



**Ahmedabad**

(A Statutory Institute under DPIIT, Ministry of Commerce & Industry, Government of India)

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[www.nid.edu](http://www.nid.edu)

NIT No. ADM\_B/01\_2022\_23

Date: 22/04/2022

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**TENDER DOCUMENT**

**PREQUALIFICATION / TECHNICAL BID FOR PROVIDING HOUSEKEEPING AND  
MANPOWER SUPPLY SERVICES ON ANNUAL RATE CONTRACT BASIS AT BENGALURU CAMPUS**

Tender submitted by:

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## 1. INTRODUCTION:

The National Institute of Design (NID), Ahmedabad, Gujarat, India, is a statutory premier institution (Government of India declared NID as an Institute of National Importance by NID Act 2014) set up by the Ministry of Commerce & Industry, Government of India, for design education, training, research and consultancy services in various disciplines of design. NID is a grant-in-aid institution under the aegis of the Ministry of Commerce & Industry. It has campuses Ahmedabad, Gandhinagar & Bengaluru.

## 2. NOTICE INVITING e-TENDER:

The National Institute of Design (NID), Ahmedabad invites – through Online E-Tendering System – Tender from reputed , experienced and eligible Agencies, under **"TWO BID SYSTEM"** for selection of an expert agency for the purpose of hiring housekeeping & manpower supply services at the NID, Bengaluru Campus.

Tender notices and Tender documents related to this Tender are available on websites: [www.eprocure.gov.in](http://www.eprocure.gov.in), [www.nprocure.com](http://www.nprocure.com) and [www.nid.edu](http://www.nid.edu) & CPPP. **Technical Bids, are invited both online and offline. Financial bid will be accepted only online, nprocure.com. No financial bid should be sent in offline. While submitting Technical Bids, care should be taken to not attach Financial Bid alongwith Technical Bid or in a separate Envelope.**

Advertisement shall also be published in one leading vernacular daily. Vendors are requested to submit their RFP on [www.nprocure.com](http://www.nprocure.com) only. Any modification and / or corrigendum to this Tender will be available on these websites.

NID reserve the right to accept or reject any or all Tenderers without assigning any reason.

1	NIT Number & Date	ADM_B/01/2022-23, Date: 22/04/2022
2	Name and Location of Work	National Institute of Design, Bengaluru Campus
3	Brief Scope of Work	For Providing Housekeeping & Manpower supply services on annual rate contract basis
4	Period of Contract	Two Years (extendable further 2 terms of one year each, based on performance.)
5	Earnest Money Deposit (EMD) Rs.	NIL. However, EMD Declaration Form duly signed in Prescribed proforma ( <b>Annexure-III</b> ) should be uploaded & to be submitted in hard copy with tender document
6	Non-refundable cost of Tender Document (Rs.)	Rs.1000.00 (One Thousand only) Shall be payable ONLY in the form of Demand Draft/Banker's Cheque/PO, drawn in favour of "National Institute of Design", payable at Ahmedabad
7	Date & Time of Pre-bid meeting	02/05/2022 at 16.00 Hrs. at NID, Bengaluru Campus
8	Last Date and Time of Submission of on-line Tender	Upto 12/05/2022 day of publishing by 16.00 Hrs.
9	Last date & Time of submission of signed, hard copy (in original) of all Tender Documents including EMD declaration, Cost of Tender and all other documents related to this Tender.	On or before 16.00 Hrs.on 12/05/2022 in the office of : Dean, NID, Bengaluru Campus National Institute of Design, #12 HMT Link Road Off Tumkur Road, Bengaluru 560 022
10	Date & Time of Opening of Technical Bid	13/05/2022 at 16.00 Hrs.
11	Financial Bid	After evaluation of Technical Bid. Bidders who qualify technically will be considered of Financial bid opening.
12	Validity of Offer	Atleast 90 days from the last date of financial bid opening.

**"TWO BIDS SYSTEM"** shall be followed for this tender. Tenderer should take due care to submit the tender in accordance with requirement in e-Tender. Bids received shall be evaluated as per the Criteria prescribed in the tender document. NID will not entertain any modifications subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their acceptance to all the clauses of Bid Evaluation Criteria, General terms and conditions and compliance to the Scope of Work requirement etc.

In case of any clarification required relating to this tender, the same can be sought from the Mr. Ashish Sangam, Assistant Engineer, Mob. 9008666552, Email: [ashish.s@nid.edu](mailto:ashish.s@nid.edu).

**Eligibility Criteria and evaluation process/method for the Technical Bids Evaluation:**

The Institute shall evaluate the Technical Bids on following major criteria. **Annexure-I** is to be filled up with full details, copies of the necessary documents, testimonials etc. should be attached, for the evaluation process.

1. The Contractor should be registered as Housekeeping and/or Manpower Supply Contractor with the Office of the Labour Commissioner, Government of Karnataka.
2. The Contractor should attach Self Certification iro successfully executed at least one Housekeeping Contract of value of **Rs. 4,00,000/- (four lakh)** per month or more iro Reputed Educational Institution or Organisation or Public Sector undertaking or Commercial Organisation including Hotels and Restaurants, during the last two financial years, in Bengaluru. Preference may be given to the Contractor having two or more premier/reputed/residential educational Institute as their client. Satisfactory work evaluation report from clients in respect of such Housekeeping contract are to be attached.
3. The Contractor should have annual turnover not less than **Rs. Fifty Lacs** during each of last three financial years from the relevant business of Housekeeping and Manpower Services. The firm should not be a loss making firm (Copy of the CA certified balance sheet with P&L statement to be attached).
4. The firm should have valid registration with the local authorities, labour authorities, ESI, PF, GST, Income Tax (PAN Card). (Copy of valid registration and licenses with concerned Labor Authorities and valid ESI & PF registration, IT returns of 3 Years to be attached. Copy of upto date remittances to ESI & PF Authorities to be also attached.)
5. List of present and past clients during the last three financial/calendar years. The list/statement should contain details like name and full address of the clients, Clients' Contact person's Name and Designation, Contact phone numbers, annual billing amount for the Housekeeping and Manpower Services etc. provided. Certification of satisfactorily Services of at least three reputed clients to be attached.
6. Attach certified/attested copies of last three financial years' annual accounts with schedules. Attach a separate certificate from the Chartered Accountant of the firm about annual turnover from the Housekeeping and Manpower Services - relevant business during each of the year.

The Institute reserves the right to inspect one or more sites of the bidder and interact with the principle employer's authorized official, before short listing of the bidders, for opening of the financial bids.

Decision of the Institute in respect of short listing capable contractors having very good track record shall be final, in the evaluation of the Technical Bids.

### **METHOD OF EVALUATION OF TECHNICAL BIDS**

a)	Turnover from the relevant business and Financial capabilities of the bidding agency	20 marks
b)	Relevant and reputed clients.(Resi./Non Resi. Edu.Inst./Govt. Org. shall be given preference )	20 marks
c)	Main Office in Bengaluru	10 marks
d)	Visit of clients' site by NID Team & feedback	20 marks
e)	Quality of Manpower and Resources (equipment etc.)	15 Marks
f)	Feedback from the workers (by interaction with some of them by NID Committee) on timely payment of wages, compliance of labour laws, labour welfare-HR practices, professional training, etc.	15 marks

**Only those bidder will be shortlisted for opening of Financial Bid who shall score 70 and above marks out of 100 marks.**

The Institute reserves its right for deciding evaluation criteria, its interpretation, assigning weightages, evaluation committee formation, site-visits, interaction with the clients and employees of the bidders, etc. for the process of technical evaluation and its findings and its decision shall be final for selection/shortlisting of bidders, in the interests of the Institute. In case of any dispute, the decision of the Director-NID shall be final.

### **METHOD OF EVALUATION OF FINANCIAL BIDS**

In order to decide successful bidder, The Technical Bid marks shall have a weightage at 55% in the overall evaluation of the bid and financial bid shall have a weightage at 45% in the overall evaluation. Formula of Normalisation of Technical Bid for each vendor  $T_n = (T_b / T_{max}) \times 100$  Where  $T_b$  is the bidder's Technical score and  $T_{max}$  is the Highest Technical score. Formula for Normalisation of Financial Bid for each vendor  $F_n = (F_{min} / F_b) \times 100$  where  $F_b$  is the Bidder's Financial Bid Value and  $F_{min}$  is the Lowest Bid Value. Further 60% of  $T_n$  and 40%  $F_n$  will be taken. (individual Bidder's  $T_n$  and  $F_n$  will be added to reach the final value). The winner will be the highest of  $(T_n \times 60 / 100 + F_n \times 40 / 100)$ .

## 1. SCOPE OF WORK AND SPECIFIC CONDITIONS : HOUSEKEEPING ETC.,SERVICES:

The scope of work to be carried out by the Housekeeping Agency for providing cleaning and allied services on day-to-day basis includes sweeping, swabbing, cleaning mopping-up the entire premise of the Institute Campus are as per details in **Annexure–“II”**.

- 1.1 At least twice in a day cleaning is required in classrooms, studios, labs, faculty rooms and offices by using soft brooms and by swabbing with cloth drenched in water mixed with a portion of phenol or floor cleaning liquids. Wherever required cleaning work shall be carried out using vacuum cleaner & high jet pressure cleaner.
- 1.2 All corridors, lounges, staircases, open areas, passages to be cleaned frequently throughout the shift, using soft brooms and by swabbing with cloth drenched in water with a portion of phenol.
- 1.3 Toilet blocks, bathrooms, washbasins, sinks and areas where water coolers are placed to be cleaned at least thrice a day, once in the morning, once in the afternoon, once in the evening. However, frequent cleaning of toilet blocks shall be required depending upon uses in order to keep all the service areas clean and hygienic. Ladies toilets are to be cleaned only by women sweepers. Toilet blocks to be washed thoroughly and scrubbed by using the cleaning agents of reputed brands. Also provision of naphthalene balls, liquid soap and air freshener reputed brands in the toilet block wash rooms are essential requirements. Mirrors and show-cases are to be cleaned twice a week with approved glass / mirror cleaning agents.
- 1.4 Safe insecticides of reputed brands in toilet blocks and other specified areas to be sprayed every alternate day. Rodent and Cockroach control in the campus. Ensure no mosquito breeding in campus in storage water.
- 1.5 Fogging and fumigation of the entire campus during monsoon and winter i.e. **between June 15 to September 30 and November 1 to March 31(Twice in a Week)**
- 1.6 Daily removal of dry refuse and wet refuse from the campus, as well as removal of garbage and waste from the waste paper bins to be removed in the garbage cart outside the campus or to be reuse for composting the inside the campus as recommended. However, before the garbage is taken out for disposal, the Security Supervisor would need to check it physically in order to ensure that the material being disposed does not contain any useful items.
- 1.7 Preventive cleanliness as well as incidental Blockages in the drainage pipes / other drain lines, choked w.c/urinal etc. would have to be attended immediately by an expert drainage worker/ sweeper. At least one sweeper must have knowledge of drainage works.
- 1.8 All furniture including tables, chairs, cupboards, filing cabinets, sofas, book-racks, side tables and different types of machines/prototypes etc. to be dusted and wiped clean every day and arranging the furniture in classrooms in order.
- 1.9 Once in a week item wise cleaning requirements are as follow:
  - Vacuum cleaning of all the studios and labs.
  - Cleaning of light fixtures, fans, etc.,
  - Spotting of walls / floors
  - Removing cob-webs from ceilings / walls
  - All the roof tops/Terraces
  - Name plates and sign boards
  - Window panes, door panes and channels etc.
  - Removal of honey combs as and when they appear on the campus
- 1.10 Cleaning & opening of choked & blocked drains & manholes of underground and vertical lines like waste water, storm water & sewer etc.
- 1.11 All Water Cooler's storage tanks have to be cleaned once a week.
- 1.12 Garden Maintenance and development.
- 1.13 Housekeeping staff shall provide services of weeding from the lawn areas, plantation areas, sweeping of the lawns, including picking up of the litters and shifting of weeds and fallen leaves from the whole campus.
- 1.14 Cleaning of Overhead Water tanks / Water pump etc. every month and should be certified by Supervisor and authorized official of the institute.
- 1.15 To collect all litter (plastic garbage, papers, and foreign materials) continuously and drop it in the dustbin.
- 1.16 Disinfectant powder of reputed brand has to be spread after cleaning the wet mud, especially during the monsoon season.
- 1.17 The Agency staff has to take care and ensure that any useful materials found lying around during cleaning be handed over to the concerned Officials/ Security personal at main gate and report to the Supervisor.
- 1.18 The Agency's manpower-unskilled Staff shall be used to shift furniture and miscellaneous unskilled labour work, etc. within the campus as per requirements. All the personnel engaged by the Contractor should take care of their personal safety from any injury, etc., in case of any such incidental or medical emergency, the Contractor and their Supervisors shall take immediate action to provide proper treatment and if regarding legal compensation to its personnel.
- 1.19 **The vendors shall procure 15 Nos. Sanipod (manual) bin at its own expenses and install at places as decided by NID, on free to use (FTU) basis. Cleaning, servicing and changing the liners of Sanipod is to be done on weekly basis.**

- 1.20 There shall be no employee or employer relationship between the persons deployed by the contractor.
- 1.21 Supply of all consumables/materials/equipment for providing housekeeping services, such as vacuum cleaner ladders, transport, personnel, supervision etc. will have to be arranged by the Agency. All materials required for cleaning like broom sticks, acid, mopping cloth, hard broom-sticks, phenol, detergent powder, liquid soap, hand wash, insecticides, coir/nylon brushes, stain removers, etc. would also have to be arranged by the Agency in adequate quantity at its own cost. All such consumables should be of reputed brands names of which be filled in as per **Annexure –V** and shall be reimbursed on production of bill as per actuals.
- 1.22 If sufficient quantity of approved quality of materials is not supplied and used by the Agency, supervisor of the institute will make arrangement to procure the materials from the market, the cost of which shall be recovered from the bill of the Agency at a penal rate of two times the actual cost.
- 1.23 **The Agency shall ensure that supervisor is present fulltime during working hours on all days (except Sunday) to supervise the work being done by their staff, as well as to attend to any specific instructions issued by the Institute authorities.**
- 1.24 The Agency shall deploy adequate manpower required for efficient fulfillment of the contractual obligations. Supervisors of the Agency will be in charge of housekeeping service and his/her presence during working hours is must. In case the number of staff falls short due to illness, leave, transfer, social obligations or for any other reason, the Agency will immediately provide substitutes. As a norm, 10% of the supplied manpower should remain on bench (spare) at the contractor's office and should be immediately (within an hour from the duty reporting time) deployed to the campus, on demand from the contractor's supervisor NID, in the cases of short fall of the manpower reporting for specific tasks.
- 1.25 If in the opinion of the Institute authorities, the work done by the staff of Housekeeping agency is not satisfactory, Once the supervisor will be cautioned and if not improved as per our satisfaction, the institute reserves the right to deduct pro-rata amount as deemed fit by NID, for that day out of the monthly contract bill as a penalty. The amount so fixed by the authority shall be final and binding to the Agency.
- 1.26 The performance of the housekeeping services shall be adjudged by the authorized officials of the Administration of the Institute.
- 1.27 The Agency shall take all precautions and observe adequate safety measures during execution of cleaning and shifting tasks, and shall not hamper movement of students/staff on passages, lobbies etc.
- 1.28 In case of increase in built up area after construction of new buildings/ hostels, the payment for additional built up area and other areas shall be paid on pro-rata basis on mutually agreed upon rates for the remaining period of the contract.
- 1.29 The contract shall also include any work of incidental and contingent nature, which are not specified in the tender, but necessary as dealt by NID. For which, task based lump sum payment shall be paid, on mutually agreeable rates.
- 1.30 The Contractor shall submit complete list of all the personnel deployed at the Campus with their Names, current residential address, permanent residential address, Photos, Police Verification report from the concerned police station, etc. within ten days of Commencement of the Contract. Any Changes in the Personnel deployed should also comply with the above formalities. Failure to do so shall cause Penalty @5000/- for each day till compliance, to be deducted from next bill of the Contractor
- 1.31 The Contractor through its supervisors on the Campus shall submit weekly, monthly, reports in prescribed formats duly signed by the respective Heads of the Department/areas specified.
- 1.32 The nine hours shift includes one hour break for lunch break, Tea break, etc.
- 1.33 All the workers deployed shall be given one day weekly off and relievers should be provided by rotational weekly off, etc. by the contractor, without additional billing to the institute.
- 1.34 In case of additional requirement of HK staff, the agency should make necessary arrangements on prorata basis, immediately on receiving the written request from the authorized officials of NID.

## 2. GENERAL TERMS & CONDITIONS:

- 2.1 The contractor and his staff must also abide by various rules and regulations of NID including late working permissions and to the students/staff and safety precautions as prevalent from time to time.
- 2.2 The contractor shall be fully responsible in all respects to effectively take care of HK needs of the Institute by deploying personnel with adequate experience of having worked in similar organizations of repute.
- 2.3 The contractor shall ensure that no theft, pilferage, damage or any such similar act is committed or omitted with regard to properties and assets of the Institute.
- 2.4 The contractor shall ensure regular attendance and proper performance of duties by HK staff deployed by him at the respective points. The Proprietor/Director or his deputy should have a meeting with the concerned officer at least twice in a month.
- 2.5 The contractor shall be responsible for lapses of commission or omission either inside or out-side the premises by the persons deployed by the contractor in the campus.
- 2.6 The contractor shall make their own arrangements for accommodation, transport, canteen and any other facility for their personnel deployed at the respective points.
- 2.7 The personnel engaged for HK services shall have to report well refreshed dully dressed and presentable, before schedule of duty roster / time. The Institute shall not provide any facilities in the campus to them for the above purpose.
- 2.8 There shall be no employee or employer relationship between the persons deployed by the contractor and the Institute as the essence of the contract shall be hiring the services which constitute expertise, HK functions, enquiries /surveys and monitoring of HK functions and not that of the persons.
- 2.9 The weekly off to all HK personnel shall be allowed as per the statutory provision. The contractor shall further ensure that the personnel are of high integrity and their credentials must be verified with reference to the police cases etc.
- 2.10 The contractor shall be fully responsible for all disputes, issues, claims & matters related to employment, non-employment & terms of employment as far as employees engaged by him are concerned. The contractor shall indemnify for all appointment of his personnel under him and that they shall have no claim for temporary or permanent employment at NID.
- 2.11 In case the contractor abruptly stops the work with/without sufficient notice, the Institute may decide to terminate the contract forthwith and will make immediate alternative arrangements. In such case, the Contractor shall be liable for making good the additional expenditure that may be incurred by the Institute for making alternative arrangements, till appropriate arrangements are made through calling the quotations, besides forfeiture of security deposit.
- 2.12 In case of dispute on the interpretation of terms and conditions of the contract, the decision of the Director, NID shall be final and binding on both the parties.
- 2.13 The contractor shall be responsible for the persons deployed by him observing all safety rules from time to time. In case, the institute suffers any loss etc. of whatever nature from the persons deployed by him not following the safety regulations/instructions, the contractor shall be liable to make good all such losses as may be right to recover all such losses etc. from the security deposit and/or dues payable to the contractor besides other remedies open to the institute.
- 2.14 The contractor shall maintain a fully equipped medical first aid box, which should be easily available to the persons deployed by him. In case of accident or death of any personnel deployed by the contractor while on duty it shall be the sole liability of the contractor.

The contractor shall ensure that all the persons deployed by him are fully vaccinated for Covid-19 and are free from all communicable, and contagious infections and other diseases and the contractor shall have the medically examined in case of any illness at his own cost. The institute also reserves the right to direct the contractor to get his persons medically examined by a physician approved by the sole expense of contractor. If in the opinion of the institute any person deployed by the contractor is found to be suffering from any such communicable diseases or if any of the person of the contractor is found to commit any misconduct or misbehaves, the institute may restrain such person from entering the premises from immediate effect.



- 2.15 If, at any time, the institute finds any of the HK personnel is unfit, the same shall be intimated in writing/phone and, the contractor will be required to replace the same by another HK person of the same rank and status immediately. The decision of the officer-in-charge of the institute in this regard shall be final and binding on the contractor.
- 2.16 The Institute reserves its right to change/alter any of the terms & conditions with or without any notice.
- 2.17 In the event of having found that the contractor or his personnel have contributed to a theft by deliberate influence or by themselves taking part in such an activity, the Director, NID reserves the right to forfeit the security deposit and terminate the contract immediately, or take appropriate remedial actions to safeguard the interest of institute.
- 2.18 The contractor shall be required to provide Uniform and Photo identity cards to all personnel deployed. The Supervisors of the Contractor shall ensure that the workers are in Uniform with Identity cards, while on duty in the Institute.
- 2.19 If at any stage during the period of the contract any case involving moral turpitude is instituted in court against the contractor or the persons deployed by him, the NID reserves the exclusive and special right to terminate the contract outright without any notice to the contractor and in such event the contractor shall not be entitled to any compensation from NID with or without failure of S/Deport or dues from NID.
- 2.20 The Contractor shall not engage the staff below the age of eighteen years.
- 2.21 Smoking, chewing pan/masala/gutkha/tobacco products is strictly prohibited inside the campus. Non-compliance may lead to suitable penalty by the authorities of the Institute.
- 2.22 The successful bidder/Contractor shall not engage any sub-contractor or sublet/transfer the contract to any other agencies/person in any manner.
- 2.23 The deployed staff at all times shall be presentable in terms of dress/deportment, at all times.

### 3. COMPLIANCE WITH VARIOUS ACTS:

- 3.1 The Contractor shall be fully responsible for complying with all the relevant statutory obligations as applicable from time to time including:
  - o Minimum Wages Act, including periodic revisions in the D.A. (As per the Central Government)
  - o Contract Labor (Regulation and Abolition) Act
  - o Payment of Wages Act
  - o Employees Provident Fund Act
  - o ESI/Workmen's Compensation Act
  - o Bonus Act
  - o Fatal Accident Act
  - o Gratuity Act

Any other act, as applicable from time to time. The Contractor shall pay the Minimum Wages and D.A. not less than announced by the Central Authorities. Consequences arising out of the non-compliance with statutory requirements shall be the entire responsibility and be borne by the contractor. If not paid by the Contractor in prescribed time limit by the concerned authorities, the Institute shall pay it directly to the authority and the same shall be recovered from the payments due, Security Deposit etc.

All the relevant records / documents / registers / correspondences / receipts etc. for the above may be produced for verification whenever desired by the Institute.

- 3.2 The contractor shall have to strictly pay wages not less than minimum wages as notified by the authorized body from time to time to his deployed personnel. The payment of wages to the persons deployed by the Contractor shall be made by **7<sup>th</sup> of every month** through workers ECS bank accounts. The copy of pay-rolls shall be submitted with monthly bills. In case of payment through Bank ECS, the bank's statement showing full details of worker-wise payments may be submitted.

### 4. DURATION:

- 4.1 **The tenure of contract shall be initially for a period of two years, on yearly review basis, with initial trial period of three months which shall be counted in initial two years, from the date of signing an agreement. This can be renewed for a further period of two terms of one year each.** At the sole discretion of the institute, the trial period can be extended for a further period of three months or more. The Institute reserves the exclusive right to terminate the contract during the trial period/extended trial period or contract period without assigning any reason whatsoever.

The Institute also reserves the right to extend the contract beyond agreed (two years) period on mutually agreeable terms & conditions or to discontinue the contract by giving one month's advance notice at any time during the tenure of the contract. The Institute also reserves the right to revise the scope of work, if necessary, during the tenure of the contract.

- 4.3 In case the contractor wants to discontinue the contract, he will be required to give three months advance notice to the Institute in writing stating reason for the same.

5. **EARNEST MONEY DEPOSIT:**

EMD declaration form duly signed in prescribed Proforma to be submitted with tender documents by the all bidders.

6. **SECURITY DEPOSIT:**

The successful bidder shall submit Performance Bank Guarantee from Nationalised Banks for Rs.5,00,000/- (Five Lacs only) as security deposit which shall be valid till three months after normal contract expiry period. In case this contract is extend, Security Deposit shall be renewed/submitted afresh within a week from such extension with validity of three months after expiry of the said extension.

7. **COMMENCEMENT OF THE WORK:**

The Housekeeping services will commence within (10) days of the receipt of the letter awarding the contract or as decided by the Competent Authority. In case the contractor fails to commence the work within the stipulated time, the Security Deposit shall be forfeited in addition to seeking other legal remedy for any loss or suffering to the Institute arising out of such failure of the contractor.

8. **JURISDICTION:**

Notwithstanding any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference if the same had been the subject matter of suit, any and all actions and proceedings arising out of or relating to the contract shall lie in the court of competent civil jurisdiction in this behalf at Ahmedabad only where this contract has been signed on behalf of the NID and only the said court at Ahmedabad alone shall have jurisdiction to entertain and try such action(s) and/or proceedings to the exclusion of all the other courts.

In case of dispute on the interpretation of terms and conditions of the Contract, the decision of the Director, NID, shall be final and binding on the Contractor

**TECHNICAL BID****(As per page-4 details of the tender document provisions)**

Sr. No.	Description of the Requirement	Details			Annexure Reference
1	<b>Name of the Firm</b> <b>Address</b> <b>Main Office:</b>  <b>Local Office</b>				
2.	<b>Contact Details</b> Phone nos. Mobile nos. E-mail Website, if any	<hr/> <hr/> <hr/> <hr/>			
3	<b>Statutory Registrations Details</b> (i) Local Authority (ii) PF Registration number (iii) E.S.I. Registration number (iv) Income Tax PAN number (v) GST registration number (vi) VAT / TIN, if applicable (vii) Registration details of the firm as Proprietary/ Partnership/Company Details [Please enclosed self-attested copies for all the above]	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>			
4	Registration Details of the Assistant Labour Commissioner (State) (Please attached a copy of registration)				
5	Name & Address of the Educational Institute or Public Sector undertaking or reputed Organisation in Bengaluru having Housekeeping Contract of Rupees two lakhs or more per month with your firm (Enclose copy of the agreement or Work orders)				
6	Year of Incorporation/ Establishment:				
7	Annual Turnover of the firm during last three financial years. Attach a copy of the certified audited statement of accounts or a certificate from firm's Chartered Accountant.	2018-19 (Rs. in lakhs)	2019-20 (Rs. in lakhs)	2020-21 (Rs. in lakhs)	
8	Attach a statement showing list of current contracts with full address of the sites, monthly billing amount and Names of the authorized person from the Organisation who is in charge of housekeeping /administration				
9	Attach a statement of the past contracts, in above referred format.				

10	Attach a statement of Managerial, Supervisory Staff/Employees of your firm, with their full names, designation, years of experience, etc. details.		
11	Attach certificates of satisfactory services provided by your firm, from the two existing organizations and one past Organisation/contract.		
12	Details of the DD/PO for the Tender document fee of Rs. 1000/-. If the document was downloaded from the website.		
13	Name and Contact details of the authorized person from your firm, with respect to this tender process.		
14	Attach a copy from the Chartered Accountant of your firm stating that your firms has no dues pending to the Central or State Government for any taxation, labour laws or other liabilities.		

I/We certify that the above statements are true and I/ we undertake to submit any other testimonials certificates whenever called for in support of our statement. As per the instructions on **page-3** of the tender document, all relevant testimonials, documents, statements, copies, etc., are attached herewith. Attach an Index/statement of documents attached with the Technical Bid.

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

Signature, Name and Stamp of the  
authorized Signatory of the firm

**ANNEXURE – II**

**SCOPE OF THE WORK AT THE NID, BENGALURU CAMPUS, BENGALURU**

1	2	3	4
Sr. No.	Short Description /Scope of Work	Time Schedule	Expected Nos. of Workers Required
<b>A.</b>	Housekeeping Personnel for the main building – Academic, Administration, Offices, Studios, Classrooms, Workshops, Library, IT labs, Design Galleries, Display Rooms, Board Rooms, & Main Gate, Internal roads, pathways. Collection of garbage and cleaning of stair cases, passages, open areas, dining area, staircase and surrounding (excluding kitchen), Gym, recreation room, etc.	Daily (7:00 a.m.to 4:00 p.m.)	08 Sweepers (Full Time)
<b>B.</b>	Cleaning and up keeping of toilets (Male and Female), water coolers, washrooms on all Floors of the Campus	Daily (7:00 a.m. to 4:00 p.m.)	04 (2 Male and 2 Female)
<b>C.</b>	<b><u>Garden and Plantation Areas:</u></b> Weeding, Sweeping the lawns and gardens, picking up of litter, fallen leaves and providing-sprinkling water in the plantations and gardens of the Campus.	Daily (8:00 a.m. to 5:00 p.m.)	03 (Male)
<b>D.</b>	<b><u>Providing Unskilled Workers:</u></b> Day to Day maintenance/shifting/ assisting electric work	Daily (8:00 a.m. to 5:00 p.m.)	02 (Male)
<b>E.</b>	<b>Secretarial Assistant/D.E.O.</b>	Daily (9.00 a.m. to 6.00 p.m.)	01 Male/ Female
<b>F.</b>	<b>Supervisor (Full time)</b>	Daily (8.00 a.m. to 5.00 p.m.)	01 Male

- All places which are frequently touched (such as door handles, benches etc.) to be wiped continuously with disinfectants such as Sodium hypochlorite.
- All the corridors shall have to be wiped continuously.
- The timings and days of work shall be subject to change depending on the exigencies of work.
- Any chocolate wrapper or waste paper/other garbage found lying at floor or at any other area, they have to be removed & cleaned immediately.
- **The nine hours shift includes one hour break for lunch break, Tea break, etc.**

All the workers deployed shall be given one day weekly off and relievers should be provided by rotational weekly off, etc. by the contractor, without additional billing to the institute.

**PROFORMA FOR BID SECURITY/EARNEST MONEY DEPOSIT DECLARATION**

(To be submitted in ORIGINAL on the letter head of the bidder / applicant duly signed by the authorised person having Power of attorney to sign / submit the tender)

1. **Name of Work:** - For providing Housekeeping & Manpower supply services at NID, Bengaluru Campus

2. **NIT No. :** - ADM\_B/01\_2022\_23

3. **Last date of submission of bid:** - 18/05/2022

Whereas, I/We .....(name of agency) has submitted bid for subject work and whereas the Earnest Money Deposit is being exempted in the aforesaid tender to give relief to the bidders as per Govt. of India OM No. F.9/4/2020-PPD, guidelines due to severe financial crunch on account of slowdown in economy due to the pandemic

I/We hereby submit following declaration in lieu of submitting Earnest Money Deposit.

1) If after the opening of tender, I/We withdraw or modify my/our bid during the period of validity of tender (including extended validity of tender) specified in the tender documents

OR

2) If, after the award of work, I/we fail to sign the contract , or to submit performance guarantee before the deadline defined in the tender documents

OR

3) If I/we furnish any incorrect or false statement / information / document

I/we shall be suspended for one year and shall not be eligible to bid for NID tenders from the date of issue of suspension order.

Signature of the Housekeeping & Manpower supply services

**PRICE BID FOR NID, BENGALURU CAMPUS**  
**Tenderers should first read the instructions, before filling up the rate(s)**

Please quote your service charge in % at column no.5 and 6 below for providing Housekeeping and Man power Services for 9.00 Hrs. duty for deploying housekeeping personnel including all statutory provisions, servicing of manual Sanipods, overheads & profit, etc. to be borne by the bidding Agency.

Sr. No.	Category	*Basic + D.A. [Not less than minimum wage] (Rs.) <b>As of 01.04.2022</b>	<b>Statutory Charges</b> EPF (Employee Provident Fund) +EPS(Employee Pension Scheme) + Admin Charges +EDLI (Employee Deposit Linked Insurance) + ESI (Employee State Insurance)	Percentage 3.67% 8.33% 0.50% <u>0.50%</u> 3.25%	Total (Per person) (Basic + D.A. + Statutory charges) (Rs.)	Nos. of Housekeeping Personnel	Total Amount (Rs.)
1	Semi-Skilled Worker	(579+155) <b>734</b>	15,000x13%/26=75.00 734x3.25% = <u>23.86</u> <b>98.86</b>		832.86	02	1665.72
2	Un-Skilled Worker	(523+140) <b>663</b>	15,000x13%/26=75.00 663x3.25% = <u>21.55</u> <b>96.55</b>		759.55	17	12912.35
3	<b>Total</b>				<b>Rs.14,578.07/- (R/o.14,578/-)</b>		
4	<b>In words</b>				<b>Rupees Fourteen Thousand Five Hundred Seventy Eight only</b>		
5	<b>Service Charges of the Housekeeping Agency</b> (in Percentage)				_____ %		
6	<b>% in Words</b>						

\*Institute will match expenses of Statutory Charges and minimum wages.

Circular No: 1/4(3)/2022-LS-II, dated 31.03.2022, Office of Chief Labour Commissioner (Central)

**N.B.**

- Bonus payment shall be made as per statutory norms by Security Agency once in a year, which shall be reimbursed by National Institute of Design (NID), on Submission of all relevant documents.
- Service Charges/Administrative Charges quoted by the bidders necessarily has to be over and above Zero percent. Further Zero percent includes all derivatives of Zero upto 0.9999 and thereof. Any services charges not adhering to the above guidelines shall be considered unresponsive and such bid shall NOT be considered for evaluation.
- As far as uniform concern, Institute will reimburse **Rs.1,000/-** per person, per year, on submission of self-certification certificate provided by Agency/ Contractor.
- GST as per prevalent rules shall be paid by NID in addition to the Contract amount.
- Other things being equal, preference will be given to the tenderers having more experience of running security contract in similar Govt./Semi Govt./PSU organizations.

**SUPPLY OF MATERIAL AND CONSUMABLES:**

All materials/consumables other related item is to be provided by the Agency have to be of reputed brands or in conformity with the specification/makes keeping in view good quality/standard.

**List of Consumables:**

Sr. No.	ITEMS NAME	Name of Brand
1.	HAND WASH	
2.	WASHROOM CLEANER -R1 / R6	
3.	BLEACHING	
4.	GLASS CLEANER - R3	
5.	PHENYL	
6.	GARBAGE BAGS	
7.	PRESSURE PUMP	
8.	TOILET BRUSH	
9.	URINAL CUBES	
10.	NEPHTHALIN BALLS	
11.	SOFT BROOM	
12.	WIPER (BIG & LONG SIZE)	
13.	WASH ROOM FRESHNERS	
14.	WET MOPS	
15.	WHITE DUSTER (10x24 size and 24x24 size)	
16.	ROOM FRESHNER - R5	
17.	SCOTCH BRITE -3 M	
18.	COCKROACH SPRAY	
19.	INSECT SPRAY	
20.	WASHING POWDER	
21.	DRY MOPS	
22.	BATHROOM WIPER	
23.	GLASS DUSTER	
24.	HARD BROOM	
25.	FLOOR CLEANER LIQUID- R2	
26.	BUCKETS -15 LTS	
27.	HAND GLOVES	
28.	MASK	
29.	TOILET PAPER ROLL	

**Note:** In case of non-availability of brand mentioned in above table, Contractor will seek written permission of the institute to use other equivalent brand which not covered in above table.