

# Tender Document



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

No. INF/PUR/HOUSE KEEPING/2021-22



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

### **Contact person:**

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

<u>For Technical query:</u>	<u>For Commercial query:</u>
Mr. Devang Roy, Office Assistant - II Email: devang[at]inflibnet[dot]ac[dot]in Tel : 079-23268121	Mr. Rakesh Patel (Purchase & Store) Email: rmpatel@inflibnet.ac.in Tel: +91 79 23268146

Sr. No.	BID-DATA SHEET	
1.	Tender Number	INF/PUR/HOUSE KEEPING/RC/2021-22
2.	Yearly Estimated Cost of Tender	Rs. 30,00,000/-
3.	Bid validity	120 days
4.	Issue of Tender Forms	Tender Documents / Forms can be Downloaded from the Institute's website <a href="http://www.inflibnet.ac.in">www.inflibnet.ac.in</a> or Central Public Procurement Portal (CPPP) <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a>
5.	Tender Document Delivery Mode	Through Speed Post/Registered Post/Courier or either by person.
6.	Contact Address	In-Charge (P&S) INFLIBNET Centre, Infocity, PB No. 04, Gandhinagar- 382 007

## IMPORTANT DATES

Publish Date	15.06.2021	17:45 Hrs.
Document Download / Sale start Date	15.06.2021	18:00 Hrs.
Document Download / Sale end Date	09.07.2021	11:00 Hrs.
Pre-Bid Meeting	28.06.2021	11:00 Hrs.
Bid Submission Start Date	29.06.2021	11:00 Hrs.
Bid Submission End Date	10.07.2021	11:00 Hrs.
Bid Opening Date	12.07.2021	11:00 Hrs.

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## Chapter 1 INTRODUCTION

The Information and Library Network Centre (here after will be referred as INFLIBNET), is an autonomous Inter University Centre of the University Grants Commission, Ministry of Education , New Delhi. Sealed bids on behalf of the Director, INFLIBNET Centre are invited under Two Bid System i.e. Technical Bid and Financial Bid **for Rendering Housekeeping Services on Annual Rate Contract basis** from bonafide, resourceful and reliable service providers/Vendors/agencies having their office/branch in Ahmedabad/Gandhinagar as per mentioned terms and conditions.

Desirous companies/vendors may obtain tender documents on request in writing from P&S Section, INFLIBNET Centre, INFOCITY, Gandhinagar on all working days between 10:00 Hrs to 17:00 Hrs before the due date. Tender documents can also be downloaded from the INFLIBNET Centre's website [www.inflibnet.ac.in](http://www.inflibnet.ac.in) or Central Public Procurement Portal (CPPP), Govt. of India website [www.eprocure.gov.in](http://www.eprocure.gov.in).

### **GENERAL INSTRUCTION FOR BIDDER**

#### **1.1 Eligibility Criteria**

The INFLIBNET has set up minimum eligibility criteria for the bidding purpose. All bidding parties must meet following criteria before they apply for the bid. The bidding parties meeting the criteria must enclose their supporting document photocopies along with the proposal as mentioned in Annexure T-I, failing which their bids will be summarily rejected and will not be considered further.

- 1.1.1 The bidder must be a company registered under the companies Act, of India/State. Documentary (Certificate of incorporation) evidence to be submitted Registration Certificate to do the business for this service. Bids of sole proprietorship firms or those which are not in existence for 3 years as mentioned above shall not be considered at all.
- 1.1.2 The Registered Office or a Branch Office should be located in Ahmedabad or Gandhinagar and shall remain during the currency of the contract, proof of the same shall be submitted.
- 1.1.3 Tenderer should have provided similar services to at least three Government clients/ Autonomous Bodies/ Public sector undertaking/ Private Sectors and MNCs of high repute during last three years.
- 1.1.4 They should be registered with Income Tax and Goods and Service Tax.
- 1.1.5 Tenderer should have satisfactorily completed contract for each of the last three years for housekeeping services / facility management services of a minimum 30% (thirty percent) of the estimated value of this tender. For this purpose last financial year would be considered as the one ended on 31.03.2021 and not any later period.
- 1.1.6 They should be registered with appropriate authorities under Employees State Insurance Acts or any other Labour authorities including under the Contract Labour (Regulation and Abolition Act.)
- 1.1.7 The tenderer should have satisfactorily provided housekeeping support and maintenance services for Organizations such as institution of minimum 20,000 Sq. ft carpet area during the last three years.
- 1.1.8 The bidder shall have executed "Similar Nature" of single order for an amount not less than Rs.24 lakhs in last three financial years in Government Department/PSU/Autonomous Body or any reputed organization. References order copy along with proof of completion certificate for the project must be provided.
- 1.1.9 They should have their own Bank Account.

**1.2 Contract Period:** The Contract will be initially for the period of One Year, which may be extended up to maximum further two years one year at a time from award of contract/signing of agreement, if the

performance/services are 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:** For the purpose of placing the order, the proposals shall remain valid till 120 days from the date of opening of tender. During the period of validity of proposals, the rates quoted shall not change. In exceptional circumstances, INFLIBNET may ask for extension of the period of validity and such a request shall be binding on Bidders. INFLIBNET's request and the response to such a request by various Bidders shall be in writing. A Bidder agreeing to such an extension will not be permitted to increase its rates.

**1.4 Submission of Bid:** The bids have been invited under two bid system i.e. Technical Bid and Financial Bid. The interested bidders are advised to submit two separate sealed envelopes super scribing "Technical Bids (Annexure T-I to T-XI)" and "Financial Bids (Annexure F-I to F-III)". Both sealed envelopes should be kept in a third envelope of bigger size duly sealed and superscribed "Bid for Providing Housekeeping Services" to the INFLIBNET Centre, INFOCITY, Gandhinagar And also deposited/ dropped in the tender Box placed at the security cabin, INFLIBNET CENTRE, INFOCITY, GANDHINAGAR-382007 on or before 10<sup>th</sup> July, 2021 till 11 a.m.

**Bid may be submitted in the following manner:**

- 1.4.1 Envelop No. 1: Shall contain all the information and documents in the same serial order as shown in the technical bid (Pre-qualification criteria (Envelop No -1). The complete document should be numbered chronologically. On the top of envelope must be superscribed "Technical Bid".
- 1.4.2 Envelop No.2: Shall contain the rates/prices of the Services / items duly filled in Chapter 5 at Part-A, B & C (F-I, F-II & F-III) and signed and stamped. On the top of envelope must be superscribed "Financial Bid of Hiring of Housekeeping services".
- 1.4.3 All the envelopes must be superscribed "Bid for Rendering Housekeeping Services" with due date and time and shall be sealed in third envelope of bigger size addressed to The In-Charge (P&S), INFLIBNET CENTRE, INFOCITY, GANDHINAGAR-382007. The Tender must reach OR deposited/ dropped in the tender Box placed in the security cabin on or before 10<sup>th</sup> July, 2021 till 11 a.m.
- 1.4.4 All the envelopes shall indicate the name and address of the bidder to enable the bid to be returned, if required.
- 1.4.5 Late/ or delayed tenders shall not be considered. Therefore, please ensure that the tender is submitted/ posted well in time to reach us before the due date.
- 1.4.6 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.
- 1.4.7 The bid shall be written in English only.
- 1.4.8 No other method/means of submission of bid except as stated above shall be acceptable. 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. No overwriting or cutting is permitted in the Bid form. The cuttings, if any, in the Bid/ Bid application must be initialed by the person authorized to sign the bid.

**1.5 Earnest Money Deposit (EMD):** The As per OM No.F.7/4/2020-PPD dated 12.11.2020 issued by Ministry of Finance, all the bidders are required to submit the Bid security Declaration Form as prescribed in annexure T-X. It is mandatory to submit the Bid security declaration Form, in absence of which the bid would be considered as unresponsive.

**1.6 Performance Security Deposit:** The successful bidder shall have to deposit a Performance Security Deposit of 3% of the total amount of work order within three (3) weeks of the receipt of the

LOI/Order. The performance security deposit will be furnished in the form of Demand draft/ Bank Guarantee/Banker's Cheque/Fixed Deposit of any scheduled bank drawn in favour of "INFLIBNET Centre" Payable at Gandhinagar. The performance security deposit should be valid for sixty days beyond the date of completion of all contractual obligations. Bid security shall be refunded to the successful bidder on receipt of performance security is to be renewed, if the contract is extended.

- 1.7 Pre Bid Meeting:** Pre Bid Meeting will be held on 28.06.2021 at 11:00 hrs at premises of INFLIBNET. Only the queries received within the stipulated date prior to the pre-bid meeting will be answered. Bidder/Contractor/OEM can send their queries to:  
(During office hours 9.30am to 6.00pm (Mon-Fri))

**For Technical query:**

Administrative Officer- (P&A), Email: adminofficer[at]inflibnet[dot]ac[dot]in and devang[at]inflibnet[dot]ac[dot]in;  
Tel: 079-23268121 [During office hours 9.30am to 6.00pm (Mon-Fri)]

**For Commercial and general query:**

In-Charge (Stores & Purchase), Email: rmpatel[at]inflibnet[dot]ac[dot]in;  
Tel: 079-23268146 [During office hours 9.30am to 6.00pm (Mon-Fri)]

The Service provider is expected to visit the Centre before pre-bid meeting or submitting tender documents so as to have a fair idea of the equipment & type of services required to be provided. The costs incurred by the Bidders in making this offer, in providing clarification or attending discussion, conferences or site visit will not be reimbursed by INFLIBNET.

**1.8 Terms of Payment:**

- 1.8.1.1 The payment shall be made on submission of the bills and after scrutiny. No advance payment will be made. Payment shall be made only to the contractor on monthly basis as per actual services, duly supported with the requisite details.
- 1.8.1.2 Invoice (i.e. Tax invoice as per GST, Service Tax rules clearly indicating Tax registration number, Service Classification, rate and amount of GST, Service Tax shown separately).
- 1.8.1.3 Details of statutory payments like PF, ESI, and EPF etc. (As applicable).
- 1.8.1.4 Insurance Policies and proof of payment of premium (As applicable).
- 1.8.1.5 Undertaking by the Contractor regarding compliance of all statutes.
- 1.8.1.6 Certificate of the Contractor that labours have been paid not less than Minimum wages. (As applicable)
- 1.8.1.7 Attendance sheet/manpower deployment sheet (showing non-deployment/short deployment and reasons thereof)
- 1.8.1.8 Any document in support of any other claim permissible under this contract.
- 1.8.1.9 Copies of pay slips of deployed housekeeping staff, personnel at INFLIBNET Centre Premises.
- 1.8.1.10 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 contractor to his manpower/worker(s) even if the contractor has not received the payment from the Centre.
- 1.8.1.11 A register to be maintained for receipt and consumption of the consumables to be provided while raising the monthly claim for the items mentioned as part -C of the price schedule (Annexure F-III).
- 1.8.2 The agency will submit a bill, in the name of INFLIBNET Centre immediately after making payment to its deployed staff but not later than 5<sup>th</sup> of each month. The bill submitted by the

bidder should be duly certified by the concerned officer, Personnel and Administration Section of INFLIBNET.

- 1.8.3 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 & Contractor or due to Administrative delay for the reasons beyond the control of the Centre.
- 1.8.4 Centre reserves the right to recover amount paid in excess during the contract from any other work or source after the contract if any if found paid excess.
- 1.8.5 The person engaged in our office through contractor, Payment should be made through Bank Account only with salary slip every month.
- 1.8.6 No payment shall be made in advance nor any loan from any bank of financial institution recommended on the basis of the order of work.
- 1.8.7 All Taxes as per applicable rules from time to time will be deducted at applicable rates from all payments made by INFLIBNET Centre.
- 1.8.8 It is mandatory that the bidder shall make payments to the contractual employee through NEFT/RTGS only and claim the same from INFLIBNET Centre. In case, in any emergency, if it is required to pay the wages by any other mode of payment, the contractor shall submit a request in writing to that effect to take approval from the Administrative Officer(P&A) of the Centre.
- 1.8.9 The service provider has to produce copies of EPF, ESI, Service tax, GST etc. for the previous month paid to Govt. while claiming the bill to INFLIBNET Centre.

**1.9 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 an Corrigendum, which would be published on the website and will also be made available to the all the Bidder who have been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents. The contractor shall make available to the organization, copies of all maintenance schedules. If any amendments to the schedules then it shall be brought to the notice of the designated representative of the organization, in writing prior to their incorporation.

**1.10 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.

**1.11 INFLIBNET Right to reject any or all bids:** The competent Authority of INFLIBNET reserves the right to reject any bid and to annul the bidding process and/or 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) of 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.

- 1.11.1 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.
- 1.11.2 INFLIBNET reserves the right to vary/alter/amend the eligibility criteria for the Housekeeping Service Provider at any time, in its discretion, before the last date of submission of proposals, the necessary corrigendum/amendment will be publish on the website of the Centre only.
- 1.11.3 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 point of time without advance notice, to change the procedure for the selection of service provider.

**1.12 Termination of the Contract:** The contract may be curtailed/terminated before the contract period, inter alia owing to deficiency in services or substandard quality of services by the empanelled agency etc. as may be specified in the contract to be signed between the parties. The INFLIBNET, however, reserves right to terminate this initial contract at any time after giving one month's notice to the selected Service Provider with or without assigning any reasons and shall be under no obligation whatsoever to continue the contract. Where a contract terminated by INFLIBNET on account of the default committed by the agency, it shall have the right to award the contract to any other agency 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.

**1.13 Resolution of Disputes:**

- 1.13.1 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 [which attempt shall continue for not less than 30 (thirty) days], giving 30 days' notice thereof to the other Party in writing.
- 1.13.2 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.
- 1.13.3 The place of the arbitration shall be Ahmedabad/Gandhinagar, Gujarat. The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as amended.
- 1.13.4 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.
- 1.13.5 The Parties hereto shall submit to the arbitrator's award and the award shall be enforceable in any competent court of law.

**1.14 Price Bid:** The price bids shall be opened on the scheduled time and date at INFLIBNET Centre, Infocity, Gandhinagar, in the presence of the representatives of the Housekeeping service Providers, if any, who wish to be present on the spot at that time.

The price bid of only those bidder will be opened whose bids have been found eligible as per the criteria mentioned in the technical bid (pre-qualification criteria envelop no.1). All eligibility conditions have to be satisfied on the respective date in such condition and not on a later date.

**1.15 Relaxation of Terms and Conditions:** The Director, INFLIBNET is empowered to relax any term or condition mentioned herein.

**1.16 Agreement:** The contractor will have to enter into a written Agreement with this Centre immediately after intimation/LOI. Thereafter only work order will be issued to the bidder.

**1.17 Compensation clause:**

- 1.17.1 The agency shall disburse the salary to its deployed manpower, inclusive of other allowance between 1<sup>st</sup> to 5<sup>th</sup> every month, failing which compensation of Rs. 1000/- per day will be payable to INFLIBNET up to 15<sup>th</sup> of the month, thereafter Centre may initiate any penal action



against the contractor including the proceedings of termination of contract as deemed fit by the Centre.

- 1.17.2 Whenever and wherever it is found that the cleanliness is not up to the mark, it will be brought to the notice of agency's supervisor by INFLIBNET and if no action is taken within one hour, penalty of Rs. 100/- per day per complaint is recoverable from the agency INFLIBNET as compensation till the complaint is satisfactorily addressed.
- 1.17.3 The agency has to ensure to maintain the adequate number of manpower, 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.300/- per absentee per day may be taken/ deducted from the bill(s) of the agency as deemed fit by the Centre.
- 1.17.4 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.100/- per day per person may be taken /recoverable from the agency as deemed fit by the Centre.
- 1.17.5 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 1-5<sup>th</sup> of every month, a compensation of Rs.1,000/- will be recoverable from the bill of defaulting service providing agency or any other action as deemed fit by the Centre.
- 1.17.6 Agency shall ensure that the staff deployed shall 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.100/- per worker shall be sought from the agency, for any instance observed of this kind.

## **1.18 Bid Evaluation Criteria & Award Criteria:**

**Bidders are advised to carefully study the Technical bids and Financial Bid format before filling the bids.**

### **1.18.1 Technical bid evaluation criteria**

- 1.18.1.1 After the opening of the technical bid, the same will be evaluated by a committee. In case, the committee decided for seeking further information/clarification, the same shall be provided by the bidder. Those bids which are technically qualified as per pre-qualification criteria, and completed in all aspects with all annexures (T-I to T-XI) and meeting the requirements as specified in chapter-3, the financial bid of such qualified bidders will be opened on a specified date and time by the committee. The date and time of opening of financial bids will be intimated to the bidders well in advance through phone/email. The bidder is at liberty to be present either in-person or authorize, not more than one representative to be present at the time of opening of the financial bid. The Bids will be opened by the committee in the presence of the representative of the bidders who may wish to be present on that day.
- 1.18.1.2 In case it is found that the bidder has not quoted as per the requirement for any specified item that particular item shall be evaluated on the basis of highest quoted rates by the another bidder.
- 1.18.1.3 Any 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.
- 1.18.1.4 The contract will be awarded for technically suitable lowest evaluated bidder whose bid has been found to be responsive and who is found eligible and qualified as per the evaluation criteria of 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 whom the offer shall be granted based on the report of the past performance of the firm, and length of experience etc. the decision of the Competent Authority of INFLIBNET shall be final.

### 1.18.2 Price bid evaluation criteria

The price bid will be evaluated based on arithmetic sum of following three components A, B and C.

#### 1.18.2.1 Component A: Monthly Manpower Cost

Monthly manpower cost will be evaluated based on values filled as mentioned in Part A (Annexure F-I) price-bid component

**The Rates will be deemed of 'A' Ahmedabad (UA) as per GOI, Office of the Dy. Chief labour Commissioner (Central).**

Sr. No.	Description of Manpower	Nos. of Manpower required per day (As per table 5-A)	Rate (in Rs) per day as per GOI norms (Reference Rate will be as per the last date of submission of bid)	Amount
01.	Un-Skilled	N1	X	$N1 \times X$
02.	Semi-Skilled	N2	Y	$N2 \times Y$
03.	Skilled	N3	Z	$N3 \times Z$
04.	Sub Total ( $N1 \times X + N2 \times Y + N3 \times Z$ )			P
05.	Cost per head for 26 days ( $26 \times P$ )			Q
06.	Service Charge (As per table B) % on monthly rate (Q)			R
07.	Applicable GST ____%			S
08.	Total Amount ( $Q + R + S$ )			A(Total)

\*At present Centre requires 12nos. of Un-skilled Housekeeping staff and 01no. of Skilled Supervisor, However, the number of the housekeeping staff may vary as per requirement.

#### 1.18.2.2 Component B: Monthly Machinery Cost

Monthly machinery cost will be evaluated based on values filled as mentioned in Part B (Annexure F-II) price-bid component including applicable GST as B(Total).

#### 1.18.2.3 Component C: Monthly Consumable Material Cost

Monthly consumable material cost will be evaluated based on values filled as mentioned in Part B (Annexure F-III) price-bid component including applicable GST as C (Total).

The price bid will be evaluated on total of all three components (1.19.2.1 to 1.19.2.3) as tabulated below, and the overall technically suitable lowest bidder will be awarded the contract:

<b>Sr. No.</b>	<b>Part</b>	<b>Description</b>	<b>Amount in Rs. (Monthly)</b>
01.	Part – A	Manpower cost for Housekeeping Services of INFLIBNET Centre	A(Total)
02.	Part – B	Machineries Cost/Rent for per monthly for Housekeeping Services of INFLIBNET Centre	B(Total)
03	Part – C	Per Month Cost of material for Housekeeping Services at INFLIBNET Centre.	C(Total)
TOTAL COST INCLUDING GST FOR RENDERING HOUSEKEEPING SERVICES ON ANNUAL RATE CONTRACT BASIS AT INFLIBNET CENTRE			A(Total)+ B(Total) +C (Total)

**1.19 Disclaimer:** The near relatives of employees of the INFLIBNET are prohibited from participation in this tender. The near relatives for this purpose are defined as:

- Member of a INFLIBNET Centre
- Their husband or wife.
- The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

## **Chapter – 2 Conditions of Contract**

### **2.1 Conditions of Contract**

- 2.1.1 The successful tenderer shall not engage any sub-contractor or transfer the contract to any other person/firm/agency in any manner. The tenderer shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.
- 2.1.2 The Tenderer shall indemnify the Centre against all other damages/charges and expenses for which this Centre may be held liable or pay on account of the negligence of the Tenderer or his staff or any person under his control whether in respect of accident, injury to the person or damage to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demands thereof. The Centre shall not be responsible financially or otherwise for any injury to the worker or person deployed by the Tenderer during the course of performing duties.
- 2.1.3 The INFLIBNET will be under no legal obligation to provide employment to any of the personnel of the Tenderer during/expiry of agreement period and the INFLIBNET recognizes no employer-employee relation between the INFLIBNET and the personnel deployed by the Tenderer/agency.
- 2.1.4 Each paper of the bid should be serially numbered and duly signed by the bidder with the seal of the firm on every page.
- 2.1.5 The Contracting Agency shall render the services as mentioned in the scope of work.
- 2.1.6 The working hours will be as under: From 8.00AM to 4.00PM from Monday to Saturday. Sunday will be holiday on account of being weekend day. They may also be called on Sundays/Gazettes holidays as and when required.
- 2.1.7 The personnel deployed by the agency shall be healthy and active. Nobody shall have any communicable diseases.
- 2.1.8 The Contractor/ firm shall bear all expenses regarding compensations, wages and allowances (DA), PF, ESI, Bonus and Gratuity as applicable relating to personnel engaged by him and abide by the provisions of various labor legislations.
- 2.1.9 In case of death or mishap leading to any injury or disability whatsoever, occurred during discharging the duty, the compensation /legal or any other liability will solely rest with the Contractor / firm.
- 2.1.10 If any of the personnel of the contractor indulges in theft or any illegal/irregular activities, misconduct, the contractor 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 indulge in such type of activities, should not be further employed in this office by the contractor in any case.
- 2.1.11 The Contractor will have to submit valid photo ID Proof, Police Verification and medical certificate of person deployed at INFLIBNET Centre.
- 2.1.12 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.
- 2.1.13 This document does not constitute nor should it be interpreted as an offer or invitation for the appointment of the Housekeeping Services Provider described herein.
- 2.1.14 Accordingly, interested recipients should carry out an independent assessment and analysis of the requirements and of the information, facts and observation contained herein.
- 2.1.15 This document has not been filed, registered or approved in any jurisdiction. Recipients of this document should inform themselves of and observe any applicable legal requirement.

- 2.1.16 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.

## **2.2 Other terms & conditions**

- 2.2.1 The document is meant to provide information only and upon the express understanding that the recipients will use it only for the purposes set out above. It does not purport to be all inclusive or contain all the information about the Housekeeping Services Provider or be the sole basis of any contract. No representation of warranty, expressed or implied, is or will be made as to the reliability, accuracy or the completeness of any of the information contained herein, it shall not be assumed that there shall be no deviation or change in any of the herein mentioned information on the Housekeeping Service Provider. While this document has been prepared in good faith, neither INFLIBNET, nor any of their officers or subscribers make any representation or warranty or shall have any responsibility or liability whatsoever in respect of any statements or omissions here from any liability is accordingly and expressly disclaimed by INFLIBNET and any of the officers or subscribers even if any loss or damage is caused by any act or omission on the part of INFLIBNET or any of their officers or subscribers, whether negligent or otherwise.
- 2.2.2 By acceptance of this document, the recipient agrees that any information herewith will be superseded by any subsequent written information on the same subject made available to the recipient by or on behalf of INFLIBNET. INFLIBNET and any of their respective officers or subscribers undertake no obligation, among others, to provide the recipient with access to any additional information or to update this document or to correct any inaccuracies therein which may become apparent, and they reserve the right, at any time and without advance notice, to change the procedure for the selection of or any part of the interest or terminate negotiation or the due diligence process prior to the signing of any binding agreement.
- 2.2.3 This document constitutes form of commitment on the part of bidder. Furthermore, this document confers neither the right nor an expectation on any party to participate in the proposed Housekeeping Service Provider selection process.
- 2.2.4 When any proposal is submitted pursuant to this tender, it shall be presumed by INFLIBNET that the bidder has fully ascertained and ensured about its eligibility to render service as a Housekeeping Service provider, in the event of the same being selected ultimately to act as such, under the respective governing laws and regulatory regime and that there is no statutory or regulatory prohibition or impediment to acting as such Housekeeping service provider and it has the necessary approvals and permissions and further suffers no disability on low or otherwise to act as such.
- 2.2.5 The Service providers shall comply with and abide by such directions that INFLIBNET may issue from time to time.
- 2.2.6 The bidder will be bound by the details furnished by him/ her to INFLIBNET while submitting the tender or at subsequent stage. In case, any of such documents furnished if found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.
- 2.2.7 The Service provider must employ adult skill labour only. In case of employment of child labour, the Centre may take appropriate penal action against the contractor and/or may terminate the contract.
- 2.2.8 The tenderer shall engage reliable person after doing the proper character and police verification and other formalities, impose any conditions as per prevailing contractual labour law for such engagements, take any disciplinary action any such person or reward any such person for deficiency in work etc., at its sole costs, risks and responsibilities.

- 2.2.9 The contractor's/ agency's personnel shall follow and adhere to all procedures and processes as laid down by INFLIBNET.
- 2.2.10 For the housekeeping manpower deployed, the agency will keep with them, their present and permanent address, education qualification details, specimen signature and two passport size photographs and furnish these details/ information to INFLIBNET, as and when required. The bidder will provide identity cards to the manpower deployed to work at INFLIBNET.
- 2.2.11 The staff deployed by the agency will maintain office decorum. They will be courteous, polite, cooperative, in good health and character and be able to discharge their responsibilities of housekeeping work. The bidders shall verify the character antecedents before deploying any person at INFLIBNET.
- 2.2.12 The agency will ensure that the services rendered by its deployed manpower are perfectly valid, legal and not in violation of any civil, criminal, labour, municipal or industrial law. INFLIBNET stands indemnified for any default caused by the bidder in the discharge of housekeeping service. The agency shall deal with and settle the matters related with working conditions and ensure that no labour disputes/ problems are referred to INFLIBNET or make INFLIBNET a party to the same. It shall totally indemnify INFLIBNET and its officers in this regard.
- 2.2.13 The agency would be under obligation to replace any manpower, whose conduct/ performance / health/ habit is found to be unsatisfactory, at its own costs, risks and responsibilities immediately, with written intimation to INFLIBNET.
- 2.2.14 The manpower deployed for housekeeping services will remain available at the place of their duty roaster and would report to supervisor posted by the agency. The supervisor will ensure that tender specified manpower is available at the place of duty.
- 2.2.15 The selected agency upon request shall furnish the names of the persons engaged along with their detailed medical report. These medical tests have to be carried out on the personnel at least once in a year and these have to be submitted as and when the same in carried out without any cost to the INFLIBNET Centre.
- 2.2.16 The selected agency shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, chewing of pan, smoking, loitering without work. The staff deployed should always be disciplined, properly dressed and be presentable all the time during duty.
- 2.2.17 The agency should provide the details of all the Manpower proposed to be deployed at the INFLIBNET site. All the personnel deployed by the agency should always carry the identity card provided by the agency. Agency's personnel would be frisked by the security personnel appointed by INFLIBNET both while entering and leaving the premises.
- 2.2.18 Checklist Maintenance:
- 2.2.18.1 Checklists have to be maintained for Toilets and general cleanliness etc. would be under administrative control of the supervisor. He would sign the checklist after physical inspection of these areas.
- 2.2.18.2 The agency will have to maintain an inventory of 100% of all consumable items at all times.
- 2.2.18.3 The agency will be responsible for any indiscipline, damage to equipment property and third party liabilities caused by acts on part of its deployed manpower at INFLIBNET premises for housekeeping services.
- 2.2.18.4 The agency must provide necessary standard liveries to its housekeeping staff/ supervisors with their identity properly displayed. No extra payment shall be claimed from INFLIBNET for such items.

2.2.18.5 In the event of any theft/ loss of INFLIBNET property due to negligence of the agency's deployed manpower, the bidder will make good the loss as decided by INFLIBNET. Decision of INFLIBNET on the compensation will be final.

2.2.19 Statutory Requirements:

- 2.2.19.1 The agency shall comply with all central, local state regulation and enactment pertaining to workmen and labour and INFLIBNET shall have right to enquire into and decide all complaints on such matters.
- 2.2.19.2 The agency shall adhere and pay all contributions, subscriptions, premium, fee and dues to state as per the law and as stipulated by INFLIBNET and this includes Contract Labour (Regulation and abolition)
- 2.2.20 INFLIBNET stands indemnified from any legal or financial issue the bidders may have with its deployed manpower for housekeeping services. INFLIBNET also stand indemnified for any damages/ personal injury/ death caused to the deployed manpower in the discharge of bidder's contract with INFLIBNET for housekeeping services.
- 2.2.21 The agency is fully responsible for obtaining licenses, insurances of employees, transportation, payment of salaries / wages to all concerned in respect of this contract and the INFLIBNET will not be responsible in any manner.
- 2.2.22 INFLIBNET will provide a space to the agency from its existing space for storing the equipment, materials during the contract period. The water and electricity will be provided by INFLIBNET from its existing resource. In case of disruption in supply of water or electricity, agency will arrange the same at its costs, risks and responsibilities. Cleaning material & Aids to be provided by the Agency at his own cost.
- 2.2.23 For all intents and purposes, the service provider shall be the "Employer" within the meaning of different labour Legislations in respect of manpower deployed by it. These shall be no claim by such deployed persons of any employment in INFLIBNET. The persons deployed by the service provider in the INFLIBNET shall be the employees of agency at all times and not have any stake or claim like employer and employee relationship against INFLIBNET.
- 2.2.24 The INFLIBNET shall not be responsible for any financial loss or any injury to any of the staff deployed by the service provider in the course of their performing the functions/ duties, or for payment towards any compensation.
- 2.2.25 The staff deployed by the service provider shall not claim nor shall been titled to pay, perks and other facilities admissible to regular/ confirmed employees of the INFLIBNET during the currency or after expiry of the contract.
- 2.2.26 The service provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to INFLIBNET to the concerned tax collection authorities from time to time as per extant rules and regulations in the matter failing which its payments are liable to be withheld and contract terminated, as may be deemed appropriate.
- 2.2.27 In case, the service provider fails to comply with any statutory/ taxation liability under appropriate law, and as a result thereof the INFLIBNET is put to any loss/ obligation, monetary or otherwise, the INFLIBNET will be entitled to get itself reimbursed out of the outstanding bills or the performance Security Deposit of the service provider to the extent of the loss or obligation in monetary terms or shall be entitled to recover the same by legal recourse.
- 2.2.28 The INFLIBNET reserves the right to withdraw / relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage for the smooth and timely provision of services.

- 2.2.29 Any delay or forbearance on the part of INFLIBNET or any waiver of its rights or condemnation of any acts, on the part of INFLIBNET shall not be construed as a waiver of the obligations of the agency and it shall continue to be liable for all such acts or defaults.
- 2.2.30 INFLIBNET may seek such clarification/ information/ document as may be required for it to satisfy the eligibility of the bidders. Failure on the part of the bidder to submit such information within the stipulated time, may entail cancellation of the bid of such bidder.

Note: These terms and conditions are part of the Contract/Agreement as indicated in the Agreement between INFLIBNET and the outsourced Agency and any non-compliance shall be deemed as breach of the Contract/Agreement.

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_



## **Chapter – 3 - Scope of Work and Requirement Specification**

### **3.1 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.

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.
- The Centre may assign any type of labour work to the staff, as and when required.

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

### 3.2 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 per day	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		
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 <sup>nd</sup> 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	Once in a month Sweeping & moping			

room, HVAC Room, Fire Panel Room	
Drainages/Galley tap of all washrooms/ Chamber/ Manhole Chamber/Rain water Channel	Quarterly Cleaning
Dust bins & disposal of garbage	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	02 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	04 Cabin	Meeting Room
Library	01 Reception desk	Reading Lounge	
Toilets	04		

#### **Office Fifth Floor**

Hall	Open Area		
Library	Reading Lounge		
Toilets	02		

**Office Sixth Floor**

Project staff	12 Cubicles	02 Cabin	
Toilets	02		

**Auditorium wing Ground Floor**

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

**Auditorium wing First Floor**

Lecture Hall with 20seat capacity			
Toilets	04	Lobby	Open Area

**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		
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**Guest House Seventh Floor**

Terrace Lobby	Stairs		
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### 3.1 List of recommended brands of machinery:

Sl No	Machines	Brands
1.	Single Disc Machine	Taski, Nilfisk, Roots, Echomac, Diversey or similar brand
2.	Wet & Dry Vacuum Cleaner	Nilfisk, Roots, Echomac, Diversey or similar brand
3.	Auto Scrubber	Taski, Nilfisk, Roots, Echomac, Diversey or similar brand
4.	High Pressure Jet	Taski, Nilfisk, Roots, Echomac, Diversey or similar brand
5.	Ride on Auto Scrubber	Taski, Nilfisk, Roots, Diversey or similar brand
6.	Manual Road Sweeper	Taski, Nilfisk, Roots, Diversey or similar brand

**Centre reserves its right to consider any other brand than mentioned above subject to verification of quality of product/reputation of brand**

### 3.2 List of recommended brands for Consumables material & Tools

Sl No	Consumables material & Tools	Brands
1	Mops	Taski, Unger, Roots, Cam, Gala, Scotch Brite or similar brand
2	Garbage Cover	Plasto, Generic, Amity Impex or similar brand
3	Paper Items	Pudumjee, Origami, Mystair, JK or any other similar brand
4	Cleaning Pads	3M, Scotch Brite or any other or similar brand
5	Cleaning Cloth	Taski, Unger, Gala, 3M, Scotch Brite or similar brand
6	Tools	Taski, Unger, Roots, Gala, Cam, Scotch Brite or similar brand
7	Wringer Trolley	Taski, Unger, Roots, Gala or similar brand
8	Room Fresheners	Taski, Airwick, AmbiPur, Odonilor similar brand

Note: Where ever applicable, product must be meet with ISI standard.

**Centre reserves its right to consider any other brand than mentioned above subject to verification of quality of product/reputation of brand**

## **Chapter – 4 – Technical pre-qualification criteria and Annexures**

**सूचना एवं पुस्तकालय नेटवर्क केन्द्र**  
**Information and Library Network Centre**  
 (Tender No.INF/PUR/HOUSE KEEPING/2021-22)

### **Annexure T-I**

#### **Checklist for Technical Bid**

Sr. No.	Pre-qualification criteria	Documents to be provided	Mention Page Numbers	
			Attached(Y/N)	Page No.
01.	The bidder must be a company registered under the companies Act, of India/State. Documentary (Certificate of incorporation) evidence to be submitted Registration Certificate to do the business for this service. Bids of sole proprietorship firms or those which are not in existence for 3 years as mentioned above shall not be considered at all.	I. Certificate of Commencement of business II. Certificate consequent to change of name, if applicable		
02.	The Registered Office or a Branch Office should be located in Ahmedabad or Gandhinagar and shall remain during the currency of the contract.	Self Attested copy of Telephone bill/ Electricity Bill/ Registered Lease Deed.		
03.	Tenderer should have provided similar services to at least three Government clients/ Autonomous Bodies/ Public sector undertaking during last three years to any one criteria as below:  a. Three similar completed works each costing not less than the amount equal to 40% of the estimated cost.  b. Two similar completed works each costing not less than the amount equal to 60 % of the estimated cost.  c. One similar completed work costing not less than the amount equal to 80% of the estimated cost.	Certified documents/ Agreements in support of past contracts with Govt/ PSUs/ Other establishments		
04.	They should be registered with Income Tax and Goods and Service Tax.	I. Attested copy of PAN/GIR Card II. Attested copy of GST		
05.	Tenderer should have a minimum 30% (thirty percent) of the estimated value of contract for each of the last three year from housekeeping services / facility management services. For this purpose last financial year would be considered as the one ended on 31.03.2021 and not any later period.	Turnover Certificate issued by the statutory auditor of the company/ Last three year balance sheet or Income tax return.		

06.	They should be registered with appropriate authorities under Employees State Insurance Acts or any other Labour authorities including under the Contract Labour (Regulation and Abolition Act.)	I. Attested copy of the Employees Provident Fund registration letter/ certificate. II. Attested copy of the Labour License under the Contract Labour (Regulation & Abolition) Act. III. Attested copy of the Employees' State Insurance registration letter/ Certificate.		
07.	The tenderer should have satisfactorily provided housekeeping support and maintenance services for Organizations such as; Centre of minimum 20,000 Sq.ft carpet area  During the last three years <u>The bidder shall have executed "Similar nature" of single order for an amount not less than Rs.24 lakhs in last three financial year in Government Department/PSU/Autonomous Body or any reputed organization.</u> They should have their own Bank Account,	Copies of the work Order starting from 2021-22, 2020-21, 2019-20 specifying value and period of contract.  Certified extracts of the Bank Account containing transactions during last three years of the bidder in relation to housekeeping services.		
08.	Bidder's Details Annexure T-II			
09.	Bid form Annexure T-III			
10.	Declaration of Bidder Annexure T-IV			
11.	Declaration of blacklisting/Non Blacklisting - Annexure T-V			
12.	Financial Capability of bidder Annexure T-VI			
13.	Details of Firm's Experience of Similar Services T-VII			
14.	Technical details of Proposed Machinery T-VIII			
15.	Details of Consumables T-IX			
16.	Certificate of Site Inspection T- X			
17.	Bid Security Declaration Form T-XI			

Please use separate sheet for providing complete information.

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.

The bidder is required to enclose 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:

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_



सूचना एवं पुस्तकालय नेटवर्क केन्द्र  
**Information and Library Network Centre**  
(Tender No.INF/PUR/HOUSE KEEPING/2021-22)

**Annexure T-II**

Bidder's Details

1	Name of the Firm/ Company	
2	Name and Designation of Authorized Signatory	
	Communication Address:	
	Office Phone No: Mobile No:	
	Fax: E-Mail ID:	
	GST registration Number: PAN Number:	
<b>Particular Details of the Bidders Representative'</b>		
3	Name of the Contact Person: Designation: Phone No: Mobile No: E-Mail ID:	

**UNDERTAKING**

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of contract and period of extension,

Authorized Signatory (signature in full):\_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Company Rubber Stamp: \_\_\_\_\_

सूचना एवं पुस्तकालय नेटवर्क केन्द्र  
**Information and Library Network Centre**  
(Tender No.INF/PUR/HOUSE KEEPING/2021-22)

**Annexure T-III**

**BID FORM**

(Bidders are requested to furnish the Bid Form in the Format given in this section, filling the all details and to be submitted on Letter Head in original)

To  
INFLIBNET CENTRE  
Infocity, Gandhinagar

Sub: Hiring of Housekeeping services for INFLIBNET CENTRE, Gandhinagar

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/HOUSE KEEPING/2021-22, 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 only) 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 five to ten percent (3%) of the Order value as stipulated in Financial Bid.

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, this .....day of .....2021

Thanking you, we remain,

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

सूचना एवं पुस्तकालय नेटवर्क केन्द्र  
**Information and Library Network Centre**  
(Tender No.INF/PUR/HOUSE KEEPING/2021-22)

**Annexure T-IV**

DECLARATION

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.**

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

**CERTIFICATE**

**DECLARATION REGARDING BLACKLISTING/NON BLACKLISTING**

I /We Proprietor / Partner (s) / Director (s) of M/s .....hereby 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 of .....years 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.

Signature: .....

Name: .....

Capacity in which as signed: .....

Name & address of the firm: .....

Seal of the firm should be affixed.
-------------------------------------

.....

Dated:

Signature of Bidder with seal.

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.

**सूचना एवं पुस्तकालय नेटवर्क केन्द्र**  
**Information and Library Network Centre**  
(Tender No.INF/PUR/HOUSE KEEPING/2021-22)

**Annexure T-VI**

**FINANCIAL CAPABILITY OF BIDDER**

Sl. No.	Name of the Bidder	Turnover (Rs. / Crores)		
		2018-19	2019-20	2020-21
1				

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

Note:

Submit the audited financial statement/ audited annual report of the last three financial years.

सूचना एवं पुस्तकालय नेटवर्क केन्द्र  
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**Annexure T-VII**

**Details of works of similar type executed by the bidder**

*(To be submitted in Envelop No. 1)*

Sl.No.	Name of the Company with full address, phone, fax and name of contact person	Work Description	Ref. & Date of the order	Work Order Value	Details of Order	Dates of		Page No
						Start	Completion	

**Sign and Seal of Contractor**

1. Copies of work orders should be attached with this information. In absence of documentary evidence, bid is liable to rejected.
2. If necessary, separate sheet may be used to submit the information.

सूचना एवं पुस्तकालय नेटवर्क केन्द्र

Information and Library Network Centre

(Tender No.INF/PUR/HOUSE KEEPING/2021-22)

**Annexure T-VIII**

**Technical Details of Proposed Machinery**

*(To be submitted in Envelop No. 1, Please attach all possible technical details/product brochure)*

Sr. No.	Type and Name of Machines	Make & Model	Total nos. to be deployed	Page No
01.				
02.				
03.				
04.				
05.				
06.				
07.				
08.				
09.				
10.				

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

**सूचना एवं पुस्तकालय नेटवर्क केन्द्र**  
**Information and Library Network Centre**  
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**Annexure T-IX**

**Details of Consumables**  
*(To be submitted in Envelop No. 1)*

Sr. No.	Description of Cleaning Materials	Brand Name
01.	Soft Broom	
02.	Hard Broom	
03.	Hard Broom stick	
04.	Scrubber	
05.	Wiper (For wet floor)	
06.	Tap & Steal Cleaner	
07.	Toilet Hockey Brush	
08.	Supadi	
09.	Bucket	
10.	Colin	
11.	Wet Mop Set	
12.	Refile	
13.	Machine pad	
14.	Dry Mop set	
15.	Refile	
16.	White Duster (Pota)	
17.	Check Duster	
18.	Yellow Duster	
19.	Toilet Cleaner	
20.	Floor Cleaner	
21.	Floor Cleaner (Machine)	
22.	Air perfume	

Sr. No.	Description of Cleaning Materials	Brand Name
23.	Hand Wash liquid	
24.	Small Hand Wash liquid	
25.	Air Toilet/Bathroom Fresher pocket	
26.	Urinal Cube (Eco Cubes)	
27.	Multi Insect spray	
28.	Water less Urinal Screen	
29.	Washing P dower	
30.	Dustbin Bags (Big)	
31.	Dustbin Bags (Small)	
32.	Napthalene ball	
33.	Toilet Paper Roll	
34.	Paper napkins	
35.	Drain Cleaner powder	
36.	Waterless Urinal Trap Liquid	
37.	Bathroom Rubber Suction	
38.	Patra (For scrubbing walls, surface, gum etc)	
39.	Disinfect Liquid	
40.	Toilet roll (Machine)	
41.	insect killer powder	
42.	Road Brush	
43.	Glass wiper/Kitchen wiper	
44.	Flexible pipe Cleaner	

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_



सूचना एवं पुस्तकालय नेटवर्क केन्द्र

Information and Library Network Centre

(Tender No.INF/PUR/HOUSE KEEPING/2021-22)

**Annexure T-X**

[On the letterhead of the Bidder]

**CERTIFICATE FOR THE SITE INSPECTION**

I/We (M/s. \_\_\_\_\_) have certified that we have visited the site on \_\_\_\_\_ and assessed the nature and amount of work involved before submitting our offer.

We will be able to complete the works within the stipulated time and also that we will be able to execute the work suit to the site conditions.

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

**सूचना एवं पुस्तकालय नेटवर्क केन्द्र**  
**Information and Library Network Centre**  
(Tender No.INF/PUR/HOUSE KEEPING/2021-22)

**Annexure T-XI**

[On the letterhead of the Bidder]

**Bid Security Declaration Form**

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

Tender No. \_\_\_\_\_

To

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid securing Declaration shall cease to be valid if I am/we are not the successful Bidder (i) the receipt of your notification of the name of the successful Bidder;

Signed:

In the capacity of:

Name:

Duty authorized to sign the bid for an of behalf of

Dated on \_\_\_\_\_ day of \_\_\_\_\_.

Corporate Seal

## **Chapter -5**

सूचना एवं पुस्तकालय नेटवर्क केन्द्र  
Information and Library Network Centre  
(Tender No.INF/PUR/HOUSE KEEPING/2021-22)

### **Annexure F-I**

**Price schedule (to be utilized by the bidders for quoting their Prices and should be part of financial bid)**

#### **PART-A PRICE SCHEDULE (MANPOWER)**

**A) Manpower cost for Housekeeping Services of INFLIBNET Centre.**

##### **A-1 Proposed Manpower**

**The Rates will be deemed of 'A' Ahmedabad (UA) as per GOI, Office of the Dy. Chief labour Commissioner (Central).**

Sr. No	Type of Proposed Manpower	No. of Person(s)	
		In Figure	In Words
1	Un-skilled worker		
2	Semi-skilled worker		
3	Skilled worker		

**A-2: Service Charge Per Month (In Percentage) on total manpower cost: \_\_\_\_\_**

**A-3: Applicable GST % and HS Code As on Date of Opening of Tender: \_\_\_\_\_**

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

**सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre**  
(Tender No.INF/PUR/HOUSE KEEPING/2021-22)

**Annexure F-II**

**Price schedule (to be utilized by the bidders for quoting their Prices and should be part of financial bid)**

**PART-B PRICE SCHEDULE (MACHINERIES)**

**B) Machineries Cost/Rent for Housekeeping Services of INFLIBNET Centre.**

**B-1: Proposed Machineries**

Sr. No.	Name of Machinery	Make & Model	Total nos. of requirement of machineries as per scope of work	Monthly Rent	Total in Rs.
01.	Wet Vacuum Cleaner				
02.	Single Disk Scrubbing Machine				
03.	High Pressure Washing Jet				
04.	Dry Vacuum Cleaner				
Total					
Rupees in words :					

\* Bidders have to fill in the above details of all the machinery with their charges.

**B-2: Applicable GST % and HS Code As on Date of Opening of Tender:** \_\_\_\_\_

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

सूचना एवं पुस्तकालय नेटवर्क केन्द्र  
Information and Library Network Centre  
(Tender No.INF/PUR/HOUSE KEEPING/2021-22)

**Annexure F-III**

**Price schedule (to be utilized by the bidders for quoting their Prices and should be part of financial bid)**

**PART-C PRICE SCHEDULE (MATERIAL)**

**C: Cost of material for Housekeeping Services of INFLIBNET Centre.**

**C-1: Per Month Cost of material for Housekeeping Services**

Sr. No.	Description of Cleaning Materials	Qty.	Unit	Brand Name	Rate per Unit	GST%	GST Amount	Total Amount
1.	Soft Broom	10	Nos.					
2.	Hard Broom	10	Nos.					
3.	Hard Broom stick	02	Nos.					
4.	Scrubber	24	Nos.					
5.	Wiper (For wet floor)	01	Nos.					
6.	Tap & Steal Cleaner	01	Ltr					
7.	Toilet Hockey Brush	02	Nos.					
8.	Supadi	02	Nos.					
9.	Bucket	01	16ltr					
10.	Colin	24	500ml					
11.	Wet Mop Set	01	No.					
12.	Refile	08	No.					
13.	Machine pad	10	No.					
14.	Dry Mop set	01	No.					
15.	Refile	02	No.					
16.	White Duster (Pota)	24	No.					
17.	Check Duster	24	No.					
18.	Yellow Duster	24	No.					
19.	Toilet Cleaner	30	500ml					
20.	Floor Cleaner	20	975ml					
21.	Floor Cleaner (Machine)	05	Ltr					
22.	Air perfume	24	Nos.					
23.	Hand Wash Liquid	10	900ml					

24.	Small Hand Wash Liquid	02	200ml					
25.	Air Toilet/Bathroom Fresher pocket	36	10gram					
26.	Urinal Cube (Eco Cubes)	04	box					
27.	Multi Insect spray	24	400 Ml					
28.	Water less Urinal Screen	14	Nos.					
29.	Washing Powder	02	500gram					
30.	Dustbin Bags (Big)	05	Roll					
31.	Dustbin Bags (Small)	10	Roll					
32.	Naphthalene ball	04	500gram					
33.	Toilet Paper Roll	60	Roll					
34.	Paper napkins	02	box					
35.	Drain Cleaner powder	02	50gram					
36.	Waterless Urinal Trap Liquid	01	Ltr					
37.	Bathroom Rubber Suction	01	No.					
38.	Patra (For scrubbing walls, surface, gum etc)	05	No.					
39.	Disinfect Liquid	02	ltr					
40.	Toilet roll (Machine)	02	box					
41.	insect killer powder	05	Kg					
42.	Road Brush	01	No.					
43.	Glass wiper/Kitchen wiper	02	No.					
44.	Flexible pipe Cleaner	01	No.					
	Total							
	Rupees in words:							

\*The item and quantity mentioned above may vary as per the monthly requirement.

**C-2 :** Applicable GST % and HS Code As on Date of Opening of Tender : \_\_\_\_\_

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

सूचना एवं पुस्तकालय नेटवर्क केन्द्र  
Information and Library Network Centre  
(Tender No.INF/PUR/HOUSE KEEPING/2021-22)

**Annexure C-I**

**Contract Agreement Form.  
FORM OF AGREEMENT**

This agreement made the \_\_\_\_\_ day of the month of \_\_\_\_\_ in the year 20..... BETWEEN, The Information and Library Network Centre ( Hereinafter called "INFLIBNET") or Client which expression shall unless repugnant to the context or meaning thereof be deemed to include its successors and permitted assigns, having its Head office at INFOCITY, Gandhinagar 382 007, Gujarat, India on the ONE PART; and

\* Shri \_\_\_\_\_ S/D/o \_\_\_\_\_ resident of \_\_\_\_\_ the sole proprietor of M/s \_\_\_\_\_ having office at the following address \_\_\_\_\_

\* M/s. \_\_\_\_\_ the partnership firm having an administrative/principal office at \_\_\_\_\_ represented by its Managing/duly authorized partner.

\* M/s. \_\_\_\_\_ company/body corporate incorporated under the provisions of the Companies Act 1956 having its registered office at the following address \_\_\_\_\_, duly represented at \_\_\_\_\_ duly represented by its constituted and authorized Managing Director, Shri \_\_\_\_\_ and (hereinafter called the Tenderer which term shall also be called the Supplier or the Contractor ) which expression shall unless repugnant to the context or meaning thereof be deemed to include its successors and permitted assigns on the other part

WHEREAS THE Client/ INFLIBNET is desirous that certain works should be designed, supplied, installed, tested & commissioned as detailed in the notice inviting tender and their office mentioned and called for invitation to tenderers for the supply, installation and performance of such works has been accepted by the INFLIBNET on the terms and conditions as set out therein and interalia others.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to.

2. The following documents not inconsistent with these presents shall be deemed to form and be read and construed as part of this agreement viz;

a) Limited Tender No. INF/PUR/HOUSE KEEPING/2021-22 DATED \_\_\_\_\_

b) General rules and Instructions for the guidance of tenderers.

c) The Tender, Letter of Acceptance, Letters from & to the tenderer, if any, leading to and prior to acceptance letter.

d) General Conditions of contract and clauses of contract along with Annexures thereto.

e) Schedules consisting of Technical Specifications, Special Conditions, Compliances, etc.

f) Schedule of quantities including Prices and tendered amount known as Price - Bid.

g) The details submitted in technical bid, site survey and such other commitments shall be part of the agreement.

**[Note: \* Strike off whichever is not applicable]**

3. In consideration of the payments to be made by the INFLIBNET to the tenderer, the tenderer hereby covenants and agrees with the INFLIBNET to complete the works in conformity in all respects and subject to all terms and conditions/rules as mentioned in the General Conditions as also in the aforesaid documents which shall form part of this agreement.

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

Signed, sealed and delivered by the said tenderer, \_\_\_\_\_ to \_\_\_\_\_ the  
CLIENT(INFLIBNET) \_\_\_\_\_ in the presence of:

Signature of Tenderer (with seal)

Signature of Authorized representative  
of the Client/INFLIBNET Accepting Authority.

Witness (Signature, Name & Address):

1).

2).



**सूचना एवं पुस्तकालय नेटवर्क केन्द्र**  
**Information and Library Network Centre**  
(Tender No.INF/PUR/HOUSE KEEPING/2021-22)

**Annexure C-II**

**INDEMNITY BOND**

**(ON A STAMP PAPER of Rs.100/-)**

We, ....., having a registered office at ....., have entered into a contract with Information & Library Network (INFLIBNET) Centre having registered office at INFOCITY, Opp. DAICT, Gandhinagar 382 007, vide contract dated ....., to provide Housekeeping services at Information & Library Network (INFLIBNET) situated at INFOCITY, Opp. DAICT, Gandhinagar 382 007.

We do hereby indemnify and keep harmless, Information & Library Network (INFLIBNET) Centre, at all times, whether during the continuation of the aforesaid contract and at any time thereafter, in respect of any claim, demand, compensation, liability, penalty, fines, interests, suits etc. of whatsoever nature made, all actions and proceedings taken against the Institute by any party, employee(s), or workman/woman provided by us, on account of any delay, default, lapse, error, or omission on our part, or of rules and regulations, as may be applicable under the said contract from time to time.

We further undertake to indemnify and keep harmless, Information & Library Network (INFLIBNET) Centre against any claim/compensation arising out of any non-payment or short payment of salaries, wages, overtime, or compensation by whatever name called and compensation and claims arising on account of any accident, injury, death, etc. during the course of their engagement by us for the purpose of this contract, or non-fulfilment of any obligation under any of the labour laws as applicable to the class of workers/employees engaged by us for the purpose of this contract.

We further declare and agree that this Indemnity Bond is an unconditional and irrevocable undertaking by us and is not restrictive in any manner.

Signature of the Tenderer/Authorized Signatory Name of the Tenderer -----

Address of the Tenderer-----

Seal of the Company/Firm:

Telephone No/ Mobile No.-----