

Tender Document



TENDER FOR RENDERING HOUSEKEEPING SERVICES ON ANNUAL RATE CONTRACT BASIS AT INFLIBNET

No. INF/PUR/HOUSEKEEPING/ARC/2022



Information and Library Network Centre
सूचना एवं पुस्तकालय नेटवर्क केन्द्र
An Autonomous Inter-University Centre of UGC
विश्वविद्यालय अनुदान आयोग का स्वायत्त अंतर विश्वविद्यालय केन्द्र
Gandhinagar / गांधीनगर-382007

Contact person:

(During office hours 9.30am to 6.00pm (Mon-Fri))

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Sr. No.	BID-DATA SHEET	
1.	Tender Number	INF/PUR/HOUSEKEEPING/ARC/2022
2.	Yearly Estimated Cost of Tender	Rs. 37,09,200/-
3.	EMD Fees	Rs. 75,000/-
4.	Bid validity	120 days
5.	Issue of Tender Forms	Tender Documents can be downloaded from the Centre's website www.inflibnet.ac.in and Central Public Procurement Portal (CPPP) https://eprocure.gov.in/eprocure/app
6.	Tender Document Delivery Mode	Online mode on CPPP e-Procurement module
7.	Contact Address	In-Charge (P&S) INFLIBNET Centre, Infocity, Opposite DAILCT, Gandhinagar- 382 007 <i>Email: shyam[at]inflibnet[dot]ac[dot]in</i> <i>Tel: +91 79 23268143</i>

IMPORTANT DATES

Publish Date	01.06.2022	12:00 Hrs.
Document Download / Sale start Date	01.06.2022	12:00 Hrs.
Document Download / Sale end Date	23.06.2022	16:00 Hrs.
Pre-Bid Meeting	09.06.2022	11:30 Hrs.
Bid Submission Start Date	10.06.2022	12:00 Hrs.
Bid Submission End Date	23.06.2022	16:00 Hrs.
Bid Opening Date	24.06.2022	16:00 Hrs.

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GENERAL INSTRUCTIONS FOR BIDDERS

- 1.1 Eligibility Criteria:** The INFLIBNET has set up minimum eligibility criteria for the bidding purpose. All bidding parties must meet criteria mentioned at annexure-I before they apply for the bid through online mode. The bidding parties meeting the criteria must enclose their supporting document photocopies along with the proposal, failing which their bids will be summarily rejected and will not be considered any further.
- 1.2 Contract Period:** The Contract will be initially for period of one year, which may be extended up to maximum of further two years one year at a time by mutual consent of contracting Agency/Firm and the INFLIBNET Centre, if the performance/ service is found satisfactory in the discretion of INFLIBNET, Gandhinagar. The Centre reserves the right to curtail or extend the validity of Contract.
- 1.3 Period of Validity of Offer:**
- a) The Bid shall be valid for a period of 90 days from the date of opening of Bid.
 - b) Extension of Bid Validity, if any shall be decided by INFLIBNET Centre.
 - c) Prior to the expiry of the original Bid, INFLIBNET may request Bidders to extend the Bid Validity Period for a specified additional period.
- 1.4 Submission of Bid:** INFLIBNET Centre invites online e-Tenders under Two Bids System i.e. Technical Bid (Annexure-I) and Financial Bid (BOQ), in the prescribed Tender Document available on Central Public Procurement Portal (CPPP) (URL: <https://eprocure.gov.in/eprocure/app>) for the above cited subject. Agency/Firm's/Firm's must submit their bids well within the stipulated date & time and no opportunity shall be given to Agency/Firm's/Firm's to withdraw any offer at any stage after the submission of the Bids.
- 1.4.1 The Tender document can be downloaded from Central Public Procurement Portal (URL:<https://eprocure.gov.in/eprocure/app>). Besides, Tender document reference can also be seen at INFLIBNET website (<https://www.inflibnet.ac.in/tenders/>). Prospective Agency/Firm's/Firm'ss who have not enrolled/registered with aforesaid portal shall have to enroll/register themselves before participating through the website Central Public Procurement Portal (URL:<https://eprocure.gov.in/eprocure/app>). The authorized signatory of the Agency/Firm's/Firm's shall possess Digital Signature Certificate (DSC) for submission of tender documents. The DSC holder/authorized signatory signing the tender shall state in what capacity he is/they are, signing the tender, e.g., as sole proprietor of the firm, or as a Secretary/Manager/Director etc.
- 1.4.2 Any incomplete and conditional bids received shall not be considered and will be summarily rejected in very first instance without any recourse to the bidder and shall not be evaluated. All entries in the bid form should be legible and filled clearly, otherwise the bid is likely to be rejected. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. The cuttings, if any, in the Bid/ Bid application must be initialed by the person authorized to sign the bid.
- 1.4.3 All supporting documents mentioned in Annexure-I, except tender document have to be scanned, encrypted and uploaded in Technical Bid at the requisite places in the CPP Portal system (URL:<https://eprocure.gov.in/eprocure/app>)
- 1.5 Earnest Money Deposit (EMD):** The interested companies/firms may put the RFP document complete in all respects along with Earnest Money Deposit (EMD) of Rs. 75,000/- in the form of Demand Draft / Banker's Cheque / Fixed Deposit of any scheduled bank drawn in favour of "INFLIBNET Centre" payable at Gandhinagar. No interest shall be payable by the Institute on EMD. The RFP security is normally to remain valid for a period of forty-five days beyond the final RFP validity period.

In exceptional circumstances, INFLIBNET may solicit Firm's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. The RFP security shall also be suitably extended. A Firm granting the request is not required nor permitted to modify the RFP.

Exemption in EMD will only be given to Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department.

1.6 Forfeiture of EMD: EMD made by Firms may be forfeited under the following conditions:

- 1.6.1 Accept the work order along with the terms and conditions.
- 1.6.2 Furnish performance security.
- 1.6.3 Violates any of the work conditions of this proposal or indulges in any such activities as would jeopardize the work.
- 1.6.4 Submitting false/misleading information/declaration/documents/proof/etc. The decision of INFLIBNET regarding forfeiture of EMD shall be final and shall not be called upon to question under any circumstances. Besides, forfeiture of EMD, the Firms may be even deferred from participating in any job.
- 1.6.5 In the event of the successful Firms/contractor failing to comply with any provision of the contract.
- 1.6.6 The successful Firms, on award of contract/ order must sign the contract in writing, within 30 days of award of contract/order, failing which the payment will not be made.

1.7 Pre Bid Meeting: Pre Bid Meeting will be held offline at the premises of INFLIBNET Centre on 09.06.2022 at 11:30 hrs. In case, if the Pre Bid Meeting is convened online, the link for the meeting will be made available on the INFLIBNET website on the day of Pre Bid Meeting as per the schedule. Only the queries received within the stipulated date prior to the pre-bid meeting will be entertained and answered. Firms can send their queries to:

For Technical: Shri Harish Chandra, AO (P&A) Email: adminofficer[at]inflibnet[dot]ac[dot]in , devang[at]inflibnet[dot]ac[dot]in Tel: 079-23268100, 23268121	For Commercial: Shri Shyam T Yadav, In-Charge (Purchase & Store) Email: shyam[dot]ac[dot]in , 079-23268143
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1.8 Technical Bid Opening: The Technical Bids will be opened online at INFLIBNET Centre as per schedule indicated in the Tender. The Agency/Firm's/Firm's can view the bid opening event online at their remote end.

1.9 Price Bid: The price/financial bids (BOQ) of technically qualified Firms shall be opened online and the date and time of opening of financial bids will be intimated to the technically qualified Firms well in advance through email which will be displayed on the CPPP. The Firms can view the bid opening event online at their remote end or may be present at INFLIBNET Centre, Infocity, Gandhinagar. The Price/Financial bid format (BOQ) is provided in a spread sheet file, which is to be downloaded from <https://eprocure.gov.in/eprocure/app> and the rates offered should be entered in the allotted space and uploaded after filling the relevant columns (such as rates & particulars of the Firms).

- 1.9.1 The financial bids shall be opened online of only technically qualified Firms whose bids have been found eligible as per the criteria mentioned in the technical bid Annexure – T-I. All eligibility conditions have to be satisfied on the respective dates in such condition and not on a later date.
- 1.9.2 The Price bid/BOQ template shall not be modified/replaced by the Firms; else the Bid submitted is liable to be rejected.

1.10 Bid Evaluation Criteria & Award Criteria:

- 1.10.1 After the opening of the technical bid, the same will be evaluated by the Centre. In case the Centre decides for seeking further information/clarification, the same shall be provided by the bidder. Those bids which technically qualify as per pre-qualification criteria and completed in all aspects with all annexures and meeting the requirements as specified in Annexure-I, the financial bid of such qualified bidders will be opened on a specified date and time by the Centre. The date and time of opening of financial bids will be intimated to the technically qualified bidders well in advance through email and displayed on the CPPP.
- 1.10.2 In case, if any bidder has not quoted the price against a particular item, the rate of that particular item shall be considered on the basis of lowest quotation submitted by another bidder and all bidders will have to bound to the same.
- 1.10.3 The contract will be awarded for technically suitable and overall lowest evaluated bidder whose bid has been found to be responsive and who is found eligible and qualified as per the tender document. In case two or more agencies are found to have quoted the same rates, the Competent Authority of INFLIBNET shall decide about the bidder to which the offer shall be granted based on the report of length of experience based on submitted documents etc. The decision of the Competent Authority of INFLIBNET shall be final.
- 1.10.4 The Competent Authority of INFLIBNET is not bound to accept the lowest tender or any tender if found any technical discrepancies in the tender. The Authority reserves the right of accepting the whole or any part of the tender. The decision of the Authority in this regard shall be final and binding on the firm.
- 1.10.5 The financial bids (BOQ) will be evaluated on the basis over all lowest of Table -1, Table-2 & Table-3. However, the L-1 bidder who does not stand L-1 for Table-2 & 3, as item wise then the L-1 bidder shall match the L-1 rates of Table- 2 & 3 quoted by any other bidder.
- 1.10.6 **financial bid (BOQ) will be evaluated on the following weightage basis:**

- **Details of wages to employees per months (Table 1) will be given 60% weightage.**
- **Rent for Machineries per Month (Table 2) will be given 20% weightage.**
- **Estimated Cost of material for House Keeping Services per month (Table3) will be given 20% weightage.**

1.11 Termination of Contract: INFLIBNET may terminate the order in whole or in part without prejudice to any other remedy or right of claim for breach of contract by giving not less than one month written notice of default sent to the Agency/Firm. Where a contract terminated by INFLIBNET on account of the default committed by the Agency/Firm, it shall have the right to award the contract to any other Agency/Firm at the cost, risk and responsibilities of contract and excess expenditure incurred on account of this will be recovered by INFLIBNET from his security deposit or pending bill or by raising a separate claim.

1.12 Terms of Payment:

- 1.12.1 The Agency/Firm will submit a bill, in the name of INFLIBNET Centre immediately after making payment to its deployed staff but not later than 5th of each month.
- 1.12.2 The Payment would be made on the submission of bill after scrutiny on monthly basis as per actual services, the bill submitted by the Agency/Firm should be duly certified by the concerned department/officer. The payment will be made by e-transfer through RTGS/NEFT. Bidders should provide their bank details duly signed by authorized signatories. No advance payment will be made.
- 1.12.3 No claim for interest will be entertained by the Centre in respect of any payment/deposit which will be held with the Centre due to dispute between the Centre & Agency/Firm or due to Administrative delay for the reasons beyond the control of the Centre.
- 1.12.4 Centre reserves the right to recover amount paid in excess during the contract from any other work or source after the contract if any.

- 1.12.5 The Centre will deduct Income tax at source under Section 194-C of Income Tax Act from the renderer at the prevailing rates of such sum as income tax on the income comprised therein. All Taxes per applicable rules at time to time will be deducted at applicable rates from all payments made by INFLIBNET Centre.
- 1.12.6 All payments due under the contract shall be paid after deduction of statutory levies at source (like TDS etc.), wherever applicable and necessary TDS certificate will be issued by the Centre.
- 1.12.7 Invoice (i.e. Tax invoice as per Service Tax/GST rules clearly indicating Tax registration number, Service Classification, GST number of both parties, rate and amount of Tax shown separately).
- 1.12.8 The final payment shall, however, be made only after adjusting all the dues/claims of the Centre. Furthermore, there shall not be any delay in the payment of wages/other dues by the Agency/Firm to his Housekeeping staff/worker(s) even if the contactor has not received the payment from the Centre.
- 1.12.9 The Service Provider shall submit to the INFLIBNET the list of EPF Account numbers of the outsourced Housekeeping staff, copy of annual EPF slip, copy of ESIC card.
- 1.12.10 The INFLIBNET shall pay the amount of basic wages & VDA notified by the Chief Labour Commissioner, Ministry of Labour, Delhi time to time. Besides, minimum wages, the INFLIBNET shall also pay the EPF/ESIC and Bonus as applicable. The GST shall be paid on actual bill amount.
- 1.12.11 The material rates of Part-C may be increased or decreased up to maximum 10% after completion of each one year, by mutual consent of contracting Agency and the INFLIBNET Centre. The Centre reserves the right to curtail or increased the material rates.
- 1.12.12 The Agency/Firm shall allow its employees/workers for one paid weekly off (Rest Day) after six days of continuous work. Casual workers working five day week may be allowed one day paid weekly off, if they worked for a minimum 40 hours during the said week as admissible under relevant Labour rules. The rest day shall not be treated as a leave day and the casual workers shall also be paid for a National Holiday as per the rules admissible.

The Agency/Firm will have to enclose the following with the invoice:

- Acknowledgement of receipt of wages by employees duly indicating the earnings, deductions towards PF and ESI.
- Copies of deposit challans of PF, ESI, Service Tax or any other tax levied by Government of Previous month. INFLIBNET may ask the Agency/Firm for producing the originals of any document for verification.
- Bank statement showing debits from Agency/Firm's bank towards payment of wages to it employees posted at INFLIBNET.
- Invoice (i.e. Tax invoice as per Service Tax rules clearly indicating Tax registration number, Service Classification, rate and amount of Tax shown separately).
- Attendance sheet/Housekeeping staff deployment sheet (showing non-deployment/short deployment and reasons thereof)
- Any document in support of any other claim permissible under this contract.
- Copies of pay slips of deployed Housekeeping staff at INFLIBNET Centre Premises.

1.13 Amendment of Bid Document: At any time prior to the deadline for submission of proposals, INFLIBNET Centre reserves the right to add/modify/delete any portion of this document by issuance of a Corrigendum, which would be published on the INFLIBNET website and CPP Portal. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

1.14 Enforcement of Terms: The failure of either party to enforce at any time, any of the provision of this contract or any rights in respect thereto or to exercise any option here in provided shall in no way be construed to be a waiver to such provisions, rights or options or in any way to affect the validity of the

contract. The exercise by either party of any of its rights herein shall not preclude or prejudice either party from exercising the same or any other right it may have hereunder.

1.15 INFLIBNET Right to reject any of all bids: The Competent Authority of INFLIBNET reserves the right to reject any bid and to annul the bidding process and reject all bids at any time prior to award of Contract without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) off the grounds for such decision. Any effort by a bidder or bidder's agent / consultant or representative, whosoever described to influence the INFLIBNET/ in any way concerning scrutiny / consideration / evaluation / comparison of the bid or decision concerning award of contract shall entail rejection of the bid.

1.15.1 The competent Authority of the INFLIBNET reserves the right to annul bids or discontinue this tender process, without assigning any reason, at any time prior to signing of agreement with the successful bidder.

1.15.2 By acceptance of this document, the recipient agree that any information herewith will be superseded by any subsequent written information on the same subject made available to the recipient with access to any additional information or to update this document or to correct any inaccuracies, therein, which may become apparent, and INFLIBNET reserves the right at any frame of time and without advance notice, to change the procedure for the selection of Agency/Firm's.

1.16 Resolution of Disputes:

1.16.1 If any dispute arises between the parties hereto during the subsistence or thereafter, in connection with the validity, interpretation, implementation or alleged material breach of any provision of the Agreement or regarding a question, including the questions as to whether the termination of the Contract Agreement by one Party hereto has been legitimate, both Parties hereto shall endeavor to settle such dispute amicably. The attempt to bring about an amicable settlement is considered to have failed as soon as one of the Parties hereto, after reasonable attempts, giving one month's notice period.

1.16.2 In the case of such failure, the dispute shall be referred to a sole arbitrator or in case of disagreement as to the appointment of the sole arbitrator to three arbitrators, two of whom will be appointed by each Party and the third appointed by the two arbitrators.

1.16.3 The place of the arbitration shall be Gandhinagar, Gujarat. The proceedings of arbitration shall be in English language. The arbitrator's award shall be substantiated in writing. The arbitration tribunal shall also decide on the costs of the arbitration procedure.

1.16.4 The Parties hereto shall submit to the arbitrator's award and the award shall be enforceable in any competent court of law.

1.17 Agreement: The contractor will have to enter into a written Agreement with this Centre immediately on intimation of acceptance of order and before initiation of services at the Centre.

1.18 Splitting of the contract and Curtailment of Work: The Contractor shall refrain from awarding the services to another contractor for any particular item and avoid splitting of work.

1.19 Indemnity Bond: The contractor shall keep INFLIBNET CENTRE and all officials of this office indemnified from and against all suits, losses, claims, demands, proceedings, and liability of any nature or kind including costs and expenses, injuries to any person, damages to any property whatsoever, levy of fees or consequences which they may be put to or suffer on account of the services undertaken by the contractor. The Contractor shall keep the INFLIBNET CENTRE and all officials of this office indemnified from and against all suits, losses, claims, demands, proceedings, and liability of any nature brought or instituted against them by any of contractors' employees or any other third party in connection with, relating to or arising out of the performance of the services or non- compliance, deficiency, non- implementation of various provisions of statutory requirements.

1.20 Compensation clause:

- 1.20.1 The Agency/Firm shall disburse the salary to its deployed Housekeeping staff, inclusive of other allowance between 1st to 5th every month, failing which compensation of ₹.2,000/- per day will be payable to INFLIBNET up to 15th of the month
- 1.20.2 The Agency/Firm has to ensure to maintain the adequate number of Housekeeping staff, Scope of work and services and also arrange a pool of standby staff. In case any Housekeeping staff are absent from duty, a reliever shall be deployed by vendor in time form an existing pool of staff. If the required numbers of workers are less than the specified number, compensation of Rs.2,000/- per absentee per day will be taken/ deducted from the bill(s) of the Agency/Firm's/Firm.
- 1.20.3 Agency/Firm shall ensure that the staff deployed it does not wonder here and there and sit idle in groups during working hours. Due Discipline will have to be maintained by the staff and they shall not hinder the working of other employees/ staff. If any violation to aforementioned is found, compensation of Rs.2,000/- per worker shall be sought from the Agency/Firm's/Firm, for any instance observed of this kind.
- 1.20.4 The Agency/Firm shall endeavor to provide the service of the same Housekeeping staff as deployed at the beginning of the contract, throughout the period of contract, except in extra ordinary circumstances like person leaving the job or person being asked to be replaced by this office. Not more than one change per person deployed limited to three of all the person deployed shall be permitted unless such changes are justified in view of Administrative Officer (PA&F). If the change exceeds the limit mentioned above and are not justified then a penalty of Rs.2,000/- per additional change will be imposed.
- 1.20.5 The Agency/Firm has to ensure to maintain the adequate number of Housekeeping staff, Scope of work and services and also arrange a pool of standby housekeeping staff/ supervisor. In case any housekeeping staff/ supervisor is absent from duty, a reliever shall be deployed by vendor in time from an existing pool of housekeeping staff. If the required numbers of workers/ supervisor are less than the required number, compensation of Rs.500/- per absentee per day may be taken/ deducted from the bill(s) of the Agency/Firm as deemed fit by the Centre.
- 1.20.6 The housekeeping staff including supervisor must be in proper, full and clean uniform with name plates (badges and proper shoes) at all times failing which compensation of Rs.500/- per day per person may be taken /recoverable from the Agency/Firm as deemed fit by the Centre.
- 1.20.7 Any deviation in the material quality and quantity quoted will be subject to compensation payable to INFLIBNET. For proper maintenance, suitable cleaning material which are environmental friendly, not harmful to human and government property should be used. If the cleaning material as per contract is not received in INFLIBNET between 1-5th of every month, a compensation of Rs.1,000/- will be recoverable from the bill of defaulting service providing Agency/Firm or any other action as deemed fit by the Centre.

Special Terms & Conditions of the Contract

- 2.1** The modification of the rates shall be subject to the variation of statutory levies and contributions and revised on daily minimum wages prevailing at the time of the extension.
- 2.2** In case of breach of any terms and conditions attached to this contract, the Performance Security deposit of the Agency/Firm will be liable to be forfeited by this office besides annulment of the contract.
- 2.3** The Contracting Agency/Firm shall render the services as mentioned in the scope of work.
- 2.4** If any of the personnel of the Agency/Firm indulges in theft or any illegal/irregular activities, misconduct, the Agency/Firm will take appropriate action as per law and rules against its erring personnel in consultation with this office and intimate the action taken to this office. If need be, an FIR should be lodged against the erring personnel. Such personnel, who indulges in such type of activities, should not be further employed in this office by the Agency/Firm in any case.
- 2.5** In case office is closed on bid opening date due to some reason, the last date and time will automatically shifted to the next working day.
- 2.6** The proposal and all correspondence and documents shall be written in English. All proposals and accompanying document received within the stipulated time shall become the property of INFLIBNET and will not be returned.
- 2.7** The Service provider shall comply with and abide by such directions that INFLIBNET may issue from time to time.
- 2.8** The Agency/Firm's personnel shall follow and adhere to all procedures and processes as laid down by INFLIBNET.
- 2.9** In case, the Agency/Firm fails to carry out the services satisfactorily, apart from the right to terminate the contract, the Centre reserves the right to get the work done at the risk and cost of the Agency/Firm.
- 2.10** In case, the Firm/Agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof this office is put to any loss / obligation, monetary or otherwise, then this office will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Agency/Firm, to the extent of the loss or obligation in monetary terms.
- 2.11** The Agency/Firm shall solely be responsible to ensure that all the provisions of labor legislations are complied with regard to its employees deployed at INFLIBNET. INFLIBNET will not be a party at any stage in any of the contraventions with respect to the above circumstance. In case, any liability arises due to non-compliance by the Agency/Firm, INFLIBNET shall not be liable for the same. In case, INFLIBNET is made liable to pay any compensation to the employees of the Agency/Firm due to default on Agency/Firm's part, the same shall be recovered from any bills due or against any amount payable to the Agency/Firm.
- 2.12** The persons deployed by the Agency/Firm should not have any police record/ criminal cases against them. The Agency/Firm should make adequate enquires about the persons deployed by him. The personnel deployed by the Agency/Firm shall be healthy and active. Nobody shall suffer from any communicable diseases.
- 2.13** The Service Provider shall provide Housekeeping staff Services at INFLIBNET's premises as per Scope of Work / Requirements which may be amended from time to time by the INFLIBNET during the contractual period and it shall always form part and parcel of the Contract. The Service Provider shall abide by such assignments as provided by the INFLIBNET from time to time.

- 2.14** The Service Provider shall exercise adequate supervision to reasonably ensure proper performance of Housekeeping staff Services in accordance with Schedule of Requirements. Adequate supervision shall be provided to ensure correct performance of the services in accordance with the prevailing requirements agreed upon between the two parties.
- 2.15** The Service Provider shall also provide at its own cost all benefits statutory or otherwise to its employees and the INFLIBNET shall not have any liability whatsoever on this account. The Service Provider shall also abide by and comply with the Labour laws, Workmen Compensation Act, EPF Laws, ESIC Laws, Income tax laws and Minimum Wages Laws, Contract Labour (Regulations Abolition Act) or any other law in force.
- 2.16** The Agency/Firm shall be fully responsible for any kind of accident / mishap to their staff and any loss caused to INFLIBNET while at work in INFLIBNET premises or elsewhere.
- 2.17** All the employees deployed by the Agency/Firm will have to be covered under insurance against any personal accident by the contract and INFLIBNET will not be liable for payment of any compensation of that account.
- 2.18** Housekeeping staff deployed by the Agency/Firm at INFLIBNET for carrying out contracted works is strictly prohibited from being associated with any other work in the campus.
- 2.19** The unskilled Housekeeping staff should be able to read and write Hindi. The Successful Agency/Firm shall furnish the list of Housekeeping staff short listed by Agency/Firm for deployment at INFLIBNET Centre, containing full details with bio-data of the persons in respect of the individual Housekeeping staff who will be deployed by it in this Centre before the commencement of work.
- 2.20** The Housekeeping staff employed by the Agency/Firm shall be required to work normally as per this office working days, i.e. from Monday to Friday from 0930 hrs. to 1800 hrs. with a lunch break of ½ hour from 1300 hrs. to 1330 hrs. The Housekeeping staff may also be called upon to perform duties on Saturday, Sunday and other gazetted holidays, if required.
- 2.21** The bidding company shall provide identity cards to the personnel deployed in this office carrying the photograph of the personnel and personal information as to name, DOB, age and Identification mark etc.
- 2.22** The Successful Agency/Firm shall maintain all statutory registers under the applicable Law. The Agency/Firm shall produce the same, on demand, to the concerned authority of this office or any other authority under Law.
- 2.23** No washing allowance, uniform allowance etc. will be entertained by INFLIBNET and Agency/Firm has to bear all such expenses. The agency will have to provide two sets of uniform per year including I Cards to all the workers of good quality and decent colour code.
- 2.24** The Agency/Firm shall be responsible for the good conduct and behavior of his employees. If any employee of the Agency/Firm is found misbehaving with the supervisory staff or any other staff member, the Agency/Firm shall terminate the services of such employees at their own risk and responsibility on the recommendation of the Administrative Officer (P&A) or any other officer designated by the Director, INFLIBNET. The Agency/Firm shall issue necessary instruction to its employees to act upon the instructions given by the supervisory staff of office building.
- 2.25** It will be the responsibility of the Agency/Firm to meet the transportation, food, medical and any other requirement of Agency/Firm's Housekeeping staff for carrying out the contract works. Centre will have no liability in this regard at any stage.
- 2.26** The man power deployed by the Agency/Firm shall not have any claims of Master and Servant relationship nor have any principal and agent relationship vis a vis INFLIBNET. For all practical purposes, the Agency/Firm shall be employer of such Housekeeping staff provided to Centre to perform assigned task.

- 2.27** The Tenderer must read carefully all the terms, conditions and specifications before filling up the tender schedule and its financial bid. The Tenderer shall be bound by all terms, conditions and specifications as detailed in this tender document. The tenderers who are confident of executing the contract in time by employing the required resources, Housekeeping staff and materials need only participate in this tender.
- 2.28** In respect of the matters pertaining to this contract, tenderer shall not directly or indirectly bring or attempt to bring any political or outside influences or intervention through any association, union or organization. All disputes, differences, clarifications etc. arising out of this contract will be represented by tenderer himself or by his legal representative at Gandhinagar/Ahmedabad only.
- 2.29** If any firm quotes "Nil" charges / consideration, the bid shall be treated as unresponsive and will not be considered. Service charges should be adequate to meet statutory deductions towards TDS and such other levies laid by Government. In case, the quoted service charge is less than such statutory deductions, then the bid will be summarily rejected.
- 2.30** It is implied that the tenderer has obtained all necessary information directly or indirectly affecting the contract such as legal stipulation, possible delays and hindrance or interference in executing the contract and has satisfied him/her before making the offer. Unexpected difficulties or expenses shall NOT be considered excuses for difficulties in performing the contract. The rate quoted should take all factors into consideration.
- 2.31** Any tenderer participating in this tender should make sure that he/she will be able to carry out the work in the contract.
- 2.32** The tenderer shall acknowledge that he/she assumes all risks contingent upon the nature of the contract to be actually encountered by him in executing the contract, even though such actual conditions may result in the tenderer performing more or less work than that originally anticipated.
- 2.33** The tender schedule shall be read in conjunction with Specifications, General Instructions, Special Terms and Conditions, Conditions of Contract and Additional Conditions. The tenderer shall be deemed to have carefully examined all these documents. It is further understood and agreed that the tenderer by careful examination satisfies him with the terms and conditions of the tender document
- 2.34** Corrections, if any, in the technical bid of application must be counter signed by the person authorized to sign the tender bids.
- 2.35** Bid opening and finalization will be according to e-procurement procedures.
- 2.36** The bidders enlisted under MSE/NSIC/ Startups [Startups as recognized by the Department of Industrial Policy and Promotion (DIPP)] are requested to note that the present notice inviting tender is not for the "Supply of Goods". If any bidder enlisted under NSIC/MSE (under relevant NIC & Activity)/ Startups are interested in participating in the tender, they may participate subject to fulfilment of the conditions of this notice inviting tender.
- 2.37** The rate quoted by the bidder shall be firm throughout the contract period and there shall be no upward revision of the rates quoted by the Agency/Firm for any reason whatsoever. However, any change in the Minimum wage and/or VDA during the currency of the contract period shall be considered for reimbursement as per the related clauses of the contract, as applicable.
- 2.38** The bidders are advised to visit the INFLIBNET campus and acquaint themselves with the operational system. The cost of the visit shall be borne by the bidder. It shall be deemed that the bidder has undertaken a visit to the location and is aware of the operational conditions prior to submission of his bid.
- 2.39** The Agency/Firm shall be responsible for the safety of all employees and/or Workers employed or

engaged by him and shall forthwith report all cases of accidents to any of them, however, caused and whenever occurring, to the INFLIBNET and shall make every arrangement to render all possible assistance and aid to the victims of the accident.

- 2.40** The INFLIBNET shall not be liable for accident or injury to the employees/workers of the Agency/Firm, in respect of any damages to the employees/ workers of the Agency/Firm or compensation payable in consequence of any accident or injury or death of the employees/ workers engaged by the Agency/Firm.
- 2.41** The Branch Office in Ahmedabad/Gandhinagar is necessary if the contract is awarded to the vendor. The address of the branch office along with name of contact person with cell phone no. will be furnished to the Centre within a week from the date of issue of order. In case, no office is available presently at Ahmedabad/Gandhinagar, the same shall have to be opened within 30 days of award of contract. In case this provision is found violated, the Performance Security deposit of the Agency/Firm will be liable to be forfeited by the INFLIBNET Centre
- 2.42** The service charge quoted should be responsive and the same should be inclusive of provision for leave reserve, salary slip, Maintenance of record, stationery etc.

SCOPE OF WORK

Annual Maintenance Contract for cleanliness of entire premises of INFLIBNET Centre (including rooms, toilets, lift, lobbies, stairs, corridors, water tanks, drainages, link road, terrace etc.) in INFOCITY, Gandhinagar.

The scope of work would involve cleaning & wet mopping of floors, dusting of work stations, collecting and disposing of waste in bins, cleaning of toilets & toilet fixtures, window glass (both from inside & outside), telephones, lifts, walls, stairs, carpets, sofas, chairs, pedestal fans, venetian blinds, polishing of brass items, removing of cobwebs from ceilings, removal of stagnant water from terrace and external drainage cleaning, open terrace cleaning etc. The work also includes engaging the services of personnel for other incidental work such as shifting/movement of files / documents / furniture / equipment etc. within and outside the Centre's premises, attending pantry work etc. These services will be required on all days during the period of contract as per Centre's requirement.

SCOPE OF WORK

Housekeeping services will be comprehensive in nature relating to all areas within the premises and shall include the following:

1. Sweeping, Vacuum Cleaning/Cleaning and wiping of floors of different types including carpet surfaces, Staircases, corridors, lifts and lobbies as per work schedule. Cleaning activity shall start in the morning at 8.00 AM so as to complete all the dusting/ cleaning/ moping work before 9.30 AM.
2. Cleaning and dusting of entire furniture, partitions, wooden cabin walls, railings, doors, blinds, windows, computers, telephones, curtains, photocopiers, signages etc. with dry/wet cloth, feather brush and duster as per work schedule.
3. Thorough cleaning and scrubbing of toilets, wash basins, sanitary fittings & mirrors and toilet floors. Cleaning and disinfecting all vitreous fixtures including toilet bowls, urinals, sinks, toilet seats, containers etc as per work schedule.
4. Replenishing all toiletries including hand towels (M-fold/C-fold), Liquid soap, toilet rolls/ air freshener and tissue boxes after daily check-ups in the morning, afternoons and on call basis during daytime.
5. Upkeep and maintenance of the pantry area to operate the necessary equipments such as fridges, Microwave Oven, Water coolers, Water Dispensers, Tea Vending Machine etc.
6. Maintenance of Proper registers/records for the jobs carried out on daily, weekly and monthly basis.
7. The contractor has to supply all the necessary consumable items, machinery, equipment, tools, tackles and vacuum cleaners of approved make including supplying labour, supervisor and materials for daily, weekly and monthly activities as per work schedule, and as directed to the entire satisfaction of the representative of the Centre.
8. Cleaning of small/big drainage blockage and the cleaning of rain drainage at outside the premises on both side roads in the Centre before the monsoon season.
9. Cleaning of total 08 nos. of water tanks with the necessary materials/items need to done on quarterly basis after prior intimation to authority of centre.

Jobs to be carried out Daily:

1. Sweeping, Cleaning, vacuuming and wiping of floors of different types including carpet surfaces, Staircases, corridors, lifts and lobbies, meeting areas, cabins etc.
2. Dusting and polishing/brushing of Low high partitions, Glazed & Paneled partitions glass panes, venetian blinds, Door Mats, Tables, chairs, workstations, conference rooms, Library, Visitors' rooms etc.
3. Cleaning and scrubbing of toilets, wash basins, sanitary fittings & mirrors and toilet floors. Cleaning and disinfecting all vitreous fixtures including toilet bowls, urinals, sinks, toilet seats, containers etc. Brush thoroughly to include below water level and under rims including area at hinges and cistern handles. Restock toiletries, which include Liquid hand soap, toilet paper, air freshener, and Naphthalene balls in toilets after daily check-ups in the morning, afternoons and on call basis during daytime.

Pantry Area:

1. Sink, Khurra, draining boards, platforms, dado, cabinets, coolers, hot case exposed surfaces shall be cleaned and washed with approved quality liquid detergents, soap, air purifier, acids, stain removers, mopping, dusting all as directed (One time daily and also as and when required)
2. Fridges, Microwave Owen within the areas should be kept clean inside and out, and defrosted when appropriate.

Jobs to be carried out Weekly:

Vacuuming, brushing and shampooing of all carpet area, chairs and sofas (Once in a week and as and when required)

Cleaning and dusting of electrical switch boards, light fixtures, fans, air conditioner vents, overhead light fixtures, firefighting equipment, name plates, artifacts, plant boxes, etc(Once in a week)

Thorough Cleaning of Water Dispensers and Water coolers (Once in a week and as and when required)

All other works which are listed in Daily Cleaning Section but not mentioned in this section will be attended.

- Removal of waste papers and any garbage and blockage/choking from the entire area covered under the tender.(Two times daily and as and when required)
- Cleaning of baskets, bins, and disposing off all the collected refuse at designated site on daily basis(Two times daily and as and when required)
- Conference room / Meeting Rooms / Training Labs / Auditoriums to be checked on regular intervals / call basis. Water bottles, tea cups, paper plates, crockery etc., be cleared regularly so that the area never looks dirty, Tables, cabinets, switchboards, white boards, doors and partitions etc. should be cleaned every day, water bottles to be replenished and kept clean, tissues to be arranged.
- Spraying room Freshners / Air Freshners daily at regular intervals.
- Terraces of whole building wherever applicable to be cleaned at least once in a week.
- Shifting of furniture and other items from one floor to another or within the floor as and when required by the centre.
- Also, the Centre may assign any type of labour work, if situation arise.

(The Schedule of Work is mentioned separately, which may be changed as per requirement of the Centre)

Schedule of Work

Area	Total Nos. of Toilets	Cleaning Schedule of Toilets	Lobby Area	Staircases, sills & accessible terrace
Office Ground Floor	06	3 times a day	3 times mopping and dusting	One time mopping and dusting a day
Office First Floor	10	3 times a day		
Office Second Floor	06	3 times a day		

Office Third Floor	03	2 times a day	one time per day		
Office Fourth Floor	04	2 times a day			
Office Fifth Floor	02	Once in a week			
Office Sixth Floor	02	Once in a week			
GH Ground Floor	09	Once in a day	One time mopping and dusting per day		
GH First Floor	11	Once in a day			
GH Second Floor	11	Once in a day			
GH Third Floor	10	Once in a day			
Canteen	04	2 times a day	One time mopping and dusting per day		
Auditorium Ground Floor	03	As per usage /twice in a month			
Auditorium First Floor	02	As per usage / twice in a month			
Training lab 2 nd Floor	03	As per usage 2 time a day during training session			
Recreation Hall	06	Twice in a day	Dusting twice a day		
Main Gate & Security Cabin	01	Twice in a day			
Terrace	Twice in a month washing				
Basement	Twice in a month washing with Drainage grill cleaning				
Plaza Area	Washing on every Saturday				
Auditorium Hall	As per usage once in a month				
Training lab-I	As per usage once a day during training session dusting, mopping & cleaning				
Training lab-II	As per usage once a day during training session dusting, mopping & cleaning				
Recreation Hall	Once in a day mopping				
Meeting Room	As per usage once in a month dusting, mopping & cleaning				
Board Room	As per usage once in a month dusting, mopping & cleaning				
LIFTs (06 nos.)	Daily mopping and dusting				
Fans, Tubes, light fittings	Once in a month Cleaning				
Cob webs, ceiling fans, tube lights, doors, windows fittings & furniture etc.	Once in a month mopping and dusting				
10nos. of Divisions	Twice a day mopping and dusting				
Cabins (20nos.)	Twice a day mopping and dusting				
Transformer yard, HT Substation, Electric Panel room, HVAC Room, Fire Panel Room	Once in a month Sweeping & moping				
Drainages/Galley tap of all washrooms/ Chamber/ Manhole Chamber/Rain water Channel	Quarterly Cleaning				
Cleaning of 08 nos. of water tanks	Quarterly Cleaning				
Dust bins & disposal of qarbage	Daily/as required basis				

Area wise details of Office**Office Ground Floor**

Purchase Division	5 Cubicles	01 Cabin	Store Room
R&D Division	10 Cubicles	04 Cabin	Meeting Room
e-Shodhsindhu	22 Cubicles	04 Cabin	Meeting Room
Toilets	06		Pantry 02nos.

Office First Floor

Accounts Division	6 Cubicles	01 Cabin	Pantry
Admin Division	4 Cubicles	01 Cabin	Store Room
DataBase eContent	18 Cubicles	04 Cabin	Meeting Room
Toilets	10		
Director Office	01 Cubical	01 Cabin	Pantry

Office Second Floor

DataCentre	12 Cubicles	06 Cabin	Meeting Room
	8 Cubicles	01 Cabin	Meeting Room
Toilets	06		Pantry

Office Third Floor

Reading Lounge			
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Office Fourth Floor

SOUL	12 Cubicles	05 Cabins	Meeting Room
Library	01 Reception desk	Reading Lounge	
Toilets	04		

Office Fifth Floor

Hall	Open Area	Media Lab	
Library	Reading Lounge		
Toilets	02		

Office Sixth Floor

Project staff	18 Cubicles	04 Cabin	
Toilets	02	Open Area	

Auditorium wing Ground Floor

Hall with 360seat capacity (Auditorium)			
	Open Area	Reception Area Lobby	
Toilets	10		

Auditorium wing First Floor

Lecture Hall with 20seat capacity			
	Open Area	Lobby	
Toilets	04		

Auditorium wing First Floor

Training lab-I 40person capacity		Lobby	
Training lab-II 63person capacity		Lobby	
Multipurpose Hall	Open Area		
Toilets	04		

Guest House Ground, First, Second and Third Floor

40 rooms	Open Area	Lobby	Store room
Recreation hall	Open Area		
Toilets	44+06	Stairs	

Guest House Fourth Floor

Canteen + Dining Hall	Open Area	Lobby	Store room
Recreation hall	Open Area		
Plaza Area	Open Area		
Toilets	09	Stairs	

Guest House Fifth & Sixth Floor

Lobby	Stairs		

Guest House Seventh Floor

Terrace Lobby	Stairs		

CHAPTER-4

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre
(Tender No. INF/PUR/HOUSEKEEPING/ARC/2022)

Annexure T-I

Technical Bid- Pre-qualification Criteria (Annexure – T-I to T-VIII)

Checklist for Technical Bid

Mention Page Numbers

Sr. No.	Pre-qualification criteria	Documents to be provided	Attached (Y/N)	Page No.
01.	Bidder must be a firm/ Agency/Firm's/ company that should be registered with appropriate authorities and attested copy of registration may be attached	I. Certificate of Commencement of business (Certificate of incorporation) II. Certificate consequent to change of name, if applicable		
02.	The Registered Office or a Branch Office should be located in Ahmedabad/Gandhinagar	Submit the address proof		
03.	Experience in providing Housekeeping Services in Central Govt./StateGovt./PSU's/ Autonomous bodies, reputed firms of during the last three years (Minimum work order value at least 50% of the estimated cost of tender for each year)	Certified documents of Work orders/completion certificate		
04.	Bidder must have GST registration certificate issued by competent authority	Attested copy of registration certificate.		
	Bidder must have PAN registration certificate issued by competent authority	Attested copy of registration certificate.		
05.	Bidder must have EPF registration with competent authority.	Attested copy of registration certificate.		
	Bidder must have ESI* registration with competent authority.	Attested copy of registration certificate.		
	Bidder must have registration with Labour authorities including under the Contract Labour (Regulation and	Attested copy of registration certificate.		

	Abolition Act.			
06.	Bidder's Details Annexure T-II	[On the letterhead of the Bidder]		
07.	Bid form Annexure T-III	[On the letterhead of the Bidder]		
08.	Declaration of Bidder Annexure T-IV	[On the letterhead of the Bidder]		
09.	Declaration of blacklisting/Non Blacklisting - Annexure-T-V	[On the letterhead of the Bidder]		
10.	Annual turnover during the last three years -Annexure T-VI	[On the letterhead of the Bidder]		
11.	Details of Firm's Experience of similar services- Annexure T-VII	[On the letterhead of the Bidder]		
12.	Certificate of Site inspection- Annexure T-VIII	[On the letterhead of the Bidder]		

- Please use separate sheet for providing complete information, if necessary.
- **While evaluating bids, the document required against above eligibility criteria shall be provided as per this tender as Annexures. Firm shall self-certify each page of the tender document in token of its understanding / acceptance by signing it and upload the same on CPP Portal (<https://eprocure.gov.in/eprocure/app>)**
- The bidder is required to submit the self-attested photocopies of the following documents along with the Technical Bid, failing which their bids may be summarily/out rightly rejected and may not be considered:

Date:.....

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Bidder's Details

[On the letterhead of the Bidder]

1	Name of the Firm/ Company		
2	Name and Designation of Authorized Signatory		
3	Office Address of the Firm/ Communication Address:		
4	Phone No. / Mobile No:		
5	E-Mail ID:		
6	GST registration Number:		
7	PAN Number:		
8	Firm's Bank Account details	Bank Account No.:	
		Name of the Bank:	
		IFSC Code No:	
		Name of Branch:	
Particular Details of the Bidders Representative			
9	Contact Person: / Mobile No.:	Name of Person:	
		Designation:	
		Tele / Mobile No:	
		E-Mail ID:	

UNDERTAKING

- I, the undersigned, certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.**

Date:.....

Authorized Signatory (signature in full):_____

Name and Title of Signatory: _____

Company Rubber Stamp: _____

BID FORM

[On the letterhead of the Bidder]

To
INFLIBNET CENTRE
Infocity, Gandhinagar

Sub: TENDER FOR RENDERING HOUSEKEEPING SERVICES ON ANNUAL RATE CONTRACT BASIS AT INFLIBNET

Dear Sir,

We the undersigned bidder/(s), having read and examined in details the specifications and other documents of the subject Tender No. INF/PUR/HOUSEKEEPING/ARC/2022, do hereby propose to execute the job as per specification as set forth in your Bid documents.

The prices of all items stated in the bid are firm during the entire period of job irrespective of date of completion and not subject to any price adjusted as per in line with the bidding documents. All prices and other terms & conditions of this proposal are valid for a period of 90 (ninety) days from the date of opening of bid. We further declare that prices stated in our proposal are in accordance with your bidding.

We declare that items shall be executed strictly in accordance with the specifications and documents irrespective of whatever has been stated to the contrary anywhere else in our proposal. Further, we agree that additional conditions, deviations, if any, found in the proposal documents other than those stated in our deviation schedule, save that pertaining to any rebates offered shall not be given effect to.

If this proposal is accepted by you, we agree to provide services and complete the entire work, in accordance with schedule indicated in the proposal. We fully understand that the work completion schedule stipulated in the proposal is the essence of the job, if awarded.

We further agree that if our proposal is accepted, we shall provide a Performance Bank Guarantee of the value equivalent to 3% (may vary following the Government's provisions) of the Order value as stipulated in the issued work order.

We agree that INFLIBNET reserves the right to accept in full/part or reject any or all the bids received or split order within successful bidders without any explanation to bidders and his decision on the subject will be final and binding on Bidder.

Dated:.....

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

DECLARATION

[On the letterhead of the Bidder]

I, _____ Son/Daughter/Wife of _____ Resident of _____
_____ Proprietor / Director / Authorized Signatory of the Company /
Firm, mentioned above, is competent to sign this declaration and execute this tender document;

I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedules(s), etc.,) which form part of the contract agreement and I/We shall abide hereby by the terms / conditions / clauses contained therein.

The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we 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 liabilities towards prosecution under appropriate law.

The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this declaration letter.

I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) in it's totally / entirely.

In case any provision of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Date:.....

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

DECLARATION REGARDING BLACKLISTING/NON BLACKLISTING

[On the letterhead of the Bidder]

I /We Proprietor / Partner (s) / Director (s) of M/shereby declare that the firm/ company namely M/S. has not been blacklisted or debarred in the past by any organization from taking part in Government tenders.

Or

I / We proprietor / partner (s) / Director (s) of M/S..... hereby declare that the firm/ company namely M/S.....Was blacklisted or debarred by any Government Department from taking part in Government tenders for a period ofyears w.e.f..... The period over on And now the firm/ company is entitled to take part in Government tender. In case the above information found false I / we are fully aware that the tender/ contract will be rejected / cancelled by INFORMATION AND LIBRARY NETWORK CENTRE, GANDHINAGAR shall be forfeited. In addition to the above INFORMATION AND LIBRARY NETWORK CENTRE, GANDHINAGAR. Will not be responsible to pay the bills for any completed/ partially completed work.

Date:.....

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of limited company by all the Directors of the company or company secretary on behalf of all directors.

FINANCIAL CAPABILITY OF BIDDER

[On the letterhead of the Bidder]

Annual turnover details of the Bidder from [insert relevant details]

#	Financial Year	Turnover in Indian Rupees	Document Page No.
A	2019-2020		
B	2020-2021		
C	2021-2022		

Note: The bidders shall provide the above certificate authorized by the chartered accountant.

Date:.....

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Details of works of similar type executed by the bidder

[On the letterhead of the Bidder]

Sl. No.	Name of the Company	Work Description	Ref. & Date of the order	Work Order Value	Contract Period	Page No

1 Copies of work orders should be attached with the page no.

2 Separate sheet may be used to submit the information.

Date:.....

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Annexure T-VIII

CERTIFICATE OF SITE INSPECTION

[On the letterhead of the Bidder]

THIS IS TO CERTIFY that:

I, _____ (*name of bidder or his representative*) of the
_____ (*name of the firm*) visited the site in connection with the Bid
No. _____ for the _____ (*name of the
Tender.*)

Having examined the bid documents, I certify that I have acquainted with the nature, geographical and exact location of the works; the general conditions of execution; the neighboring area and other work that might affect the construction methods; the physical conditions specific to the sites; the climatic conditions; local conditions; means of communication and transport; the possibility of supplying electricity; the availability of labor sufficient in number and quantity; all constraints and obligations resulting from social, tax; and all conditions and circumstances which might influence the execution or price of the works.

I further certify that I am satisfied with the description of the works and that I understand perfectly the works to be undertaken as specified and implied in the execution of the Contract.

***Note: All the bidders are advised to visit the site before bidding. In case the bidder is not making site visit he will be solely responsible for all or any discrepancy.**

Signature of Bidder with seal: _____

Name and title of Signatory: _____

Stamp of Address of Company: _____

- This is the price/financial bids (BOQ) shall be opened online on the scheduled time and date. The Price/Financial Bid format (BOQ) is provided in a spread sheet file, which is to be downloaded from <https://eprocure.gov.in/eprocure/app> and the rates offered should be entered in the allotted space and uploaded after filling the relevant columns (such as rates & particulars of the bidder).

Tender Inviting Authority: INFLIBNET CENTRE, GANDHINAGAR	
Name of Work: RENDERING HOUSEKEEPING SERVICES ON ANNUAL RATE CONTRACT BASIS AT INFLIBNET	
Contract No: INF/PUR/HOUSEKEEPING/ARC/2022	
Name of the Bidder/ Bidding Firm / Company :	
<p style="text-align: center;">PRICE SCHEDULE</p> <p>(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)</p> <p>1. The INFLIBNET shall pay the amount of basic wages & VDA Notified by the Chief Labour Commissionerr, Ministry of Labur, Delhi from time to time. Besides, minimum wages, the INFLIBNET shall also pay the EPF/ESIC and Bonus as applicable. The GST shall be paid on actual bill amount.</p> <p>2. Table 1: The number housekeeping workers may vary depending upon the requirement of Centre or programme time to time.</p> <p>3. Table 2: The machine should not be older than one year. The documentary evidence should be submitted. Daily Machine work hour scheduled of daily need to submit to authority or keep and maintain the records of the daily machine work hour scheduled.</p> <p>4. Table 3: The items mentioned may not require every month, it may vary as per the monthly requirement. 1) Where ever applicable, local product must be meeting with ISI standard. 2) A register be maintained for receipt and consumption of the consumables to be provided while raising the monthly claim for Part C of the price schedule.</p> <p>NOTE -</p> <p>1. Total in figures is based on the evaluation criterion where weightage is given to items as follows:</p> <p>(a) Details of wages to employees per month (Table 1) will be given 60% weightage</p>	

(b) Rent for machineries per month (Table-2) will be given 20% weightage
(c) Estimated Cost of material for House Keeping Services per month (Table-3) will be given 20% weightage

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER	TEXT	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Rates in Rs. P	Total Amount for 30 Days	Percentage Charged / Rate	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT In Words
1	2	4	5	6	8	13	53	55
1	Table 1: Service Charge (To be quoted in %)							
1.01	Supervisor	1.00	Nos	806.00	24180.00		0.00	INR Zero Only
1.02	Housekeeping Staff	12.00	Nos	663.00	19890.00		0.00	INR Zero Only
1.03	Sub Total						0.00	INR Zero Only
2.00	Table 2: Rent of machineries per month (To be quoted in Rs.)							
2.01	Wet Vacuum Cleaner (Karcher)	1.00	Nos				0.00	INR Zero Only
2.02	Dry Vacuum Cleaner (Karcher)	1.00	Nos				0.00	INR Zero Only
2.03	Single Disk Scrubbing (Karcher)	1.00	Nos				0.00	INR Zero Only
2.04	Floor Scrubber Machine (Karcher)	1.00	Nos				0.00	INR Zero Only
2.05	Sub Total						0.00	INR Zero Only
3.00	Table 3: Estimated cost of material for Housekeeping services per month (Rate per unit to be entered)							
3.01	Soft Broom 350grm (Brand: Local)	16.00	Nos				0.00	INR Zero Only

3.02	Hard Broom 500gsm (Brand: Local)	12.00	Nos				0.00	INR Zero Only
3.03	Hard Broom stick (Brand: Local)	2.00	Nos				0.00	INR Zero Only
3.04	Multi Scrubber Large (Brand: Local)	12.00	Nos				0.00	INR Zero Only
3.05	Wiper (For wet floor) Large (Brand: Diversey)	1.00	Nos				0.00	INR Zero Only
3.06	Wiper (For wet floor) Medium (Brand: Diversey)	1.00	Nos				0.00	INR Zero Only
3.07	Tap & Steal Cleaner (Brand: Diversey)	2.00	Ltr				0.00	INR Zero Only
3.08	Toilet Hockey Brush (Brand: Local)	2.00	Nos				0.00	INR Zero Only
3.09	Supadi (Brand: Cello/Milton)	2.00	Nos				0.00	INR Zero Only
3.10	Bucket (Brand: Cello/Milton)	1.00	16 Ltr				0.00	INR Zero Only
3.11	Glass & Multisurface Cleaner (Brand: Colin)	24.00	500 ml				0.00	INR Zero Only
3.12	Wet Mop Set (Brand: Diversey)	1.00	Nos				0.00	INR Zero Only
3.13	Wet Mop Refile 450 Grams (Brand: Diversey)	8.00	Nos				0.00	INR Zero Only
3.14	Machine pad (Brand: Diversey)	10.00	Nos				0.00	INR Zero Only
3.15	Dry Mop set (Brand: Diversey)	1.00	Nos				0.00	INR Zero Only
3.16	Refile (Brand: Diversey)	1.00	Nos				0.00	INR Zero Only
3.17	Grey Duster (Pota) Cotton Big size (Brand: Local)	24.00	Nos				0.00	INR Zero Only
3.18	Check Duster Cotton Big size (Brand: Local)	24.00	Nos				0.00	INR Zero Only
3.19	Yellow Duster (Brand: Local)	24.00	Nos				0.00	INR Zero Only
3.20	Toilet Cleaner (Brand: Harpic)	35.00	500 ml				0.00	INR Zero Only

3.21	Floor Cleaner (Brand: Lizol)	20.00	975 ml				0.00	INR Zero Only
3.22	Floor Cleaner (Machine) (Brand: Diversey)	5.00	Ltr				0.00	INR Zero Only
3.23	Air perfume (Brand: Godrej)	30.00	Nos				0.00	INR Zero Only
3.24	Hand Wash Liquid Refill (Brand: Dettol)	10.00	900 ml				0.00	INR Zero Only
3.25	Small Hand Wash Liquid (Brand: Dettol)	2.00	200 ml				0.00	INR Zero Only
3.26	Air pocket /Bathroom Fresher (Brand: Godrej)	36.00	10 gm				0.00	INR Zero Only
3.27	Urinal Cube (Eco Cubes) (Brand: Sunny)	4.00	Box				0.00	INR Zero Only
3.28	Multi Insect spray (Brand: HIT)	30.00	400 ml				0.00	INR Zero Only
3.29	Water less Urinal Screen (Brand: EVA)	20.00	Nos				0.00	INR Zero Only
3.30	Washing Powder (Brand: Nirma)	2.00	Kg				0.00	INR Zero Only
3.31	Dustbin Bags (Big) (Brand: Local)	4.00	Roll				0.00	INR Zero Only
3.32	Dustbin Bags (Small) (Brand: Local)	10.00	Roll				0.00	INR Zero Only
3.33	Naphthalene ball (Brand: Sunny)	4.00	500 gm				0.00	INR Zero Only
3.34	Toilet Paper Roll (Brand: Dexina)	75.00	Roll				0.00	INR Zero Only
3.35	Paper napkins (Brand: Green Lime)	4.00	Box				0.00	INR Zero Only
3.36	Drain Cleaner powder (Brand: TTK)	10.00	50 gm				0.00	INR Zero Only
3.37	Waterless Urinal Trap Liquid (Brand: Blueseal)	1.00	Ltr				0.00	INR Zero Only
3.38	Bathroom drain plunger (Brand: Local)	1.00	Nos				0.00	INR Zero Only
3.39	Patra (For scrubbing walls, surface, gum etc) (Brand: Local)	5.00	Nos				0.00	INR Zero Only

3.40	Disinfect Liquid (Brand: Dettol)	3.00	Ltr				0.00	INR Zero Only
3.41	Toilet roll (Machine) (Brand: Local)	2.00	Box				0.00	INR Zero Only
3.42	Insect killer powder (Brand: Local)	5.00	Kg				0.00	INR Zero Only
3.43	Road Brush (Brand: Diversey)	1.00	Nos				0.00	INR Zero Only
3.44	Glass wiper/Kitchen wiper (Brand: Local)	2.00	Nos				0.00	INR Zero Only
3.45	Flexible pipe Cleaner (Brand: Diversey)	1.00	Nos				0.00	INR Zero Only
3.46	Wet Mop Clip (Brand: Diversey)	2.00	Nos				0.00	INR Zero Only
3.47	Wiper Clip (Brand: Diversey)	1.00	Nos				0.00	INR Zero Only
3.48	Bathroom Wiper (Brand: Local)	2.00	Nos				0.00	INR Zero Only
3.49	Hard Water Mineral Removers (Brand: Diversey)	1.00	5 Ltr				0.00	INR Zero Only
3.50	Micro Fiber Fan cleaning Duster (Brand: Diversey)	1.00	Nos				0.00	INR Zero Only
3.51	Micro Fiber Clothes (Brand: Diversey)	6.00	Nos				0.00	INR Zero Only
3.52	Flush Matic (Brand: Harpic)	30.00	Nos				0.00	INR Zero Only
3.53	Multi Brush (Hard/Smooth) (Brand: Local)	2.00	Nos				0.00	INR Zero Only
3.54	Hand Gloves (Rubber) (Brand: Local)	2.00	Nos				0.00	INR Zero Only
3.55	Sponge (Brand: Local)	1.00	Nos				0.00	INR Zero Only
3.56	Sub Total						0.00	INR Zero Only
Total in Figures							0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only						