliance and if successful in the bid, the bidder is obligated to comply with all the requirements (excluding those non compliances explicitly accepted by HBCSE-TIFR in writing) in too.
- 10.** Successful bidder shall perform all the obligations specified in accordance with the terms and conditions laid down in the tender document/RFP. All details provided by the Bidder should be specific to the requirements specified in this tender document/RFP. Detailed clarification may be provided by Bidder, if so desired by HBCSE-TIFR. The Bidder shall specify the responsibilities of HBCSE-TIFR, if any, separately for the successful implementation of the project.
- 11.** The Tenderer must read carefully all the terms, conditions and specifications before filling up the tender schedule and his financial bid. The Tenderer shall be bound by all terms, conditions and specifications as detailed in this tender document. The tenderers who are confident of executing the contract in time by employing the required resources, manpower and materials need only participate in this tender.

- 12.** In respect of the matters pertaining to this contract, tenderer shall not directly or indirectly bring or attempt to bring any political or outside influences or intervention through any association, union or organization. All disputes differences, clarifications etc. arising out of this contract will be represented by tenderer himself or by his legal representative at Mumbai only.
- 13.** The Tenderer shall be bound by all terms, conditions and specifications as detailed in this tender document.
- 14.** Conditional bids shall not be considered and will be rejected outright.
- 15.** If any firm quotes “Nil” charges / consideration, the bid shall be treated as unresponsive and will not be considered. Service charges should be adequate to meet statutory deductions towards TDS and such other levies laid by Government. In case of the quoted service charge is less than such statutory deductions, then the bid will be summarily rejected.
- 16.** It is implied that the tenderer has obtained all necessary information directly or indirectly affecting the contract such as legal stipulation, possible delays and hindrance or interference in executing the contract and has satisfied him/her before making the offer. Unexpected difficulties or expenses shall NOT be considered excuses for difficulties in performing the contract. The rate quoted should take all factors into consideration.
- 17.** The tenderer acknowledges that he/she assumes all risks contingent upon the nature of the contract to be actually encountered by him in executing the contract, even though such actual conditions may result in the tenderer performing more or less work than that originally anticipated.
- 18.** The tenderers who are confident of executing the contract in time by employing the required resources, manpower and materials should only participate in this tender offer.
- 19.** The tender schedule shall be read in conjunction with Specifications, General Instructions, Special Terms and Conditions, Conditions of Contract and Additional Conditions. The tenderer shall be deemed to have carefully examined all these documents. It is further understood and agreed that the tenderer by careful examination satisfied him with the terms and conditions of the tender document.
- 20.** The quantities indicated in tender may increase or decrease in each category depending on the future office requirement.
- 21.** Corrections, if any, in the technical bid of application must be counter signed by the person authorized to sign the tender bids.
- 22.** All entries in the Tender form should be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory.
- 23.** It is clearly understood that the bidders do not have any blood relationship with any employee working in HBCSE-TIFR or its center units.
- 24.** A formal contract shall be entered into with the successful tenderer. In this contract, the successful tenderer shall be defined as Contractor.
- 25.** In case the successful Tenderer declines the offer of Contract, for whatsoever reason(s), their EMD will be forfeited.

**26.** The successful tenderer will have to deposit a Performance Security Deposit/bank guarantee of value equal to 10% of contract value by way of Demand Draft from a nationalized bank. PBG format can be provided on request. The PBG should be valid for the entire duration of the contract plus two months claim period.

**27.** The successful Tenderer will have to deposit the Performance Security Deposit and commence the work within 20 days of acceptance of tender.

**28.** Each page of the Tender document should be signed and stamped by authorized representative of Tenderer in acceptance of the terms and conditions laid down by HBCSE-TIFR.

**29.** The competent authority of HBCSE-TIFR reserves the right to withdraw/relax any of the terms and conditions mentioned above in such a situation the tenderer shall be given sufficient time to take the changes into account.

**30.** The competent authority of HBCSE-TIFR reserves the right to reject all or any tender in whole, or in part, without assigning any reason thereof.

**31.** The contract shall be awarded to the lowest bidder whose bid is found to be responsive to the tender conditions. If the rates of different bidders are found same, preference would be given to the tenderer having the maximum turnover.

**32. DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATION:**

The prospective bidders should ensure that they fully meet the pre-qualification terms and conditions as stated in the tender document. All the relevant documents need to be enclosed along with the bids. Any bidder submitting bid without the relevant documents is liable to be rejected.

**PRE-QUALIFICATION CRITERIA:** The prospective bidders should meet the following pre-qualification criteria to be technically qualified and become eligible for opening of their price bids.

The bids not found responsive to the pre-qualification criteria will be technically disqualified from the tendering process.

All documentary evidence in support of the pre-qualification criteria should be attached along with the technical bid failing which the bid will be technically disqualified from the tendering process.

1. The Tenderer must have an average annual turnover of Rs. 60,00,000/- (Rupees Sixty lacs) and should be profit making during the last Financial three years 2018-19, 2019-2020 and 2020-21. Copies of the following documents should be submitted along with the Technical Bid.
  - a. Audited Balance Sheet of last three years i.e.2018-19, 2019-20 and 2020-21.
  - b. GST Registration certificate.
  - c. ESI & EPF Registration Certificate.
  - d. PAN Card
  - e. Income tax return of last three F.Y 2018-19, 2019-20 and 2020-21.
2. The Tenderer should have the Registered / Branch Office in Mumbai MMR region.
3. The Tenderer should be a company registered under the Companies Act, 2013
4. The Tenderer should possess valid ISO-9001 certification. Copy of certificate has to be attached with the Technical Bid.
5. Tenderer should provide copy of the License under Contract Labour (Regulation and Abolition) Act
6. Presently black listed or debarred firms are not eligible to participate in the tender.
7. The tenderer should have atleast;
  - a. One similar completed work contract of Rs. 48 lacs or more; OR
  - b. Two similar completed work contracts of Rs. 36 lacs or more; OR
  - c. Three similar completed work contracts of Rs. 24 lacs or more.

Similar Works means providing manpower/housekeeping services to reputed organization including Govt. & PSUs at least for the last five years. Further, at least one work in any of the above three categories must have been carried out in any Govt./Semi-Govt./PSUs organization in India. Certificates of satisfactory performance from these clients are also to be submitted along with tender.

8. Undertaking on Nom Judicial Stamp paper of Rs. 100/- duly notarized as appended at Annexure 'V' to be submitted.

All the documents pertaining to the above eligibility conditions needs to submitted along with the technical bid. The bids which are found to be not meeting with any or all the are conditions shall be declared technically disqualified and will not be eligible for opening of their financial bids.



**1. Number and Qualification of Manpower:**

The contractor should supply / provide 18 (EIGHTEEN UNSKILLED) and 1 (ONE SUPERVISORY) number of his own employees (the “contractor manpower” or “contractor staff”) with minimum qualification of Xth standard every day for carrying out housekeeping work as stated below and in Annexure “A” to this document.

Contractor has to appoint 1 person as a supervisor to whom complaints and instructions can be passed on by the Officer-in-charge, HBCSE.

2. The cleaning material/consumables for the housekeeping work shall be provided by the Institute.
3. The manpower supplied by the contractor shall come in clean uniforms, shoes & Contractor’s identity card. The contractor shall provide / deploy 19 of his employees in 2 shifts from 07.00 am to 3.00 pm., 3.00 pm to 11.00 pm. The Officer-In-charge, HBCSE may convey changes in the shift timings to the Contractor / Supervisor which shall then be implemented.
4. The Contractor should ensure the Health and safety measures of the employees. HBCSE-TIFR may, if required, also conduct health check-up of the staff deployed.
5. The Contractor must employ adult manpower only. Employment of child labour will lead to the termination of the contract. The Contractor shall engage only such of his employees, whose antecedents have been thoroughly verified, including character and police verification and other formalities. The Contractor shall be fully responsible for the conduct of their staff.
6. It shall be the Contractor’s responsibility to comply with all statutory provisions, rules and regulations. The Contractor shall at all times indemnify HBCSE-TIFR against all claims, proceedings, losses, expenses, damages or compensations that may arise due to an act or omission of the Contractor or his employees under or in relation to this tender / contract which is in contravention or inconsistent with the provisions of Payment of Wages Act, 1936; Minimum Wages Act, 1948; Employer’s Liability Act, 1938; the Workmen Compensation Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961; Shops and Establishment Act or any modification thereof or any other law relating thereto and rules made hereunder from time to time. HBCSE-TIFR shall not be responsible in this regard.
7. The bid / rates quoted shall remain valid for a period of one years as per the quoted rates from the date of commencement of the service. Initially the contract shall be awarded for a period of one year only, which may be subsequently renewed for second and third year subject to satisfactory performance, on the same terms and conditions.
8. HBCSE-TIFR, however, reserves the right to terminate the contract by serving one months’ notice, in writing. The Contract may also be terminated with mutual consent by giving one-month notice.
9. In case of breach of any terms and conditions attached to the contract, the Performance Security Deposit of the Contractor will be liable to be forfeited by HBCSE-TIFR besides annulment of the contract.
10. The contractor will arrange for and maintain at HBCSE-TIFR daily duty roster chart, other statutory and required registers etc. for use of the Contractor’s employees.
11. No. of manpower can be increased / decreased as per the requirement of the Institute on the same terms and conditions and at the rates quoted by the Contractor.
12. The bidders quoting abnormally low/high rates for contractor margin / other allowances are liable to be disqualified.
13. The contractor has to maintain 100% attendance per shift of duty by providing a substitute in place of absentee worker. The price quoted by the bidder will remain fixed for the entire period of the contract. No escalation on any account will be provided to the contractor during the period of the contract except on account for change in DA rates or Statutory levies by the government. The bidder should therefore consider all the factors into account while submitting their bids.

**14.**All housekeeping staff have to follow the advisories and instructions issued by HBCSE in view of the COVID19 pandemic by maintaining physical distance, wearing mask and sanitizing hands frequently. Contractor should ensure that housekeeping staff is fully vaccinated before joining HBCSE. He must submit the COVID-19 vaccination certificate of all housekeeping staff.

**15.Submission of Monthly bills:**

The contractor will be required to submit computerized bill (in triplicate) by the 10th of next month along with all the necessary enclosures as given below. Handwritten or typed bill will not be accepted by the HBCSE-TIFR. While submitting the monthly bill for housekeeping services following documents are to be enclosed with the bill: -

- a) Documents to show payment of wages by Contractor to the contractor manpower credited to their bank account or paid through cheque. The attendance sheet along with the personnel deployed duly verified by the team leader shall also be enclosed. Copies of signed salary sheet and pay slips should also be submitted.
- b) ESI/EPF/GST/Other statutory dues paid for the previous month (copy of challans to be enclosed) (along with copy of contribution submitted online in respect of ESI and EPF)
- c) Undertaking that all statutory laws including labour laws such as ESI Act, EPF Act, Minimum Wages Act (Central) is being complied with and that the payment is made as per the designated/described wages in Minimum wage schedule.
- d) The service provider must ensure that entitled wages of the workers are credited to their bank account on or before 7<sup>th</sup> of each month. Service provider will not be given any relaxation in this matter.
- e) The list of the workers engaged in the month of bill presented along with their designation. As GST has been implemented so the relevant required challan/return are to be given. The return has to be submitted quarterly or whenever asked by the office.
- f) All the above documents should be duly attested by the authorized signatory as mentioned in the tender documents.
- g) If the Contractor does not submit the bills along with supported required documents or fails to submit it on time, repeatedly on two or more occasions, then HBCSE-TIFR reserves the right to cancel the contract and black list the agency.

**16.Payment through supplementary bill:**

Orders of revision of DA to be submitted timely for making suitable amendment in the order. Payment of arrears on account of revision of DA will be made against submission of supplementary bill only. Submission of monthly bill as per the revised rates to be done only after receipt of amended order.

**17.Payment Procedure:**

Payment will be made in the succeeding month upon submission of the bill in triplicate. The payment will be made within 20 days of the submission of bill duly complete in all respect.

**18.Timely payment of wages to workers:**

Wages to the worker engaged under the contract should be credited in their respective account or through cheque. However the agency has to make payment to the workers on or before 7<sup>th</sup> of every month and payment of wages is not linked to the clearance of the bill by HBCSE-TIFR. If the agency does not make payment to its workers, through Bank/cheque is liable to be terminated and fresh tender will be called for.

**19.Penalty:**

Whenever and wherever it is found that any service is not up to the mark, it will be brought to the notice of the team leader / supervisory staff of the Contractor by HBCSE-TIFR and if no action is taken within ONE hour, liquidated damages per complaint shall be imposed. The decision of HBCSE-TIFR official in charge shall be final, in this regard.

**20.Manpower**

- a) Any misconduct / misbehavior on the part of the manpower deployed by the Contractor will not be tolerated. Upon receiving a complaint or the contractor coming to know of any misconduct / misbehavior, such person will have to be replaced by the Contractor at his own costs, risks and responsibilities immediately, with written intimation to HBCSE-TIFR.

- b) The Contractor should ensure to maintain adequate no. of manpower and also arrange a pool of stand-by worker. In case any worker absents himself from the duty, the reliever of equal status shall be provided by the Contractor from an existing pool of worker. If the deployed numbers of workers are less than the minimum required, a penalty per worker per day will be deducted from the bill.
- c) They shall, accordingly be dealt with and subject to the following conditions. The staff of the contractor should ensure that they do not smoke, chew tobacco, Gutkha and consume liquor inside the campus.
- d) The contractor shall arrange to issue identity card bearing photograph of its employee for entry and exit within the premises.

## **21.Verification/ Clarification:**

The Police verification/ character and antecedents of each personnel of the service provider will be got verified by the service provider before their deployment. It will be the responsibility of service provider. The service provider will also ensure that the personnel deployed are medically fit and Certificates of their medical fitness shall be provided when called for by HBCSE-TIFR.

## **21.Risk Clause:**

HBCSE-TIFR reserve the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other selected tenderers at the cost, risk and responsibilities of Contractor and excess expenditure incurred on account of this will be recovered by HBCSE-TIFR from the Contractor Security Deposit or pending bill or by raising a separate claim.

- All necessary reports and other information will be supplied on a mutually agreed basis and regular meetings will be held with the HBCSE-TIFR.
- Contractor and its staff shall take proper and reasonable precautions to preserve from loss, destructions, waste or misuse the areas of responsibility given to them by HBCSE-TIFR and shall not knowingly lend to any person or company any of the effects or assets of the HBCSE-TIFR under its control.
- In the event of loss/damage of equipments etc. at the premises of the HBCSE-TIFR due to negligence/carelessness of Contractor staff, if established after a joint enquiry, then the Contractor shall compensate the loss to HBCSE-TIFR.
- The Contractor or its representative/s shall meet HBCSE-TIFR representative/s regularly to take feedback regarding the manpower services.
- The Contractor shall, in performing its part of this Agreement, ensure the safety of the building and the persons working in or visiting the HBCSE-TIFR's premises and shall indemnify HBCSE-TIFR for any loss or damage caused by any act or omission of the Contractor or Contractor staff.
- The Contractor shall not assign or sublet this Agreement or any part thereof to any third party without the approval of the HBCSE-TIFR. However, he may use the services of associates for providing the services in which case the Contractor shall be responsible for the performance and all acts of the associates as though they were his own.
- In every case the Contractor shall make alternative arrangements for meeting his contractual responsibilities in case of failure of the Associate
- Supervisor's name will be intimated to HBCSE-TIFR's concerned official at the work place.
- Training on gender sensitization, behavior aspects and ethics must be done regularly. Training report of the same must be submitted to HBCSE-TIFR.
- All Licenses required for the work at the site will be obtained by the Contractor.

## **22.Dispute Settlement:**

It is mutually agreed that all differences and disputes arising out of or in connection with this tender / Contract shall be settled by mutual discussions and negotiations. If such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the Sole Arbitrator appointed by the Director, HBCSE-TIFR, Mumbai whose decision shall be final and binding on both the parties.

**Annual Contract for Providing Housekeeping & Caretaking Services for Main Building, NIUS, Olympiad facilities & Two Hostel Building at HBCSE-TIFR, Mankhurd, Mumbai.****Sweeping and mopping of entrance steps, including parapets, lounge (reception area)****No. of operations per day: One****Specifications:** Daily sweeping with soft broom, mopping with solution of water plus disinfectant / Detergent - mopping to be repeated with mop using plain water. (Once in a day)

- 1) Daily dusting of entrance at reception area doors, entrance lights /fixtures (using duster-Ordinary)

**No. of operations per day: One**

- 2) Sweeping open space like roads, courtyards, car parking areas, areas around building, sheds and structures- including removal of spilled oil, lubricants etc. bird droppings, animal waste,spits etc.

**No. of operations per day: One****Specification:** Sweeping with hard, coconut straw broom, removal of spilling of oil etc.using dry sand, removal of spits etc. by water.

- 3) Sweeping and cleaning including mopping of floors of internal areas – office rooms, halls, equipment rooms, stores, stationery room, printing room and officer’s rooms. Any of the rooms shall be cleaned.

**No. of operation: One****Specification:** To be swept with soft broom first. All fans in the building exhaust fans, air conditioning units to be switched off before sweeping. The entire area to be mopped using hand operated cotton mop of standard size by dipping in water detergent solution. The mopping to be repeated with ordinary water, the mop being squeezed before use-dipped in fresh water for every 200-300 sq.ft. of mopping-mopping should be done in such a manner that no markings are visible when the area is dried. Before sweeping – all waste papers baskets to be emptied and the waste collected for disposal.

- 4) Sweeping/ dusting etc. of verandas, vestibules and staircase and cleaning of articles/ fixtures therein such as firefighting equipment. Dusting if Glass-doors, tubelights, fans once in a week.

**No. of operation per day: One**

- 5) Cleaning of latrines, toilet blocks, wash basins, urinals, internal & floor passages thereto, mirrors and other fixtures with sanitizers twice in a day & whenever required.

**No. of operations per day: Two****Specifications:** a) Toilets and urinals and glazed portions to be made wet first, application of suitable cleaning powder/cleaning agent and scrubbed with appropriate brush. Surfaces glazed plated should first be applied with a thin paste of cleansing powder/ agent/and rubbed uniformly with the help of cotton waste/hand/ plastic soft/ sponge.

- 6) Cleaning of unoccupied Guest House room once in week.

**Area:** The Homi Bhabha Centre for Science Education is situated on a 5.5-acre plot. It has

- a Ground + two storied Main building with a carpet area of 4182 m<sup>2</sup> approx.,
- b Ground + two storied Hostel building with a carpet area of 745 m<sup>2</sup> approx.
- c Ground + two storied Olympiad building of 837 m<sup>2</sup> area approx.
- d Ground + two storied NIUS building of 2327 m<sup>2</sup> area approx.
- e Ground + three storied NIUS Hostel building of 138 m<sup>2</sup> area approx.

The remaining area covers lawns and gardens.

<b>HBCSE Main Buildings: Ground floor +2 floor</b>	<b>4182 Sq.m</b>
<b>Ground Floor:</b>	
6 Rooms, Auditorium, Library, 2 Toilets, Canteen, Open area (Corridor) in side Garden area, Open area (Corridor), Glass Doors and Glass Windows, Wall tiles daily, Ceiling Fans & Tube Lights –once in week.	
<b>First Floor:</b>	
21 Rooms, 4 Toilets, Canteen Terrace, Open area (Corridor), Ceiling Fans & Tube Lights, Wall. (Once in a week)	
<b>Second Floor:</b>	
29 Rooms, Tea pantry, 4 Toilets, Open area (Corridor)	
Three Staircase, Terrace	
One Lift	
<b>HBCSE Hostel: Ground floor +3 floor</b>	<b>745 Sq.m</b>
<b>Ground Floor:</b>	
9 Rooms, 9 Toilets, Open area (Corridor), Glass Doors and Glass Windows, Ceiling (Fans & Tube Lights)	
<b>First Floor:</b>	
10 Rooms, 9 Toilets, Open area (Corridor), Ceiling Fans & Tube Lights	
<b>Second Floor:</b>	
9 Rooms, 8 Toilets, Open area (Corridor), Glass Doors and Glass Windows, Ceiling Fans & Tube Lights	
Terrace	
<b>Third Floor:</b>	
4 Flatlets, 4 Toilets, 1 Rooms, Glass Windows, Ceiling Tube Lights, Open area (Corridor), Terrace	
One staircase	
<b>Olympiad Building Ground floor +2 floor</b>	<b>837 Sq.m</b>
<b>Ground Floor:</b>	
8 Rooms, 2 Toilets, Open area (Corridor), Glass Doors and Glass Windows, Ceiling Fans & Tube Lights	

<b>First Floor:</b>	
1 Room, 2 Bio Lab, 2 Toilets, Open area (Corridor)	
<b>Second Floor:</b>	
1 Room, 2 Chemistry Lab, 2 Toilets, Open area (Corridor)	
Two staircases, Terrace	
one Lift	
<b>NIUS Building Ground floor +2 floor</b>	<b>2327 Sq.m</b>
<b>Ground Floor:</b>	
6 Rooms, 3 Toilets, Open area (Corridor), Glass Doors and Glass Windows, Ceiling Fans & Tube lights	
<b>First Floor:</b>	
6 Room, IJSO Lab, 2 Toilets, Open area (Corridor)	
<b>Second Floor:</b>	
2 Room, 2 Physics Lab, 2 Toilets, Open area (Corridor), One Staircase,	
Two Terrace, One Lift	
<b>NIUS Hostel Building: Ground floor + 3 floor (71 Rooms + 12flatlets)</b>	<b>3138 Sq.m</b>
<b>Ground Floor:</b>	
23 Rooms, 22 Toilets, Canteen, Open area (Corridor), Glass Doors and Glass Windows, Ceiling Fans & Tube Lights	
<b>First Floor:</b>	
16 Rooms, 13 Toilets, 4 Flatlets, 4 Toilets, Open area (Corridor), Ceiling Fans & Tube Lights	
<b>Second Floor:</b>	
16 Rooms, 13 Toilets, 4 Flatlets, 4 Toilets, Open area (Corridor), Ceiling Fans & Tube Lights	
<b>Third Floor:</b>	
16 Rooms, 13 Toilets, 4 Flatlets, 4 Toilets, Open area (Corridor), Ceiling Fans & Tube Lights, Two staircase	
One Terrace	

## CONDITIONS FOR CLEANING AND HOUSEKEEPING ACTIVITIES IN DETAIL

The Cleaning & Housekeeping of the Main Building, NIUS, Olympiad & 2 Hostel Buildings (here in after referred to as the “**Buildings**”) should be carried out daily by adequate no. of trained personnel and by using machineries & equipment and cleaning material as approved by HBCSE. The contractor may have to use the suitable cleaning & washing Detergents/ Reagents etc. of standard quality or as specified by HBCSE

1. Different type of floors provided for buildings shall be kept in neat & tidy condition by using Wet & Dry-cleaning methods with adequately trained personnel, machines & equipment. The Eco-friendly disinfectants detergents/ liquids shall be used. The machines /equipment & Disinfectant detergents /liquids should not destroy the surface of flooring. Cleaning & Housekeeping operations shall not cause any damage to the Buildings, Equipment, personnel etc.
2. Different type of finishes like mosaic tile, ceramic tiles, Kota stone, granite stone, acrylic polyurethane enamel paint applied on wood or metal works etc. shall be cleaned daily by using wet & dry-cleaning methods with adequately trained personnel & cleaning equipment. While cleaning no damage should occur to the provided finishing works.
3. Different type of paneled or glazed doors/windows like wooden, Aluminum, shall be cleaned daily.
4. Galvanized steel sheet doors, fire rated door etc. shall be cleaned by suitable (wet or dry or both) cleaning methods as per frequency. No scratches or damages shall occur on the surfaces being cleaned.
5. The Glass surface shall be cleaned gently with wet/dry cleaning methods daily. While cleaning the high raised glass surface proper care should be taken so that no scratches/cracks/ breakages occur. Suitable detergent/reagents of standard quality to be used for cleaning.
6. Stainless steel / mild steel/PVC hand railing provided to the staircases/balconies etc. to be cleaned along with the balusters by wet/dry cleaning methods. While cleaning no damage shall occur to the cleaning surfaces.
7. The mirrors should be cleaned using safety majors neatly with suitable methods. The due care should be taken about the breakage of mirror or deterioration of its glassiness.
8. The mesh provided in the building should be cleaned by suitable methods. Proper cleaning equipment/trained personnel to be used for cleaning. While cleaning no portion of mesh /concrete mesh shall be harmed or destroyed and no inconvenience to the commuter is to be caused.
9. The different types of equipment available in Pump room are to be cleaned by suitable methods & equipment. No operational services should be disrupted due to cleaning operations. While cleaning, the safety has to be ensured by the cleaning personnel. Any accident, if occurs, shall be the sole responsibility of the contractor. No equipments should be damaged due to cleaning.
10. The Lifts are to be cleaned daily. The floor, walls, electrical fan & light fittings inside the lift are to be cleaned. The Switch panels inside and outside the lift room are also to be cleaned including indication panel & communication equipment. Similarly, Lift Doors inside & Outside are to be cleaned. All Safety precautions are to be taken while cleaning the Lifts.
11. The portable fire extinguishers, smoke detectors, Fire detectors wherever available in the building area are to be kept in neat condition.
12. Telephone instruments provided in all the rooms of building are to be cleaned by using suitable method. Telephone instrument should not be affected due to cleaning operations.
13. Different types of Signage boards/Notice boards etc. provided in buildings are to be cleaned daily by suitable methods. The said boards should be kept neat & clean always.
14. The different type of furniture provided in all rooms /offices of building are to be cleaned daily by suitable methods. All rooms in the buildings are to be cleaned.
15. Different types of office equipment like Almirahs, Bookshelves, Racks, etc. are to be cleaned daily.

16. The Bathrooms should be clean twice in day & whenever required & Toilets provided in the premises are to be cleaned and to be kept neat & in hygienic condition. Necessary disinfectant is to be used for cleaning of toilets/ urinals/wash basins & flooring. Liquid soap, toilet tissues, naphthalene balls etc. to be provided on consumable basis as & when required at the cost of contractor. These items should be made available by the Contractor in the adequate quantity at various places in the Bathrooms & Toilets etc.

17. The blockage in the Sewage/water supply pipes, water leakage in pipe fittings should be reported to the authority immediately. The washbasins, cisterns, W.C pans etc. if overflows due to blockage or due to any defects in the fittings should be reported immediately. Contractor should take care about no water stagnation in the premises due to leakage of pipes/overflows & spillage of water.

18. The collected garbage/waste shall be disposed off to the BMC approved locations in closed condition without causing inconvenience to anybody. The garbage/waste may be required to be disposed several times in a day.

19. Cosmetic staff should help in shifting the materials/ loading-unloading, within the HBCSE premises.

20. Deployment (Daily):

- Garbage collection from all floors of the buildings and disposal to the central dumpyard.
- Scope of the bathroom/toilet cleaning and mopping work - scrubbing of the entire floor area, the wall tiles and washing with appropriate chemicals.
- Scope of the corridors cleaning/mopping work: - scrubbing of floor and wash with proper chemicals.
- Removal of cobwebs from the entire area, cleaning the walls of all corridors and bathrooms once a week.
- Terrace, glass, door, windows, ceiling clean time to time.

21. Work Shifts: - General shift (9.00 to 17.30), First Shift (7:30 –15:30) & Second Shift(14.30-22.30)

All staff will have to work in shifts (General, First & Second). They will be responsible for general upkeep and Cleanliness of these Buildings.

22. Penalty for Deficient Service

<b>1</b>	<b>Penalty for poor quality of work</b>	<b>Spot fine Min. Penalty – Rs.1000/- per day per person</b> <b>Max. Penalty - Rs. 4000/- per day per person</b>
<b>2</b>	<b>Penalty for short deployment of manpower</b>	<b>Deducted as per daily wages</b>

The Contractor shall pay any claim made by the Institute for any deficiency (both tangible and intangible) in service. Such amount may also be deducted from bills payable to the Contractor. It may be noted that the Institute shall have the right to forfeit the Security Deposit in full or part for any due/damages caused by the Contractor. If the Security Deposit or outstanding bills of the Contractor is found inadequate, then such monetary recoveries shall be effected from any amount payable to the Contractor against this or any other contract until the dues of the Institute are fully settled. If the claim of the Institute could not be met in this manner, the Contractor shall pay up all such claims if a demand is made by HBCSE.



### 23. Cleaning & House Keeping Records

Contractor will have to maintain proper records of Cleaning & Housekeeping for each activity. Similarly, Contractor will have to make a Cleaning & Housekeeping Plan. Some of the records to be maintained are as follows:

1. Deployment of personnel in morning & evening shift.
  2. Availability of material and tools.
  3. Stock details & utilization of Chemicals / Reagents.
  4. Details of Cleaning & housekeeping activities carried in each shift as per Cleaning & housekeeping schedule of work.
  5. Monthly summary of work carried out.
  6. Apart from the above, the Manager/Supervisor in each shift will have to sign the cleaning & housekeeping monitoring booklets which will be kept in the **HBCSE** office. An attendance register will also be kept in the main gate.
- Cleaning equipment to be provided by the Contractor: Motorized floor scrubber, mopping and wet suction cleaning, high pressure water jet cleaner, dry vacuum cleaner and other suitable implements.
  - **Contractor shall supply all additional material and tools required for the housekeeping and maintenance works. The Contractor shall also maintain the stores for all his material at site.** The Contractor shall arrange all tools, equipment as well as cleaning reagents and consumables required for the work according to the specifications provided by the **HBCSE** authority once the contract is awarded. The Contractor shall have to identify sources for supply of all such cleaning reagents and consumable materials and get them approved by the Head Administration before the use. The Contractor shall submit the sample to the in-charge and shall use only after the sample is approved. Nothing extra shall be payable to the Contractor on this account. The contractor should have the capacity to keep the equipment in good fettle.

## **QUALITY AND SCOPE OF SERVICES:**

1.1 The Contractor shall appoint its own trained employees and maintain high standards of turn out, maintain adequate staff to ensure there is no hold up of any service for any reason whatsoever. Any deficiency in the number of staff deployed will entail reduction from the compensation payable as decided by the Institute. The successful Contractor as soon as the agreement is signed shall submit a list of their workmen / supervisors / others along with copy of appointment order issued to them. As and when there is a change in the staff posted, a revised list shall be submitted along with copy of appointment order issued to the new appointee / appointees, simultaneously.

1.2 It is normally understood and agreed between both the parties that HBCSE-TIFR will not be responsible or be liable for complying with any laws that are in force / that may come into force from time to time in respect of personnel engaged by the Contractor. It is further clarified that the Contractor shall be wholly and solely responsible for the terms and conditions of the services of personnel engage by the him, their safety and health conditions, and compliance with all statutory requirement etc.

1.3 The Contractor shall depute such officers and supervisors as proposed by him, who shall be available on site to supervise the Contract employees and interact on daily / weekly basis with Officer-in-Charge regarding delivering the specified service.

1.4 It is understood and agreed that the Contractor shall be responsible for any disciplinary matters arising out of their employees and the Contractor will take appropriate disciplinary action against those employees found indulging in any act of indiscipline in HBCSE-TIFR's premises or in connection with the services referred to herein. It is agreed and understood that the contractor shall be liable fully to compensate all concerned for any loss and damage to any building, plant & machinery, person, property, etc. including third party risks arising due to causes attributable to this tender including due to acts and omissions of the contract employees. The decision of the Institute Director will be final & binding.

1.5 The Contractor will immediately replace any employee found to be unfit in any manner immediately or on receipt of a complaint regarding misconduct / misbehavior from any authorized person in HBCSE-TIFR.

1.6 The Contractor shall maintain proper and detailed record for the job carried out by their employees and shall also maintain all records and returns as necessary for carrying out the work smoothly and as provided under the Contract Labour Act, Minimum Wages Act, ESI Act, PF Act and other statutes/rules/regulations as are relevant and applicable from time to time.

1.7 The Contractor, as employer of the deployed manpower, shall be solely responsible to comply with all legal and statutory requirements that arise out of this agreement and in respect of the employees engaged by the Contractor in fulfillment of the contractual obligations stated herein. It is understood and agreed that the Contractor will provide decent uniforms, badges/ID cards with photos and safety equipment and shoes to their employees. It is Contractor's responsibility to have them periodically checked medically so as to ensure that medically fit staff only is deployed for the work.

1.8 a) The Contract employees should be covered under all statutory requirements like ESI, PF, etc. by the Contractor and the Contractor shall comply with all the formalities in this regard. Copy of challan and Schedule of Contract Employees for payment of ESI/PF/ELI, etc. will be enclosed with all (whether running/monthly or final) bills.

b) The Institute will have the right to inspect/call for books/registers, documents in relation to all matters referred to, in this tender or agreed later on. The Institute will also have all rights to make recoveries from the Contractor of the penalties/ fees, if any, that any statutory agency imposes upon the Institute due to the Contractor's non-compliance with statutory obligations. All payments in respect of ESI, PF, ELI, etc. shall be reimbursed by the Institute along with the monthly bills for the respective months only on submission of proof of payment and Schedule of Employees covered.

c) The contractor shall maintain a muster roll; wages register of all men employed by them and all other documents as required by statutes including Contract Labour (Regulation and Abolition) Act and shall make them available to the Institute as necessary for inspection. The Contractor shall provide all facilities for inspection/ books/ personnel on demand by HBCSE-TIFR or any Statutory Authority.

d)The contractor should provide the contract employees posted at HBCSE-TIFR all such information/ cards as are required to be provided under various statutes (including Contract Labour (Regulation and Abolition) Act) such as PF A/c number, ESI Card, Employment card and Photo Identity Card to the contract employees posted at HBCSE-TIFR. This should be done immediately but not later than one month from the issue of work order.

1.9 It is clearly understood and agreed upon that neither the Contractor nor Contract employees shall have any claim on employment with HBCSE-TIFR at any point of time and this arrangement is purely between the Contractor and the Institute for specific services for the period specified.

1.10 The successful Contractor shall indemnify/keep the Institute indemnified from and against all proceedings, claims, losses and expenses arising out of this tender or resulting from the services under this tender including (i) any claims made by the contract employees against the Institute claiming employment with it or in respect of matters which pertain to the employment with the contractor or its terms (ii) any act of omission on the part of the contract employees or the contractor leading to violation of any law, rule or regulations and (iii) any claim by any authority . In the event the Institute has to pay any individual, statutory body or any agency for reasons directly or indirectly attributable to this tender, the Contractor shall pay such claims, damages and expenses and even if the Institute is called upon to pay, such damages and/ or penalties and/ or cost shall be recovered from the contractor's dues/amount payable or shall be paid by the Contractor on a demand from the Institute. The Contractor will co-operate with the Institute in case any proceedings arise and provide all assistance and support as required by the Institute including participation in the proceedings as a party. The indemnity clauses under this tender / contract shall survive the expiration / termination of the tender / Contract and is irrevocable.

1.11 The Contractor shall follow all rules as may be existing or may be framed from time to time at HBCSE-TIFR on all aspects covering this tender. Material movement, entry/exit of personnel, identity card, safety, etc. shall be according to procedures existing in HBCSE-TIFR as amended from time to time.

## ANNEXURE I

## APPLICATION FORM ( TO BE USED FOR TECHNICAL BID)

[NOTE: On the letterhead of the applicant including full postal address, email address, telephone no. and fax no.]

Date: \_\_\_\_\_

To,  
The Director,  
Homi Bhabha Centre for Science  
Education,  
Tata Institute of Fundamental  
Research.  
V. N. Purav Marg, Mankhurd,  
Mumbai-400088.

Sirs,

1. Being duly authorized to represent and act on behalf of..... (hereinafter referred to as the Applicant”) and having reviewed and fully understood all the pre-qualification information provided, the undersigned hereby applies to be pre-qualified by yourselves as a tenderer for award of work(s) for Annual Contract for Outsourcing Of Housekeeping And Caretaking Services for HBCSE-TIFR Guest House, HBCSE-TIFR-Mumbai as per specification attached.
2. Attached to this letter are copies or original documents defining:
  - (a) the applicant’s legal status
  - (b) the principal place of business
  - (c) the place of incorporation (for applicants who are corporations) or the place of registration and the nationality of the owners (for applicants who are partnerships or individually owned firms)
  - (d) Annexure no. II to X
3. Your agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of application will also serve as authorization to any individual or authorized representative or any institution referred to in the supporting information, to provide such information deemed necessary and requested by you to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. Your agency and its authorized representatives may contact the following persons for further information on general, personnel, technical and financial enquiries.  
Contact 1 : Name, email and  
Phone no. Contact 2:  
Name,email and phone no.
5. This application is made with the full understanding that:
  - (a) Bids submitted by applicants will be subject to verification of all information submitted at the time of bidding
  - (b) Your agency reserves the right to:
    - amend the scope and value of the contract / bid under this project; in such event, bids will only be called from pre-qualified bidders who meet the revised requirements; and
    - reject or accept any application, cancel the pre-qualification process, and reject all applications without assigning reasons or incurring any liability thereof; and
  - (c) Your agency shall not be liable for any such actions and shall be under no obligation to inform the applicant.
6. The undersigned declares that statements made and the information provided in the duly completed application are true and correct in every detail.

Signed and sealed, Name .....  
For and on behalf of .....

**TECHNICAL BID-  
APPLICATION FORM (FOR PRE- QUALIFICATION)  
BASIC TECHNICAL DETAILS OF THE BIDDER**

Sr. No	Description	Remarks ( mentioned page numbers)
1.	NAME OF TENDERING COMPANY FIRM / SELECTED TENDERERS	
2.	NAME OF DIRECTORS	
3.	FULL PARTICULARS OF OFFICE	
(A)	ADDRESS	
(B)	TELEPHONE NO.	
(C)	FAX NO.	
(D)	E-MAIL ADDRESS	
4.	BANK DETAILS BANK NAME & ADDRESS: ACCOUNT TYPE: ACCOUNT NO : IFSC CODE: EMAIL ADDRESS:	
5.	REGISTRATION DETAILS :	
	(A) PAN NO. ( <b>attach copy of proof</b> )	
	(B) GST REGISTRATION NO.( <b>attach copy of proof</b> )	
	(C) E.P.F. REGISTRATION NO.( <b>attach copy of proof</b> )	
	(D) E.S.I. REGISTRATION NO.( <b>attach copy of proof</b> )	
6.	DETAILS OF EARNEST MONEY / TENDER FEE DEPOSIT	
(A)	AMOUNT (RS.)	
(B)	D.D. NO. AND DATE	
(C)	DRAWN ON BANK	
8.	<b>The Tenderer should have the Registered / Branch Office in Mumbai. (attach copy of proof)</b>	
9	The Tenderer should be a company registered under the Companies Act,2013 ( <b>attach copy of proof</b> )	
10	Tenderer should provide copy of the License under Contract Labour (Regulation and Abolition) Act. ( <b>attach copy of proof</b> )	
11	The Tenderer should possess valid ISO - 9001 certification. Copy of certificate has to be attached with the Technical Bid.( <b>attach copy of proof</b> )	
12	<b>UNDERTAKING (To Be Given on Rs. 100 Non Judicial Stamp duly Notarized)</b>	

Signature of Owner/Managing Partner/Director

## ANNEXURE –III

### FINANCIAL CAPABILITIES

Financial Year	Annual Turn Over of Rs. 60,00,000/- as per Audited Balance Sheet
2018-2019	Rs.
2019-2020	Rs.
2020-2021	Rs.

Financial Information in Rs.	For year 2018-19	For year 2019-20	For year 2020-21
1. Total Assets			
2. Current Assets			
3. Total Liabilities			
4. Current Liabilities			
5. Profit before Tax			
6. Profit after Tax			
7. Net Worth			

**NOTE: The above data is to be supported by audited balance sheets**

1. Attach copies of audited balance sheets duly certified by the chartered accountant for all three years. Audited Balance sheet should mention the membership number of chartered accountant issued by ICAI along with full address.

**ANNEXURE –IV**

**EXPERIENCE OF COMPLETION OF WORKS OF SIMILAR NATURE & COMPLEXITY**  
(During last five years ending last day of month previous to the one in which applications are invited)

Sl. No.	Name of work / project and location	Owner or sponsoring organization	Cost of work in Lakhs	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Name and address/ telephone number of officer to whom reference may be made	Remarks

NOTE: Please attach supporting documents (completion certificates along with order copies) for the above information

Signature and seal of the Authorized Signatory of the bidder

**ANNEXURE “V”**

**UNDERTAKING (To Be Given on Rs. 100 Non Judicial Stamp duly Notarized)**

The undersigned certify that I have gone through the terms and conditions thoroughly mentioned in the tender document & its corrigendum if issued and undertake to comply with them and will abide to it.

The rates quoted by me are valid and binding upon me for the entire period of contract.

The earnest money of Rs.\_ to be deposited by me has been enclosed herewith vide Demand Draft no.\_ , Dt.\_ , drawn on bank Branch

I/We give the rights to HBCSE-TIFR Authorities to forfeit the earnest money deposited by me/ us if any delay occurs on my part for housekeeping & caretaking of HBCSE-TIFR Guesthouse.

There is no vigilance / CBI case or court case pending against the firm and also no other case is pending regarding any statutory dues like EPF, ESI, Minimum Wages, Service Tax etc.

I hereby undertake to provide manpower as per directions given in the tender document.

I undertake to abide by all the statutory rules and regulations applicable with respect to my employees deputed under the tender document. I agree to indemnify/keep the Institute indemnified from and against all proceedings, claims, losses and expenses arising out of this tender or resulting from the services under this tender including (i) any claims made by the contract employees against the Institute claiming employment with it or in respect of matters which pertain to the employment with the contractor or its terms (ii) any act of omission on the part of the contract employees or the contractor leading to violation of any law, rule or regulations and (iii) any claim by any authority . In the event the Institute has to pay any individual, statutory body or any agency for reasons directly or indirectly attributable to this tender, I shall pay such claims, damages and expenses and even if the Institute is called upon to pay, such damages and/ or penalties and / or costs shall be recovered from the dues/amount payable to me or shall be paid by me on a demand from the Institute. I will co-operate with the Institute in case any proceedings arise and provide all assistance and support as required by the Institute including participation in the proceedings as a party. The indemnity clauses under this tender shall survive the expiration / termination of the tender.

I hereby declare that my firm/company has not been black listed in the past three years by any Govt. / private institution in similar type of operation i.e manpower services.

**Signature of the tenderer**



**ANNEXURE - VI**

**LITIGATION DETAILS (COURT CASES/ARBITRATION)**

<b>Year</b>	<b>Name of the work</b>	<b>Name of the Client, with Address</b>	<b>Title of the court Case/Arbitration</b>	<b>Detail of the Court/ Arbitrator</b>	<b>Status Pending/ Decided</b>	<b>Disputed Amount (Current Value, the equivalent) in case of Court Cases/arbitration</b>	<b>Actual Awarded Amount (Rs) in decided Court Cases/arbitration</b>

Signature and seal of Authorized Signatory of bidder

**ANNEXURE VII**

**Manpower Detail Sheet**

<b>S.N</b>	<b>Name of staff</b>	<b>Qualification</b>	<b>Designation</b>	<b>Years of Experience/ Specialisation</b>	<b>Remarks</b>
<b>01</b>					
<b>02</b>					
<b>03</b>					
<b>04</b>					
<b>05</b>					
<b>06</b>					
<b>07</b>					
<b>08</b>					
<b>09</b>					
<b>10</b>					
<b>11</b>					
<b>12</b>					
<b>13</b>					
<b>14</b>					

**Signature with Seal &Date**

**ANNEXURE - VIII**

**FORM OF AGREEMENT**

This Agreement made the \_\_\_\_\_ day of \_\_\_\_\_ 2022 \_\_\_\_\_ between Tata Institute Of Fundamental Research (HBCSE-TIFR), Mumbai for the entering into work(s) for Annual Contract for Outsourcing of Housekeeping And Caretaking Services at HBCSE-TIFR Guest House, Mumbai - 400005 (hereinafter called "The Employer" ) who enters into this Agreement of the one part and M/s \_\_\_\_\_ (herein after called "The Contractor") of the other part..

Whereas the Employer is desirous that certain works should be executed by the Contractor, viz \_\_\_\_\_ ("the Works") and has accepted a Bid by the Contractor for the execution and completion of the works and the remedying of any defects therein.

Now this Agreement witnessed as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz :
  - (a) The Letter of Award;
  - (b) The said Bid;
  - (c) The General Conditions of Contract;
  - (d) Prequalification document
  - (e) Instructions to Tenderers and Specific Conditions of Contract;
  - (f) The Specification;
  - (g) The Drawings;
  - (h) The Price Bid
  - (i) Any other relevant documents referred to in this Agreement or in the aforementioned documents
3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy any defects therein in conformity in all respects with the provisions of this work.
4. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects therein the Contract Price or only such other sums as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

In Witness whereof the parties hereto have caused this Agreement to be executed the day and year first before written. Signed, Sealed, and Delivered by the Said

\_\_\_\_\_

Binding Signature for and on behalf of HBCSE-TIFR-Mumbai

Binding Signature of Contractor \_\_\_\_\_ In the presence of

Witness (1) :

Witness (2) :

**PROFORMA FOR PERFORMANCE BANK GUARANTEE**

(On a stamp paper of appropriate value from any Nationalised Bank or Scheduled Bank)

In consideration of the TATA INSTITUTE OF FUNDAMENTAL RESEARCH (hereinafter called “The HBCSE-TIFR”) having agreed under the terms and conditions of Work Order No..... dated made between HBCSE-TIFR and M/s.....(hereinafter called “ the said Contractor{s}“ ) .for the work.....(hereinafter called “ the said Work Order”)having agreed to production of a irrevocable bank Guarantee for Rs. .... (Rupees .....only), as a security / guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said Work Order, we.....(Indicate the name of the Bank) (hereinafter referred to as “the Bank”) hereby undertake to pay to the HBCSE-TIFR an amount not exceeding Rs. . (Rs.....-only) on demand by the HBCSE-TIFR.

2. We..... (indicate the name of Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the HBCSE-TIFR stating that the amount claimed is required to meet the recoveries due or likely to be due from the said Contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.....(Rupees only).

3. We, the said bank, further undertake to pay to the HBCSE-TIFR any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s) in any suit or proceeding pending before any Court or Tribunal relating thereto, our liability under this present being absolute and unequivocal.The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder and the Contractor(s) shall have no claim against us for making such payment.

4. We..... (indicate the name of Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Work Order and that it shall continue to be enforceable till all the dues of the HBCSE-TIFR under or by virtue of the Work order have been fully paid and its claims satisfied or discharged or Purchase Officer on behalf of the HBCSE-TIFR certifies that the terms and conditions of the said Work Order have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.

5. We ..... (indicate the name of Bank) further agree with the HBCSE-TIFR that the HBCSE-TIFR shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Work Order or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the HBCSE-TIFR against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said Work Order and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act of omission on the part of the HBCSE-TIFR or any indulgence by the HBCSE-TIFR to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).

7. We,..... (indicate the name of Bank) lastly undertake not to revoke this guarantee except with the previous consent of the HBCSE-TIFR in writing.

8. This guarantee shall be valid up to....., unless extended on demand by HBCSE-TIFR. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. (Rupees only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee, all our liability under this guarantee shall stand discharged.

*Signed and sealed Dated*  
the ..... day of ..... for .....(indicate the name of Bank)

\* \* (Note: The Letter of Intent shall form part of the Agreement)

**Bid Securing Declaration**  
**(to be submitted on company's letter head)**

I/We the undersigned hereby declare that if we withdraw or modify the bids during the period of its validity, or if we are awarded the contract and fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document or fail to execute the contract, we will be suspended for the period of time specified in the request for bids document from being eligible to submit bids for contracts with the entity that invited the bids.

Name and Signature of Authorized Signatory  
and Company Seal

**Technical Evaluation Criteria with Marks**

The following Parameters of Technical Bid will be taken into account for Shortlisting the Commercial Bid. **The Proposals shall be evaluated in two stages: (1) Technical and (2) Price / Financial. A Minimum qualifying mark is set as per Table below and only those Agencies whose Technical Proposals score the minimum mark of 60% and above shall be considered for Financial Evaluation.**

**I. Mandatory Documents:**

1. The Tenderer must have an average annual turnover of Rs. 60,00,000/- (Rupees Sixty lacs) and should be profit making during the last Financial three years 2018-19, 2019-2020 and 2020-21. Copies of the following documents should be submitted along with the Technical Bid.
  - a. Audited Balance Sheet of last three years i.e.2018-19, 2019-20 and 2020-21.
  - b. GST Registration certificate.
  - c. ESI & EPF Registration Certificate.
  - d. PAN Card
  - e. Income tax return of last three F.Y 2018-19, 2019-20 and 2020-21.
2. The Tenderer should have the Registered / Branch Office in Mumbai MMR region.
3. The Tenderer should be a company registered under the Companies Act, 2013
4. The Tenderer should possess valid ISO-9001 certification. Copy of certificate has to be attached with the Technical Bid.
5. Tenderer should provide copy of the License under Contract Labour (Regulation and Abolition) Act.

**II.**

<b>Sr. No.</b>	<b>Attributes</b>	<b>Max marks</b>	<b>Assessment</b>
1	The Contractor should have attended the pre-bid meeting the institute's requirements/the scope of work).	05	100% marks for whoever attended the pre-bid meeting
2	Attach copy of Audited Financial statement of the last 3 years i.e., upto 31/03/2021	10	100% marks for minimum eligibility criteria
3	Contractor should have minimum 1-3 years' experience in providing manpower to the Govt. & PSU, Govt. / Semi-Govt./ Research Centre. (Documentary proof of existing three work orders should be enclosed)	30	Based on experience certificate provided
4	The contractor should have been executed or be executing a single contract of minimum (i) One similar completed work contract of Rs. 48 lacs or more; OR (ii) Two similar completed work contracts of Rs. 36 lacs or more; OR (iii) Three similar completed work contracts of Rs. 24 lacs or more.	10	Based on Documents provided.

5	Performance Certificate should be issued for the <b>last 2 years</b> from the <b>existing 3 clients</b> about supply of manpower. Documentary Proof to be enclosed.	30	Based on Performance Certificates.
6	No. of manpower supplied for the existing three clients for the above housekeeping work Documentary Proof to be enclosed.	15	Based on documents.

**PART – 2**

**FINANCIAL BID**

**Tender Notice No. HBC/PUB02/2022**

**Annual Contract for Providing Housekeeping & Caretaking Services for Main Building, NIUS, Olympiad facilities & Two Hostel Building at HBCSE-TIFR, Mankhurd, Mumbai.**

**FINANCIAL BID DOCUMENT**

Notes:-

1. The price bid to be submitted strictly as per the prescribed format.
2. The rates quoted by the tendering agency should be inclusive of all statutory and taxation liabilities in force at the time of entering into the contract.
3. If any firm quotes “Nil” charges / consideration, the bid shall be treated as unresponsive and will not be considered. Service charges quoted should be adequate to meet statutory deductions towards TDS and such other levies laid by Government from time to time.
4. Conditional bid shall not be considered and will be rejected outright.
5. No quotation (leaving blank) any item is NOT permitted in the financial bid form. In such cases the bid will be treated as non responsive and will be summarily rejected.
6. Service charges in figure quoted in the bid will remain applicable for complete contract period irrespective of revision of Minimum Wages by Government.
7. Other Allowances to account for cost of Uniforms, Shoes etc. The bidders quoting abnormally low/high rates for service charges / other allowances are liable to be disqualified



# FINANCIAL BID

**Tender Notice No. HBC/PUB02/2022**

**TENDER FOR ANNUAL CONTRACT FOR OUTSOURCING OF HOUSEKEEPING AND CARETAKING SERVICES FOR HBCSE-TIFR GUEST HOUSE AT HBCSE-TIFR, MANKHURD, MUMBAI.**

1. Name of tendering Company/ Firm:

2. Service Charges - The Tenderer shall be required to download \*.xls sheet from cover-2 of this tender from CPP portal and quote from Sr. No. 8 to 13 in figures and the same is to be uploaded.

Below is the format of the financial bid.

Sl. No.	Description	Employee with SSC qualification (Unskilled) 'A'	Supervisor (Semi-Skilled) 'B'
1	Basic Wages @Rs.523/- per day for unskilled Basic Wages @ Rs,579/- per day for Semi Skilled (for 26 days)	13598	15054
2	VDA @Rs.131/- for unskilled VDA @ Rs.145/- for Semi-Skilled (for 26 days)	3406	3770
3	<b>Total (1+2) in Rupees</b>	<b>17004</b>	<b>18824</b>
4	EPF @13 % on sr.no 3*	2211	2447
5	ESIC @3.25% on sr.no 3*	553	612
6	Bonus @8.33% on sr.no 3*	1416	1568
7	<b>Total (3 TO 6) In Rupees</b>	<b>21184</b>	<b>23451</b>
8	Other Allowances	TO BE FILLED BY BIDDER	TO BE FILLED BY BIDDER
9	Service Charges	TO BE FILLED BY BIDDER	TO BE FILLED BY BIDDER
10	GST@18% (on 7to 9)	TO BE FILLED BY BIDDER	TO BE FILLED BY BIDDER
11	TOTAL AMOUNT ON MONTHLY BASIS PER PERSON	TO BE FILLED BY BIDDER	TO BE FILLED BY BIDDER
12	TOTAL AMOUNT ON YEARLY BASIS PER PERSON	TO BE FILLED BY BIDDER	TO BE FILLED BY BIDDER
13	YEARLY GRAND TOTAL FOR 18 + 1 PERSONS	TOTAL OF SR. NO. 12 'A'x18 Nos.	TOTAL OF SR. NO. 12 'B'x01 Nos.
14	GROSS FINAL AMOUNT (13'A' + 13'B')	Rs. _____	

**Note: Other Allowances to account for cost of Uniforms, Shoes etc. The bidders quoting abnormally low/high rates for service charges / other allowances are liable to be disqualified.**

**GRAND TOTAL IN WORDS RUPEES**

Name:

Designation

Signature

Date

Seal of the Company:

Place