**E-TENDER DOCUMENT**

**FOR PROVIDING SECURITY, HOUSE**

**KEEPING AND OFFICE SERVICES**

**YEAR- 2017-18**

**(E-Tender)**

GEC GOVT. ENGINEERING COLLEGE, NILOKHERI, DISTT. KARNAL, HARYANA

NOTICE INVITING EXPRESSION OF INTEREST

Expression of interest from reputed and registered service providing firms/ companies is invited to undertake the service like Security, Housekeeping, Horticulture, Data entry and Office work in this Institute w.e.f. ………………to ………………. EOI form and other details of each service can be downloaded from [www.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](http://www._________________________) from ………………..at 00.00 Hrs to ……………………00.00 Hrs. Last date of receipt of EOI -…………. (UPTO 17.00 Hrs) Director-Principal (e-mail ID directorgecnilokheri@gmail.com)

General Instructions: -

1. Cost of Tender Form- Rs.2000/-.
2. Bidder should read all the terms 7 conditions of the tender and should submit the bid only if he/she agree to accept these.
3. Tender should be submitted complete in all respect along with all supportive documents.
4. Technical bid and financial bid should be submitted.
5. Only short listed bidder will be considered final allotment of work.
6. No correspondence will be entertained from the unsuccessful bidder. From the bidder who were not shortlisted.
7. Tender without supportive documents/ incomplete tender will be rejected straightway.
8. Director-Principal reserves the right to accept/reject any / all tenders without assigning any reason thereof.
9. All columns should be appropriately filled. Information like ‘as per law’; ‘DC rate’; ‘Min. Wage’; ‘As per Act’ etc. will not be considered and the tender will be rejected straightway.
10. This document is neither transferable nor refundable.
11. Validity of tender should be for a minimum period of 3 months.
12. Bidder are advised to visit this Institute on any working day between 10 am to 4 pm. To appraise themselves of the topography and work quantum before filling their tender.
13. All correspondence will be made on e-mail only.

**Last date of receipt of EOI – …………………..( Upto 17.00 Hrs)**

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANNEXURE I-A**

**ELIGIBILITY CRITERIA FOR BIDDERS**

1. The bidder may be a Proprietary firm, Partnership firm, Limited Company body legally constituted for providing services and empaneled / registered with appropriate authority as per law and should be valid.
2. The bidder shall have at least 2 years’ experience of providing similar services in security, housekeeping and handling of data. Preference shall be given to firms having experience of providing such services to Educational Institutes and having successfully complete works of similar magnitude and duration.
3. The bidder should have an office at Nilokheri / Karnal/ Kurukshetra.
4. There should be no criminal case pending with the police / Court against the Proprietor/firm/Partner/Director or the Company (Contractor).
5. The contractor, who has been Black-Listed by state Govt. /Centre Govt. will not be eligible.
6. Agencies with a turnover of more than Rs.1 Crore during each of the last two years (2015-16, 2014-15) for providing similar services will be eligible.
7. The Contractor should having more than 50 employee in the organization.
8. The bidder should be have the following Registration which should be valid as on date:
9. PF Registration at EPFO.
10. ESI Registration.
11. Service Tax Registration.
12. Registrar of firms and Societies, Haryana.
13. Valid License, issued by Regional Labour Commissioner, Govt. of Haryana.
14. Permanent Account Number Card (PAN) and TIN.

Signature and the seal of Tenderers

**ANNEXURE I-B**

**TERMS & CONDITION OF TENDER**

1. EARNEST MONEY: Earnest money of Rs. 70,000/- (Rs. Seventy Thousand only) has to be deposited while submitting this tender document thereafter an interest free Performance Amount of Rs. 8,00,000/- (Rs. Eight Lakhs only) will have to be deposited by the successful tenderer within 7 days after the receipt of work order, by demand draft/ bank Guarantee, in the name of **Director-Principal, GEC Nilokheri** before taking over the work. In case the successful tender fails to deposit the interest free Performance Amount within stipulated period, the work will be allotted to another firm at the risk and the cost of the tenderer and the earnest money deposited of tenderer will be forfeited.

**Exemption of tender fee or earnest money or security will not be permitted in any case.**

1. **DOCUMENT:** The bidder should have a valid Trade license / PAN / TAN / other Statutory documents as applicable and shall produce self-attested copies of such certificates on demand. Any document/information given by the bidder, is found to be forged/false/fabricated at any stage then it would lead to termination of the contract as well as initiation of criminal proceeding under appropriate law & earnest money will be forfeited.
2. **RIGHT TO ACCEPT / REJECT:** The Institute authority reserves the right to reject any or all tender without assigning any reason whatsoever. Also, the Institute authority reserves the right to award any or part or full contract to any Contractor (s) at its discretion and this will be binding on the bidder. Any attempt to tender, or influence the acceptance of the tender by any means will result to debar his tender from consideration.

The acceptance of the quotation/ tender shall rest with the committee constituted for the purpose and the committee does not bind itself to accept the lowest quotation and reserves the right to reject any or all items of quotation/tender in part or whole i.e any item or any quantity or any zone and to reject it for the rest or to accept the tender in to merely quoting of lowest rates among other bidders does not automatically entitles such firm to get the work awarded in its favour. The Contractor submitting a bid which is considered as unrealistically low and /or financially unworkable in view of the existing policy/ instructions of the state Govt. relating to minimum wages, a reasonable margin of contractor profit etc. shall be out-rightly rejected.

1. **AWARD OF WORK:** The Director-Principal or the constituted committee authorized by him will short list the eligible bidder on the basis of their Technical bid including their past performance/confidential/ report/solvency ability/financial standing, ability to perform the work. Only short listed Firms/parties will be called for discussion for deciding final award of work. Merely quotating of minimum rate will not entitle the tenderer to claim the award of work being the lowest amongst other bidders. The bidders may register their grievances to the Director-Principal, GEC, Nilokheri being Appellate authority within seven days after uploading of the Technical bid result. After that no grievance will be entertained.
2. **RESPONSIBILITY OF EXECUTING CONTRACT:** The successful tenderer / Contractor will have to sign contract agreement with the competent authority on a non-judicial stamp paper of appropriate value. The Contractor is to be entirely responsible for the execution of the contract in all respect in accordance with the terms and conditions as specified in the acceptance of bid at his own cost with in stipulated time.
3. **RESPONSIBILITY OF OPENING ESCROW A/C and EXDECUTING AGGERMENT:** The successful tenderer/ contractor will have to open an ESCROW a/c in any Public sector bank and giving authority to the Director-Principal, Govt. Engg. College, Nilokheri to operate this a/c and shall sign an agreement with the Director-Principal, Govt. Engg. College, Nilokheri on a non-judicial stamp paper of appropriate value. The contractor is to be entirely responsible for opening this a/c and the execution of the agreement in all respect in accordance with the terms and conditions as specified in the acceptance of bid at his own cost with in stipulated time.
4. **RELEASE OF PAYMENT:** The payment terms shall be as under:

The Contractor shall raise the bills to the Director-Principal on monthly basis. Payment of the bills shall be made to the contractor as early as possible and subject to satisfactory report of the work from the controlling Officer/ Designated Officer, TDS towards income tax and any other statutory taxes/cesses/levies as per rules on the rates prevalent at the time shall be deducted at source and will be deposited with the quarter concerned. The Contractor and concerned Officer in charge will jointly make a detailed service provisions programme which will be submitted to Officer-in- Charge. If there is a deficiency in provision of service penalty amount will be deducted from the bills of the Contractor (after giving the written notices on each occurrence) as under:

1. **Adequate qualified & trained Manpower not employed or/ and Machineries/ Equipment’s/ store etc. not provided**

Controlling Officer or Registrar will assess the deficiency in service and consequent cost saved by Contractor a penalty of cost saved+20% of such amount will be levied on the contractor (which may be increased upto 100% repeated deficiencies) on each occurrence.

1. **Service not provided properly**

Say toilets not cleaned properly, rude behavior by workmen, dusting/ clearing not done properly etc; in such eventuality Controlling Officer may impose penalty on contractor ranging from Rs.100/- to Rs.1000/- for each occurrence and intimated the Contractor in writing.

1. **PAYMENT OF WAGES/ EPF/ESI/SERVICE TAX THROUGH ESCROW A/C:**

The payment of all bills will be credited in the ESCROW A/C of the firm (para 6 above). The contractor shall submit the detailed salary statement EPF/ESI statement to the Director-Principal who will then electronically transfer the respective amount to respective stake holder(s).

1. **DURATION OF WORK:** Initially the contract will be awarded for a period of 3 months and then it will be extended for 1 years subject to the satisfactory service given by the contractor. The contract can be extended for another 1 year on mutual consent of both the parties with an increase as per bid rate of the contractor, provided the services of the contractor are found to be satisfactory.

If the performance of the contractor is not found to be satisfactory at any time during the contract period, the Institute shall be at liberty to terminate the contract without any liability on its part by giving two months’ notice.

1. **INDEMNITY:** The Institute shall not be responsible for the payment of any claim whatsoever made by the workmen engaged by the Contractor. The Contractor will ensure all the safety precautions required for a job and ensure that his workmen are adequately insured to cater for any mis-happening. The Institute shall not be liable for discharging any entity whatsoever. The contractor shall be solely responsible for fulfilling its obligations towards its staff under various laws as applicable and amended from time to time. The contractor shall be responsible for payment of wages to its staff at the rates fixed from time to time by Deputy Commissioner, Karnal. The contractor shall indemnify/compensate GEC, Nilokheri and its employees and its properties against any loss and / or damage caused or likely to be caused by any omission/neglect/action, demand, proceeding, prosecutions, attachment, non-payment of taxes, non-clearance of liabilities, non-observance of statutory laws/ rules of the local bodies / state / Central Government.
2. **DOUBTS / AMBIGUITIES:** If any doubt or ambiguity arises as to the meaning and effect of any provision (s) of this agreement, the same shall be referred to the Director-Principal, GEC, Nilokheri for clarification. The clarification so provided by the Director-Principal shall be binding on both parties. All instructions/directions of the Controlling Officers and report etc. to the contractor shall be in writing. There shall be on verbal communication in these matters.
3. **AMENDEMENT TO THE MOU:** The obligations of the contractor and GEC, Nilokheri have been spelt out of this MOU. However, during the operation of the agreement, circumstances may arise which may call for amendment or modification of the terms and conditions of this agreement. In such a situation, the amendments/modifications as may be mutually agreed upon shall be incorporated in this agreement.
4. **JURISDICTION:** The dispute, if any shall be subjected to the jurisdiction of courts at Karnal (Haryana). Any other jurisdiction mentioned in the quotation/ tender or invoices or any other document shall have no legal sanctity. Terms and conditions printed on Quotation/Invoice of the firm if any shall not be binding on the Institute except those mentioned specifically on the work order and acceptance of the work order shall be construed as the firms complete agreement to all the terms and conditions contained in the work order. Any dispute arising with regard to any aspect of the contract shall be settled through mutual consultations and agreement between the Contractor and the Institute.
5. **ARBITRATION:** For the purpose of this contact, there will be no provision of arbitration. The decision of the Director-Principal shall be final and binding in case of any dispute. The contract will be guided by the terms and conditions of the tender document only.
6. **SUCCESSFUL COMPLETION:**  The work will be considered to be successfully completed on payments of all dues to the workers, deposition of all payments of EPF/Insurance premium/Taxes to the concerned Authority/Office and clearance/settlement of all disputes and court cases.
7. **RECOVERY OF SUMS DUE:** Whenever any claim for the payment of money arises out of or under this contract against the contractor, the Director-Principal shall be entitled to recover such sum by appropriating, in part or whole the bills, performance amount/ earnest money deposited by the contractor should the sum not be sufficient to cover the full amount recoverable, the contractor shall pay to the Director-Principal on demand the remaining balance due.
8. **IMPLIMENTATION OF HARYANA GOVT INSTRUCTIONS:** Haryana Govt. instructions issued from time to time shall have to be followed in all matters and such order/instructions/guidelines will be binding upon the contactor / firm and such instructions are considered as deemed amendments in the MOU.
9. **MISCELLANEOUS:**
10. The tenderers are expected to visit the site (buildings, roads, complex etc.) before submission of tender.
11. The financial bid will be opened only of those tenderer who will qualify the pre-qualification requirements as laid down by the Institute in Technical Bid.
12. In case any family member of the Contractor is serving in the Institute then the contractor must record a certificate to that effect on the offer failing which the quotation/tender shall be rejected out rightly.
13. Whenever there is a duplication of clause either in the terms and conditions or in the agreement, the clause, which is beneficial to the GEC, Nilokheri, will be considered.
14. GEC, Nilokheri may secure additional man power for specific purpose and for specific period etc. from contractor on prevailing D.C. rates + Contractor’s profit as per tender rate accepted.
15. No enhancement will be given to the contractor above the awarded rates during the contract period, in any case.
16. The Contractor should be ready to start the work within a notice of 10 days.
17. The person deployed should be more than 18 years of age with sound health to the satisfaction of the competent authority and should have the requisite qualification as prescribed by Haryana Govt. from time to time.
18. The contractor can be engaged any sub –contractor or transfer the contract to any other person.
19. The contractor shall maintain a register of the employee appointed by the Contractor together with names/address & telephone numbers of the employee and put up before the Registrar & committee **constituted**.
20. The terms and conditions contained herein shall form part of and shall be taken as if they were included in contract agreement to be entered into the contractor.
21. The contractor shall remain valid for the period of award of work and is deemed to be renewed upon extension of work.
22. The contractor will not allow or permit his/their employee to participate in any trade union activities or agitation in the premises of the institute, violation of which may result in the termination of the contract immediately.
23. The Director-Principal reserve the right of removal of any persons considered by him to be incompetent or disorderly from the institute premises.
24. In normal conditions worker will not be deployed for double duty. However, in case of emergency / urgency a worker may be allowed for not more than two continues duties with proper written information to the institute authorities.
25. In case of any mis-happening such as accident/incident, it is mandatory for the contractor to take-up the follow-up with the legal/police at its own level to the logical end.
26. The tenderer should have a permanent place of business in Haryana preferably at Nilokheri, Karnal, Kaithal, Ambala and the complete Postal Address, Telephone/ Mobile/Fax/E-mail address, etc. should be provided, while submitting the complete tender form.
27. The contractor shall maintain all statutory records in respect of work force deployed by him as required under the provision of law.
28. The contractor shall not close/wind up its Branch office without written consent of the Director-Principal, GEC, Nilokheri before this successful complete of this work.
29. The contractor shall have to issue appointment letter to all workers and cannot charge any money/ amount in the name of security etc.
30. The contractor cannot change the constitution of the firm/Company during the award of work period.
31. The contractor cannot add/ remove partners in the firm during the period of work period.
32. **Scope of work:**

The whole area of Govt. Engineering College, Nilokheri will be divided into following zones for sanitation and security: -

1. **BOYS HOSTEL ZONE:**

Boys Hostel Complex includes the Boys Hostel and its compound having roads, footpath, lawns, open areas etc:-

* Total Area = 1.313 Acre (57195 Sq. ft.)
* Covered Area Ground Floor = 12000 Sq. ft.
* Open Surface = 45195 Sq. ft.
* Total Covered Area = 20000 Sq. ft.
1. **GIRLS HOSTEL ZONE:**

Girls Hostel Complex includes the Girls Hostel and its compound having roads, footpath, lawns, open areas etc:-

* Total Area = 1.988 Acre (86597 Sq. ft.)
* Covered Area Ground Floor = 18200 Sq. ft.
* Open Surface = 68397 Sq. ft.
* Total Covered Area = 32288 Sq. ft.
1. **ADMINISTRATION BLOCK ZONE:**

ADMINISTRATION BLOCK ZONE including its 1st, 2nd , 3rd and Ground Floor, roads, footpaths, lawns, open area etc:-

* Total Area = 6.735 Acre (86597 Sq. ft.)
* Covered Area Ground Floor = 39952 Sq. ft.
* Open Surface = 253425 Sq. ft.
* Total Covered Area = 150100 Sq. ft.
1. **PLAY GROUND = 4.464 acres (194454 Sq. ft.)**
2. **Computer Engg Block.**
3. **Mechanical Engg. Block.**
4. **Workshop Block.**
5. **Civil Engg. Block**
6. **Electronics Engg. Block.**

The above blocks and buildings are scattered and have multiple entry and exit points. Each block is a multi-story building having lavatories both for boys and girls. The contractor shall have to maintain round the clock security at all entry and exit points shall have to maintain the toilets in hygienic condition.

The contractor is, therefore advised to visit the Institute campus for getting a firsthand information regarding topography of the Institute before submitting his rates for tender.

1. **QUANTUM and NATURE OF WORKS**

The contractor shall have to provide housekeeping, recordkeeping, all works relating to computer and office of GEC and security services as follow: -

1. **RECORD KEEPING:**

There are around 200 approx. students on the roll of this institute at present which will increase to 1160 students. The contractor shall have to maintain the attendance record, uploading the students’ data for examination work, maintenance of admission record, maintenance of record of scholarship. Office work of Computer Engg. / Mech. Engg. / Civil Engg./ Electronics Engg. And Dy. Supdt. Office, Exam Branch. Works relating to Data Entry Operator in the office of Director-Principal, Registrar and Accounts officer.

1. **RUNNING OF 1 NO. OF POWER GENERATORS OF 62.5 KVA.**
2. **SECURITY AT STRETEGIC POINTS AND GATES AT ALL BLOCKS INCLUDING MAIN ENTRANCE (365\*24\*7) INNER ENTRANCE ALL BLOCKS BOYS HOSTEL (365\*24\*7) AND GIRLS HOSTEL (365\*24\*7) AND ALL ADMINISTRATIVE BLOCK MAINTENACE OF LAWNS, GARDENS AND OPEN SPACE AVAILABLE IN THE ADMIN BLOCK OR HOSTELS AND AROUND INSTITUTE CAMPUS.**
3. **MAINTENACE OF TOILETS, LAVATORIES, VARANDAH, GALARIES, HALLS, CORRIDORS, WINDOWS, ROOFS, STAIRS ROOMS, LABS, WORKSHOPS ETC IN ALL THE BLOCKS AND HOSTELS (2 NOS).**
4. **OFFICE MESSAGING SRVICE FOR ALL DEPARTMENTAL HEADS & PEON SERVICES.**
5. **OBLIGATION OF THE CONTRACTOR**

The contractor shall be responsible for discharging the following obligations;

**HOUSEKEEPING: -**

1. The contractor shall be responsible for sweeping of all floors, stairs, all offices, Conference Rooms, Class rooms, and entire premises of building and their surroundings including drains, removal of spider webs (from ceiling, walls, window panes etc.) form inside and outside the buildings, toilets removal of blockages in toilets, maintenance of taps, maintenance of cisterns in all toilets, maintenance of urine pots, maintenance of wash basins, maintenance of mirrors and cleaning of all drains, etc.
2. The contractor shall be responsible for daily cleaning and dusting of all furniture (chairs tables, sofas, almirahs, etc.) all equipment’s (computers, printers, UPSs, telephone sets, Gen. set, etc.), on all floors of the building on all the 365 days of the year.
3. The contractor shall provide consumables and non- consumables (daily use material only) and equipment of daily use for cleaning and dusting such as duster, vacuum cleaners, scrubbers, brooms, etc. at their own cost.
4. The contractor shall be responsible for sweeping of all the roads, parks, car / cycle parking lots, collection of litter form inside and surroundings all the building, roads and open areas. He will keep the edges of roads, footpaths clear of grass and vegetation. Sweeping, dusting, cleaning and keeping in presentable condition the road side kerbs / edge of the roads will be responsibility of Contractor.
5. The contractor shall maintain hygienic condition in drains, toilets and other parts of all the building by using such insecticides/ pesticides/ fungicides as phenyl (Lyzol/ equivalent), maphthalene balls, Harpic, Dettol hand wash, odonil/ other room fresher’s etc.
6. The contractor shall be responsible for moving chairs, tables and other furniturerom one part of the Institution to another part and arrange the same as per requirement whenever needed.
7. The contractor shall be responsible for the operation of Gen. set, maintenance of Log Book, bringing the diesel/petrol form petrol pump, putting the diesel in the Gen set, while the Institute shall pay the cost of diesel and carriage.

**RECORD KEEPING OF STUDENTS:**

There are around 200 students on the roll of this Institute. The contractor shall have to maintain the attendance record, uploading the student’s data for examination work, maintenance of admission record, maintenance of record of scholarships of students of the Institute. Handling of independent work of all HOD’s.

**SECURITY: -**

1. To provide the security cover of the entire Institute campus.
2. The contractor shall be responsible for all security measures and arrangements to safeguard the movable and immovable property and also providing following specialized services.
3. Controlling crowds and maintaining queues at places as directed by the authorized Officer.
4. Protection of Staff.
5. Protection of equipment, fixture and other vehicle, moveable and immovable property of the Institute.
6. Prevention of unauthorized entry of vehicle and people and to regulate the traffic within the Institute premises and ensure that no vehicle are parked except at the parking place.
7. Prevention of unauthorized entry of personnel including all types of outside vendors in the premises of the Institute / Colony.
8. A dedicated Supervisors other than the skilled and unskilled workers will be provided by the Contractor for work.
* **Representation of Contractor can visit campus for checking quantum of work between 11 AM to 4 PM on all working days.**

**Signature and seal of the Bidder**

**ANNEXURE – I-C**

**DECLERATION AND UNDERTAKING**

I/We (Name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ do hereby solemnly affirm and declare and undertake that:

1. I/We have submitted the terms and conditions of the tender documents i.e. scope of work name of Zones, guidelines of submission of tender etc. and have filled up the tender under my/our full understanding. Nothing has been left without studying and we have visited the Institute campus and got appraised of the topography of all the buildings and I/We have filled up the rates accordingly. All the terms & conditions of the tender form are acceptable to me/us.
2. The facts stated by me/us in the Technical Bid and Financial Bid are correct and true to the best of my/our knowledge and belief and nothing has been concealed therein. In case of any concealment or misrepresentation detected at any stage. I/We shall be liable to legal action under section 182 and section 415 read with section 417 and 420 of Indian Penal Code as the case may be including termination of the contract, forfeiture of all dues including Earnest money and blacklisting of my/our firm and all partners of the firm etc.
3. I/Our partners do not have any relative working in Govt. Engg. College, Nilokheri.
4. All documents/credentials submitted along with this tender are genuine, authentic, true and valid.
5. The Price-Bid submitted by me/us is “WITHOUT ANY CONDITION”.
6. I/We have never been banned/de-listed by any Government or Quasi Government agencies or PSUs.
7. I/We will open an ESCROW account which will be operated by the Director-Principal for making payment of all wages/EPF/ESI/Service tax/Group insurance/ over time/ bonus etc. to the respective stake holder/ beneficiaries.
8. The earnest money of Rs. 70,000/- (Rs. Seventy Thousand only) has been deposited.
9. I/We will neither change the constitution of the firm nor the partners during the period of contract and for any change, if any, I/We will intimate the Institute of such change and take written consent from competent authority.

(Signature of the Tenderer with Seal)

 I agree to all terms & conditions of the tender document.

**ANNEXURE-I-D**

**WORK EXECUTION PLAN**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Service | No of persons to be appointed | Duty Hrs. per person | Remarks if any |
| Security Service(24\*7) |  |  |  |
| Office work Service |  |  |  |
| Housekeeping service |  |  |  |
| Land scapping/ Horticulture Service |  |  |  |

**ANNEXURE-I-E**

**Min Qualification & Experience of workforce**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Service | Minimum Academic qualification | Min Technical qualification | Experience |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**ANNEXURE-I-F**

**LIST OF WORKSER & LABOUR WELFARE BENEFITS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.No** | **Benefit** | **YES/NO** | **Amount/ Percentage** |
|  | EPF |  |  |
|  | ESI |  |  |
|  | GROUP Insurance(Min. Rs.3 Lakhs) |  |  |
|  | Gratuity |  |  |
|  | Ex-gretia(Min. Rs. 20 Thousand) |  |  |
|  | Bonus as per bonus act |  |  |
|  | Over time |  |  |
|  | Casual Leave |  |  |
|  | Wages(Not less than Govt. Policy) |  |  |
|  | Maternity Leave |  |  |
|  | Uniform |  |  |
|  | Weekly Holiday |  |  |
|  | Duty Hours(6/8/10/12 Hours) |  |  |
|  | Medical Leave |  |  |

**ANNEXURE-II-C**

**Information about bidder firm/ Persons**

1. Name of the Firm

Paste Photographs of the tenderer

1. a). Regd. Head Office address-

b). Regd. Branch office at

 (Nilokheri/ Karnal/ Kurukshetra)

1. Type of Organization

(Prop/ Partnership/ Ltd. Comp./ Society etc.)

1. Name & address of each Partner/ Director (PAN card/ Adhaar No.)

1.

2.

3.

 5. Registration No of the firm/ co. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 6. Service tax Regd. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 7. Permanent Account No. of Income Tax- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 8. EPF Regd. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 9. ESI Regd. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 10. Address of the Tender for communication –

 Along with landline and mobile phone numbers and fax number.

E-Mail ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**All correspondence in future will be made only through e-mail)**

Balance Sheet: 2015-16 2014-15

1. Name of BANK, Branch (IFSC code)- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Account No. of the tenderer. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Name of the person(s) authorized to operate the bank account. (PAN card/ Adhaar No.)
4. Name of the person submitting tender (PAN card/ Adhaar No./ Designation)

**List of Institutions where similar services has been provided:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sir. No** | **Name of the Institution** | **Year** | **No. of employees** | **Monthly Bill amount** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

It is certified that the particulars given above are true to the best of my knowledge.

Date……………………… Full Name & Signature of Authorized Signatory

Place………………………

**ANNEXURE-III-A**

**FINANCIAL BID:**

**Rates of Services**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No** | **Type of Services** | **Amount for year****2017-18** | **Annual Increment % age** |
|  | Cleaning of premises |  |  |
|  | Horticulture Work |  |  |
|  | Office work service |  |  |
|  | Security Services |  |  |
|  | Information and communication service i.e. office work |  |  |
| **Total** |  |  |
| **Service Tax** |  |  |
| **Grand Total** |  |  |

**ANNEXURE III B**

**WORKER WAGE CHART**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Service** | **Dues** | **Deductions** | **Annual Increment % age** |
| **Monthly wage** | **EPF** | **Any other** | **ESI** | **EPF** | **Any other** |
| Cleaning of premises |  |  |  |  |  |  |  |
| Horticulture Work |  |  |  |  |  |  |  |
| House Keeping and Horticulture |  |  |  |  |  |  |  |
| Security Service |  |  |  |  |  |  |  |
| Information and communication service i.e. office work |  |  |  |  |  |  |  |