

# National Institute of Electronics & Information Technology (NIELIT) NIELIT HQ, NEW DELHI

## Tender Notice

Managing Director, National Institute of Electronics & Information Technology, New Delhi – 110003 invites sealed tenders from reputed organizations for providing Housekeeping and General Attendant/Messenger services.

The following documents giving full details are enclosed:

1. Annexure-I General Terms and Conditions including eligibility conditions
2. Annexure-II Proforma for Technical Bid and Undertaking
3. Annexure-III Proforma for Financial Bid
4. Annexure-IV Check List.

### **2. Schedule**

Due date and time of receipt of tender: 23/07/2015 up to 5.00 PM

Address for submission of tender Registrar, NIELIT,  
Electronics Niketan, 6, CGO Complex,  
New Delhi – 110003

Date, time and venue of opening of Technical Bids: 24/07/2015 at 10.30 AM in NIELIT Office.

**3.** The tender documents can be downloaded from the websites <http://www.eprocure.gov.in>, and <http://www.nielit.gov.in> .

**4.** The tender, complete in all respects, must be received at Enquiry Counter of NIELIT Headquarters at above given address on or before the due time and date. The tenders received after the due date and time will not be considered. NIELIT shall not be responsible for any kind of delay including postal delay in submission of the tender.

**5.** The tender is not transferable. Only one tender shall be submitted by one organization.

**6.** EMD in the form of Demand Draft for Rs.60,000/-drawn on any Scheduled Bank in favour of NIELIT payable at New Delhi should be submitted along with the Technical Bid, failing which the Tender shall be rejected.

Registrar,  
NIELIT Headquarters

**MANPOWER (HOUSEKEEPING/GENERAL ATTENDANT/MESSENGER)  
SERVICES FOR THE OFFICE OF NIELIT**

TERMS & CONDITIONS

**1. Background**

Housekeeping / Cleaning, upkeep of the offices of NIELIT in Electronics Niketan and elsewhere, as specified below and providing general attendant / messenger services.

**2. PREMISES**

2.1 Ground Floor, below Secretary Office, DeitY, Electronics Niketan (in front of 1&2 lift).

2.2 Ground Floor, adjacent to Bank of India in Electronics Niketan

2.3 Recreation Room in Electronics Niketan Complex.

2.4 First Floor, at NBCC Place, Pragati Vihar, Lodhi Road, New Delhi.

Any other place that NIELIT may acquire on hire / rent / lease etc., during the currency of the Contract.

**3. PERIOD**

Contract, once awarded, shall remain valid for a period of one year, unless terminated earlier as per the provisions of Clause 15 hereof. The contract can be extended further with mutual consent.

**4. ADDITIONAL WORK**

In case NIELIT requires assistance for any other type of work, which does not fall in the job contents of this contract or on any day services of their personnel is required, beyond the prescribed duty time, extra payment shall be made on per man hour basis calculated proportionately based on the approved (applicable under Minimum Wages Act) of Govt of NCT of Delhi manpower rates. However, for full day duty, the per day rates, as applicable from time to time, shall be paid and per hour rates shall not be applicable.

**5. PAYMENTS**

5.1 Payments shall be released on a monthly basis against the pre-receipted bills received from the vendor after ascertaining that the quality of the services rendered by the Contractor were satisfactory and all personnel deployed, were present on all working days during the period covered by the bill;

5.2 Payment prescribed from time to time by the Govt. of NCT of Delhi (unskilled workers in case of Janitors & semiskilled workers in case of supervisors) plus statutory payments on account of Provident Fund, Gratuity, ESI, leave salary and Bonus for manpower shall be made at the rates applicable under Minimum Wages Act; of Govt of NCT of Delhi.

5.3 The contractors shall submit the attendance sheet & payment release sheet of its personnel along with their bill for every month by 15<sup>th</sup> of every month along with EPF payment Electronic Challan Return (ECR) & ESI payment challan.

5.4 No increase in the rates during the contract period shall be entertained for whatsoever reasons except that in case of increase in minimum wages by Government of NCT of Delhi, the manpower rates will be revised proportionately.

- 5.5 The contractor has to ensure and furnish a Certificate along with the monthly bill that payments to the personnel deployed at NIELIT premises have been made in strict compliance of the provisions of the minimum wages act and that necessary payments on account of statutory provisions, for e.g. ESI (4.75%)/EPF (13.36%)/ Gratuity, etc., have been deposited with the concerned authorities, failing which the contract shall not only be terminated and security deposits forfeited but any other action, as deemed fit by NIELIT shall be taken. Service Tax will be paid as per applicable rates only on wages & service charge only. No service Tax will be paid on statutory payment like ESI/EPF payment.
- 5.6 If any of the contractors' employees is found absent, the contractor shall immediately provide replacement at no additional expenses. Any absence without replacement shall entail deduction at the rate of the amount equal to 1½ times the prevalent per man day charges. If substitute reports for duty after 10.00 A.M., it will be viewed as absence for the half day and payment on that account shall be restricted by the amount equal to half the prevalent per man day rate.
- 5.7 Final bill shall be paid after 30 days from the completion / termination of the contract.

## **6. MANPOWER**

- 6.1 A team of minimum 20 Janitors (including two for cleaning toilets) and a Supervisor of Janitors shall be deployed at the premises of NIELIT. This number is, however, subject to change with the provision that the charges for manpower shall be increased or decreased in proportion to the number of person deployed. It will be binding on the vendor to provide additional manpower, as and when asked for by NIELIT.
- 6.2 Supervisor shall be the overall in charge of the services included in the scope of Contract and shall report to the officer/official designated by NIELIT on day-to-day basis.

## **7. TIMING**

The employees of the contractor deployed at the premises of NIELIT shall report for duty at 8.30 AM and shall remain on duty till 6.30 PM on all working days including Saturdays. The Janitors shall be eligible for a break of 1 hour (in addition to Lunch & Tea breaks as per rules) on a rotation basis in order to ensure that all the Janitors do not leave the office together thereby disrupting the smooth operations. NIELIT shall, however, have the right to detain all or some of the employees of the contractor, beyond the above hours, on need basis and payment of overtime calculated on per man hour basis on prevailing rates for manpower costs shall be made for the same.

## **8. SCOPE OF WORK**

- 8.1 The scope of work would include providing all housekeeping services including cleaning and general upkeep of the office premises, furniture and office equipment of NIELIT (which at present include an area of about 579.7 sq. Mtr (Main office & Annexe Office) at Ground Floor of Electronics Niketan, CGO Complex, about 266 sqm. in Recreation Room within Electronics Niketan Complex and hired office space of approx. 200sqm at NBCC Place, Pragati Vihar, New Delhi. The contract shall be extended to any other accommodation that may be owned / hired by NIELIT during the prevalence of the contract and the contractors shall have no objection to the same. The cost of contract shall, however, be increased in proportion to increase in the space occupied and manpower deployed. Cleaning of walls / wooden partitions, Floors, Desks, chairs, other fixtures, dusting of office equipments, window panes / grills and roof up to ceiling height shall be included in the scope of work.

- 8.2 Besides, cleaning/sweeping services, the Janitors deployed at the premises of NIELIT by the contractors shall provide general attendance and messenger services to the NIELIT employees.
- 8.3 The job shall include cleaning of toilets, wash basins, W.Cs, Floors along with wall tiles, daily with water and detergent, stains removal in the toilets with acid and detergent.
- 8.4 The contract shall further include monthly supply of entire cleaning material as indicated in clause 9 hereunder, and minimum quantity in the list attached at Appendix I.
- 8.5 The contractors shall have to supply all equipment, tools, etc. required for providing the housekeeping services. An indicative list of equipment and other tools/materials required is given in the Item 14 of this document.
- 8.5 The prospective bidders may visit this office for inspection during working hours with prior appointment.

## **9. CLEANING MATERIALS**

- 9.1 The Contractor shall provide / keep sufficient stock of state of the art cleaning / scrubbing machines etc., Dusters, Mops, Brushes, Pans, Detergents, Washing Powder, Brooms, Sponges, Buckets, Garbage Sacks, Polish, Phenyl, Acid, Toilet Disinfectants, good quality Liquid Soap or Small Soap Cakes in all Toilets, Odonil, Fresheners etc., in each Toilet and toilet rolls, hand towels, tissue paper etc as per the requirements.

## **10. SERVICES**

- 10.1 Out side normal working hours of NIELIT employees i.e. 8.30 AM to 9.00 AM and 5.30 PM to 6.30 PM on all week days, the manpower deployed shall provide housekeeping, dusting and general cleaning services; while during the working hours i.e. 9.00 AM to 5.30 PM the personnel of contractors shall provide general attendant / messenger services for all purposes as may be required by NIELIT. On Saturdays, thorough cleaning of the office premises shall be carried out by the personnel of the contractors.

### **10.2. General Cleaning Services to be provided on daily basis:**

- 10.2.1 Cleaning / Dusting of furniture etc., of the entire office before 9.00 AM
- 10.2.2 Removal of waste paper and any other garbage from the entire premises.
- 10.2.3 Dusting of cupboards, telephone equipment first with dry cloth and then if required with detergent spray, such as Colin.
- 10.2.4 Mopping of common areas.
- 10.2.5 Cleaning of Planters.
- 10.2.6 Air freshener spray in all cabins, toilets and corridors, at least twice in a day.
- 10.2.7 Restock toiletries in toilets after daily checkups in the mornings, afternoons and on call basis during day time.
- 10.2.8 Cleaning / mopping of sitting area and reception area and passages on a continuous basis.
- 10.2.9 Cleaning and refilling of water jugs in all Sections / Officers' Rooms.
- 10.2.10 Shifting / adjustments of furniture and other items etc., within the premises.
- 10.2.11 Acid cleaning and scrubbing of toilets, washbasins, sanitary fittings, glasses and toilet floors.

### **10.3. Thorough cleanliness Services to be provided on every Saturday and any other days on specific call basis:**

- 10.3.1 Cleaning of window glasses, frames and grills with Colin or any other good quality detergent;
- 10.3.2 Vacuum cleaning of carpeted floor, brushing of carpets and the office equipment on every Saturday, as and when required;
- 10.3.3 Cleaning of panels, posters and paintings, wooden cupboards including adjustments where needed;
- 10.3.4 Removal of cobwebs;
- 10.3.5 Window sponging and cleaning;
- 10.3.6 Cleaning of dustbins and buckets with detergent;
- 10.3.7 Brass polishing of nameplates;
- 10.3.8 Disinfectant spray in rooms / cabins on requirement basis;
- 10.3.9 Cleaning of rooftops;
- 10.3.10 vacuuming of curtains / up holdings etc.

#### **10.4. General Attendant/Messenger Services:**

- 10.4.1 To move papers/files, etc. from one destination to another within the offices of NIELIT and in Deity within Electronics Niketan Complex;
- 10.4.2 To serve Water, Tea/Coffee to the employees and visitors of NIELIT, as and when required;
- 10.4.3 To move furniture and other items within Electronics Niketan, as and when required;
- 10.4.4 To help in collection and despatch of various parcels, inventories etc.
- 10.4.5 Any other attendant services required by the Officers of NIELIT.

#### **11. RESPONSIBILITIES OF THE CONTRACTOR(S)**

- 11.1 Strict compliance of the terms and conditions of this document. The staff employed by the contractors shall be subject to inspection by the authorized officers of NIELIT;
- 11.2 The contractors shall make payments to its employees in strict observance of Minimum Wages Act and other statutory requirements with regard to ESI / PF / Gratuity/Paid Leave etc. Any failure on the part of the contractor in this regard will entail termination of the contract and forfeiture of the Security Deposits in addition to other penal action as per law. **Monthly salary and over-time payment to its employees will have to be released before 7<sup>th</sup> day of following month through Bank Account and details of bank transfer of payment shall be submitted along with monthly bills of the contractors.**
- 11.3 The contractors shall maintain a log book in which daily attendance of the staff shall be marked to ensure that required number of persons is present in NIELIT Office.
- 11.4 The logbook maintained by the Contractors shall be shown daily to NIELIT representative at 9.00 AM and at any other time on demand.
- 11.5 The contractors shall ensure that their personnel deployed in NIELIT attend all the jobs and complaints promptly;
- 11.6 The Contractors shall take care of any complaints regarding unsatisfactory jobs and shall, in addition, attend to any other job assigned by the authorized representative of the NIELIT.
- 11.7 The contractors shall be responsible for the discipline of its personnel deployed at NIELIT's premises. Any failure in this regard will be viewed as breach of contract leading to forfeiture of Security Deposits and other action, as deemed fit by NIELIT.

- 11.8 If any of the contractors' employee is found absent, the contractor shall immediately provide replacement at no additional expenses. Any absence without replacement shall entail deduction at the rate of the amount equal to 1½ times the prevalent per man day charges. If substitute reports for duty after 10.00 A.M., it will be viewed as absence for the half day and payment on that account shall be restricted by the amount equal to half the prevalent per man day rate.
- 11.9 If any of the contractors' employee is found to be arrived late by more than 15 minutes for three days or more in a month than it will be viewed as absence for half day for each three day's late and payment on that account shall be restricted by the amount equal to half the prevalent per man day rate.
- 11.10 The contractors shall ensure that property of NIELIT, Department of Electronics & Information Technology or any other organization is not damaged due to negligence of contractors' employee while on duty of NIELIT. In case of any damage, the contractors shall be responsible to make good the losses;
- 11.11 Only adult personnel shall be deployed for duty by the contractors.
- 11.12 The contractors shall deal and settle the matters connected with service matters / Service conditions of its employees, Union activities etc., and shall make sure that no labour problem is passed on to NIELIT under any circumstances. All precautions shall be taken by the contractors to ensure that no liability on account of its personnel deployed to serve the NIELIT is in any condition passed on to NIELIT Quarter.
- 11.13 The contractors shall ensure that the staff employed by them is well mannered, well trained in the housekeeping and Attendance services and posses good conduct. Physical and medical fitness of the personnel for the job shall also be ensured.
- 11.14 The contractors shall provide uniform to each of its staff members and ensure that they are properly attired including dress, shoes and also carry nameplates etc.
- 11.15 NIELIT shall not be responsible for any claim of whatsoever nature against the contractors from third party including claims, if any, from the personnel employed by the contractors and deployed at the NIELIT's offices.
- 11.16 The contractors shall submit character verification of its employees the workers deployed at NIELIT's offices and at other places through NIELIT from the Police Authorities within two months of the award of contract.
- 11.17 The contractor should indemnify the NIELIT at all times against all claims, damages or compensation under provisions of payment Wages Act, 1936; Minimum Wages Act, 1948; Employer's Liability Act, 1938; the Workmen compensation Act, 1923; Industrial Disputes Act, 1947; The Maternity Benefit Act, 1961; Delhi Shops and Essential Commodities Act including any amendments to the said acts or any other law relating to such contracts made hereunder from time to time by Central or State Governments or any other Authorities. NIELIT shall not be subjected to own any responsibility under the provisions of any such Acts, Laws or Rules.
- 11.18 The offices of NIELIT are located in Electronics Niketan and as such, its employees have to follow and observe the instructions issued by Deptt. of Electronics and Information Technology with regard to security, conduct, general behaviour etc. The contractors shall ensure that their employees strictly follow these instructions. This clause shall also be applicable to the buildings which may be hired by NIELIT subsequent to this contract in case this contract is extended to the said building/Space.

## **12. RESPONSIBILITIES OF THE NIELIT**

- 12.1 The NIELIT shall provide
- 12.1.1 Sitting place for the personnel of the contractors and storage space for the material to be stocked.
- 12.1.2 Telephone for any complaints, if necessary.
- 12.1.3 Dustbins, etc.
- 12.1.4 Settlement of bills received from the contractors within 10 days.

## **13. TERMINATION AND PENALTY**

- 13.1 The contractors shall be responsible for compliance of the terms & conditions of this agreement, failure on this account will attract forfeiture of their security deposits as well as termination of their contract. In the event of termination of the contract, NIELIT shall be free to get the work done through some other agency for the remaining period of the contract at the cost and risk of the contractors;
- 13.2 In case of unsatisfactory performance on the part of the contractors their personnel, NIELIT shall be at liberty to deduct up to 25% of monthly billed amount. This 25% will be in addition to the deductions made on account of non supply of materials and absence of personnel of the contractors.
- 13.3 This Contract can be terminated by either side by giving sixty day's notice. In the event of such termination the payments proportionate to the work performed shall be made.

## **14. TOOLS & PLANTS (MACHINERY)**

- 14.1 The contractor shall ensure availability of following tools / machineries in the NIELIT:
- 14.2 Vacuum cleaner including all accessories.
- 14.3 Floor Grinding machine including all accessories (Brush) on weekends & also as and when needed.

## **15. MISCELLANEAOUS TERMS & CONDITIONS**

- 15.1 The decision of the Managing Director, NIELIT ; on any dispute, arising out of or relating to the contract including the interpretation of a part or full of this document, shall be final and binding on the parties.
- 15.2 The Managing Director, NIELIT: reserves the right to reject the quotation without assigning any reason.

- 15.3 Any overwriting/fluiding/corrections in the offer submitted by the vendor should be authenticated by the signatures of the authority signing the bid. Failure on this account may lead to rejection of the bid.
- 15.4 Incomplete Quotations shall be summarily rejected. If any column in the Proforma at Annexure II or Annexure III submitted to NIELIT: remains blank or filled with inappropriate/incomplete information, the bid would be treated as incomplete.
- 15.5 A copy of this document with each page signed (by the signatory signing the bid) in token of acceptance of the terms and conditions stipulated herein must be submitted with the Technical Bid (Annexure II). The offers not accompanied by a duly signed copy of this document shall be treated as incomplete and shall be rejected.
- 15.6 This Document shall be interpreted as per Indian Laws and shall have Delhi jurisdiction.
- 15.7 **The lowest tender shall be decided on the basis of total cost of material supply as per Appendix-I, plus cost of manpower supply (20 Janitors+1Supervisor) for one month as per Annexure - III (plus taxes/levies).**

## **16. ELIGIBILITY REQUIREMENTS FOR A PARTY TO PARTICIPATE IN THE TENDER**

- 16.1 The eligibility of the vendor to participate in the Tender shall be as under:
- 16.2 The vendor should have been in the business of providing attendant & housekeeping services for more than 5 years.
- 16.3 The annual turnover of the vendor for the past 3 years immediately preceding the current financial year should not be less than Rs. 1.00 crore. A copy of the Income Expenditure Statement duly authenticated by a practicing CA to prove the vendors' turnover must be submitted with the Technical Bid.
- 16.4 A Comprehensive list of clients served/being served by the party must be provided with the Technical Bid. Certificates from at least three clients (with contract value not less than Rs. 12 lakhs per annum) confirming satisfactory services by the party during last five years must also be submitted by the party with the Technical Bid, failing which tender may not be considered.
- 16.5 The Vendor should have served at least one client where they have provided services as indicated in article 10 hereof, i.e providing attendant services and housekeeping services. A documentary evidence to this effect must be submitted along with technical bid.
- 16.6 The vendor should have registered under ESI Act (Certified copy to be attached).
- 16.7 The vendor should have registered under Service Tax Registration (Certified copy to be attached).
- 16.8 The vendor should have Provident Fund Account Number allotted by Provident Fund Commissioner.
- 16.9 Earnest Money Deposit (EMD) of Rs. 60,000/- by Demand Draft favouring NIELIT: payable at Delhi must be attached with the Technical Bid. Technical bid not accompanied by EMD shall be rejected. While the amount deposited by the unsuccessful bidders would be refunded within a month of the opening of the bids, the amount in respect of the successful bidders would be refunded after a submission and acceptance of Performance Security, as per Item 17 hereof is received. In case the contractors selected, backs out, the EMD shall be forfeited.



- 16.10 The contractor should submit its offer in two parts separately in the prescribed proforma enclosed (Annexure II and Annexure III).
- 16.11 The contractors must have PAN card and a copy of the same should be submitted with Technical Bid.
- 16.12 The bidder must have a positive Net profit during the past three years (2011-12, 2012-13 and 2013-14). Copies of Balance sheets authenticated by CA must be submitted as evidence.

## **17. SECURITY DEPOSITS**

- 7.1 Successful bidder will have to provide a Performance Security of an amount equal to 10% of the annual value of the contract. The security deposit can be submitted in the form of DD or FDR in favour of NIELIT or a Bank Guarantee valid for a period of twenty six months from the date of award of the contract. The performance Security will be invoked in case the contractor fails to meet its obligations under this contract. The bank guarantee must provide appropriate provisions for the same.

## **18. PROCEDURE FOR SUBMISSION OF THE BIDS**

- 18.1 The Bid should be submitted in two parts i.e. Technical Bid and Financial Bid in Proforma given in Annexure II and III, respectively. The two proforma, duly filled in, with all relevant documents attached, should be sealed in separate covers with each cover being super scribed with the title "Technical Bid" or "Financial Bid", as the case may be. Both these covers should then be sealed in a bigger cover and submitted at NIELIT's office, on or before the prescribed cut-off date. The Bigger envelope containing the envelopes of Technical and Financial Bids addressed to the Registrar, NIELIT, Electronics Niketan, 6 CGO Complex, New Delhi – 110 003 and superscribed with the statement "**Proposal for Housekeeping and General Attendent Services**" must reach at the given address **at or before the closing time and date indicated on top of this document**. The tenderers are allowed to depute their representative (one per Tendered) for Technical Bid Opening on the prescribed date and time.
- 18.2 Financial bid of only those tenderers, who meet the eligibility criteria and whose Technical Bid is accepted by NIELIT, shall be opened by the duly constituted Committee in this office on notified time, date, place in presence of qualified bidders or their duly nominated representatives, if deputed by them and Financial Bid of tenderers who do not qualify as per conditions of the Technical Bid shall not be opened.
- 18.3 No price should be mentioned in Technical Bid otherwise the bid is liable to be rejected.

\*\*\*\*\*

**LIST OF GENERAL CLEANING MATERIALS (ISI MARK / AS PER SAMPLE APPROVED) /  
TOOLS( FOR DAILY USE) TO BE PROVIDED ON MONTHLY BASIS**

S.No.	Items	Quality	Qty
1.	Liquid Soap / Paste Soap	Homacol / as per sample approve,	10Ltr
2.	Phenyl	Doctor brand	20Ltr
3.	Naphthalene ball	Trishool brand	1.5Kg
4.	Detergents	Nirma/ Fena	4Kg
5.	Odonil, 75gm	Branded ISI Mark	15Nos
6.	Cleanzo	Branded ISI Mark	30Ltr
7.	Room Freshner	Premium good quality ISI mark branded	5Nos
8.	Urinal cake, 25gm	-----do-----	20Nos
9.	Brasso, 100ml/gm	-----do-----	1Nos
10.	Brooms Soft, standard size	-----do-----	6Nos
11.	Brooms tiliwala, standard size	do-----	3Nos
12.	White Duster	Full Size	12Nos
13.	Floor Duster	Full Size	12Nos
14.	Vim	Branded ISI mark	5Kg
15.	Pan with handle	Branded ISI mark	2Nos
16.	Yellow Duster	Full Size	12Nos
17.	Hand Brush	Big Size	5Nos
18.	Colin, 500ml	-----do-----	5Nos
19.	Cobwebs removal	Strict high height with brush	1Nos
20.	Harpic, 500ml	Good quality ISI mark	10Nos
21.	Soap Cakes (Dettol)125gm	-----do-----	6Nos
22.	Mops (Vyper)	-----do-----	6Nos
23.	Garbage sacks (big size)	-----do-----	6Nos
24.	Disinfectant spray	-----do-----	6Nos
25.	Mosquitoes/Flies/Cockroaches repellent +spray.	As required	6Nos
26.	Toilet paper rolls, standard size	Good quality ISI mark	12Nos
27.	Plastic Bucket (15 Ltr capacity)	Good quality	1 No.
28.	Tissue paper (standard size)	Good quality ISI mark	3 Pkt.



13. Number of employees on the rolls of the vendor. : Managerial :  
Supervisory Janitors :
14. Number of clients being served in and around Delhi on the date of submission bid (*please enclose a comprehensive list with address and telephone numbers*). :
15. Whether registered with Regional Provident Fund Commissioner or any other trust for regulating the Provident Fund for employees : YES / NO
16. EPF Registration no. & Date (enclose a 1 copy of the relevant documents). :
17. Whether registered with E.S.I.C. 16. Registration no. & Date (*kindly 1 enclose documentary evidence*). :
18. Whether the vendor adheres to the provisions of relevant rules and laws related to payment of minimum wages & social securities including uniform. (*Please note adherence to these orders / rules is compulsory*) : YES / NO

**DECLARATION:**

- a) It is certified that the information furnished above is correct.
- b) We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. A copy of the Tender Document with its each page signed, in token of acceptance of the Terms and Conditions, is enclosed.
- c) We understand that the decision of the NIELIT to accept / reject the tender would be final and binding.
- d) The signatory to this bid is authorized to sign such bids on behalf of the organization.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Seal of the Company: \_\_\_\_\_

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

**PROFORMA FOR FURNISHING FINANCIAL BID**

1. Name, Address and Telephone :  
Number of the Organization
2. Name of the C.E.O. / Proprietor :
3. Rates offered :

Sr. No.	Description	Rates per month (Rs.)
i.	Supply of all Materials (As per Appendix-I) per month (VAT inclusive)	
ii.	Service charges inclusive of company's overheads, T & P, profits etc. to be charged. Kindly quote in terms of percentage of sum total (employee's salary + other statutory charges + cost of material).	
iii.	Service Tax	
iv.	Any other Tax / Levi (please specify)	

**DECLARATION:**

1. We understand that:

- (i) The rates are to be quoted against all columns/rows. If no other tax / levy is applicable, a NIL entry must be made against the relevant column.
- (ii) The payment to the employees will be made through bank as per rates prescribed by Govt. of NCT of Delhi from time to time under Minimum Wages Act and applicable statutory payments on account of Provident Fund, Gratuity, ESI, leave salary and Bonus.
- (iii) NIELIT reserves the right to cancel this Tender in case no satisfactory bid is received. In that case, it can re-tender the requirement.
- (iv) NIELIT may accept or reject any offer without assigning any reason whatsoever.
- (v) The vendor awarded the contract shall not be allowed to withdraw or transfer the contract in the name of some other company or its principal. In case, it withdraws its offer, the E.M.D. will stand forfeited.
- (vi) **The lowest tender shall be decided on the basis of total cost of material supply as per Appendix-I, plus cost of manpower supply (20 Janitors+1Supervisor) for one month as per Annexure-II (plus taxes/levies).**

2. It is certified that the information furnished above is correct.

3. It is confirmed that the signatory to this document is authorized to sign the contracts on behalf of the applicant organization and the commitments made herein are binding on them.

Signature\_\_\_\_\_

Name\_\_\_\_\_

Designation\_\_\_\_\_

Seal of the Company\_\_\_\_\_

Place:\_\_\_\_\_

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

**CHECK LIST**

- A.** The following documents shall be placed in an envelope and it should be wax sealed and super-scribed, as “**Technical Bid for Housekeeping and General Attendant / Messenger Service**”.
1. Duly completed and signed tender form (Annexure- I & II).
  2. Earnest Money Deposit {Demand Draft/Pay order of Rs. 60,000/- (Rupees Sixty thousand only) in favour of “NIELIT” payable at New Delhi}.
  3. Registration No. of the Firm (under Shops & Establishment Act) or Registration No. of the Company (under Companies Act, 1956), as applicable (attach self attested copy of certificate).
  4. PAN Card of Firm/Company (attach self attested copy of PAN Card).
  5. Provident Fund Account No. of Firm/Company (attach self attested copy of certificate).
  6. ESI No. of Firm. Company (attach self attested copy of certificate).
  7. Sales Tax/VAT No. (attach self attested copy of certificate).
  8. The details of the turnover (Balance sheet) for the year 2011-12, 2012-13 & 2013-14 should be furnished as per terms & condition No. 16.12.
  9. List of clients being served in and around Delhi (in support of Item 14 of the Annexure – II).
  10. Performance certificate (self attested copies) issued by three prominent organization clients to the tenderer (which should have minimum rating of satisfactory) should be signed by client’s authorized signatory and it should also be further signed by tenderer along with the seal of the firm/agency (in support of items No. 11 of Annexure – II).
- A. Financial Bid as** specified in Annexure-III must be submitted in separate wax sealed envelope and it should be super-scribed as “**Financial bid for Housekeeping and General Attendant/Messenger Services**”.
- B.** Both separate wax sealed envelopes (**Technical Bid** - in Packet-I and **Financial Bid**- in Packet-II) may be placed in a single large envelope super-scribed as “Tender for Manpower Services at IMD” and it should also be wax sealed.