

F.No.20/08/2017-NIAW
Government of India
NATIONAL INSTITUTE OF ANIMAL WELFARE
(Ministry of Environment, Forest & Climate Change)

Dated 26.12.2017

NOTICE INVITING TENDER

(Closing Date: 10th January 2018 at 1500 Hrs.)

Subject: Tender for providing Cleaning and Housekeeping services at National Institute of Animal Welfare (NIAW), Ballabhgarh, Faridabad, Haryana.

Sealed quotations are invited from experienced firms for cleaning of in-door, out-door and paved areas of the premises of National Institute of Animal Welfare (NIAW), 42 KM Stone, Delhi – Agra Highway, NH-2, Ballabhgarh, Faridabad – 121004 (Haryana) on daily basis for a period of one year initially extendable by one more year, subject to satisfactory performance of the vendor, on outsourcing basis.

Detailed scope of work is mentioned at **para 5 and 6 below**. Complete tenders accompanied by a bank draft of Rs.20,000/- payable to the Pay and Accounts Officer, Ministry of Environment, Forest & Climate Change, New Delhi as EMD and placed in a sealed cover, will be received up to 1500 hours on the closing date mentioned above. Tenders received without EMD will be summarily rejected. Annual cost of the tender is estimated at Rs.15,00,000/- (Rupees Fifteen Lacs only).

2. Downloading of Tender document: Tender document is available in the Ministry's website at www.moef.nic.in and the bidders can download the same from the website and submit it in a sealed envelope having signature of both the parties. Bids received after the due date shall not be considered.

3. Opening of Tenders: The tenders received upto 1500 hours on the closing date will be opened at 1530 hours on the same day in National Institute of Animal Welfare, Animal Welfare Division, 5th Floor, Vayu Wing, **Indira Paryavaran Bhawan, Jor Bagh, New Delhi - 110 003** in the presence of the authorized representatives, if any, of the bidders in this office. Quotation will also be opened on scheduled date and time in case of non-presence of any representative of the firms.

4. Qualifying Criteria: Only firms having experience of at least two years in the relevant field of providing housekeeping/cleaning service on outsourcing basis to Government Ministries/ Departments/ Government Organizations/ PSUs/ Corporate Sector etc. need to apply. While submitting the tender, the intending tenderer shall have to furnish to this Ministry self-attested copies of following certificates/documents:

- i. Proof of executing order of cleaning/housekeeping worth Rs.10 lacs (Rupees ten lacs only) during each of last two years, i.e. years 2015-16 and 2016-17.
- ii. The experience certificates should be issued by Officers of the level of Section Officer and above clearly mentioning the annual value of the contract and period of contract;
- iii. Self attested copies of valid ITR for last two years and Service Tax registration certificate and GST certificate;
- iv. Details of the firm/company in case of Partnership Firm.
- v. The firm should comply with all requirements of ESI and EPF. Proof of registration with copy of last return should be enclosed with the bid document.

5. Extent and Scope of Work:

A. Area of work : The job of cleaning of in-door and out-door including terrace and paved area in the Campus of NIAW shall include tiled/cemented/wooden floors and walls, windows, panels, entrance areas, toilets, WCs, wash basins, parking area, internal road etc. of following premises:

S.No.	Name of the building/ location		Approx. Carpet / Surface area * in Sq. Mtr.
1.	Academic Block	Double Storey	1839
2.	Administrative Block	Double Storey	720
3.	Cafeteria	Single Storey	246
4.	Boys Hostel	Three Storey	1737
5.	Guest House	Single Storey	380
6.	Director Bungalow	Double Storey	208
7.	Housing Type I & II	Double Storey	671
8.	Security Room	Single Storey	12
9.	Animal Hospital	Single Storey	928
10.	O.T. for Big Animal	Single Storey	512
11.	Animal Shelters for Dogs, Cats, Birds, Large Animals, Kitchen & Store	Single Storey	353
12.	Internal Paved Road of NIAW Campus		9063

* Surface/Carpet area of the building may increase or decrease at any time

B. Scope of work:

- i. Sweeping and Mopping of all the areas on daily basis.
- ii. Cleaning of Hostel & Transit Accommodation /Guest House (2 Shifts).
- iii. Dusting of Doors, Windows, Ventilators and all Office equipments/ Non-Recurring items (including Door handles, Mirrors etc.).
- iv. Stain removing from wood works/ wooden walls/ floors/ fixtures/ furniture/ equipments etc. on all working days.
- v. Removal of waste papers, packing materials, water bottles and any other rubbish/ garbage located in paved area and lawn area to be carried out once daily on all working days.

- vi. Wet mopping and cleaning of all toilets, WCs, urinals and wash basins are to be carried out with scented phenyl on all working days and frequency of cleaning of toilets should be 30 minutes between 12.00 Noon and 2.00 PM in all the block of NIAW Campus.
- vii. Providing of Toiletries (Liquid soap, Paper Roll and Naphthalene balls, Odonil etc.) in all toilets in adequate quantities and spraying of room freshener in all the rooms. Bidders will provide glass cleaner, air freshener and brasso and other cleaning materials. The consumable will include brushes, squeezes, brooms, mop, buckets, dusters and glass cleaning kits, wringer trolleys, toilet rolls and liquid hand soap. The machine will include at least wet and dry vacuum cleaner and scrubbing machine.
- viii. The work also includes dusting and cleaning of doors, cleaning of wash basin, cobwebs, glass panes, doors, windows, blinds removal of garbage, cleaning and inspection of drainage/sewage system.
- ix. 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 NIAW.
- x. Thorough cleaning, dusting and vacuum cleaning of books, shelves and racks of NIAW's library.
- xi. Cleaning of Notice boards, cleaning of furniture provided in all rooms/offices, Cleaning of Office equipments.
- xii. Complete scrubbing, cleaning and washing of all the rooms, floors, stairs and toilets by using suitable cleaning material and appropriate machines, dusting of ceilings and walls and cleaning of window glass panes of all floors, door knobs, name plates etc. to be carried out on Saturdays/ Sundays.
- xiii. The service provider shall provide dry-cleaning/ shampooing, vacuum cleaning services for the furniture, fixtures, sofa chairs, ventilation blinds, curtains, carpets etc whenever required.
- xiv. Moving of articles like tables, chairs, almirahs, display boards, etc. as and when such shifting is necessary.
- xv. The Contractor will carry out all the above on all working six days in a week (8 hours a duty) or as required by NIAW.
- xvi. The works are to be done as per following schedule:-
 - (a) Scrubbing of floors of all covered area (once in a week)
 - (b) Cleaning of all covered area (two times in a day)
 - (c) Cleaning of all open area (three times in a day)
 - (d) Cleaning of toilets (one hour check list will be maintained daily)
 - (e) The job of Pest, Mosquito, Rodent control and Spraying/fumigation of disinfectant/ (once in a fortnight) insecticide
- xvii. The cleaning material etc. would be used to the satisfaction of NIAW. Contractor will submit the list of cleaning material supplied to the NIAW and get it signed/approved by the Office Superintendent NIAW. Payment may be deducted if the quantity and quality of material is not satisfactory.
- xviii. The bidder shall also be responsible for **pest control** (Pest control, Mosquito control & Rodent control of the entire NIAW premises area including all rooms, student hostels, mess, staff tea canteen) 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 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.

- xix. The Agency shall provide the details of the staff, proposed to be deployed viz., their name, fathers name, DOB, residential address, telephone number, recent passport size photograph in form of a data base in both hard & soft form.
- xx. Any other matter relating to cleanliness.

Note: Working days for the cleaning purpose means Monday to Friday, excluding National and Gazetted holidays. The contractor shall carry out cleaning work on Saturday/Sunday also as per above schedule in respect of those parts of the office premises which may open on Saturday/Sunday in exigencies of work.

6. Terms and conditions of cleaning work:

- i. The contractor shall deploy **one Supervisor and ten number of workers including sufficient number of female workers** for providing services as mentioned in para 5 above.
- ii. The contractor and supervisor should have duly activated cell phones, numbers of which should be given to all concerned to facilitate contact whenever required.
- iii. Cleaning and maintenance staff/ labours should be present in two shifts first from 7:30 A.M. to 4:00 P.M (7 workers & supervisor) and other from 9:30 A.M. to 6:00 P.M. (3 workers).
- iv. The **Institute shall not provide any cleaning material/ machine/ equipment for the cleaning work.** However, the contractor can use water from toilets for washing/ cleaning work. All other cleaning material/ machine/ equipment shall be brought by the contractor. The firm shall assess the quantity of consumables to be used and supply them in advance and store them at NIAW on fortnightly basis. The stores are to be replenished at least 10 days in advance.
- v. The contractor shall use standard cleaning materials of reputed companies only. Samples of chemicals, detergents, liquid soaps, acids, garbage bags etc. used for cleaning work should be got approved by the Director of the Institute.
- vi. The contractor will maintain a stock register of the items received on monthly basis and get it approved each month by the Director.
- vii. The contractor shall provide requisite number of dustbins/ bags in all rooms, corridors, landings of staircases, near toilets and other places where ever required. The dustbins/ bags shall be emptied as per the agreed cleaning schedule every day.
- viii. The dealing hand shall inspect and put his signature after wet mopping and cleaning has been completed and found to be satisfactory. They will also inspect any time the brand/ quality of cleaning materials being used by the contractor.
- ix. Cost of any damage done to tiled/ wooden floors, wooden walls, false ceilings, wooden fittings/ fixtures/ furniture, any other surface, equipment, machines, material, toilet/ sanitary fittings, electrical fittings, lights, switches & boards etc. or any Government property within the premises of the buildings due to mishandling by the employees deployed by the contractor or use of inferior quality cleaning material/defective machines shall be borne by the contractor and he shall repair/replace the damaged part/portion immediately. In case the contractor fails to make good the loss to the



satisfaction of the Director, NIAW shall, at its discretion, deduct such amount from the bills of the contractor as it may decide sufficient, to make good the loss. No appeal for review/write off the loss shall be entertained.

- x. The contractor shall maintain a room-wise log book and obtain dated signature of his/her personal staff after completion of the day's cleaning work of that room. The log book shall be inspected by dealing hand periodically.
- xi. At the end of each month, the contractor shall obtain dated and signed certificates of satisfactory performance from the user Section-in-charge/ Officers in support of having performed the cleaning work as per schedule and submit the certificates along with the bills for payment. No payment will be made for the corresponding areas in respect of Sections/ Rooms where users have expressed dissatisfaction in writing about cleaning work or refused to issue satisfactory performance certificate for any reason.
- xii. The contractor shall provide uniforms approved by the Institute to all of his employees engaged for cleaning work.
- xiii. Attendance report of all the staff deployed by the contractor shall be given to the dealing hand every day.
- xiv. **All statutory requirements regarding employment including EPF, ESI and payment of minimum wages at the rates specified by the local government from time to time, to the employees shall be strictly complied with by the contractor. Any default and consequences shall be liability of the contractor.**
- xv. The Institute shall provide space for storing of cleaning materials, equipments, machines etc. but shall not be responsible for safety and security of the items stored.
- xvi. The contractor shall not store any explosive/inflammable material in the store room provided by NIAW. Any breach in this regard may entail immediate termination of the contract and other action as deemed necessary.
- xvii. The contractor or his employees shall not cause any hindrance to functioning of Sections/Officers while cleaning the premises.
- xviii. The contractor shall be responsible for character and antecedents of the employees deployed by him in the Institute. Cost of any item, if proved to have been stolen by any of his employees, shall be deducted from the monthly bill of the contractor.
- xix. The contractor shall issue photo identity cards to all the employees deployed by him for cleaning work in NIAW. The institute shall issue entry pass, if necessary.
- xx. For cleaning of ladies toilets, only female employees should be deployed.

7. Submission of Tenders: The sealed tenders are invited under two Bids Systems. Technical bids and financial bids are to be submitted separately in two separate sealed envelopes and both these envelopes should be placed in a bigger sealed envelope which should be super scribing "Tender for Cleanliness & Maintenance in the National Institute of Animal Welfare (NIAW), Ballabgarh" addressed to Director, National Institute of Animal Welfare, 5th Floor, Vayu Wing, Indira Paryavaran Bhawan, Jor Bagh, New Delhi – 110 001 in the Tender box, latest by 1500 hours of 10th January, 2018. Request for extension of last date for submission of tenders will not be considered. After thorough scrutiny of the details in Technical Bid, the Financial Bids of those firms who are qualified will be opened in the presence of those bidders



who may choose to attend after due intimation to those who are qualified and the tenders will be finalized thereafter. The bidders should provide the following documents in the technical bid:

- i. The notice inviting tender (NIT) duly completed and signed;
- ii. EMD of Rs.20,000/- by way of bank draft issued by a nationalized bank in favour of Pay and Accounts Officer, Ministry of Environment, Forest & Climate Change, New Delhi.
- iii. Proof of executing order of cleaning/housekeeping worth Rs.10 lacs (Rupees ten lacs) for the last two years, i.e. years 2015-16 and 2016-17. The experience certificates should be issued by Officers of the level of Section Officer and above and clearly mention annual value of the contract and period of contract.
- iv. Self attested copies of valid ITR for last two years and Service Tax registration certificate; GST certificate.
- v. Details of the firm/company in case of Partnership Firm.
- vi. The firm should comply with all requirements of ESI and EPF. Proof of registration with copy of last return should be enclosed with the bid document.

Note: (i) *The bidder should put his/her dated signature on every page of the bid document as a token of having read and understood the terms and conditions of the notice inviting tender (NIT).*

(ii) *All pages of the tender document including attachments/enclosures should be serially numbered. The bidder is advised to prepare an index of the documents with page number and put the index at the top for easy identification of documents.*

8. The envelopes should be properly sealed with sealing wax and adhesive tape. Unsealed/unsigned quotations shall not be considered for evaluation. Quotations without EMD shall be summarily rejected. There should be no erasing and/or overwriting. The quotations with erasing and/ or overwriting shall be summarily
9. Late/delayed tenders due to any reason, whatsoever, will not be accepted/ considered, at all, under any circumstances.
10. The submission of quotation will not place this office under any obligation to empanel you and no expenses by you in this regard will be payable by NIAW.
11. Intending bidders are advised to visit the place of work for assuring the nature and volume of work realistically before quoting the rates.
12. The cost of cleaning materials, equipment, machines and related labour and transportation charges shall be borne entirely by the firm to whom contract had been awarded.
13. The amount should be mentioned in figures as well as in words exclusive of taxes and levies in the financial bid document attached as Annexure-I. Financial bids submitted in any other format will not be accepted. The taxes and other levies, if any, should be indicated separately. In case nothing is mentioned, it will be assumed that taxes/other levies are included in the amount quoted.

14. Earnest Money Deposit (EMD):

- i. The bidder shall furnish, as part of his bid security of Rs.20,000/- in the form of Demand draft in favour of Pay & Accounts Officer, MoEF&CC, New Delhi.



- ii. The bid security is required to protect NIAW against the risk of bidder's conduct, which would warrant the security's forfeiture, pursuant to para 15 of this document.
- iii. The bid security shall remain valid for a period of 180 days from the date of tender opening.
- iv. A bid not secured in accordance with "i." above shall be rejected by NIAW as non-responsive at the bid opening stage.
- v. The bid security of the unsuccessful bidder will be discharged/returned as promptly as possible as but not later than 30 days after the expiry of the period of the bid validity prescribed by NIAW and no interest would be paid thereon.
- vi. The bid security of the successful bidder shall be returned after executing the agreement and depositing performance bank guarantee.

15. Forfeiture of EMD: The bid security may be forfeited:

- i. If the bidder withdraws his bid during the period of bid validity specified by the bidder in the Bid form; or
- ii. In the case of successful bidder, if the bidder:
 - a. Fails to sign the contract,
 - b. Fails or refuses to honour his own quoted price for cleaning work at specified premises as per para 5.
 - c. In the event of the situation mentioned at para 23 (ii)
- iii. In both the above cases i.e. para 15 (i) & (ii), the bidder will not be eligible to participate in any of the tender issued by NIAW for one year from the date of issue of letter of intent.
- iv. The bidder will not approach the court against the decision of NIAW in this regard.

16. Performance Bank Guarantee: The successful bidder shall deposit, within seven working days of signing the mutual agreement for providing the cleaning/ housekeeping service, the performance guarantee equal to 10% of the annual value of the contract arrived on the basis of quoted price in the form of bank guarantee of a nationalized bank. The amount of rupees twenty thousand already deposited as EMD along with the tender will not be adjusted in the performance guarantee.

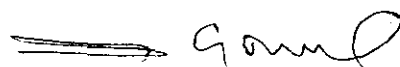
17. Evaluation : Quotations shall be evaluated on the basis of quoted lumpsum amount per month, only in respect of bidders who fulfill the conditions stipulated in para 4 above and submit documents as specified in para 7(i) to 7(vi) above. Bids without the documents specified in para 7(i) to 7(vi) shall be treated as non-responsive. The bid shall remain valid for 180 days from the date of opening of bids. A bid valid for a shorter period shall be rejected as non-responsive.

18. Signing of mutual agreement shall construe award of contract.

19. No enhancement of rates will be allowed for the job contract during the currency of the contract (format of agreement is enclosed at Annexure –III)

20. Validity of the contract: In normal circumstances, the period of contract shall be for a period of one year extendable by one more year subject to satisfactory performance of the contractor.

21. The Director, NIAW reserves the right to terminate the contract by giving 15 days notice and without assigning any reason thereof.



22. Payment:

- i. The bills in duplicate, for the services prepared on the basis of the amount will have to be submitted in favour of The Director, National Institute of Animal Welfare, Ballabgarh for effecting payment together with the certificates of satisfactory performance duly signed by user Officers/ Sections. No advance payment shall be made for the services.
- ii. The payment will be released through e-payment and income tax and other taxes, if any, shall be deducted against bills submitted.
- iii. **The job carried out shall be to the satisfaction of the Director (NIAW), failing which deductions @ 10% of the total bill shall be deducted.** Depending upon the severity of negligence, the Director, NIAW reserves the right to blacklist the agency for a suitable period or from further participation in any of NIAW's contracts. The decision of Director (NIAW) shall be final in this regard.

23. Prices:

- i. Rates shall remain fixed and valid during the period of contract. NIAW will not entertain any claim/request for revision of rates on account of increase of minimum wage payable to the employees, increase of the rate of sales tax/or any other tax, increase of cost of cleaning materials, etc., for the work awarded under the contract. All taxes payable to the Government on account of service provided to the institute shall be paid by the firm itself. TDS and any other Government levies applicable on bill as per Government of India instructions issued from time to time shall be deducted. The contractor shall undertake additional works of cleaning of rooms/ sections, if subsequently awarded, at the same rate and terms and conditions.
- ii. **The Director, NIAW may, if necessary, seek justification of the rates quoted by the L1 bidder to satisfy itself that the rates quoted by the L1 bidder are practical and reasonable. NIAW may reject the bid of L1 bidder and cancel the entire tender if the rates quoted by the L1 bidder are not justified and unreasonable. In such an event, NIAW may forfeit the EMD of the L1 bidder as penalty for wastage of Government time and money.**

24. ARBITRATION

- 24.1** In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to the matters, the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitration of Director, National Institute of Animal Welfare or any other person appointed by him. In case his designation is changed or his office is abolished then in such case to the sole arbitration of the officer for the time being entrusted whether in addition to the function of the Director or by whatever designation such officers may be called (hereinafter referred to as the said officer). In the event of such Arbitrator to whom the matter is originally referred to vacates his office on resignation or otherwise or refuses to do work or neglecting his work or being unable to act as Arbitrator for any reasons whatsoever, the Director, National Institute of Animal Welfare shall appoint another



person to act as Arbitrator in the place of outgoing Arbitrator and the person so appointed shall be entitled to proceed further with the reference from the stage at which it was left by the predecessor and that the award of the arbitrator shall be final and binding on both the parties. Contractor will have no objection in any such appointment that arbitrator so appointed is an employee of NIAW or a Government Servant or that he has to deal with the matter to which the agreement relates or that in the course of his duties as a NIAW employee he has expressed his views on all or any of the matters in dispute. The adjudication of such Arbitrator shall be governed by the provisions of the Arbitration and Conciliation Act 1996, or any statutory modification or re-enactment three of or any rules made thereof.

- 24.2** The venue of Arbitration proceeding shall be Office of NIAW at Ballabhgarh or such other place as the arbitrator may decide.
- 24.3** The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to aforesaid Arbitration and Conciliation Act, 1996 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

25. Bidders/Agency who are having near relative(s) employed in the NIAW are not allowed to participate in the tender. The Agency should give a certificate as given in Annexure-II that none of his/her near relative is working in NIAW. In case of proprietorship firm certificate will be given by the proprietor. For partnership firm certificate will be given by all the partners and in case of limited company by all the directors of the company. Due to any breach of these conditions by the company or firm or any other person the contract will be cancelled and Security deposit will be forfeited at any stage whenever it is noticed and NIAW will not pay any damage to the company or firm or the concerned person. The company or firm or the person will also be debarred for further participation in any contract/tender of NIAW.

The near relatives for this purpose are defined as:

- a) Member of a Hindu undivided family,
- b) Husband and wife
- c) The one is related to the other in the manner as father, mother, son(s) and Son's wife (daughter in law), Daughter(s) and daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother in law)


26. Contact Person: For clarification, if any, regarding the terms and conditions of the bid document or any interpretation thereof, contact on telephone No. 0129-2555602,603 Between 11 AM and 4 PM on all working days.

27. The successful bidder shall enter into a PRE CONTRACT INTEGRITY PACT with the competent authority of National Institute of Animal Welfare on being informed about intention of the NIAW to award the contract.




28. GENERAL CONDITIONS OF THE CONTRACT:

- a. National Institute of Animal Welfare does not bind itself to accept the lowest or any other tender and reserves the right to reject any or all the tenders. Tenders in which any of the prescribed conditions are not fulfilled, shall be summarily rejected.
- b. Canvassing whether directly or indirectly, in connection with the tender is strictly prohibited and the tenders submitted by the Contractors who resort to canvassing will be liable to rejection.
- c. The Contractor shall provide Un-skilled manpower. He shall ensure discipline amongst his staff and restrict unnecessary movement/assembly of their personnel in premises etc. The Contractors shall ensure proper supervision of the duties of his staff through his own supervisor.
- d. **The Contractor will supply fresh sets of uniform/badges, Identity cards who shall wear the same while on work and also keep their uniform clean and one set of recent passport size photograph for records each of his employee.**
- e. The Contractor shall be responsible for the conduct/integrity of his personnel and will also be responsible for any act of omission and commission on their part. He will vouch for their character & integrity. He shall submit police verification reports along with the photographs and the detailed particulars of the staff provided to the NIAW.
- f. The successful tenderer shall be fully responsible and comply with all Act, Law under CL (R&A) Act 1970 and EPF & ESIC Act, Payments of Wages Act, Minimum Wages Act or other Statutory Rules, regulations with their latest amendments, by-laws applicable with regard to the performance of the work included herein or touching this Contract, from time to time and take such necessary steps as may be deemed necessary in this regard. **The tenderer shall submit a monthly attendance sheet of the employees as recorded in biometric machine at NIAW, salary sheet/challan, Copy of stock register as mentioned at point 6(vi) above with the monthly report containing the details of EPF & ESI deducted and credited into individual's account (with UAN No.) with appropriate/concerned department as a Proof.** If it is noticed at any stage that EPF & ESI of any individual has not been credited properly, this department will not take any responsibility for this lapse. The tenderer will bear all the consequences, whatsoever, of the same. As two percent is deducted towards TDS, parties quoting Service charges below two percent are liable to rejected.
- g. Service Tax details paid by the firm to the Govt. In favour of NIAW for the said work along with tax with proof.
- h. Lum-sum material charges per month as per list to be quoted separately. However material charges per month will be paid on lowest quoted material cost by the parties.
- i. The successful tenderer will accept full and exclusive responsibility for disbursement of full wages and other obligations referred to under the law now and hereafter imposed by State Govt./Local Bodies for the person(s) deployed by him. The successful tenderer should accept full and exclusive responsibility of insurance of the persons deployed by him.
- j. The successful tenderer shall make regular and full payment of wages, salaries and other payment if any, due to his employee(s) and furnish necessary proof.
- k. NIAW will have no liability whatsoever concerning the persons deployed by the tenderer for any purpose. The successful tenderer shall keep that the NIAW indemnified against all losses or damages or liability arising out of or imposed in the course of employment of person(s) by him or for any violation of such Acts, Laws of Regulations etc. by him/her, his/her agent or his/her staff.



- l. The successful tenderer shall be solely responsible for setting/resolving any dispute/claim of his/her personnel during the pendency of the Contract. No liability shall accrue to NIAW under any circumstances even after expiry of the contract. No claim for continuity for service under contract or other wise will be entertained by NIAW.
- m. The tenderer shall be responsible for payment of any compensation/settlement of any liability arising out of any death or injury caused to the persons employed by him for rendering the jobs on contract under the agreement, either under the Workmen Compensation Act or any Act in force at that time.
- n. The Tenderer shall at their cost take necessary insurance cover in respect of his employee(s) and other persons employed or engaged in connection with the process of rendering the aforesaid job. The tenderer shall also comply with the provisions of relevant Acts viz Employee State Insurance Act, Workmen's Compensation Act, Wages Act, Contract Labour (Regulations and Abolition) Act and the Employee's Provident Fund and Miscellaneous Provisions Act, 1952 and the rules made there under and as modified from time to time.
- o. The tenderer should deploy his authorized representative for effective and proper supervision of the maintenance and upkeep jobs under the contract.
- p. Tenderer shall not sub-let or sub-contract any part of this contract/job without the expressed written consent of the NIAW. The Contractor shall also be responsible for any act of omission or commission on the part of his supervisors/workers. Any damage done/caused to the existing structure/furniture/fitting/equipment by the workers of the Contractor Agency shall be got rectified by the Contractor at his own risk and cost/cost received from by the Contractor.
- q. NIAW is an International level theatre (culture) Institute, therefore, the Housekeeping works are to be carried out as per International norms/standards and in such a manner that all premises always look neat & Clean, Eco friendly chemicals/ Reagents to the extent possible are used. Similarly, the waste disposal is also carried out in totally sealed manner without affecting the Environment.
- r. NIAW is looking for a Mechanized type of Cleaning by which Efficient Cleaning can be achieved.
- s. The decision of the authorized officials of NIAW regarding the satisfactory standard of Housekeeping shall be final and binding on the Contractor. The Contractor shall comply with the monitoring mechanism/system as advised by the NIAW.
- t. The contractor will be fully responsible for coordinating with the licence authority and to be present & to provide all necessary details required time to time by licensing authority.
- u. The decision of the authorized officials of NIAW regarding the satisfactory standard of cleanliness shall be final and binding on the Contractor. The Contractor shall comply with the monitoring mechanism/system as advised by the NIAW.

A handwritten signature in black ink, appearing to read 'A. M. S.', is written over a rectangular stamp that has been mostly obscured by the ink.

(To be kept duly signed in Envelope 1 – Qualifying/Technical Bid)

QUALIFYING/TECHNICAL BID**BIDDER IS REQUIRED TO FORWARD THE FOLLOWING DOCUMENTS FOR
QUALIFYING DULY SELF-CERTIFIED, STAMPED WITH PAGE NO.:-****DETAILS****PAGE NO**1. Name & address of the registered Firm/Agency
(with Tel no., Fax & Email) :2. Name & Address of the Proprietor/
Partners/Directors (with mobile no.) :

3. Contact Person(s) (with mobile no.) :

4. LICENCE/REGISTRATION NO. OF :
(i) Valid Labour Contract License :(ii) Registration Number of the Agency under
the Company's Act 1956 /Administration :
or any other Act for providing manpower

5. PAN No. and Income Tax No. :

6. Service Tax & GST Registration No. :

7. (i) Registration No. with PF authorities :

(ii) Registration No. with ESI authorities :

8. Current Bank Solvency Certificate of minimum
value Rs. 30 Lakhs should be valid on date of
submission :

9. Details of EMD :

Annual Turnover of the Agency/firm should be minimum rupees one crore in each year.**A.**

2014-15	2015-16	2016-17
Turnover		
Taxable income		
Tax paid		

Above format should be supported by documentary evidence, like copies of balance sheet, profit
& loss A/C, Income Tax returns etc.


B. Details of the experience with Govt., PSUs, Ministries, educational/academic organization only etc. where the services are provided by the Agency during the previous three years i.e. 2014-15, 2015-16 & 2016-17 in the following format.

Name & Address of client	Total contract value	Job order enclosed Yes/No	Experience certificate enclosed - Yes/No	Page No.

A List of all the job undertaken with letter of contract and satisfactory work certificate in the last 3 years by the Agency may be attached separately along with page no.

DECLARATION

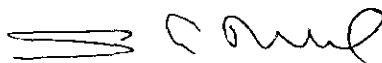
I hereby certify that all the information furnished in the offer submitted above are complete and correct to the best of my/our knowledge. I also hereby confirm and declare that the firm has not been black listed / de-listed by any Institutional agencies / Govt. Deptt. / PSU. I understand that in case any deviation is found in the above statement at any stage, the tender will be out right rejected & action as deem fit will be initiated against the firm/agency.

(Signature of Authorized Signatory with date)

Date: _____

Place: _____

Name of the Firm/Agency & stamp



ANNEXURE -II

FINANCIAL BID

Subject: Cleanliness & Maintenance in the National Institute of Animal Welfare (NIAW), Ballabgarh, Faridabad, Haryana.

RATE QUOTATION

Sl. No.	Particulars	Amount per month for Cleaning work (in Rs.)
1.	Manpower cost for Cleaning Work of Office Premises for Indoor and Outdoor inclusive of terrace and paved area as per para 5 & 6.	
2.	Material Cost as per list enclosed	
3.	Total	In Figure : In Words :
	Service Tax	
	Any other Tax	

Note :

- i. The service tax and other levies, if any, should be indicated separately. In case nothing is mentioned, it will be assumed that taxes/other levies are included in the rates quoted.
- ii. Approximate surface/carpet area of the premises for cleaning work has been indicated in para 5 (A) above.
- iii. *Rate should be quoted on comprehensive basis taking into account all overhead costs, minimum wages payable to the employees, ESI and EPF contributions, cost of cleaning materials, etc., for the work specified in para 5 and 6 above.*
- iv. In the event of any dispute over amount quoted in figure, the amount quoted in words shall be treated as final.

Certificate :

I have physically inspected the premises and understand the volume of work and agree to the terms and conditions laid down in the letter inviting quotations.

Signature of Authorized Signatory
Name of the Agency with Seal



ANNEXURE-III

CERTIFICATE

I s/o r/o.....

hereby certify that none of my relative(s) as defined in the tender document is/are employed in NIAW as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, NIAW shall have the absolute right to take any action as deemed fit/without any prior intimation to me.

Signed

Name (Caps)

Position

Date

A handwritten signature in black ink, appearing to read 'Samp'.

ANNEXURE-III

(To be executed on Bond Paper of Rupees One Hundred)

AGREEMENT

AGREEMENT FOR ACTING AS CONTRACTOR FOR cleaning work at National Institute of Animal Welfare (NIAW), 42 KM Stone, Delhi – Agra Highway, NH-2, Ballbgarh, Faridabad – 121004 (Haryana) Contract Agreement No Dated

An agreement for cleaning work at National Institute of Animal Welfare (hereinafter called the contract) is made this Day of Between M/s..... having it's office situated at through Mr..... (hereinafter called the Contractor), which terms shall unless excluded by or repugnant to the subject or context, include its successors and permitted assignees of the one part.

And National Institute of Animal Welfare, Ballabgarh (hereinafter called the company which term shall unless excluded by or repugnant to the subject or context, include its successors and assignees) on the other part for the purpose of cleaning work at National Institute of Animal Welfare (NIAW), 42 KM Stone, Delhi – Agra Highway, NH-2, Ballbgarh, Faridabad – 121004, at the rates quoted and accepted and under the terms and conditions specified in the tender document and its Annexure.

Whereas the Agency has agreed with the NIAW for cleaning work set forth in the tender document and its annexure, which shall be treated as an integral part of this agreement.

In consideration of the payment to be made by MoEF&CC, the Agency shall duly perform the said operations in the said tender document and its annexure set forth and shall execute the same with great promptness and diligence in a workman like manner to the satisfaction of MoEF&CC and will carry out the work in accordance with the terms and conditions of contract with effect from day of, 2018 upto day of, 2019 and will observe, carryout the work in accordance with the terms and conditions of contract with effect from day of, 2018 upto day of 2019 and will observe, fulfil and honour all the conditions herein mentioned (which shall be deemed and taken to be part of this contract as if the same had been fully set forth therein) and NIAW hereby agrees that if the Agency observe and honour the said terms and conditions of the contract, NIAW will pay or cause to be paid to the Agency for the operations, on the completion thereof, the amount due in respect thereof at the rates specified in the schedule hereto annexed.

In witness whereof the said parties have hereunto set their hands the day and year first above written.

Agency

for and on behalf of NIAW

Witness 1.

2.



**List of material with quantity & make required per month
(To be submitted along with financial bid)**

S. No.	Item	Quantity (approx.)	Brand ISI Genuine
1	Hard broom	2 Dozen	
2	Soft broom	1 Dozen	
3	Big pochha	2 Dozen	
4	White Duster	2 Dozen	
5	Phenyl	5 Can	Ganda, Doctor
6	Wiper Big Size	5 Nos.	Supreme
7	Teepol	5 Liter	Original
8	Harpic	2 Can	Original
9	Phenyl Ball	1 Kg	
10	Urinal Cube	5 Packet	Bubbles
11	Odonil Original	20 Nos.	
12	Garbage bag big (20 Kg)	10 Nos.	
13	Small garbage bag (10 & 5 Kg)	15 Nos.	
14	Vim (1 Kg)	5 Packet	Vim
15	Surf (1 Kg)	5 Packet	Surf excel
16	Room Freshener (Airwick & Sprayer)	10 Nos	Best Quality
17	Hit Black & Red	5 Nos.	Hit
18	Scorch Brite	10 Nos.	
19	Hand Wash	20 Liter	Dettol, Santoor, Lifebuoy
20	Toilet Brush	5 Nos.	
21	Toilet Roll	10 Nos.	
22	Tissue Paper	1 Box	
23	Glass cleaner	5 Bottle	Colin
24	Brasso	1 Bottle	
25	Jala Brush	2 Nos.	

Lum-sum material charges per month as per above list may be quoted separately at Sl. No. 2 in financial bid.

