



भारत सरकार, रक्षा मंत्रालय  
कार्यालय, रक्षा लेखा नियंत्रक, नं. 1, स्टाफ रोड, सिकंदराबाद -500 009  
**GOVT. OF INDIA, MINISTRY OF DEFENCE**  
**OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS**  
No.1, STAFF ROAD, SECUNDERABAD-500009  
दूरभाष/TELE:040-27843385 फैक्स/FAX:040- 27810499



**No. AN/III/MO/OC/CONSER/2020-21**

**Dated: 28/05/2020**

To  
M/s

**NOTICE FOR INVITING OPEN TENDER**

On behalf of the Controller Defence Accounts, Secunderabad, Open Tenders are invited from well experienced and licensed reputed parties/ firms/ companies/ agencies, for Housekeeping services (including internal and external conservancy) services and Rodent Control Services etc. in the office premises of CDA, Main Office, PAO(ORS), EME, PAO(ORS) AOC and CDA, IT & SDC, Secunderabad.

Tender is invited in two parts, i.e. (1) Qualifying Bid and (2) Financial Bid. The tender form for Qualifying bid in the pro-forma prescribed in Annexure-I and the tender form for the financial bid in the pro-forma prescribed in Annexure-II, complete in all respects, sealed separately, and kept in sealed cover together, should be super scribed with (i) Tender Notice No. (ii) Subject: Quotation for Housekeeping for Controller Defence Accounts, Secunderabad and (iii) due date may be dropped in Tender Box provided for this purpose at Admin-III Section of CDA, Secunderabad, No. 1 Staff Road, Secunderabad-500009.

The Tender documents along with instructions, scope of work and terms & conditions can be downloaded from the web site <https://cdasecbad.ap.nic.in> or can be collected from Sh. L. Padmapani, Sr. Accounts Officer, O/o the CDA, Secunderabad, No. 1 Staff Road, Secunderabad-500009.

1. Date & Time for submission of Quotations up to : **18.06.2020 till 5 P.M.**
2. Date & Time of Opening of Quotations (Technical Bid) : **19.06.2020 at 11 A.M.**

Place of Opening of Tender Bids – Conference Hall, CDA, Secunderabad, No. 1 Staff Road, Secunderabad-09.

**Incomplete tender/tenders received beyond scheduled date/time notified above shall be out rightly rejected.**

**(SRINIVAS MANDA)**

Accounts Officer (Admin)

**RFP FOR HOUSE KEEPING SERVICES (INCULDING INTERNAL AND EXTERNAL  
(CONSERVANCY) SERVICES IN THE CDA, SECUNDERABAD, NO.1 STAFF ROAD  
SECUNDERABD - 500009.**

**INTRODUCTION**

The CDA, Secunderabad office is located at No. 1 Staff Road, Opp: Secunderabad Club, Secunderabad-9. Tender Enquiry for provision of conservancy services inclusive of manpower and material in the office of CDA, Secunderabad (Main Office) , PAO(ORs), EME, PAO(ORs), AOC and CDA, IT&SDC, Secunderabad.

As per the Contract, you have to deploy total 13\*\* number of Conservancy workers as detailed below, for the period of one year from the date of acceptance of offer, at the following offices:

<b>Location &amp; Address</b>	<b>No. of workers</b>
CDA, Secunderabad (M.O) No.1 Staff Road, Secunderabad -500009	<b>05</b>
CDA, IT & SDC Mornington Road Near AOC Records Secunderabad - 500015	<b>02</b>
PAO(ORs), EME, Near MCEME, Opp: EME Records Secunderabad -500021	<b>04</b>
PAO(ORs) AOC Mornington Road, Near AOC Records Secunderabad- 500015	<b>02</b>
<b>Total</b>	<b>13**</b>

\*\*Number of workers mentioned above is only indicative. Actual number of workers may vary at the time of actual deployment.

Further, additional manpower is to be provided at no extra cost if the deployed individuals are not sufficient to carry out the work at the above mentioned premises. **Depending on the need the number of person required may be increased or decreased.**



### **INSTRUCTIONS FOR THE BIDDERS**

1. The office of the CDA, Secunderabad requires the services of a reputed, well established and financially sound Housekeeping Company /Firm/ Agency for providing Housekeeping (including internal and external conservancy) Services for CDA, Sec'bad Office, PAO(ORs) EME, PAO(ORs) AOC & CDA, IT&SDC office premises.

2. The contract is to be for **One Year w.e.f. 01/07/2020 to 30/06/2021**. The period of the contract may further be extended after the completion of contract, if this office is satisfied with the present arrangement for housekeeping and cleaning may be curtailed / terminated before the contract period owing to deficiency in service or substandard quality of cleanliness by the selected Company/Firm/Agency. This office, however, reserves right to terminate the initial contract at any time after giving one month notice to the selected service providing Company/Firm/Agency.

#### **3. General Information about the tender:**

a.	Tender reference No.	<b>No. AN/III/MO/OC/CONSER/19-20</b>
b.	Last date/time for receipt of tenders	<b>18/06/2020 upto 1700 hrs.</b>
c.	Time and date for opening of tenders (Technical Bid)	<b>19/06/2020 at 1100 hrs.</b>
d.	Place of opening of tenders	Conference Hall CDA, Secunderabad No.1 Staff Road Secunderabad-500009
e.	Communication Address	CDA, Secunderabad No.1 Staff Road, Secunderabad-500009 Ph No. 040-29801052/ Fax No. 27810499

#### **4. Tender can only be submitted for Housekeeping Services including Internal and External Conservancy and Rodent Control Services.**

5. Conditional bid shall not be considered and will be out-rightly rejected at the very first instance.

6. The tendering Company/ Firm/ Agency is required to enclose photocopies of the documents, duly self-attested, as per the requirements of Technical Bid as given in the Enclosure- IV (properly indexed), failing which their bids shall be summarily / out rightly rejected and will not be considered any further.

7. All entries in the tender form should be legible and filled clearly. If the space for furnishing of information is insufficient, a separate sheet may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, cuttings, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids. All the pages of the bid shall be signed by the authorized signatory in ink with rubber stamp of the agency.

#### **8. The Registered Office or one of the Branch Offices of the Service Provider Company/Firm/Agency should be located in Secunderabad/Hyderabad. The bidder should submit the Certificate of Incorporation and Certificate of Registration of the Firm.**



8. The quotations should be given in a **two bid system, the Technical and Commercial bids**. The following enclosures are forwarded along with this enquiry to assist you in preparing your technical and commercial offer:

1	Schedule of Requirement (SOR)	Enclosure-I
2	Scope of Work (SOW)	Enclosure-II
3	Standard Conditions of Contracts (SCOC)	Enclosure-III
4	Format of Technical Bid	Enclosure-IV
5	Format of Commercial Bid	Enclosure-V
6	Declaration about fraud and corrupt practice	Enclosure-VI
7	Evaluation Criteria	Enclosure-VII
8	Consumable items list	Enclosure-VIII

Note: The Bids shall remain valid **till /06/2020** from the last date of submission of bids.

**A. SUBMISSION OPENING OF THE TENDER**

9. **PLEASE QUOTE OUR TENDER REFERENCE No. DATE OF TENDER OPENING ON SEALED COVER. FAILURE TO DO SO MAY RENDER YOUR OFFER INVALID.**

10. The Technical and Commercial bids are to be submitted in two separate sealed envelopes, duly marked as "Technical Bids for RFP No. AN/III/MO/OC/CONSER/2020-21, Dated: 18/06/2020" and "Commercial Bid for RFP No. AN/III/MO/OC/CONSER/2020-21 Dated: 18/05/2020". The quotes are to be super-scribed with your firms name, address and official seal and ink signed by an authorized representative of the Tenderer. Sealed bids will be addressed to the SAO (AN), Office of the CDA, Secunderabad-500009 and should be dropped in the tender box placed at the Admin-III of CDA office, No.1 Staff Road, Secunderabad marked as Tender Box for providing Housekeeping and Service at CDA Office, Secunderabad - 500009.

11. Sealed quotations will be opened by a committee on due date and time. Your authorized representatives duly carrying an authorization letter from the company may attend the tender opening. Due to any exigency if the date of opening of tender is declared as closed holiday. The tenders will be opened on next working day at the same time. **The date of opening of Commercial Bids on 19/06/2020.**

12. The Tenders sent by Fax will not be considered. To avoid complications with regard to late Receipt/Non receipt of Tenders it may please be noted that the responsibility rests with tenderers to ensure that tenders reach this office before due date & time. Late quotes will be rejected out rightly.

13. Commercial offers of only those firms will be opened whose technical offers would be found suitable after technical evaluation. Further negotiations, if required will be made only with the lower bidder (L-1) as determined by the committee. The date, time and venue fixed for this purpose will be intimated separately. The commercial bid once opened will not be unilaterally revised by the firm, unless the firm is called for price negotiations specifically and asked to justify the rates.

**B. EARNEST MONEY DEPOSIT (EMD)**

**Form of Bid Security:** Bidders are required to submit Earnest Money Deposit in favour of CDA Secunderabad, for an amount of **Rs. 80,000/-** along with their bids. The bid security may be accepted in the form of Account Payee, Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the public sector banks or a private sector bank authorized to conduct government business, as per Form DPM-13, safeguarding the purchaser's interest in all respects. The EMD should remain valid for 45 days beyond the validity of bid.



**Bank Guarantee format**

Whereas ..... (hereinafter called the "Bidder") has submitted their offer dated. . . . . for the supply of .....

(herein after called the "Bid") against the Buyer's Request for proposal

No.....**KNOW ALL MEN** by these presents that

**WE**.....of having our Registered office at .....

are bound unto ..... (herein after called the "Buyer) in the sum of

..... for which payment will and truly to be made to the said Buyer,

**the Bank binds itself. Its successors and assigns by these presents.**

**Sealed with the Common Seal of the said Bank .....this day..... 20.....**

**The condtions of obligations are:-**

(1) If the Bidder withdraws or amends, impairs or derogates from the Bid in any respect with the period Of validity of validity of Tender.

(2) If the Bidder having been notified of the acceptance of his tender by the Buyer during the period of its validity.

a. If the Bidder fails to furnish the Performnce Security for the due performance of the contract.

b. Fails or refuse to accept/execute the contract.

WE undertake to pay the Buyer upto the above amount upon receipt of its first written demand without the Buyer having to substantiate its demand, provided that in its demand the Buyer will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions.

This guarantee will remain in force up to and including 45 days after the period of tender validity and any demand in respect thereof should reach the bank not later than the above date.

.....  
(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal, Name and Address of the Bank

& address of the Branch.

i. The technical Bid should be accompanied with an Ernest Money Deposit (EMD) **Rs.80,000/- (Rupees Eighty Thousand only)** in the form of Demand Draft/Pay Order drawn in favour of the "Controller of Defence Accounts, Secunderabad, failing which the tender shall be rejected out rightly.

ii. The EMD in respect of the Agency which does not qualify the Technical Bid (First Stage)/ Financial Bid (Second Competitive stage) shall be returned without any interest. However, the EMD in respect of the successful tenderer shall be adjusted towards the Performance Security Deposit. Further, if the Agency fails to provide services against the initial requirement within 15 days from the date of placing the order, the EMD shall stand forfeited without giving any further notice.

### **C. STANDARD CONDITIONS OF CONTRACT (SCOC)**

14. SCOC shall be required to be accepted in full by all the first participating in the contract. A contract will be signed between the Contract Operating Authority (COA) i.e. successful bidder and office of the CDA, Secunderabad incorporating the SCOC as Enclosure –III of this RFP, which will form integral part of the Contract.

### **PRE-BID COFERENCE**

15. The SOR (Enclosure-I) and SCOC (Enclosure-III) should be carefully considered while repairing the bids. Interested participants may obtain all the clarifications by visiting the office of the CDA, Secunderabad. **On all working days during 01/06/2020 to 10/06/2020 between 3:00 PM to 05:00 PM in this office.** The visiting representative of the interested firms will carry a valid ID proof and intimate theAccounts Officer (AN-III) of this office.

### **E. TECHNICAL AND COMMERCIAL BIDS**

The Technical Bids & Commercial Bids are to be submitted strictly in accordance with **Enclosure-IV and Enclosure-V** to this tender enquiry. The commercial bid once opened will not be unilaterally revised by the firm, unless the firm is called for price negotiations specifically and asked to justify the rates.

16. Bids of those firms who do not fulfill the requisite qualifications are liable to be rejected.

17. This RFP is being issued with no financial commitment and office of the CDA, Secunderabad reserves the right to change or vary any part thereof at any stage. The office of the CDA, Secunderabad reserves the right to reject any or all of the offers without assigning any reason whatsoever. This office also reserves the right to withdraw the RFP, should it be so necessary at any stage.

### **F. TECHNICAL REQUIREMENTS FOR THE TENDERING COMPANY/FIRM/AGENCY**

**The tendering Service Provider Company / Firm / Agency should fulfill the following technical specifications:**

1. The Registered Office or one of the Branch Offices of the Service Provider Company/Firm/ Agency should be located within the **Hyderabad/Secunderabad**.
2. The Service Provider Company / Firm / Agency should be registered with the **appropriate registration** authority.
3. Service Provider Company / Firm / Agency should have **at least five years experience** in providing similar services to private and/or public sector companies/banks/Government Deptt etc.
4. Service Provider Company / Firm / Agency should have its own Bank Account. PAN No. and Service Tax No./GSTIN No.
5. Service Provider Company / Firm /Agency will have to provide details of Income tax and Service Tax/GST return of their firm for last three Financial Years (2016-17 to 2018-19).



6. Service Provider Company / Firm / Agency should be registered with Employees Provident Fund organization (EPFO) and Employees State Insurance Corporation (ESIC) under the respective Acts/laws. Compliance of Statutory labour laws in respect of EPF and ESIC contributions is mandatory. Bids of firms non-complying to labour laws will be out rightly rejected.

7. The Service Provider Company / Firm / Agency should have completed at least one service contract of value not less than Rs. 30 Lakh (Rs. Thirty Lakh Only) per annum related to providing similar services in a single contract in each of last three years (FY 2016-17 to 2018-19). Copies of the contracts and the satisfactory certificate from the client need to be enclosed.

8. The Service Provider Company/ Firm / Agency must have a turnover of Rs. 500 Lakh per year during the last three financial years (2016-17 to 2018-19).

9. The Service Provider Company / Firm / Agency has to submit the Audit Report u/s 44AB or u/s 12 AB of the Income Tax Act, 1961 along with Balance Sheet and Profit & Loss Account/ Income and Expenditure Account for the preceding three Financial Years (2016-17 to 2018-19).

10. The Service Provider Company/ Firm / Agency shall submit affidavit stating that the agency is/ has not been blacklisted by Central Government / State Government / any PSU in last three years.

11. This office is equipped with automated electronic machinery for cleaning services like Fogging Machine, Grass Cutter, Lawn Mover, Vacuum Cleaner etc.

**Non compliance with any of the above conditions by the Service Provider Company/ Firm/Agency will amount to non-eligibility for the services for which tender has been floated and its tender will be ignored summarily.**

**G. FRAUD AND CORRUPT PRACTICES:**

i. The applicant and the irrespective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, the Office may reject an Application without being liable in any manner whatsoever to the Applicant if it determines that the Applicant has , directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice , coercive practice , undesirable practice or restrictive practice in the Bidding Process.

ii. Without prejudice to the rights of this Office under Clause-I, herein above, if an Applicant is found by the Office to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice. Fraudulent practice, coercive practice. undesirable practice or restrictive practice during the Bidding Process, such Applicant shall not be eligible to participate in any tender issued by this Office during a period of 02 (two) years from the date such Applicant is found by the Office to have directly or indirectly or through an agent engaged or indulged in any corrupt practice. Fraudulent practice, coercive practice undesirable practice or restrictive practice as the case may be.



iii. This organization has zero tolerance for crime/ atrocities against women and this must be ensured during operation under the activities included in SOR.

iv. For the purposes of this clause. the following terms shall have the meaning herein after respectively assigned to them:

a) "Corrupt practice" means (I) the offering, giving, receiving, or soliciting, directly or indirectly of anything of value to influence the actions of any person connected with the Bidding Process or (II) save and except as permitted, engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the LOA or after the execution of the Agreement, as the case may be any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal. financial or technical advisor of the Authority in relation to any matter concerning the Project; b) "Fraudulent practice" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process ; "Coercive practice" means impairing or harming or threatening to impair or harm Directly or Indirectly, any person or property to influence to any person 's participation or action in the Bidding process.

d) Undesirable practice means (I) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (II) having a Conflict of Interest:

e) "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Applicant with the objective of restricting or manipulating a full and fair competition in the Bidding Process

#### **H. LEGAL:**

i. The Service provider shall be responsible for compliance of all statutory provisions relating to Minimum Wages. Employees Provident Fund, Employees State Insurance, GST and any other Laws axes/Acts/Rules etc. Governing the matter/issues etc. If at any point of time it is noticed that the Contractor is not meeting out / violating any procedures /taxes/ Acts/ Rules then that will be met out. Out of the Performance Security Deposit made by the contractor.

ii. The Service provider shall also be liable for depositing all taxes levies Cess etc. on account of service rendered by it to the office of the Controller of Defence Account. Secunderabad to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

iii. The Service provider shall maintain all statutory registers under the applicable laws. The Agency shall produce the same, on demand, to the concerned authority of this Office or any other authority under Law.

iv. The Tax Deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax law as amended from time to time and a certificate to this effect shall be provided to the Agency by this Office.



v. In case the tendering Agency fails to comply with any statutory provision/ taxation liability under appropriate law and as a result thereof the Office is put to any loss/obligation monetary or otherwise. The Office will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Agency to the extent of the loss or obligation in monetary terms.

vi. The Service Provider will solely be responsible for any legal case/dispute raised by his workers deployed in the CGDA Office and the Government of India will in no way be responsible for any such dispute and the Service Provider will indemnify the Government of India against any such legal costs/disputes.

**I. FINANCIAL:**

i. Bids offering rates, which are lower than the minimum wages (as applicable for the **Central Government**) for the pertinent category, would be rejected.

ii. The Bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorized to conduct government business (ICICI Bank Ltd. Axis Bank Ltd. or HDFC Bank Ltd.) for a sum equal to 10% of the contract value within 30 days of receipt of the confirmed order. Performance Bank Guarantee should be valid up to 60 days beyond the date of Contract period. The specimen of PBG is given in Form DPM-15 (Available in MoD website and can be provided on request).

iii. In case of breach of any terms and conditions stipulated in the contract, the performance security Deposit of the Agency will be liable to be forfeited by this Office besides annulment of the contract.

iv. The Agency shall raise the bill, individual wise in triplicate, along with biometric attendance sheet to the Division under whom the outsourced employees has been deployed in the first week of the succeeding month for sanction and payment.

v. The Agency will provide Aadhar Card No. and full bank details, EPF Account No. and ESIC Registration Number for each individual. Whenever new individual is deployed such details will be provided within one week of deployment.

vi. The Claims towards Employees State Insurance, Provident Fund, and GST etc. Should be necessarily accompanied with documentary proof pertaining to the concerned month bill. A requisite portion of the bill / whole of the bill amount shall be held up till the proof is furnished, at the discretion of this Office. The copies/ tax receipts/tokens deposited in respective offices should be submitted to this office on monthly basis.

vii. Settlement of disputes will be as per Indian Arbitration and Conciliation Act-1996 and venue will be the Office of the Controller of Defence Accounts, Secunderabad. It is clarified that the sole arbitrator to adjudicate any disputes arising out of the proposed contract shall be nominated/ appointed by the Controller of Defence Accounts, Secunderabad.

viii. The Office of the Controller of Defence Accounts, Secunderabad reserves the right to withdraw/relax any of the terms and conditions mentioned in the tender document so as to overcome any of the problems encountered at any stage.



**J. EVALUATION CRITERIA:**

**a) Evaluation of Technical & Commercial bids will be as per formula given in (Encl-VII)**

**b) The Service Provider Company / Firm/ Agency shall submit relevant details regarding technical Bid parameter in a separate folder duly supported with source documents.**

Experience with Government Agencies / PSUs / Private Agencies: Service Provider Company Firm / Agency shall specify the total No. of years of experience in providing similar services in technical bid duly supported with source documents viz. experience certificate/contract agreement etc. The period not supported with source documents shall be deducted from the total years of experience for awarding score.

**Financial status of the firm:** Service Provider Company / Firm / Agency shall submit a financial statement signed by CA showing Annual turnover for last three financial years (FY 2016-17 to 2018-19) duly supported with source documents viz. Profit and Loss Account/ income and Expenditure Account. Minimum Technical score of 60 out of 100 is a must.

**c) Evaluation criteria (Technical Bid)**

Sl. NO.	Parameters	Marks
1	Experience with Government Agencies/ PSUs/ Private Agencies	50
2	Financial Status of the firm	50

d) The Tender Committee will be constituted by the Office to evaluate the Technical bids on the basis of their responsiveness to the Terms of Reference, applying due criteria. A Proposal shall be rejected at this stage if it does not respond to important aspects of the Technical bid, and particularly the criteria or sub-criteria or if it fails to achieve the minimum technical score.

e) Commercial Bids will remain unopened for those Agencies which fail to achieve the minimum technical scores. Commercial bids shall be taken up only for those agencies who meet the minimum qualifying mark and will then be inspected to confirm that they have remained sealed and unopened. Thereafter these Commercial bids shall be opened, and the total prices read aloud and recorded.

**f) EVALUATION CRITERIA (COMMERCIAL BID):**

The lowest evaluated Commercial bids (including all charges except taxes) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Commercial bids will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T=the weight given to the Technical bid; F= the weight given to the Commercial bid; T + F = 1) indicated in the Data Sheet: (Enclosure VII)

$S = St \times T\% + Sf \times F\%$ . The firm achieving the highest combined technical and financial score will be invited for negotiations.

The formula for determining the financial scores is as follows:

$Sf = 100 \times Fm / F$ , in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.



g) **Weight age-** The weights given to the Technical and Financial Proposals are-

A) Technical proposal (T) = 0.6

B) Financial proposal (P) = 0.4

h) No negotiation will be undertaken with any tenderer except the highest point's achiever.

**ENCLOSURE-I**

**SCHEDULE OF REQUIREMENTS (SOR)**

(A) **Service Required:**

**1. Housekeeping and General Service.**

(A) **Requirement of Man power for the services**

Sl. No.	Description of manpower	Qualification	Timing	Number	Work days/ week
1.	Safaiwala (Un-skilled) (Male & Female)	One year experience of Housekeeping/Pantry services	7:00 to 16:00	13	
			<b>Total</b>	<b>13</b>	

**Note:**

A. It will be the responsibility of the contractor to ensure Minimum Wages, Bonus etc. As per the notifications issued by **Govt. of India** from time to time.

B. Firms are free to quote as per qualification of the man power irrespective of minimum wages prescribed by **Govt. of India**. However enhancement of rates may not be revised on subsequent revision by **Govt. of India**, if revision falls within the rates quoted by the firm.

**SCOPE OF WORK FOR HOUSEKEEPING SERVICES (INCLUDING INTERNAL AND  
EXTERNAL CONSERVANCY) SERVICES CONTRACT**

**1) EMPLOYEES APPEARANCE:**

1.1) The employees to be deployed should have sound medical fitness, good physique, character and antecedents verified, having experience to handle any type of Cleaning/ Housekeeping works.

1.2) Housekeeping staff must be dressed in uniform with black shoe with cleaning gloves. The Supervisor should monitor all jobs throughout the day and all workers at his disposal. The workers & supervisor must maintain highest discipline in the office.

**2) DUTIES OF CLEANING/ HOUSEKEEPING EMPLOYEES:**

The Contractor shall undertake all types of work viz, cleaning, dusting, toilet cleaning, etc. in general and the following works in particular.

**(2.1) DAILY WORK:**

- a) Dusting and cleaning of corridors, toilets, stair-cases, parking area.
- b) Wet mopping of corridors with necessary detergents.
- c) Dusting of stairs and railings.
- d) Cleaning of toilets with toilet cleaners and deodorants etc.
- e) All toilets in the premises and other areas should be cleaned every hour.
- f) Collecting wastes and garbage and depositing it to the dumping areas.
- g) Such other cleaning or up keeping work as may be entrusted by the competent authority.
- h) Office of the CDA, Secunderabad, PAO (ORs) EME, PAO(ORs) AOC and CDA, IT&SDC, Secunderabad office will provide only required quantity of water for cleaning.

**(2.II) EMERGENCY WORK**

- a) Cleaning and removing of Blockage in pipes in toilets and building premises.

**(2.III) WEEKEND WORK:**

- a) Dusting of ceilings, walls, tube lights, light shades, frames etc., in the stair cases, corridors and toilets.
- b) Cleaning internally and externally glasses of all windows (Ground Floor) once in a week.
- c) Cleaning of all the furniture and office equipments placed in the corridors.
- d) Brushing and washing of floors, stairs with necessary detergents, cleaning with chemicals etc.
- e) Removing stains from walls/floors or corridors. Toilets and stair cases.
- f) Removing cobwebs once in a week.
- g) **Pest/rodent control exercise once in month or when ever required.**

(2.IV) The contractor should supply housekeeping consumables as per approved list. The consumables required per month for housekeeping. Cleaning work will have to be stored at the store rooms as provided in the respective offices of the CDA, Secunderabad, PAO (ORs) EME, PAO (ORs) AOC & CDA, IT&SDC, will in one month advance. The consumables should be of the standard specified and before storing at the stores the same should be got verified by Caretaker of the respective offices.



### **(3) INSPECTION:**

The contractor should see that the staff properly cleans all the floors engaged for the purpose by 08.45 AM. The contractor should exercise check at regular intervals on employees and ensure prompt service. The contractor shall not sublet transfer or assign this contract or any part thereof to a third party without the prior approval of the office of the CDA, Secunderabad. The authority will lie with the inspecting, deputed officer of the department to terminate and ask for the defaulting attendant to leave the premises in case of indiscipline, lack of duties and unbecoming behavior within 24 hours and the contractor or his deputed supervisor shall replace the said attendant within 24 hours of the receipt of complaint oral/written.

### **(4) TOILETS:**

- i. All the toilets shall be cleaned and made fit for use by 8.45 AM on all working days, in the areas in the office which are to be cleaned daily, the first cleaning operation in all aspect shall be completed and made fit to use by 8.45 a.m. All periodical operations shall be executed continuously even after the closing time/ normal office hours i.e., up to 6.30 p.m. Care shall be taken that the cleaning operation does not obstruct the use of toilets for a very long time. The common toilets in the office, urinals, commodes, wash basins, mirrors, tap fittings etc., shall be cleaned four times daily. The workers/ attendants employed for cleaning and supervision of toilets should be adequate in number and cater to the needs of daily cleaning and should have equitable ratios according to the number of gents and ladies toilets. The ladies toilets have to be cleaned necessarily by Female Staff only.
- ii. Toilets fresheners, naphthalene balls and urinals cubes shall be applied in all toilets by the contractor at its own cost.
- iii. The electrical fittings like tube lights, exhaust fans et. And tiles shall be cleaned once in a week.
- iv. The pipe line shafts in all parts of the building shall cleaned once a week and sometimes during middele of the week, if need be.
- v. A time chart of the cleaning work under taken at the common toilets shall be exhibited a the rear side of the toilet door and shall have the initials of the house keeper and the supervisor as a mark of having competed the cleaning operation.
- vi. A performance Report has to be prepared by the Contractor and will be verified by the board nominated for the purpose by the Competent Authority.

### **(5) COMMON AREA:**

- I. The corridor area stair case and its railings and the lifts shall be cleaned and mopped thrice a day. The corridors and stair cases shall also be cleaned using a scrubber once in a week.
- II. The electrical fittings like tube lights exhaust fans etc. In the corridor, stair cases and lift s shall be cleaned once in a fortnight
- III. The doors, windows. glass partitions, walls, skirting, artificial plants, door mats, carpets paintings, name boards , fire extinguishers etc. in the corridors and staircases shall also be wiped clean once in a week.



- IV. Apart from periodic cleaning, if stains, spills or foot marks or by any act of human or nature anything is found or reported in these areas, the same shall be cleaned immediately.
- V. The basement and surroundings of these buildings including car parking two-wheeler sheds etc. shall be cleaned daily. They should be totally free from dead / dropped leaves and litter.
- VI. Cobwebs, honey combs etc. If found or reported any where shall be removed immediately. Fumigation fogging and spray of larvicides shall be done once in a month to control mosquito and cockroach infestations. Periodical measures shall be undertaken to prevent rodent menace.
- VII. All rubbish and waste items that get accumulated at the canteen / toilets / corridors / open spaces/ lawn and stair cases shall be relocated periodically to the dumping points set up by the Department / Corporation of New Delhi and there shall be no left -over at the end of the day and it has to be dumped outside the Building complex I campus by lifting those accumulated garbage using its own machinery / equipments/ vehicles by the company/ agency / firm. The exterior area of building premises also shall be cleaned every day.

#### **ENCLOSURE-III**

### **STANDARD CONDITIONS OF CONTRACT**

#### **SPECIAL CONDITIONS OF CONTRACT:**

Special conditions of contract are supplementary conditions applicable to a specific tender and contract. Such conditions become essential particularly in cases of contract for supply of services or even equipment. In addition, there may be a need to stipulate conditions like stage inspection acceptance trials, installation, setting to work and commissioning or pre-defined stages of payment for services.

The firm will ensure police verification of all the employees in its rolls who are working for CDA. No employee of the firm without police verification will be allowed to enter the premises of CDA office, PAO (ORs) EME, PAO (ORs) AOC and CDA, IT&SDC. All employees will use I-CARDS while carrying out their jobs.

- i) Any short supply or in adequacy with regard to manpower, consumables and equipment employed by the contractor as stated in the commercial bid shall be viewed seriously.
- ii) The schedule of weekly and fortnightly cleaning operations to be undertaken shall be submitted to the designated officer on the last working day of the previous month and the contractor shall strictly adhere to the schedule. All weekly and fortnightly cleaning operations (other than dust removal on records through vacuum cleaning) shall be undertaken on Saturdays and holidays or at the convenience of the officer occupying the chamber.
- iii) The contractor shall ensure that his employees shall have Identity Cards, provided by the contractor which shall be worn in such a way that it is prominently displayed and visible for any person to identify the individual representing the contractor.



- iv) The employees shall report to the officer-in-charge assigned by the Department. **If the performance of the contractor is not found to be satisfactory, 5% of the bill amount of the month shall be deducted and in case of continued poor performance contract will be terminated after giving written notice.**
- v) The contractor shall provide all cleaning equipment and cleaning materials which shall be harmless and eco-friendly and shall in no way damage the floors and other items by way of fading, stain foaming eroding etc. No escalation of cost of consumable cleaning materials will be allowed during the period of the contract. Some cleaning materials to be used are as under. Quality of material used to the satisfaction of the contracted will be ensured by the contractor.
- vi) The contractor is responsible for payment of monthly salary on due date to the employees. Payment of monthly salary should not be delayed on account of clearance of bills.
- vii) The contractor is solely responsible for the statutory payments such as ESI, PF etc. paid to the concerned authorities. Proofs of such payments have to be produced along with the bill.
- viii) The contractor shall submit the bills along with relevant documents for the current month in the succeeding month or thereafter so as to enable the Department to process the same and pay the contractor.
- ix) Tax shall be deducted at source as per the Income Tax Act from the monthly bills.
- xii) If in the opinion of the Department the contractor engages inadequate number of employees or does not execute the work in a satisfactory manner or in accordance with the terms and conditions of the contract, the Department may get the work done through a third party contractor without any written notice to the contractor, the cost of which shall be recovered from the contractor from the monthly payment and /or the money available with the Department as performance guarantee.
- xiii) In the event of the Department deciding to renew this contract on the same terms as embodied the decision to the contract or prior to the expiry of this agreement, in which event the parties to this agreement shall be governed by such documents for future or further transactions.
- xiv) It shall be the responsibility of the contractor to comply with the service conditions of its employees including fixation and payment of their wages. However, in order to keep the Department informed. for the purpose of the Department's statutory responsibilities and liabilities if any as may be applicable from time to time the contractor shall intimate the Department, the details of wages paid to the workmen and if the need arises to depute its representative to be present at the time and place of disbursement of wages by the contractor and inspect relevant records if any. The Department may verify such payments made in the wage register maintained by the contractor.
- xv) The contractor shall ensure that its employees present themselves clean and tidy and in proper attire whenever they carry out the work covered by this agreement. Their uniform shall be decided in consultation with the CDA.
- xvi) The contractor shall indemnify and shall keep the Dept indemnified against acts of omission or negligence, dishonesty or misconduct of the men engaged for the work and the Department shall not be liable to pay for any damages or compensation to such person or to third party.
- xvii) The contractor shall, at all times indemnify the Department against any claim which could arise under the Workman's Compensation Act, 1953 and/or under any statutory notification thereof or otherwise in respect of any damages or compensation in consequence of any accident injury sustained to any of the workmen engaged by the contractor or other persons whose entry into the Department premises has been authorized by the contractor. The contractor shall insure all the employees engaged for this job and such policy shall be produced to the Department on demand.



xviii) In the event of any exigencies, the Department shall have discretion to call upon the contractor to provide such additional employees as may be necessary in its opinion for the purpose of effectively carrying out the services contemplated in this agreement.

xix) GST as per laws in force shall be paid by the Contractor.

xx) That the contractor shall arrange for the maintenance of all such registers and forms as are statutorily required and/or considered necessary for the efficient performance of the contract.

xxi) That it shall be clearly agreed and understood by the contractor that all the persons provided shall be the employees of the contractor and all disputes between the contractor and its employees shall have no bearing on the Department. The Department shall not be responsible for any claims made by such persons and shall not be liable to pay any amount to any employee/ex - employee of the contractor. The contractor is fully responsible for disciplined behavior of its workers.

xxii) The contractor shall not allow or incite his workers to participate in any trade union activities. Agitations in any of the two premises.

xxiii) All damages caused by the contractor or that of the contractor's employees or arising out of its employee's instruction shall be charged to the contractor and recovered from his dues/bills or adjusted against the performance guarantee.

xxiv) Failure by the contractor to comply with any statutory requirement and/or the terms of the agreement during the period of contract shall result in deductions from the bill at the rate fixed by the Department for each lapse and/or termination of the contract and subsequent disqualification from the participation in any future tender of the Department and/or any other government department.

xxv) The contractor is liable for payment of penalty at the discretion of the Department up to a maximum of Rs.1,000/- (Rupees one thousand only) per instance for poor services, inadequate staff improper upkeep or cleaning, use of the office properties by the employees employed by the contractor etc. and/or for non-compliance of any terms of the contract and the same shall be recoverable from the bills payable to the contractor. This applies to all the work covered in this contract.

xxvi) Besides the above, an undertaking as follows shall also be furnished- "The contractor here by agrees to undertake that he/she shall abide by and conform to the various provisions in so far as they relate to him as specified in the Contract Labour (R&A) Act, 1970".

xxvii) The employees will work on all days including Saturdays. Moreover if so required the employees will also work on holidays as per requirement and as decided subsequently.

xxviii) The employees will work punctually at the prefixed timings.

xxix) The employees will have uniform attire and wear it daily without fail.

xxx) All cleaning materials and cleaning equipment will be provided by the contractor. The cleaning materials shall be harmless, eco-friendly and certified for human use by the ISI/BIS. The material used will in no way damage the floors and other items by way of fading, stain forming, eroding etc. The contractor will ensure sufficient provision of liquid soap/soap toilet paper and other articles in the wash room/ toilet. The contractor will ensure that the work undertaken by its employees is carried out efficiently and to the satisfaction of the CDA, Secunderabad.



xxxi) The contractor and the employees engaged by the contractor will follow the entry and exit procedures of the dept as may be determined by the department from time to time.

xxxii) Close liaison will be maintained with our officers-in-charge concerned for smooth and efficient performance of duties of the housekeepers.

xxxiii) The contractor will ensure that the employees present themselves as clean and tidy and in proper attire. The contractor will indemnify and will keep the CDA, Secunderabad indemnified against acts or omission or negligence, dishonesty or misconduct of the men engaged for the work and the CDA, Secunderabad will not be liable to pay for any damages or compensation to such person or to third party.

xxxiv) All the persons provided/engaged by the contractor will be the employees of the contractor and all disputes between the contractor and its employees will have no bearing on the CDA, Secunderabad and will not be responsible for any claims made by such persons and will not be liable in any manner. The contractor will be fully responsible for disciplined behavior of its workmen. The CDA, Sec'bad will not be responsible in any way with regard to injury or mishap to the work force during their duty in the premises.

xxxv) All damages caused by the contractor or that of the contractor's employees or by any other employees arising out of its employee's instruction will be charged to the contractor and recovered from its dues/bills.

xxxvi) Failure by the contractor to comply with any statutory requirements and/or the terms of the agreement during the period of contract will result in termination of the contract and subsequent disqualification from participation in any future tender of the department.

xxxvii) In case the contractor withdraws or the CDA, Sec'bad terminates the contract for violation of terms and conditions and/or deficiency in services during the period of contract the additional expenses in hiring a new contractor on temporary arrangement till the time of appointing a regular contract through a tender process will be adjusted against payments to be made.

Xxxviii) No negotiation will be undertaken with any tenderer except the highest point's achiever.

xxxix) The employees /workers of the service provider will have no right to claim with the CDA, Secunderabad or to claim absorption on completion of the above contract scheme.

XL) The Performance Security Deposit will be forfeited if the Contractor backs out without the explicit consent of the CDA, Secunderabad

XLI) If the performance of the service provider is not up to the mark or is not found satisfactory the department/CDA will either engage another contractor and/or cancel the contract on one month notice.

#### **TERMINATION OF CONTRACT:**

The Buyer shall have the right to terminate this Contract in part or in full in any of the following cases:-

(a) The delivery of the Services is delayed for causes not attributable to Force Majeure for more than (three occasions) during the contract.

(b) The Service provider is declared bankrupt or becomes insolvent.

(c) The CDA office notices that the Service provider has utilized the services of any Indian/ Foreign agent in getting this contract and paid any commission to such individual/company.

(d) As per decision of the Arbitrator.



xlii) The contractor will not sublet or transfer any part of the contract.

xlili) If the performance of any worker/employees is not found satisfactory by this office. the contractor will be asked to replace him/her.

xliv) Payment will be made on monthly basis on receipt of bill. No advance payment will be made in any case. If any penalty is levied then that will be deducted from the monthly bills. **The payment for services will be made by the CDA, Secunderabad, after due verification of services. Payment for services at PAO (ORs) EME, PAO (ORs) AOC & CDA, IT & SDC will be made by PAO (ORs) EME, PAO (ORs) AOC & CDA, IT & SDC respectively.**

xlvi) The CDA, Secunderabad. or the contractor in case of any failure or omission due to natural calamities, hurricanes or due to any statute or regulations of the government or because of any lock outs, strikes, riots, embargoes for any political reasons or otherwise beyond the control of any party including war (whether declared or not) civil war or state of insurrection, will give notice to other party within 15 days of the occurrence of such incident that on account of the above event the notifying party has delayed the performance beyond its reasonable control and it was not due to negligence or default on its part.

xlvi) Either party as or when it gives notice of force majeure will provide confirmation of such event in the form of a certificate from the Govt. or the CDA, Secunderabad The parties will be relieved of their respective obligation to perform. Here under for so long as the event of force majeure continues and to the extent their performance is affected by such an event of force majeure provided notices as above are given and the force majeure is established as provided herein above.

xlvi) If a dispute arises between the CDA office and the service provider and it does not get resolved through mutual discussions, the parties may agree for arbitration. The ACDA(AN) should prepare a panel of arbitrators for selection by the CDA who appoint an arbitrator. whose decisions taken after due consideration of factors brought out by both parties are considered final. The option of approaching Ministry of Law for appointment of Arbitrator can also be exercised. The Standard arbitration clauses are given in Forms DPM-7 (which can be provided on request). However. the parties will continue to perform obligation under this agreement during arbitration proceedings.

i) **The venue for arbitration will be CDA, Secunderabad.**

ii) The actual numbers of employees/ employees/ workers and supervisors etc. so engaged by the contractor will be the whole and sole criteria/decision on the part of the contractor.

iii) The employees deputed by the contractor shall have no privacy of contract with the CDA, Secunderabad and they shall not be treated employees / part time workers or licensees of the department i.e. the CDA, Secunderabad in any manner what so ever for the purpose of wages/ payments of any nature or statutory obligations as per law of the land.

IV) The engagement of employment is purely amongst the contractor & the employees. The CDA, Secunderabad has nothing to do with the same.



**PAYMENT OF BILL:**

The Contractor shall furnish the Tax invoice (in-duplicate) towards his services during the month in the first week of the following month along with following documents:

- a. Original Tax Invoice (in-duplicate)
- b. Bank statement indicating credit of wages to the accounts of the workers in electronic manner.
- c. EPF challan for the month indicating deposit of employee and employer contribution.
- d. ESIC subscription payment details for the month.
- e. Attendance record of the workers for the month.
- f. Daily check list
- g. Guest/officers feedback
- h. Challan of consumable items
- i. Other supporting documents related to claim.

**REPORTING OF CLEANING/HOUSEKEEPING EMPLOYEES:**

The employees deployed by the contractor shall report to the officer designated by the CDA, Secunderabad in charge of pantry/housekeeping work and shall follow the instructions in respect of allocation of work on a day today basis.

**MISCELLANEOUS:**

Complying with the legal rules and regulations of the State Government and Central Government governing the work contract would be the sole responsibility of the contractor. The contractor shall ensure that the required work would be complete d even in the absence of the person(s) he deploys for the same. The Department reserves the right to accept/reject any tender or all tenders without assigning any reason.

**PENALTY CLAUSE:**

Deductions on account of unsatisfactory catering services and improper maintenance of building will be made from the monthly bills. The recovery will be decided by the ACDA(AN) in consultation with the CDA based on the feedback received from the participants from time to time. The methodology for deduction shall be as under:

- i. Short Attendance of Labour: In addition to the non-payment of wages for the period of absence Rs. 200/- (Rupees two hundred only) per head will be recovered from the bill for any short attendances during the month.
- ii. In case of non-maintenance of cleanliness deduction @Rs.2500/-(Rupees Two thousand five hundred only) per day shall be made from the bill of the contractor taking into account loss of goodwill.
- iii. In case of loss due to unforeseen circumstances, an enquiry leading to the loss will be conducted by a Board of Officers and the decision of the CDA Shall be final.
- iv. If the work is found unsatisfactory and below the expected standards in a particular area or areas. CDA will have right to get the same done through another agency. The charge on account of this shall be deducted from the contractor's bill. Decision of the CDA shall be final in this regard.



**ENCLOSURE-IV****(To be enclosed in a separate sealed envelope)****For Providing Housekeeping (including internal and external conservancy) and Rodent Control Services in Office of the CDA, Secunderabad-500009**

1	Name of Tendering Company/ Firm/Agency (Attach certificates of registration)									
2	Name of proprietor/Director of Company/Firm/Agency									
3	Full Address of Registered Office with Telephone No. FAX and E-Mail									
4	Full address of operating/Branch Office with Telephone no., FAX and E-Mail with name of the Contact Person(s) and Mobile No									
5	Banker of Company/Firm /Agency with full address (Attach certified copy of statement of A/c for the last three years)									
6	PAN/GIR No.(Attach self attested copy)									
7	GSTIN Registration No.(Attach self attested copy)									
8	EPF. Registration No.(Attach self attested copy):									
9	E. S.I. Registration No.(Attach self attested copy)									
10	Documents showing completing at least one service of value not less than Rs.100 Lakh (Rs. Hundred Lakh Only) per annum related to providing similar service in each of the last three years (2016-17 to 2018-19).									
11	<p>Give details of the major similar contracts handled by the tendering Company/Firm/ Agency on behalf of Government Departments, PSUs and other Private sector, during the last five years in the following format. <b>(Attach self attested copies)</b>. For Housekeeping Services.</p> <table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Details of client along With address telephone and Fax</th> <th>Amount of Contract. (Rs. In Lakh)</th> <th>Duration of Contract. From-to</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>(If the space provided is insufficient. a separate sheet may be attached.)</p>	Sl. No.	Details of client along With address telephone and Fax	Amount of Contract. (Rs. In Lakh)	Duration of Contract. From-to					
Sl. No.	Details of client along With address telephone and Fax	Amount of Contract. (Rs. In Lakh)	Duration of Contract. From-to							
12	Certificate of appreciation/satisfactory certificate from the last two major clients (preferably Govt PSUs).									
13	List of Equipment available with the bidder for the purpose of cleaning along with the copy of Bill for purchase of such equipments.									
14	Total No. of years of experience in providing similar services.									
15	Income declared in I.T. returns for Financial Year 2016-17 to 2018-19. (enclose copy of IT Returns acknowledgement for the relevant assessment years along with Audit report u/s 44AB or 12AB).									
16	Total Service Tax & GST Remitted in Financial Year 2016-17 to 2018-19.									
17	Total Turnover of the business in Financial Year 2016-17 to 2018-19.									
18	Total No. of employees in the service providing company/ agency/ firm									
19	Affidavit stating that the agency is / has not been blacklisted by Centre / State Government / PSU in last three years.									
20	Declaration about Fraud and corrupt practices (Duly signed & attested as given in the Tender Document- Annexure-111)									
21	<p>Details of Earnest Money Deposited: DO No.....</p> <p>Dated..... Amounts Rs..... Drawn Bank.....</p>									
22	Relevant details regarding technical Bid parameter viz. Experience (copy of contract agreement/experience certificate) and financial status duly supported with CA Certificate/Profit & Loss Account, Income & Expenditure A/c shall be submitted in a separate folder for each with duly marked index sheet on the top.									

Date:  
Place:

Signature of authorized person  
Name:  
Seal:



### **DECLARATION**

I, \_\_\_\_\_ Son/ Daughter/ Wife of  
Shri \_\_\_\_\_ Proprietor/Partner/  
Director/ Authorized signatory of the Company/ Agency/Firm, mentioned above, is  
competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and  
undertake to abide to them.

3. The information/ documents furnished along with the above application are true and  
authentic to the best of my knowledge and belief. I/ we, am / are well aware of the fact that  
furnishing of any false information/ fabricated document would lead to rejection of my  
tender at any stage besides any liabilities towards prosecution under the appropriate laws.

Signature of authorized person

Date:  
Place:

Name:  
Seal:

**COMMERCIAL BID**

(To be kept in a separate sealed envelope)

**For Providing Housekeeping (including internal and external conservancy) Services in the offices of CDA office, PAO (ORs) EME, PAO(ORs) AOC and CDA, IT&SDC**

1. Name of tendering Service Provider :  
Company / Firm/ Agency :

## 2. CONTRACT RATES PER PERSON PER MONTH:

Sl. No.	Description of manpower	Number	Rate Per Person per month	Total
1	Safailwala (Un-skilled) (Male & Female)	<b>13</b>		
2	Safailwala (Un-skilled) (Male & Female)			
3	Total (Sl. No. 01 to 10)	<b>13</b>		
4	EPF Employer's contribution			
5	ESI Employer's contribution			
6	Consumables Charges			
7	Cleaning Machine Charges			
8	Service Charges including Pest/Rodent Control charges			
9	Service Tax			
10	Any other taxes / charges as per law in force			
11	Grand Total (Sl. No. 03 to 10)			

**DEDUCTIONS: Income tax as applicable shall be deducted at source. The Service providing Company / Agency/ Firm shall be responsible for meting out all the tax implications as per Rule of other Government Department.**

Date:

Signature of authorized person

Place:

Full Name:

Seal:

Notes:

1. The rates quoted by the tendering Agency should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract.

2. The payment shall be made on conclusion of the calendar month only on the basis of duties performed by the Service providing Company/ Agency/Firm during the month.

3. Calculation sheet for the total amount arrived at row sl. No. 14 & 16 above may be enclosed in a separate sheet for confirmation of its genuineness.



**DECLARATION ABOUT FRAUD AND CORRUPT PRACTICES**

We certify that last three years, we have neither failed to perform on any contract. as evidenced by imposition of a penalty by an arbitrary or judicial authority on a judicial pronouncement or arbitration award, nor been expelled from any project of contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

We declare that;

- a) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice fraudulent practice, coercive practice or restrict rove practice as defined in Section-8 of Fraud and corrupt practice on the General Instructions for tender of the document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprises on any Government, Central or State; and
- b) We hereby certify that we have taken steps to ensure that in conformity with the provisions of Section-B of Fraud and Corrupt practice of the terms and conditions of the documents. no person acting for us or on our behalf has engaged in any corrupt practice, fraudulent practice coercive practice, undesirable practice of restrictive practice.

We certify that in regard to matters other than security and integrity of the country, we or any of our associates have not been convicted by a Court of law or indicated of adverse orders passed by a regulatory authority, which could cast a doubt on our ability to undertake the project or which relates to a grave offence that outrages the moral sense of the community.

We further certify that in regard to matters relating to security and integrity of the country we have not been charge-sheet by any agency of the Government or convicted by a Court of law.

We further certify that no investigation by a regulatory authority is pending either against us or against our CEO or any of our Directors/Managers/Employees.

**DECLARATION**

I hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation is found in the above statement at any stage the concern shall be black listed and shall not have any dealing with the Department in future.

Signature of authorized person

Full Name:

Seal:

Date:

Place:

**ENCLOSURE-VII****EVALUATION CRITERIA (Technical bid) Technical Bid Parameters  
Experience with Government Agencies/PSUs/Private Agencies (Marks 50,)**

In allowing marks, bidder having maximum experience will be allowed full 50 marks and others will be allowed marks proportionately. Suppose there are four bidders with following experience:

(i)	A	10 Years
(ii)	B	09 Years
(iii)	C	07 Years
(iv)	D	05 Years

**Score (Formula) S(E) = 50 x H / TH**

**TH: Highest Number of years of experience quoted by a bidder of all the bidders.**

**H: Number of years of experience quoted by the bidder under consideration.**

A.	=	50 (being highest)
B.	=	50 X 09/10 = 45
C.	=	50 X 07/10 = 35
D.	=	50 X 05/10 = 25

**1. Financial status of the firms (Marks 50).**

In all owing marks, bidder having annual turnover of more than Rs. 05 Crores during last three years (average) will be allowed full 50marks and others will be allowed marks proportionately. Suppose there are four bidders with following financial status:-

- |       |   |          |                               |
|-------|---|----------|-------------------------------|
| (i)   | A | 05 Crore | (Average of last three years) |
| (ii)  | B | 04 Crore | (Average of last three years) |
| (iii) | C | 03 Crore | (Average of last three years) |
| (iv)  | D | 02 Crore | (Average of last three years) |

**Score (Formula) S(AT)= 50 x H/10**

**H: Annual turnover quoted by the bidder under consideration.**

A.	=	50 (being highest)
B.	=	50 x 04/05 =40
C.	=	50 x 03/05 =30
D.	=	50 x 02/05 =20

Technical Score	=	Experience Score [S(E)] + Annual turnover Score [S(AT)]
A.	=	50+50 =100
B.	=	45+40 =85
C.	=	35+30 =65
D.	=	25+20 =45

**Bid of "D" has Technical Score less than the minimum mandatory score of 60 out of 100 and shall be rejected.**



### **EVALUATION CRITERIA (Financial bid)**

Name of the Party Financial Proposal

<b>A.</b>	<b>Rs. 5,000/-</b>
<b>B.</b>	<b>Rs. 6,000/-</b>
<b>C.</b>	<b>Rs. 7,000/-</b>
<b>D.</b>	<b>Rs. 8,000/-</b>

Financial Score (Formula)

$$S_f = 100 \times F_m / F$$

F<sub>m</sub>: Lowest price quoted by a bidder of all the bidders.

F: Price quoted by the bidder under consideration.

<b>A = 100 (being lowest)</b>
<b>B = <math>100 \times 5,000 / 6,000 = 83.33</math></b>
<b>C = <math>100 \times 5,000 / 7,000 = 71.42</math></b>
<b>D = <math>100 \times 5,000 / 8,000 = 62.5</math></b>

### **Weightage for Technical and Financial proposals:**

**Technical (T)** = **0.6**

**Financial (P)** = **0.4**

NOW, TOTAL SCORES OF THE BIDDERS (Tech + Financial)

Name	Technical (T) 6xTech. Score/10	Financial (P) 4xFin. Score/10	Total
<b>A.</b>	<b><math>6 \times 100/10 = 60</math></b>	<b><math>4 \times 100/10 = 40</math></b>	<b>100</b>
<b>B.</b>	<b><math>6 \times 85/10 = 51</math></b>	<b><math>4 \times 83.33/10 = 33.33</math></b>	<b>84.33</b>
<b>C.</b>	<b><math>6 \times 65/10 = 39</math></b>	<b><math>4 \times 71.42/10 = 28.56</math></b>	<b>67.56</b>
<b>D.</b>	<b><math>6 \times 45/10 = 27</math></b>	<b><math>4 \times 62.5/10 = 25</math></b>	<b>52</b>

Highest score of 100 obtained by Firm A, therefore, contract may be given to Firm A.

ENCLOSURE-VIII

Cleaning materials to be used are as under. Quality of material used to the satisfaction of the contract will be ensured by the contractor.

Sl. No.	Particulars	Quantity	Rate	Total
1	Liquid soap (Dettol/Life bouy/Lux)			
2	Lizol/ Domex floor cleaner			
3	Colin or Glass cleaner			
4	Duster Cloth			
5	Soft Broom			
6	Coconut Broom			
7	Harpic			
8	Mop Stick/ Pniza Mop			
9	Air Freshner/ Odonil			
10	C-Fold Hand Towel Paper			
11	Garbage bag Big			
12	Garbage Bag Small			
13	Toilet Brush with stand			
14	Squeezer			
15	Scrub Pad			
16	Mugs			
17	Dustbins (big and small)			
18	Toilet Roll			
19	Paper Napkins (soft 2/4 ply)			
20	Air Freshner / Spary Refill			
21	Mosquito spray			
22	Detergent Cake			
23	Detergent Powder			
24	Baskets			

Total to be quoted at Sl. No. 06 of Enclosure-V (Financial Bid)