

CENTRAL INSTITUTE FOR RURAL ELECTRIFICATION
of
RURAL ELECTRIFICATION CORPORATION LIMITED
(A Government of India Enterprise)

Shivarampally, NPA Post, Near Aram Ghar 'X' Road, Hyderabad - 500 052.
Phones: 040-29805896, 64616376, Hostel: 29807252
Fax No: 040-29805897; E-mail: cire.rec@gmail.com
CIN - L40101DL1969GOI005095

NOTICE INVITING e-Tender (NIT)

e-Tenders are invited for **HOUSEKEEPING SERVICES** for CIRE of REC Ltd

TITLE	e-TENDER FOR HOUSEKEEPING SERVICES at CIRE
NIT NO. / DATE	CIRE/Admin/Housekeeping/2017-18/01/02-May-2017
EMD	₹ 100000.00
LAST DATE FOR SUBMISSION OF E-TENDER AND VENUE for EMD	<i>Last Date for Online Submission: 22-May-2017 by 15:00 hrs</i> Venue for EMD hardcopy submission: CIRE of REC, Shivarampally, NPA Post, Hyderabad – 500052 on or before 22-May-2017 by 15:00 hrs
DATE OF OPENING OF E-TENDER AND VENUE	<i>22-May-2017 by 16:00 hrs</i> Venue for opening of e-Tender: CIRE of REC, Shivarampally, NPA Post, Hyderabad - 500 052

Note: All bidders may please note that the bids completed in all aspects should be submitted online. E-Tender document can be downloaded from the website www.e-Tenderwizard.com/REC or from e-tender link given in REC Website, viz, <http://www.recindia.gov.in>. **EMD to be submitted in hard copy to CIRE on or before 22-May-2017 by 15:00 hrs**

Handwritten signatures and dates:
28-Apr-17

CENTRAL INSTITUTE FOR RURAL ELECTRIFICATION::HYDERABAD

e-Tender FOR HOUSEKEEPING SERVICES at CIRE HYDERABAD

e-Tender No. CIRE/Admin/Housekeeping/2017-18/01

02-May-2017

Time schedule of e-Tender related events:

Date of Issue of bids : **03-May-17**
Last Date & Time for bid Submission : **22-May-2017 upto 15:00 Hrs**
Eligibility Check and **Technical Bids** Opening Date &Time: **22-May-2017 15:00Hrs**
EMD (to be submitted in hardcopy on or before **22-May-2017** at 16:00 Hrs): **₹100,000/ (Rs. One Lakh only)**

The submission and opening of bids will be through e-Tendering process. e-Tender document can be downloaded from the website www.e-Tenderwizard.com/REC or from e-tender link given in REC Website, viz, <http://www.recindia.gov.in>

Note:

- A. To participate in the E-Bid submission, the bidder has to register itself with REC through e-Tenderwizard website given above. It is mandatory for the bidders to have user ID & password for E Bid Submission. For this purpose, the bidder has to register itself with REC through e-Tenderwizard website given above. Please also note that the bidder has to obtain digital signature token for applying in the e-tender. In this connection, vendor may also obtain the same from e-Tenderwizard
- Steps to be followed for the registration process
1. Go to website <http://www.e-Tenderwizard.com/REC>
 2. Click the link 'Register Me'
 3. Enter the detail about the bidder as per format.
 4. Click 'Create Profile'
 5. Bidder will get confirmation with Login-id and Password
- B. Steps for application for Digital Signature from e-TenderWizard:
- i. Download the Application Form from the website <http://www.e-Tenderwizard.com/REC>. Follow the instructions as provided.
 - ii. In case of assistance please contact the person under “contact us”. For Assistance in Hyderabad, the bidder may please also contact **Mr Praveen-07658971318./Mr. Vijay-07207042074**
 - iii. The Bidders are advised to obtain digital signature (Level 3) and register themselves at www.e-Tenderwizard.com/REC in advance
- C. To aid bidders, the detailed bidder manual on submission of e-Bid can be downloaded from <http://www.e-Tenderwizard.com/REC>.
- D. Please note that CIRE/REC in no way shall be responsible if the bidder fails to apply due to non-possession of Digital Signature & non registration.

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e-TENDER FOR HOUSEKEEPING SERVICES at CIRE

Rural Electrification Corporation Ltd. (REC) is a Navratna Central Public Sector Enterprise under Ministry of Power. The Corporation having registered office in New Delhi has its presence all over the country through a network of 21 offices (5 - Zonal Offices, 13 - Project Offices, 02-Sub-Offices and one **training institute**). The details about REC can be seen from the Corporation's web-site <http://www.recindia.nic.in>.

The Central Institute for Rural Electrification (CIRE) is the training institute of Rural Electrification Corporation Limited, which is located at Shivarampally, Hyderabad. Its premises consist of Administration, Teaching and Hostel Buildings and spread over area of 14.3 acres. CIRE intends to call for e-Tender for Housekeeping services at CIRE Campus which includes Hostel, Classrooms, Conference Hall, Office Building & Lawns & Roads from reputed agencies fulfilling the criteria laid down in Techno-financial bid format at **Annexure II-A, II-B & III**. The job specifications and scope of work are given in **tender**.

*The total contract period will be for a period of **two years** and extendable on satisfactory performance and mutual consent on same terms and conditions on yearly basis for **one more year**.*

The estimated value of the e-Tender is 80 lakh for Two Year

The interested parties are required to submit duly signed e bid along with all required documents online.

The interested parties are required to submit their e bid for Housekeeping services as per annexures online only. Following documents duly signed by the authorized signatory of the bidder.

- A. General Information**
- B. Qualification Criteria/Eligibility Criteria**
- C. Scope of the work & Specific Conditions**
- D. General Terms & Conditions**
- E. Other Annexures as referred.**

The tenderers are advised to go through the tender documents in detail and understand all the provisions and stipulations, obtain his own information on all the matters which may in any way affect his tender cost/rate before submitting of tenders as **no claim for extra charges for any alleged ignorance** in respect thereof shall be entertained at any stage and the rates quoted shall not be subjected to any revision.

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A. General Information

1. CIRE invites e-Tenders from experienced, competent and reputed contractors for providing services (as described in the scope in a two-bid format) for Central Institute for Rural Electrification, NPA Post, Shivarampally, Hyderabad-500052.

The tender documents can be downloaded from our website of www.recindia.com. Each tender set comprises

Part A - Technical Bid and

Part B - Financial Bid.

2. **PART A- Technical Bid:** In the first stage of evaluation process, only **Technical Bid (Part-A)** of the bids will be opened **at CIRE** as mentioned in page-2 of tender opening date. Evaluation of Technical Bid: The Technical Bids will be evaluated for *credentials, experience, capability based on documents submitted in technical bid, physical inspection of their establishment, physical inspection of their clients' site, obtain feedback on their past performance from their clients*. Those bidders satisfying the technical requirements as determined by CIRE and accepting the terms and conditions of these documents shall be short-listed. The decision in this regard will be at the sole discretion of CIRE. The Annexure-II A & II B is to be filled by bidder for Technical Evaluation Purpose.

PART B- FINANCIAL Bid: Under the second stage of evaluation process, only the **Financial Bid (Part-B)** of only those bidders, who have been short-listed technically earlier in first stage will be opened. ***The bidders who have been short-listed will be intimated regarding date and time of the opening of the financial bid.***

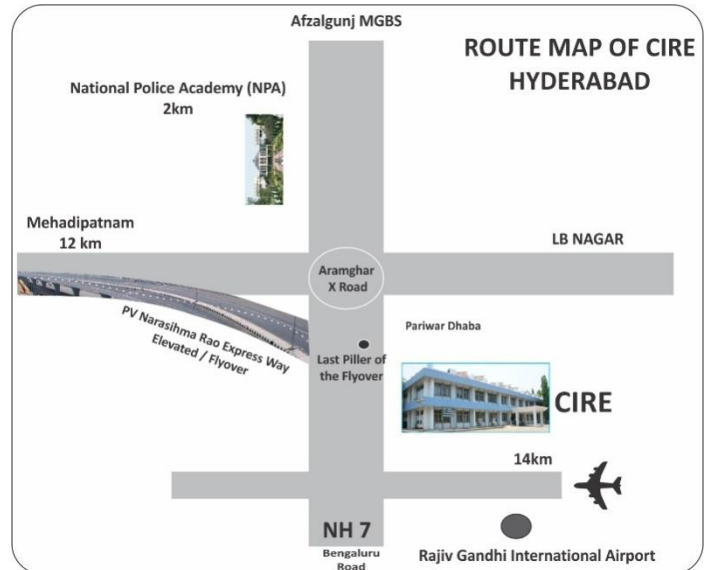
3. Evaluation of Financial Bid:

- The evaluation of Financial Bid will be on L1 Basis as per Financial Bid Format. (Annexure-III).
 - The sample wages are taken considering full attendance (i.e 26 days) with ESI, EPF & Bonus as applicable **for Bid Evaluation Purpose only**. However, the payment to the winning bidder will be on the basis of actual attendance and as per existing laws/rules applicable (considering changes in minimum wages).
 - Though the additional rates quoted will not be part of the main evaluation i.e (L1) criteria. In case, if financial bid is same for two or more parties, additional rates will be considered for award of contract.
 - No other extra payment will be admissible except the one applicable due to the revision of laws/rules.
4. e-Tender not submitted as per the guidelines stated above, are liable for rejection. CIRE's decision in this regard will be final.
 5. Corrections, if any, in the quotation should be duly authenticated with full signature. In case of any difference between the figures and the wordings, the wordings will be taken as the correct one.
 6. e-Tender received after the prescribed time and date will not be considered.

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7. No deviations / conditions will be stipulated by the contractor in both technical and financial bids. **Conditional e-Tenders will not be accepted and will be summarily rejected.**
8. e-Tender bids would remain valid for acceptance for 90 days from the date of opening e-Tender - Housekeeping Services or till the date of finalization of e-Tender, whichever is earlier.
9. Falsification/suppression of information shall lead to disqualification of the bidder/ cancellation of contract even after award of work during the currency of the contract.
10. Bidder shall ensure submission of complete information/documents at the first instance itself. CIRE reserves the right to complete the evaluation based on the details furnished by the bidders without seeking any subsequent additional information. Bids not in compliance with tender conditions or with incomplete information / documents are liable for rejection.
11. CIRE reserves the right to reject any or all of the tenders received without assigning any reason thereof.
12. For any clarifications, the interested vendor may visit to CIRE Office as details

Shri DVGKS Prasad,
Executive (Admin)
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 of
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 28-Apr-11

B. QUALIFICATION CRITERIA/ELIGIBILITY CRITERIA

(Note: Tender Document should be read carefully before filling Technical Bid)

1. The Qualification Criteria/Eligibility Criteria is mentioned in the tender. The technical bid consisting of Annexure-II-A & II-B will be evaluated accordingly.

2. The bidder should be a Public Limited/ Private Limited company/established under the Companies Act/ Registered Firm and should submit documentary evidence in respect of the following:-

- A copy of Memorandum /Articles of Association of the company/
- Certificate of Registration
- A Valid PAN No.
- Service Tax Registration No, TIN No,
- EPF Registration No.
- ESI Registration No.

3. Average Annual financial turnover during the last 3 years, ending 31-March-16 should be at least 70% of the estimated cost, and; for which photo copy of the balance sheet / profit and loss account for the relevant years should be submitted

4. Experience of having successfully completed similar works during last 3 years ending last day of month previous to the one in which / bids are invited should be either of the following: -

- Two similar completed works costing not less than the amount equal to 50% of the estimated cost.

Or

- One similar completed work costing not less than the amount equal to 80% of the estimated cost.

Photo copies of documentary evidence towards above supported by relevant satisfactory job completion certificates are required to be submitted

5. The Bidder

- Should have on roll manpower of more than 100
- Payment of wages to manpower should **be through bank credit/cheque/online only**.
- ISO 9001: 2000 QMS Certification is desirable.
- SA 8000: 2001 certification regarding social accountability standards is desirable.
- Safety Management System Certification (OMSAS 18001: 2007) is desirable.

6. The bidder must have office in Hyderabad. Similar experience is preferable.

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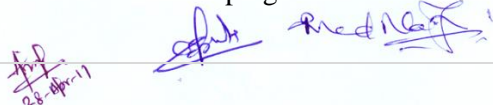
C. JOB SPECIFICATIONS AND SCOPE OF WORK

1. AREA COVERAGE FOR HOUSEKEEPING SERVICES

CIRE/REC is located at the side of National Highway No. 7, Near Aramgarh X Roads, Shivarampally, Hyderabad-500 052. The scope of the contract covers **housekeeping of entire campus premises including hostel.**

2. BROAD DETAILS OF SCOPE OF WORK RELATED TO CAMPUS

- Cleaning, sweeping moping and wiping of floors at Office premises, staircase on 6 days a week including Saturdays or as required by Officer-In-charge. Cleaning activity shall start in the morning at 7.30 AM so as to complete all the dusting/cleaning/moping work before 9.00 AM.
- Cleaning, sweeping, moping and wiping of Class Room & conference hall daily during Programme days is to be complete by 09:00 hour.
- Cleaning activity of other areas shall start in the morning from 10.00 AM so as to complete all the dusting/cleaning/moping work before 1.30 PM.
- Continuous moping to be done at reception floor and other floors during office hours (9.30 AM to 5.00PM) at Office Premises as well as at Class.
- Thorough cleaning of all toilets using required detergent by putting naphthalene balls and air purifier in all urinals, wash basins and commode area.
- Cleaning and dusting of entire furniture, partitions, wooden cabin walls, railings, doors, windows venetian blinds, racks, sofas, typewriters, computers, telephones, curtains, wall mounted fans etc. with dry/wet cloth, feather brush and duster.
- Lifting, carrying and disposing the dead birds, animals, rats, insects, etc. if found in and around the office buildings and hostel surrounding.
- Clearing of any choking's in the drainages, manholes, etc.
- Removal of beehives and cobwebs/honey webs from the office building and its premises.
- The bidder shall also be responsible for pest control in the office and shall carry out sprays, etc. minimum once in a month. The insecticides and pesticides should be sufficient enough to take care of Mosquitoes, Cockroach, Silver fish, crawling insects at library and carpeted rooms, rats, scorpion, mosquitoes, etc. The insecticide and pesticide sprayed should be of ISI mark and in case the pest control is ineffective the firm shall have to carry out operation more than once in a month. Apart from this pesticides, fogging of campus for killing mosquitoes, whenever required as per directions of Officer-In-charge. Fogging is to be carried out weekly at least once for 9 months i.e July to March. Only fogging machine will be provided by CIRE and other resources such as chemical, labor etc will have to be provided by Vendor at his own Cost . In case, CIRE Choose to outsource the fogging from Vendor, the vendor should be able to provide at the additional rate quoted.
- The bidder must employ adult and skilled labour only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. In order to maintain quality services and minimize operational problems, the bidder must rotate the staff once in six months with prior written intimation to CIRE.
- Proper registers/records for the jobs carried out on daily, weekly, fortnightly and monthly basis will be maintained by the Supervisor of the bidder and will be countersigned by the CIRE officer-in-charge at regular intervals and finally at the end of each month.
- The bidder should possess or procure needful infrastructure, gadgets and other material required for smooth housekeeping services. No additional cost towards this will be borne by CIRE

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- The vendor shall provide Color Code Uniform & Proper Photo ID to each employee employed for specific job.
- Cleaning of Jogging Track and Tree/Bushes Trimming on a Periodic Basis.

3. BROAD DETAILS OF SCOPE OF WORK RELATED TO HOSTEL

- a) The Institute has HOSTEL with modern facilities & amenities and also state-of-the-art gadgets and respective kitchens, dining halls. Some of the single rooms may be converted to double rooms as per requirement from time to time.
- b) The contractor is required to provide Housekeeping of CIRE Hostel **which include the rooms, dining halls, corridors, common area/ terrace and surrounding areas on turnkey basis**. It is expected that the contractor shall provide all necessary services during the stay of the participants/guests in the hostel from the time of arrival till their departure including service of Receptionist etc.
- c) The charges for all the services of housekeeping CIRE Hostel will include washing of linen, breakage during housekeeping etc., shall be born by vendor. **Vendor must keep considering the cost in service charge quoted by them.**
- d) The details of Rooms in CIRE Hostel
 - i. Total No of Double Rooms=36
 - ii. No of VIP Suites/Rooms =2
- e) The contractor shall be responsible for:
 - *Providing Laundry services at Hostel (for items like bedsheet, towel, pillow cover, curtains etc) at vendors cost.* It will not include participants clothing's as there are separate washing machines for that purpose.
 - Giving wakeup calls.
 - Keeping the floors, toilets(including the common toilets), etc., in a neat and tidy condition at all times of the day.
 - Undertaking special and spring cleaning as and when required but not less than once in two months or on eve of special occasions;
 - Removing of cobwebs, cleaning of interior and exterior walls, roof top, cleaning of doors and windows, vacuum cleaning of carpets and mopping of floors as and when required but not less than once a week for interior items and roof tops and once in 3 months for exterior walls.
 - Cleaning including scrubbing, sweeping, mopping and dusting in all rooms, all interior portions including toilets, bathrooms using standard chemicals/detergents/sanitary items/phenyl etc., using equipment like vacuum cleaners, scrubbing machines, etc., of his own.
 - Beds to be made daily.
 - Proper upkeep of all furniture and equipment in Hostels.
 - Cleaning of overhead tanks not less than once a quarter in the Hostel.
- f) The contractor will ensure proper maintenance of all linen items in the hostel as follows:
 - Dry cleaning of woolen blankets and window curtains to be done at least once in two months.
 - **Bed sheets, bed covers, pillow covers and blanket covers to be changed once in two days during occupation of participant/guest and record to be maintained. The record**





is to be provided room wise at the backdoor of hostel room.

- Bath towels and Hand towels to be changed daily during occupation of participant/guest.
 - Fresh linen and towels to be provided when a new occupant occupies the room.
 - The contractor will bear the cost of washing, pressing and dry cleaning of bed linen, towels and woolen blankets etc.
 - Washing, pressing and dry cleaning should be of a standard quality.
- g) The contractor shall ensure that the rooms are cleaned and freshened usually in the absence of the participants/guests, under the supervision of the housekeeping supervisor. The workmen attending to the job should, therefore, have the highest standard of honesty and integrity.
- h) The kitchen i.e. interior walls, roof, gas bank area etc., should be cleaned using required detergents etc., once in two days or as per the instructions of the authorized representative of the Institute.
- i) The housekeeping workmen shall help the participants/guests in taking baggage to the rooms and removing it from their rooms while checking out of the participants.
- j) When an occupant of the room desires to check out, the contractor will have to do a discrete room inventory to ensure that no items are missing and in case any item is missing, he has to report to the Hostel Caretaker/Warden/authorized representative, immediately.
- k) The contractor shall inspect, as a part of the housekeeping and maintenance work, the water supply points, plumbing installations, toilets, electrical light and fan points, tower bolts, locks and keys of the wooden cupboard of the room as also room air conditioners, battery to the wall clock and in the remote control of the TV sets in the Hostel and bring to the notice of the Hostel Manager/Asst. Hostel Manager/authorized representative in the event of any defects/damages so that the same could be attended immediately.
- l) The contractor shall ensure that the keys are collected back when an occupant leaves the room.
- m) The contractor shall bear the cost of detergents/chemicals/Sanitary items/cleaning powders and bring the equipment like vacuum cleaners and scrubbing machines on his own
- n) The contractor shall ensure that pest control in all rooms, dining hall, stores, kitchen (once in a week) of CIRE hostel (including Warden Quarter) etc., is done once in 15 days at his own cost.
- o) The contractor shall ensure that toilet papers, soap, Odonil packets, Naphthalene balls, candle and matchbox are available in every room at all times.
- p) The contractor shall provide mosquito repellent machines with liquid Repellant/ALLOUT at his own expenses in all the rooms of hostel daily.
- q) The contractor shall use room fresheners in all occupied rooms of hostels, Television lounge & recreation room as per requirements.
- r) **The contractor shall arrange for a Washer man (Dhobi) for washing & pressing of clothes of the participants, in case participants are willing to avail services (choose not to use CIRE hostel washing Machine). For this purpose, he has to collect the charges fixed by the Institute, directly from the participants, Regarding CIRE Hostel Linen, Bedsheet etc , the service is to be borne by Vendor's Cost. Vendor may necessarily take the cost into Service charge component bid by them.**
- s) The contractor shall keep liquid shoe shine machine (black and brown) in hostel at his own cost to be used by the participants.
- t) The contractor shall employ an educated, well-behaved, trained and experienced Receptionist for Reception duty in the Hostel round the clock, who will attend to all incoming and outgoing calls. The Receptionist should be proficient in English, Hindi and local languages besides

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being proficient in computer operation. They may be assigned some office work by CIRE to attend during leisure time.

- u) The contractor must ensure that the electricians are employed round the shifts and **should be available 24 x 7 including holidays**. The contractor shall arrange for skilled electricians with adequate safety knowledge only so that they can work independently in each shift. Electrician employed in each shift, will be responsible for maintenance of raw power into the campus, follow up with the electricity department personnel for restoration of power in case of faults, rectification of faults taking place in the campus on day to day basis, recording of electrical parameters at different locations and reporting of deviations, if any to CIRE. *Maintenance of log books, operation & maintenance of D.G Sets in case of power failures, operation & maintenance of UPS & Solar PV Roof Top System, Maintenance of earthing on regular basis, providing power to class rooms & regular maintenance works of the campus as and when required.*
- v) Electrical safety equipment's must be provided by vendors to electricians in addition to regular uniform and contractor will be responsible for following of Indian Safety Standards in case of electricians employed.
- w) The contractor shall arrange to spread brown papers in the cupboards, drawers of the writing table and the bedside table at his own cost.
- x) The Institute's telephone with STD/ISD facility along with a call monitor is provided at the reception counter for making telephone calls by participants/guests/staff members, as per requirements, only on emergency basis with authorization of Caretaker/Warden/Authorized Representative.
- y) The contractor shall ensure that there is a good ventilation by keeping the doors and windows of the rooms open every day for 30-60 minutes (whether the room is occupied or not) to prevent accumulation of bad odour and suffocation.
- z) The contractor shall have to use the detergents/cleaning powder/chemicals/sanitary items/bath soap/toilet paper etc, as per the instructions given to him from time to time and he has to bear the cost thereof.
- aa) The designated manager/Housekeeping supervisor engaged by the contractor should be professionally/technically qualified. The contractor shall furnish the details of their qualifications etc., to the Institute, soon after they are engaged. The Institute reserves the right to require removal of such of the contractor's workers as are found to be unsuitable.
- bb) The manager of the contractor should be available round the clock for ensuring proper supervision of maintenance and housekeeping services. **The vendor must ensure receptionist is available in hostel reception round the clock i.e 24 x 7.** The contractor shall ensure that workers recruited by him are well qualified and experienced and if need be, the contractor shall arrange for a refresher training to them as per requirement.
- cc) The contractor should ensure that the services of a qualified & experienced Housekeeping Supervisor in Housekeeping department are available for supervision of maintenance and upkeep of rooms in the hostel.
- dd) CIRE reserves the right to ask the contractor to remove and replace any of the workers for their failure to give quality service and the contractor shall be bound to replace the staff members concerned within a week from the date of such communication.
- ee) The contractor shall not allot any of the rooms of the hostel without the prior approval of the competent authority. In case if the contractor or any of his workers are found to be occupying

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any of the rooms in the Hostel, the contractor is liable to pay a penalty of Rs.1000/- per day per room.

- ff) All the staff employed by the contractor should be in proper uniform while on duty. The contractor should supply the uniform with color specifications and pattern approved by CIRE, to the workers at his cost. It should be noted by the contractor that in case any of the workers employed by the contractor are found to be on duty without the uniform, a penalty of Rs.100/- per worker will be imposed and the bill would be proportionately restricted.
- gg) It is to be noted that used soap water/chemicals should not be thrown in the nearby green areas as it is harmful for growth of trees/bushes etc.
- hh) The institute will provide bed linen and bath towels to the contractor. The contractor shall be responsible for the safety & security of all the items of furniture and fixtures, equipment, locks, buckets, mugs etc. The contractor shall have to hand over all the items provided to him, as indicated elsewhere, to the Institute at the time of termination of the contract.
- ii) The Manager/Housekeeping supervisor appointed by the contractor should be present during any repair/maintenance job carried out in the hostel rooms.
- jj) The contractor should ensure safety of the belongings of the inmates in the CIRE, however, in case of any untoward incidents like theft or loss of any belongings / cash that takes place from the occupant's room due to negligence on the part of the workers employed by the contractor, the contractor would be liable for compensating the loss.
- kk) The employees engaged by the contractor shall be of trained and experienced people having good health, character, well behaved. In case of any dishonest practice is observed by the contractual staff, appropriate action will be taken such as payment deduction to action as per laws of the land. The other requirement stated under contractors Employee in page 18-19 to be fulfilled.
- ll) Pantry Area Should be organized neat and clean.

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The broad scope of the work is to be carried out in daily basis except with some other works planned to increase overall housekeeping as weekly and monthly basis as follows

4. JOBS TO BE CARRIED OUT WEEKLY BASIS

- Cleaning of cobwebs in rooms by vacuum cleaners at Office premises and Class rooms.
- Cleaning of name plates and number plates with silver/brass liquid cleaner.
- Cleaning of fabric upholstered sofa sets with vacuum cleaners and leatherier upholstered sofa set and chairs with soap solution/ cleaning agent of approved quality.
- Cleaning of ACs/Office Equipment in rooms with cleaning liquid without damaging the Equipment.
- Cleaning of parking sheds and Jogging track and removal of garbage.
- All toilets floors and other areas, as may be directed by Officer In-charge, shall be cleaned with floor scrubbing machine.
- Acid cleaning of sanitary ware without damaging their shine, scrubbing and cleaning of floors and walls in toilets/rooms, corridors with soap, detergents, kerosene/petrol or any other chemicals, automatic mopper/scrubbing machine to be used at least once in a week.
- Apart from this pesticides, Fogging of campus for killing mosquitoes, whenever required as per directions of Officer-In-charge
- Cleaning and dusting of entire furniture, partitions, wooden cabin walls, railings, doors, windows venetian blinds, racks, sofas, typewriters, computers, telephones, curtains, wall mounted fans etc. with dry/wet cloth, feather brush and duster.
- Maintenance and cleaning of Roads & Pathways and removal of garbages.
- Apart from this pesticides, fogging of campus for killing mosquitoes, whenever required as per directions of Officer-In-charge. Fogging is to be carried out weekly at least once for 9 months i.e July to March. Only fogging machine will be provided by CIRE and other resources such as chemical, labor, petrol & Diesel etc will have to be provided by Vendor at his own Cost. In case, CIRE Choose to outsource the fogging from Vendor, the vendor should be able to provide at the additional rate quoted.
- **Cleaning of Roof Top Solar Panels by engaging at least two labour on weekly basis**

5. JOBS TO BE CARRIED OUT ON MONTHLY BASIS:

- Additional cleaning of entire furniture, partitions, wooden cabin walls, railings, doors, windows venetian blinds, racks, sofas, computers, telephones, curtains, Pedestal fans and wall mounted fans etc. with dry/wet cloth, feather brush and duster as per instruction of Officer in charge of Housekeeping.
- Total office area floors to be cleaned with floor scrubbing machine, wherever required as per directions of Officer-In-charge.
- In addition to weekly cleaning, Walkway, Pathway, Roads & Jogging Track to be cleaned as per directions of Officer in charge on a monthly basis.
- Roofs of Hostel, Training Blocks & Administrative Blocks Cleaning.

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6. PROVIDING WORKFORCE

The bidder has to provide workforce in sufficient numbers to maintain the buildings as required and of quality to ensure workmanship of the degree specified in the job order and to the satisfaction of the Officer-In-Charge. Tentative requirement of workforce to be deployed is given hereunder:-

SI No	Category	Number	Duty	CATEGORY
1	Supervisors (Hospitality Management)	01	Labour Supervisor 7.00am to 3.00pm	SKILLED
2	Electricians	03	in three shifts – 7.00 am to 3.00 pm (A Shift) & 3.00 pm to 11.00 pm (B Shift)& 11:00 pm to 07:00 am (C Shift) – All should be of qualified professionals and should be available 24 x 7 around the year including holidays.	SKILLED
3	Plumber	01	7.00am - 3.00pm	SKILLED
4	Gardener/Mali	02	7.00am - 3.00pm	SKILLED
5	RECEPTIONIST	03	in three shifts	SKILLED
6	Housekeeper	09	As illustrated in Page Number 29	Un SKILLED

CIRE may require any additional number of manpower depending on its business requirement. *The agency must be able to provide additional manpower in any of the above category for monthly as well as daily basis also at the service charge quoted.* The bidder shall, however, survey the area and make assessment of the work. Payment of wages towards manpower deployed will be on actuals basis. The assessment of manpower will be subject to approval by CIRE.

The bidder must employ adult and skilled labour only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers whose antecedents have been thoroughly verified, including character and police verification and other formalities. In order to maintain quality services and minimize operational problems, the bidder may rotate the staff once in six months with prior written intimation to CIRE.

The bidder shall ensure that all the workforce deployed wear uniform while on duty.

7. PROVIDING WORKFORCE—Provision for Additional Workforce

The bidder should be in a position to provide additional manpower as and when required at additional rate to be quoted in the financial bid. The manpower requirement may be for single day or more than single day depending on nature of requirement and agency is to be capable to provide on single day notice. The requirement of additional manpower is in the role of

1. Housekeeper
2. Plumber
3. Electrician

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 28-Apr-11

4. Mali
5. Mason
6. Carpenter
7. Painter

The additional rate/day **excluding service charge and service tax** of SL number 5, 6, 7 i.e Mason, Carpenter & Painter is to be provided in the financial bid . During payment, the service charge will be applicable as per quoted service charge rate (L1 bidder rate) and service tax will be as per law.

8. SUPPLY OF MATERIAL AND CONSUMABLES:

All materials/consumables used should be of branded, standard and permissible one and is to of good quality. In order to ensure quality and cost of material in best possible way, the housekeeping agency must purchase from departmental stores like Walmart, metro cash & carry, Spencers, etc. Only, in case of items not available in these store, with consent of officer in charge, housekeeping agency is entitled to purchase consumables from other stores in which quality and brand to be ascertained by the officer in charge. Thus consumables of good quality **purchased by the agency** on approval of officer In charge of CIRE, it will be reimbursed to housekeeping agency by CIRE on verification of quality by officer In charge of the Housekeeping. Consumables shall be used optimally and adequately to improve hygiene of the campus. At any point of time during contract period, CIRE reserves the right to purchase consumables directly and distribute the same to housekeeping agency (instead of purchase made by Housekeeping agency). *It may be noted that Fogging (weekly thrice and additional on demand) material will not also be supplied by CIRE and will not also be reimbursed by the company (though other pesticides material purchased by the housekeeping agency will be reimbursed by CIRE).*

9. WASTE DISPOSAL MANAGEMENT:

The bidder will ensure collection, mechanized screening / segregation of dry and wet garbage in the earmarked area. The bidder will also ensure segregation of bio degradable and non-bio degradable garbage. Finally, the bidder will arrange for disposal of garbage on day to day basis with arrangements with GHMC agencies.

10. MEASUREMENT OF WORK:

The work on daily, weekly and monthly basis is to be certified by CIRE supervisor/Officer in charge in housekeeping for processing for payments. The checklist of work is to be provided by Officer in Charge Housekeeping. For example broad timeline of work will be provided and completion of the work as per checklist will have to be done. (Regarding work allocation and time line, officer- in-charge's decision will be final). Just for sample, timeline for housekeeping manpower deployment is of similar kind as mentioned in page-29 (Annexure-V). Similar timeline of worksheet for Mali & Electrician etc will be provided and check list will be made accordingly.

11. USE OF EQUIPMENTS & CHARGES

The bidder should procure the following equipments at their cost and mandatorily use those equipment's for faster housekeeping work.

- Glass Cleaning Kit
- Double Bucket Wringer Trolley
- Scrubbing Machine
- Wet and Dry Vacuum

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- Mechanical Sweeper
- Water Jet Pressure Machine
- Bush Cutter
- Lawn Mover
- Other Equipment as required

As nonuse of the item will lead to delay in cleaning and non-optimal utilization of housekeeping staff, a penalty clause as mentioned in page-17 of tender document under general Terms & Conditions, SL No 9 i.e DEDUCTIONS FOR EXCEPTIONS.

Regarding CIRE opting for carrying out fogging as outsourced from Vendor, Vendor may procure vending machine at their own cost or may manage to provide service through third party but CIRE will only be paying at the quoted rate in the bid. Regarding exception related to Fogging, please refer to penalty clause as mentioned in page 17-18 of tender document under general Terms & Conditions, SL No i.e. DEDUCTIONS FOR EXCEPTIONS.

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D. GENERAL TERMS AND CONDITIONS

(Note: Please sign on each page & Upload the document)

1. EMD

Earnest Money Deposit (EMD shall be paid in the form of Demand Draft/Banker Cheque from a Nationalized Bank/Scheduled Commercial Bank in favor of “Central Institute for Rural Electrification” payable at Hyderabad. Such EMD shall not carry any interest. Any bid not accompanied by requisite EMD shall be deemed to be invalid and will be rejected by CIRE.

The EMD shall be forfeited

If the bidder withdraws his bid during the period of bid validity.

In the case of successful bidder, if he fails to furnish the required Performance Guarantee within the specified time limit.

The EMD of successful bidder shall be retained towards making of the security for the performance of the contract and shall only be discharged after completion of the contract period. The winning bidder should furnish Performance Guarantee (10% of the value) towards full Security Deposit in the valid format. EMD of unsuccessful bidders shall be discharged after award of work to the successful bidder and signing of contract thereof.

The bid shall remain valid for a period of 3 months from the date of receipt of the bid.

2. Before submitting the bid, *the intending bidder shall visit the site and familiarize himself /herself thoroughly with the site conditions, scope of work, terms and conditions of the tender.* Non-familiarity with the site conditions will not be considered a reason for not carrying out the work in strict conformity with requirements The contractor shall provide services as per Scope.

3. RATES AND PRICE

- Bidders should quote the rates in the format given at Annexure-III. Incomplete bids will summarily be rejected. All corrections and alterations in the entries of e-Tender papers will be signed in full by the Bidder with date. No erasing or over-writings are permissible.
- All statutory duties and taxes (including excise and customs) VAT and any other charges may be clearly specified. Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall require forfeiture of the EMD.
- No additional freight or any other charges other than mentioned in bid would be payable.

4. The rates of minimum wages was also used for bid evaluation as mentioned in the template. Any further changes in the minimum wages notified by Central Govt. will be applicable and borne by CIRE on actual basis.

5. TERMS OF PAYMENT

Payment will be released on monthly basis within a fortnight after receipt of bill and certification by Administration Division that the services provided during the month are satisfactory.

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6. QUALIFICATION/ELIGIBILITY CRITERIA

The Qualification Criteria/Eligibility Criteria is mentioned intender. The technical bid consisting of Annexure-II-A & II-B will be evaluated accordingly. The qualification criteria is used interchangeably as eligibility criteria in this document.

7. EVALUATION OF BIDS

The bid evaluation is by two-bid system where **Qualification/Eligibility criteria** as per details given in tender will be evaluated first. Financial bids of such bidders who meet the Qualification/Eligibility criteria will thereafter be opened. Bidder quoting the lowest rates will qualify for award of work.

8. LIQUIDATED DAMAGES

CIRE/REC reserves 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 agency at the cost, risk and responsibilities of bidder and excess expenditure incurred on account of this will be recovered by CIRE/REC from Security Deposit or pending bill or by raising a separate claim. *If the services are not completed within the specified period, a Liquidity Damage (LD) equal to 0.5% of the contract value per week or part there of subject to maximum of 5% of the contract value will be levied from the bill of the contractor.*

9. DEDUCTIONS FOR EXCEPTIONS

The deductions shall be made for the following jobs, if missed as exception. Such exceptions will duly be conveyed to the contractor by CIRE/REC verbally for first month and written for second month onwards (if exception is continuing from previous month):

- Not properly carrying out the jobs as defined for 'daily' - 2% (each exception)
- Not properly carrying out the job as defined for 'monthly' - 3%(each exception)

The maximum deduction permitted was 5% on overall. However, if the exceptions become general practice (i.e 5% penalty for consecutive three month or maximum 4 in a year and year will be counted from the award of the tender) action will be initiated as per recommendation of a committee constituted with 3 Officer of CIRE as per sole Discretion of Additional Director.

The cleaning is to be performed with mandatory utilization of equipments mentioned in page 12 under JOB SPECIFICATIONS AND SCOPE OF WORK under the head USE OF EQUIPMENTS & CHARGES.

As nonuse of the item will lead to delay in cleaning and non-optimal utilization of housekeeping staff, a penalty clause will be proposed as follows for non-use of any equipments for consecutive 3 days in a month is mentioned in the next page (However, this equipment charges penalty is applicable to equipment charge components only and not applicable to overall bill and does not come under the purview of exception as mentioned above)

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SI No	Equipment to be mandatorily used	Rate of Penalty applicable in case of not use by more than 3 days in a month
1	Glass Cleaning Kit	2%
2	Double Bucket Wringer Trolley	6%
3	Scrubbing Machine	20%
4	Wet and Dry Vacuum	15%
5	Mechanical Sweeper	13%
6	Water Jet Pressure Machine	28%
7	Bush Cutter, Lawn Mover or Any Other Equipment	16%
8	Total	100%

10. SECURITY DEPOSIT & PERFORMANCE GUARANTEE

EMD of successful bidder shall be retained towards making of the security deposit for the performance of the contract and shall only be discharged after completion of the contract period

The successful bidder shall furnish a performance guarantee for an amount equal to Ten percent (10%) of the annual awarded value, within 10 working days from the date of acceptance of the bid for due and proper fulfillment of contract.

The performance guarantee provided by the successful bidder may be in the form of a bank guarantee from a Nationalized Bank (as per format given in **Annexure-IV**) which should be valid for the period of guarantee from the date of issue or Demand Draft in favor of “Central Institute for Rural Electrification”

11. CONTRACTOR'S EMPLOYEES

- The employees engaged by the contractor shall be of trained and experienced people having good health, character, well behaved; obedient and skillful in their tasks. They should be conversant with English and Hindi.
- The contractor shall furnish list of his/her employees to be deployed along with qualifications, experience, address, photos, etc.
- The Contractor shall ensure that they observe cleanliness and are properly dressed in clean uniform with identity cards during their hours of service.
- The Contractor should take all precautionary measures to ensure the safety of the workmen employed by the contractor and CIRE shall not be responsible in case of any eventuality.
- The contractor shall take prior permission from the authorized official before deploying the employee at CIRE. However, CIRE reserves the right to reject any particular workmen/staff placed/employed by Contractor under the contract with CIRE without assigning any reason.
- The Contractor shall furnish a detailed duty chart of the employees employed by him at the beginning of every month and keep informed CIRE of any changes made in them from time to time. The duty chart for the month should give the specific names of the employees and respective duties they are required to attend to. Also, Contractor should submit the list of



 28-Apr-17

employees with the changes effected if any on first day of every month.

- The Contractor shall remove any employee who in the opinion of CIRE is guilty of misconduct, or is in any manner unfit or unsuitable for service. The Contractor shall at all times indemnify CIRE against all claims which may be made under the Workmen's Compensation Act, or rules there under or under any law or rules of compensation payable in consequence of any accident or injury sustained by any person in its employment for the purpose of this agreement. The Contractor shall be solely responsible for the remuneration and other dues of its employees as also for omissions/commissions done by them. The workmen/employees engaged by the Contractor shall not have any right/claim over the facilities enjoyed by CIRE staff, participant's, etc.
- CIRE shall arrange for medical check-up of the canteen personnel if considered necessary by CIRE and the Contractor shall withdraw any person who is found medically not fit for the job and arrange for an appropriate substitute. The cost if any incurred by CIRE in this regard would need to be borne by the Contractor.
- It is clearly understood that the contractor's employees shall not have any employee-employer or master-servant relationship with CIRE.
- The Contractor shall ensure that none of his personnel on duty is inebriated state or consume drugs, prohibited substances, smoke, etc., while on duty/CIRE premises.
- In case of theft of any material/cash takes place from the occupant's room on account of the negligence on the part of the employees employed by the Contractor-, the Contractor would be liable for such lapse and the amount, if any, would be recovered from the Contractor while settling the bill.

1. FAILURE TO EXERCISE CIRE'S RIGHTS

- Any omission on the part of CIRE at any time to exercise any of its rights under the terms of the housekeeping contract shall in no way impair or affect the validity of the terms and the rights of CIRE to enforce its rights at any time subsequently.

2. TENANCY RIGHTS

- Nothing herein contained shall be construed to create any tenancy in Contractor's favour of the Canteen block and premises and CIRE may of its mere motion effect the termination of this housekeeping contract, re-enter and retake and absolutely retain possession of the canteen block. .

3. LICENCES AND REGISTRATIONS

- The Contractor should obtain the requisite license under Contract Labour Act (Regulation and Abolition Act 1970) and amended from time to time issued by the concerned Labour Department for running the establishment. CIRE shall not be responsible in any way for any breach by the Contractor of the rules and regulations governing the running of such establishments by the Contractor.
- The Contractor shall register with the Registrar of concerned State Body and shall abide by State Labour/Government of India (ministry of Labour) rules and regulations and all other Statutory Acts/Regulations and rules relevant to this contract including Works Contract Act, Minimum Wages Act 1950 and amended from time to time, Payment of Wages Act 1935 and amended from time to time Provident Fund Act, ESI Act, etc. and such other Statutory Enactment, Rules and Regulations laid by the Government and local body in force, coming into force which may apply to this agreement. The Contractor shall indemnify the principal

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employer (CIRE) against risks and damages arising out of the default on the part of Contractor due to negligence or non-compliance of any of the aforesaid rules, regulations etc. laid down by the Government and other statutory authorities from time to time.

- The Contractor shall comply with all requirements of law with regard to the provision of labour and ensure that an appropriate license from concerned labour department is obtained. It shall be the responsibility of the Contractor for furnishing necessary statutory information / documents in proof of the above whenever called for by CIRE.
- In case of any labour problems related to the workmen staff of the Contractor, the same will be settled at the Contractor's end only.

12. CONCILIATION/ ARBITRATION

- If any dispute (s) or difference (s) of any kind whatsoever arise between the Parties, the Parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by CIRE,REC.
- In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences are detailed above shall be referred to and settled by the Sole Arbitrator to be appointed by CIRE,REC.
- Notwithstanding the existence of any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of the work under the contract with due diligence and expedition in a professional manner and the payment due to the Contractor shall not be withheld on account of such difference of arbitration proceedings unless such payment is a subject matter of the arbitration.
- The arbitration proceedings shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time.
- The venue of the arbitration shall be at the place decided by the CIRE, REC. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties.
- The arbitrator will give the speaking and the reasoned Award. The parties will not be entitled to any pendente-lite interest during arbitration proceedings.
- In case of non-settled dispute or difference, it will be under jurisdiction of court situated at Ranga Reddy District. No alternative offer shall be considered

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13. FORCE MAJEURE

- In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.
- The term “Force Majeure” as employed herein shall mean Acts of God, War, Civil Riots, Fire directly affecting the performance of the Contract, Flood and Acts and Regulations of respective government of the two parties, namely CIRE/REC and the Contractor.
- Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 72 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, CIRE shall have the option of canceling this contract in whole or part at his discretion without any liability at his part
- Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

14. CIRE/REC reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of CIRE’s action. CIRE reserves the right to accept or reject any or all the e-Tenders in full or in part without assigning any reason there for.

15. All the bids would be opened and evaluated by a designated Committee of Officers of CIRE, Hyderabad.

16. Any clarification on the documents may be obtained from:-

The Executive Admin
Central Institute for Rural Electrification
NPA Post, Shivarampally
Hyderabad-500 052
Phone: 9866915851

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E. ANNEXURE LIST

Annexure Name	Content of Annexure	Remarks
Annexure-I	Forwarding Letter	To be submitted on bidder's letterhead,- Scanned to be uploaded online & Original to be produced in hard copy for Technical Evaluation along with EMD
Annexure-II A- (Technical Bid)	Profile of Bidder: Bidder Basic Information	to be uploaded online & hardcopy to be produced later stage during verification
Annexure-II B- (Technical Bid)	Profile of Bidder: Bidder Experience	to be uploaded online & hardcopy to be produced later stage during verification
Annexure-III	Financial Bid	to be uploaded online
Annexure-IV	Performance Guarantee	To be submitted Later by Winning Bidder
Annexure-V	Sample Timeline work of Housekeeper	As an information to bidder

It may be noted that in e-Tender document, the term vendor, contractor, bidder, agency, firm was used interchangeably to refer to parties interested in participating e-bid.





Forwarding Letter

(To be submitted on bidder's letterhead-Scanned to be **uploaded online**& Original to be produced in hard copy for Technical Evaluation along with EMD)

No:

Date:

To

The Additional Director,
Central Institute for Rural Electrification Shivarampally,
Hyderabad-500052

Dear Sir,

Sub: e-Tender for Housekeeping Services

1. This has reference to your e-Tender notice for housekeeping services at CIRE. We have examined the e-Tender document and thoroughly understood its nature/scope of work and Terms & Conditions submitting the technical, financial bid along with additional rates as mentioned in the tender.
2. I/we undertake to offer my/our services in conformity **with scope/nature of work and the terms and conditions set out** in the tender document. I/We confirm that the e-Tender submitted by me/us is confirming to all the terms and conditions mentioned in the e-Tender document.
3. I/We are enclosing application along with required documents in the prescribed proforma as mentioned in e-Tender document.
4. I/We are enclosing following Demand Draft for Rs.1,00,000/- in favour of "Central Institute for Rural Electrification" payable at Hyderabad towards EMD.
5. I/We agree that our e-Tender remain valid for acceptance by CIRE for a period of 90 days from the date of opening of technical Bid (Part-A of the e-Tender or till the date of finalization of e-Tender, whichever is earlier.)
6. I/We do hereby declare that there is no case with the Police/Court/Regulatory authorities against me/us. Also I/We have not been suspended / delisted / blacklisted by any organization for any reason. I/We also certify that either our firm or any of the partners are not involved in any scam or disciplinary proceedings settled or pending adjudication.
7. I/We certify that all the information furnished by me/us is true to the best of my/our knowledge. I have no objection to CIRE verifying any or all the information furnished in this document with the concerned authorities, if necessary.
8. *We understand that the manpower details given above are for evaluation purpose and the actual wages will be on actual manpower deployed on above quoted rates*
9. I/We understand that CIRE reserves the right to accept or reject any or all the e-Tenders in full or in part without assigning any reason there for.

Yours faithfully,

(Signature and Name of the authorized person of the firm/bidder with office seal)

Handwritten signature and date: 28-Apr-11

Details of the Firm/Bidder

Name of the Firm & Address	
Telephone numbers	
a) Land Line	
b) Mobile	
c) E-Mail Id	
PAN Number (Please enclose photocopy)	
Service Tax Number (Please enclose photocopy)	
VAT/TIN Number (Please enclose photocopy)	
EPF REGISTRATION NUMBER (Please enclose photocopy)	
ESI REGISTRATION NUMBER (Please enclose photocopy)	
Name of the Owner/Contact/Authorized Person	
List of Existing Clients	
Whether the firm has been in business of housekeeping for at least 5 years (Yes / No)	
Annual turnover of the firm for last 3 years (in Rs. lakh)-- (Furnish copies of audited balance sheets and profit & loss account statements)	a) FY 2015-16=
	b) FY 2014-15=
	c) FY 2013-14=
Details of Registration (Firm, Company etc)	
a) Registering Authority	
b) Date	
c) Number	
Whether registered / empaneled with any of the Govt., Semi Govt., MES, Govt. Undertaking, Public Sectors etc. as approved vendors and if so, furnish details.	
Whether involved in any litigation earlier with any organization? If so, please submit the details.	
Any civil suits pending in any of the works executed? If so, furnish details.	
Any other information which the bidder feels relevant.	

Separate Sheet may be attached, if necessary

All the terms and conditions given in the e-Tender Document are acceptable by us.

Stamp and Seal of Authorized Signatory

Date:

Handwritten signatures and dates:




Profile of Bidder: Bidder Experience
(to be uploaded online)

A. List of similar works already executed (as applicable as per bid criteria) & any work being executed presently (please mention at most two number of present works) by the Bidder

SL No	Name & Address of the organization on for whom the work was executed Along with Name, Address, contact persons and their telephone	Nature / Type of the work (please specify regarding to housekeeping only)	No. of rooms maintained & Area Covered	maximum no. of persons employed on single day	Value of the work executed in Rs	Duration of the Contract with commencement and expected date of completion
1						
2						
3						
4						
5						

Note: Copies of the work orders should be enclosed

All the terms and conditions given in the E-Tender Document are acceptable by us.

Name:
Stamp and Seal of Authorized Signatory
Date:

Handwritten signatures and dates:
28-Apr-11

Financial Bid

(Note: Please upload the document through digital signature)

This is for bid evaluation purpose only

Sl. No.	Category	No. of manpower / Category	Min. wages as on 31-Mar-17*	Monthly- Approximate total Wage for Full attendance* (ESI, EPF & Bonus will be applicable as per actual/attendance)
1	Supervisors	1/Skilled	₹ 456	₹ 14,615.86
2	Electricians	3/ Skilled	₹ 456	₹ 43,847.58
3	Plumber	1/ Skilled	₹ 456	₹ 14,615.86
4	Gardener/Mali	2/ Skilled	₹ 456	₹ 29,231.72
5	Receptionist	3/ Skilled	₹ 456	₹ 43,847.58
6	Housekeeper	9/ Unskilled	₹374	₹ 131,542.75
7	Total - Wages Only (ESI, EPF & Bonus will be applicable as per actual/attendance will be extra)			
8	Service charges as % of SL No7			
9	Total Rate With Service Charge			
10	Equipment Charges including Service Charge for equipments (as mentioned in tender) per month			
11	Taxes (Service Tax, SBC, KKC Extra)- as applicable (Present Tax Rate =15%) on SL No 9+ SL No10		15%	
12	Grand Total (SL No 9+ SL No10+SL No 11)			
Additional Rate				
13	Extra rate for One time fogging , if required Extra during anytime of the year (Rate without Service Tax) in case CIRE choose to outsource complete fogging activity from Vendor.	Rate per fogging to quoted without service tax. Service tax will be given on final actual claim		
14	Rate for Mason/ Day without Service Charge & Service Tax			
15	Rate for Carpenter/ Day without Service Charge & Service Tax			
16	Rate for Painter/ Day without Service Charge & Service Tax			

*The sample wages was taken considering full attendance (i.e 26 days) with ESI, EPF & Bonus as applicable for Bid Evaluation Purpose only. However, the payment to the winning bidder will be on the basis of actual attendance and as per existing law applicable (considering changes in minimum wages)

Please upload the filled excel (downloaded from e-Tender) through digital Signature as e-bid

Handwritten signatures and dates: 28-Apr-17

matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

5. The Bank further agrees that the Guarantee herein contained shall remain in full force during the period that is taken for the performance of the contract and all dues of CIRE under or by virtue of this contract have been fully paid and its claim satisfied or discharged or till CIRE discharges this guarantee in writing, whichever is earlier.
6. This Guarantee shall not be discharged by any change in our constitution, in the constitution of CIRE or that of the Contractor.
7. The Bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.
8. The Bank also agrees that this guarantee shall be governed and construed in accordance with Indian Laws and subject to the exclusive jurisdiction of Indian Courts of the place from where the purchase order has been placed.
9. Notwithstanding anything contained hereinabove, our liability under this Guarantee is limited to Indian Rs./ (in figures) [Indian Rupees/- (in words)] and our guarantee shall remain in force until . In case of any extension of contract, Performance Guarantee will be suitably extended.

Any claim under this Guarantee must be received by us before the expiry of this Bank Guarantee. If no such claim has been received by us by the said date, the rights of CIRE under this Guarantee will cease. However, if such a claim has been received by us within the said date, all the rights of CIRE under this Guarantee shall be valid and shall not cease until we have satisfied that claim.

In witness whereof, the Bank through its authorized officer has set its hand and stamp on this.....Day of..... 20 at.....

(Signature (Signature)

Full name and official address (in legible letters)

Bank stamp

Attorney as per Power of Attorney No

Dated.....

Full name, designation and address (in legible letters)

WITNESS NO. 2

(Signature)

Full name and official address (in legible letters)



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Sample Work of 9 Housekeepers

(It is a sample only, regarding work allocation and time line, officer- in-charge's decision will be final)

Deployment of Housekeepers –Area Wise:

- Housekeeper-1 & 2 : Admin & Teaching Block
 Housekeeper-3 & 4 : Garden Cleaning & earthing related works with Mali
 Housekeeper-4, 5 : Outside Admin & Teaching Block
 Housekeeper- 6 : With Mali in Lawn making & weekly once (on Saturday) with electrician for solar panel cleaning
 Housekeeper-7, 8, 9 : Hostel Housekeeping

Deployment of Housekeepers –TimeLine wise

Time of Duty	Area of Work	Manpower Deployed As Example	Remark
07:30-08:00	Front Office Road Cleaning	02 Manpower deployed	02 Manpower arrived early (07:00 -15:00)
08:00-08:30	11 Toilet Cleaning 5 CIRE + 02 CIRE Conference+ 04 PO Office	06 Manpower Full (02 person in a single Toilet)	Rest 06 Manpower Joins (08:00-16:00)
08:30-09:30	Classroom & Office table cleaning	05 Manpower + 01 Deployed with mali	01 Manpower Spinned off for Mali
09:00-09:30	1.Classroom corridorMechanized cleaning 2.Admin Block Mechanized Cleaning	02+03balance total Manpower	01 Manpower Spinned off for Mali
09:30-10:00	Break Fast	Break Fast	Break Fast
10:00-11:00	Dust Damping	02 03	01 Manpower Spinned off for Mali
11:00-12:00	Glass Door Cleaning • Admin Block • Teaching Block • Toilet Re Cleaning after 11:40	02 02 01	01 Manpower Spinned off for Mali
12:00-13:00	• Drains and Lawn Cleaning • Building top cleaning	05	01 Manpower Spinned off for Mali
13:00-13:30	Lunch	Lunch	Lunch
13:30-15:00	Classroom Arrangements for vacant classrooms & Other misc Shifting & Filing organization work like including NTP work& other work as per scope	05	01 Manpower Spinned off for Mali & 02 Manpower Leave
15:00-16:00	Cleaning of toilet after tea break Cleaning of Specific areas such as conference, Garage, Auction, Swachh Bharat at Areas in Campus& Other work as per scope	03	Only 4 Houskeeper left (+ 01 with Mali)

Saturday: Roof Top Solar Panels Cleaning (02numbers), Jogging Track & Other weekly Housekeeping work: 04 Number and additional work as mentioned in the scope

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 28-Apr-17