



INDIA HABITAT CENTRE

TENDER DOCUMENT

FOR

HOUSE KEEPING SERVICES
AT INDIA HABITAT CENTRE

2015

DIRECTOR OFFICE, CORE 5A, 6TH FLOOR, INDIA HABITAT
CENTRE, LODHI ROAD, NEW DELHI-110003



INDIA HABITAT CENTRE

HOUSE KEEPING SERVICES

2015

CONDITIONS OF CONTRACT

Issued to: _____

**THE DIRECTOR OFFICE
INDIA HABITAT CENTRE
CORE 5A, SIXTH FLOOR
LODHI ROAD, NEW DELHI – 110 003**

TENDER NOTICE

The Director, India Habitat Centre, Lodhi Road, New Delhi invites '**Sealed tenders**' under **tow-bids system** for housekeeping services from reputed agencies fulfilling the criteria laid down in Technical bids format at **Annexure-IX & X**. **The contract period will initially be for a period of two year extendable on satisfactory performance and mutual consent on same terms and conditions by another one year.**

The bids are to be sent in two parts – one sealed envelope super scribed as '**Technical Bids**' giving details in the format as per **Annexure-IX & X**, and second envelope super scribed as '**Financial Bid**' in the format at **Annexure-XIV & XV** The two sealed envelopes as above will be placed in another sealed envelope super scribed as '**BID FOR HOUSEKEEPING SERVICES**'. The bids shall be signed by a person duly authorized on behalf of the bidder firm and shall be sent to:-

THE DIRECTOR

INDIA HABITAT CENTRE

CORE-5A, 6TH FLOOR

LODHI ROAD, NEW DELHI 110003

Ph. No. 011-43662054, 43662001, 43662008

Bid forms along with terms & conditions can be obtained from the office of the Director , India Habitat Centre, Core 5 A, 6th floor, Lodhi Road, New Delhi on submission of a DD/pay order /cash of Rs.1000/- (Non-refundable) drawn in favor of India Habitat Centre payable at New Delhi. The tender documents can be collected on all working days between 10.00 A.M. to 5.00 P.M. from **3rd November '2014** onwards and bid documents can also be downloaded from India Habitat Centre website www.indiahabitat.org.

- 1) Date of Pre Bid meeting at the office of Director, IHC **2nd December'2014 at 3:00PM**
- 2) Last date of downloaded the Bid form from website **29th December'2014 at 3:00PM**
And sale of bids form
- 3) Last date & time for receipt of Bids forms **29th December '2014 at 3:00PM**
- 4) Date & time of opening of Technical Bids **29th December'2014 at 3:15 PM**
- 5) Date & time of opening of Financial Bids
The date and time for opening of Financial Bids will be intimated to the bidders who will qualify the technical evaluation of their bids.

The sealed bid should be sent by registered post (A.D.) or by courier or handed over personally at Core 5A, 6th Floor, IHC, Lodhi Road, New Delhi. The sealed bids received after the **29th December'2014 at 3:00PM** shall not be entertained. The Technical bids will be opened on the same date **29th December'2014 at 3:15PM M** in the presence of the representatives of the bidders present. Date of opening of financial bids of such firms which meet the prescribed prequalification criteria will be intimated.

TENDER DOCUMENT

NAME OF WORK: ANNUAL CONTRACT FOR HOUSE KEEPING SERVICES AT INDIA HABITAT CENTRE, LODHI ROAD, NEW DELHI

1. DURATION OF CONTRACT:-

The contract shall be valid initially for two year. However, the same can be extended on same terms & conditions for another one year or part thereof with written mutual consent of both the parties.

2. ELIGIBILITY CRITERIA

2.1 The bidder must have an **annual turnover of Rs. 1000 Lakhs (Rupees Ten Crores Only)** from Housekeeping services during 2011-12, 2012-13 and 2013-14. For this only audited balance sheet showing details of their annual turnover will be considered. Auditor/C.A. certificate of turnover will not be accepted.

2.2 The bidder submitting the bid should have the experience of similar works within the preceding three years in any of the Departments/Autonomous institutions/ Universities/ Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities as follows:-

- 2.2.1 One similar work costing not less than Rs. 50 lacs or
- 2.2.2 Two similar works costing not less than Rs. 30 lacs each or
- 2.2.3 Three similar works costing not less than Rs20lacs each

2.3 The Tendered should have the Registered / Branch Office in Delhi / NCR.

2.4 The agency must be registered with the following statutory authorities viz. ESI, EPF, Income Tax, Service Tax and DVAT.

Please submit copies of documentary evidence e.g. work order and corresponding satisfactory job completion certificates from clients specifying value and period of work order

3. **EARNEST MONEY DEPOSIT (BID SECURITY):** The contractor shall deposit the earnest money of Rs. 100,000/- (One Lakh) in form of DD/Pay Order of a scheduled bank in favors of India Habitat Centre, payable at New Delhi along with the tender document.

Note:

- 3.1 Tender not accompanied by Bid Security shall be out rightly rejected.
- 3.2 Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.
- 3.3 Bid security of the successful bidder shall be returned on receipt of Performance Security by the IHC and after signing the agreement.
- 3.4 Bid Security shall be forfeited if the bidder withdraws his bid during the period of Tender validity.

3.5 Bid Security shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified by the IHC

3.6 The Earnest Money Deposit (Bid Security) will remain valid for a period of forty-five days beyond the final bid validity period.

4. SUBMISSION OF TECHNICAL BID AND FINANCIAL BID:

4.1 The tender shall be submitted in sealed cover, consisting of separate Technical and Financial Bid for each work. This sealed cover shall contain Technical Bid and Financial Bid sealed in separate envelopes for each work. All the sealed envelopes shall be clearly marked with name of work and name of bidder.

4.2 Each bidder shall submit only one Tender Bid. Bids from partner in joint venture or as a member of consortium are not acceptable.

4.3 The bidder is expected to examine all instructions, Forms, Terms and Conditions in the tender document. Failure to furnish all information required by the tender document or submission of a tender not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in rejection of his bid.

4.4 The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the tender document.

4.5 The bids and all accompanying document shall be in English or in Hindi.

4.6 The completed tender document must be submitted **29TH December'2014 at 3:00PM** in the Director office of India Habitat Centre, Lodhi Road, New Delhi. Tenders received after the due date and time shall not be entertained.

5. VISIT TO INDIA HABITAT CENTRE

IHC is an institutional complex, spread over approx. NINE acre of land at Lodhi Road, New Delhi with designed of selectively shaded courtyards and open space of sand stones/tiles over concrete structure. There are five numbers of main multistoried blocks of consisting common floor lobbies, toilets, and staircases etc. which are interconnected at the top floors by bridges. There is double basement floor for parking of around 1000 cars. There are four entry/exit points in the campus, service roads and the boundary wall is complete on all sides. The bidders are therefore advised to visit the campus and acquaint themselves with the area, scope of work and operational system thoroughly. The costs of visit shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to IHC and is fully aware of the scope of work and operational conditions prior to the submission of the tender documents.

6. TENDER DOCUMENTS:-

The Tender Invitation Document has been prepared for the purpose of inviting tenders for House Keeping Services at India Habitat Centre. The Tender document comprises of:

6.1 Technical Bid:

- 6.1.1 Tender Form - Annexure-I
- 6.1.2 General Terms & Conditions; Annexure-II
- 6.1.3 Areas to be maintained pertaining to the contract; Annexure-III
- 6.1.4 Scope of Work for House Keeping Services; Annexure-IV
- 6.1.5 Minimum Manpower deployment for the House Keeping Services; Annexure - V
- 6.1.6 Types and No of min. machines to be deployed specifically for IHC; Annexure –VI
- 6.1.7 Supply , installation and maintenance of microburst dispensers with refill for sprays the perfume and feminine hygiene bin in toilets; Annexure – VII
- 6.1.8 Prequalification Bid ;Annexure – VIII
- 6.1.9 Undertaking (on a Stamp Paper of Rs. 10.00); Annexure – IX
- 6.1.10 Form of Bank Guarantee for Performance Security -X
- 6.1.11 Form of Agreement; Annexure-XI
- 6.1.12 Check - List for Technical Bid Annexure- XII

Copies of the following documents should be submitted along with the Technical Bid.

- a) Annual Turnover - Audited Balance Sheet and Audit Report of last three financial years i.e. 2010-11, 2011-12 and 2012-13.
- b) Service Tax Registration Certificate.
- c) Registration Certificate of Firm/Agency/Organization.
- d) PAN No.
- e) ESI Registration
- f) EPF Registration
- g) DVAT Registration.

6.2 Financial Bid:

- 6.2.1 Bidder shall quote separately the **monthly rates** in Indian Rupees. The tendered rates include all the liabilities of the contractor such as statutory liabilities like Minimum Wages, ESI, PF contributions, service charges, all kinds of taxes etc., cost of uniform and identity cards of personnel deployed by the contractor and all consumables, tools & plants, machines, vehicles etc. required for the smooth and satisfactory execution of the work which should be clearly stated by the contractor. The statutory deductions like income tax, work contract tax etc. (wherever applicable) shall be made from the bills of the contractor.
- 6.2.2 Conditional bids/offers will be summarily rejected.
- 6.2.3 The Financial Bid shall be completed in all respects and duly signed and stamped by an authorized and empowered representatives of the Bidder.
- 6.2.4 The Bidder shall submit his price bid/offer in Indian Rupees and payment under this contract will be made in Indian Rupees.

7. Format and Signing of Bid

- 7.1 The bidder shall submit one copy of the Tender document and addenda, if any, thereto, with each page of this document signed and stamped to confirm the acceptance of the terms and conditions of the tender by the bidder.
- 7.2 The documents comprising the bid shall be typed or written in indelible ink and all pages of the bid shall be signed by a person or persons duly authorized to sign on behalf of the bidder. All pages of the bid, where entries or amendments have been made, shall be signed by the person or persons signing the bid.
- 7.3 The bid shall contain no alterations, omissions or additions except those to comply with instruction issued by the ,or are necessary to correct errors made by the bidder, in which case such corrections shall be initialed/signed and dated by the person or persons signing the bid.

8. Submission of Bids:-

8.1 The bidder shall submit the Technical Bid for work in a separate sealed cover and the Financial Bid for work in another sealed covers duly super scribed and all these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed.

8.2 The sealed cover of Technical Bid should consist of the following documents:-

- 8.2.1 Earnest Money Deposit (Bid Security) for the Rs. 1, 00,000/-. b. Self-attested one recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, Office/Residential address and office Telephone numbers, whether the bidder is a sole proprietor/partnership firm and if partnership firm, names addresses and telephone numbers of Directors/Partners also;
- 8.2.2 Self-attested copy of PAN No. card under Income Tax Act;
- 8.2.3 Self-attested copy of Service Tax Registration Number;
- 8.2.4 Self-attested copy of Valid Registration No. of the Agency/Firm;
- 8.2.5 Self-attested copy of valid Provident Fund Registration Number;
- 8.2.6 Self-attested copy of valid ESI Registration Number;
- 8.2.7 Self-attested copy of Valid License and Number under Contract Labour Act and under any other Acts/Rules;
- 8.2.8 Proof of Average Annual turnover.
- 8.2.9 Proof of experience supported by documents from the concerned organizations;
- 8.2.10 Duly filled and signed Annexures of the General Instructions and Terms & Conditions.
- 8.2.11 Scope of Work
- 8.2.12 Areas to be maintained
- 8.2.13 Manpower deployment Chart for the House Keeping Services;
- 8.2.14 Types and No of min. machines to be deployed specifically for IHC;
- 8.2.15 Supply , installation and maintenance chart of microburst dispensers with refill for sprays the perfume and feminine hygiene bin in toilets
- 8.2.16 Prequalification Bid Chart
- 8.2.17 Undertaking
- 8.2.18 Form of Agreement
- 8.2.19 Other papers which are part of the Tender Document

8.3 The sealed cover of Financial Bid separately for work should contain only the Price bid in original duly filled in figures and words.

8.4 All the sealed covers shall be addressed to The Director, India Habitat Centre, Core-5A, 6th Floor, Lodhi Road, New Delhi-110003

8.5 The tenders shall remain valid and open for acceptance for a period of 90 days from the Last date of submission of tender.

9. Late and Delayed Tenders:-

9.1 Bids must be received in the IHC at the address specified above not later than the date and time stipulated in the NIT. The IHC may, at its discretion, extend the deadline for submission of bids. Any bid received by the IHC after the deadline for submission of bids, as stipulated above, shall not be considered. No tender by fax will be entertained.

10. Bid Opening and Evaluation:-

10.1 The authorized representatives of the IHC will open the Technical Bids in the presence of the Bidders or their representatives who choose to attend at the appointed place and time.

10.2 The bid of any bidder who has not complied with one or more of the conditions will be summarily rejected.

10.3 Conditional bids will also be summarily rejected.

10.4 Financial bids of only the technically qualified bidders will be opened for evaluation.

11. The Financial Bid not conforming to the DC Rates (Labor wages) for Delhi and other statutory obligations like EPF, ESI, Bonus, Leave compensation, Relieving Charges etc. are liable to be rejected.

12. Right to accept any Bid and to reject any or all Bids:-

12.1 The IHC is not bound to accept the lowest or any other bid and may reject any or all the bids without assigning any reason.

12.2 The IHC may terminate the contract if it is found that the agency is black listed on previous occasions by any of the Govt. Deptt./Institutions/Local Bodies/Municipalities/Public Sector Undertakings, etc.

12.3 The IHC may reject the Bid in the event that the Bid is accepted but the successful bidder fails to furnish the Performance Security or fails to execute the contract agreement.

13. Award of Contract:-

13.1. The IHC, will award the contract to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.

13.2. The IHC will communicate the successful bidder that his bid has been accepted. This letter (hereinafter and in the condition of contract called the "Letter of Offer") shall prescribe the amount which IHC will pay to the contractor in consideration of the execution of work/services by the contractor as prescribed in the contract.

13.3. The successful bidder will be required to execute a contract agreement within a period of 15 days from the date of issue of Letter of Offer.

13.4. **SECURITY DEPOSITS**

The successful bidder shall be required to furnish a Performance Security within 10 days of receipt of "Letter of Offer" for an amount of Rs 3.0 Lac (Three Lac Only) in the form of an Account Payee DD from a scheduled bank in favor of India Habitat Centre, payable at New Delhi or a Bank Guarantee valid for a period of twenty – six months from the date of award of the contract. (The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations.) The Security Deposit will be forfeited in case the contractor fails to meet its obligation under the contract. The bank guarantee must provide appropriate provisions for the same.

13.5. The successful bidder may be assigned additional area of the IHC for the purpose of providing House Keeping Services on the rates and terms and conditions approved and finalized in response to this tender notice.

13.6. The offer shall be kept open for acceptance for three months from the date the submission of documents. In case, the agency withdraws his offer or modifies it without the prior consent of IHC, the earnest money deposit shall be liable to be forfeited, at the sole discretion of the Director, IHC.

13.7. The office of the director reserves the right to verify any/all the documents submitted by you.

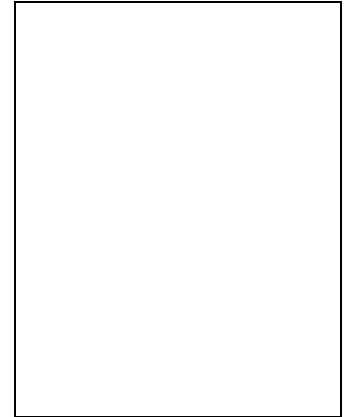
13.7. IHC reserves the right to award the contract to one agency for all the jobs or to different agencies to execute different jobs.

13.8. The bidder shall mention, in the prescribed Performa, the number of the personnel he proposes to deploy on day to day basis, including holidays, for the smooth execution of the work. Besides this, the bidder shall mention the list of major tools, plants and other equipments that he proposes to use in smooth execution of work.

**Signature
of the Bidder with seal**

**TENDER FORM FOR HOUSE KEEPING SERVICES AT INDIA HABITAT CENTRE,
LODHI ROAD, NEW DELHI**

1. Due date for submission of Tender:



2. Opening time and date of Technical Bid
3. Names, address of firm / Agency and Telephone numbers
4. Registration No. of the Firm
5. Name, Designation, Address and Telephone No. of Authorized person of Firm / Agency to deal with.
6. Copy of PAN Card issued by Income Tax and copy of previous three Financial Year's Income Tax Return
7. Copy of PAN Card issued by Income Tax and copy of previous three Financial Year's Income Tax Return
8. Provident Fund Account No.
9. ESIC Number
10. License number under Contract Labour (R &A) Act, if any
11. Details of Bid Security deposited:
- (a) Amount: Rs.
(Rupees in words also)
- (b) DD No.
In favor of

- (c) Date of Issue:
- (d) Name of issuing authority

12. Details of Tender cost, if downloaded from the website.

13. Details of ISO Certification:

14. Any other information, if any:

15. Declaration by the bidder

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ ourselves abide by them.

(Signature of Bidder)
Name and Address
(with seal)

GENERAL TERMS & CONDITIONS:

- a. Report of all the staff deployed at IHC shall be given to DGM- Services, every day.
- b. The machines deployed shall be in good working condition and a logbook shall be maintained to keep proper records for their performance. Logbook of machines shall be kept ready for reference with your manager/site in charge.
- c. All the staff shall wear proper uniforms as per the weather (pants/shirt/sweater/shoes for gents and suitable uniform for ladies) and shall be wearing ID card, while on duty.
No manpower other than those on duty shall be allowed to stay in the premises. The ID card shall only to be used as attendance purpose.
- d. All the staff shall need to punch their attendance at the Time Office near service gate no 2.No manpower other than those on duty shall be allowed to stay in the premises.
- e. The agency would indicate the minimum qualifications and experience of each category of the personnel, which would be deployed by him/them.
- f. The contract can be terminated with one-month notice, if during the tenure of the contract the performance is not found to be satisfactory and in this regard the decision of the Director IHC will be final and binding on both parties.
- g. The staff deployed for the purpose of IHC shall be exclusively for IHC. Duplicacy of staff with any of the existing Institutions at IHC will not be allowed to work.
- h. The persons deployed by the agency should be properly trained, have requisite experience and skills for carrying out a wide variety of housekeeping work using appropriate materials and tools/equipments.
- i. The agency should ensure the Health and safety measures of the employees.
- j. The agency will be responsible for supply / installation / refilling / maintenance of all such items/ equipments used in wash rooms and other areas for housekeeping purposes. The agency shall put up a duty chart in each and every toilet indicating the name of housekeeping worker on duty, his/her working hours and signature of the worker.
- k. The agency must employ adult and skilled labour only. Employment of child labour will lead to the termination of the contract. The Contractor shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. The Contractor shall be fully responsible for the conduct of his staff
- l. They shall need to punch their attendance at the Time Office – Gate No-2.
- m. The agency shall provide, for security reasons, the following details of the staff, proposed to be deployed viz. Total no. of staff proposed to be deployed, their name, age, residential address and category for the proper identification along with recent passport size photograph. The bidder must ensure the police verification of proposed deployment of staffs in IHC.

- n. TDS and other taxes as applicable will be deducted from each bill. The documents as per the prevailing laws shall be submitted in time like Sale tax, work contract tax, PF, ESI etc.
- o. You are requested not to use the stores given to you, for the purposes other than the materials required for IHC. If any other material is found to be stored in the premises, the same shall be confiscated and will become property of IHC. You are, therefore, requested to maintain proper records for the materials lying in the stores (to be used exclusively for IHC) including the logbook for the machines being used. This information shall always be handy and will be shown to the DGM- Services as and when called for.
- p. The office of the Director, IHC, will have the unhindered access to the store and any other documents maintained by the contractor, which pertains to IHC.
- q. The officers of the IHC will have a right to ask the disbursement of the salary in their presence as per minimum wages act. The salary should be paid to the workers through bank only.
- r. Failure by the contractor to comply with any statutory requirement will attract disqualification and termination of contract by IHC.
- s. You are requested to ensure that manpower deployed is engaged in the performing the specific duties assigned to them by the manager on duty. If any employee of yours is found to be engaged in any other duty than assigned, he/she will be treated as ABSENT from the duty and the deduction will be made as per the work order.
- t. The IHC will provide a store free of cost and also an intercom connection with instrument. The intercom facility will be free of cost. No zero facility for local call or STD facility will be provided.
- u. No facility of the office of Director, at IHC will be made available to the concerned agency without approval of the concerned officer.
- v. The material so collected from core and common areas of the Centre and dispose off outside the campus, on day to day basis may be screened or scrutinized by the security agency of the Centre.
- w. The IHC shall be supplied the all the required Garbage Bags to collecting the garbage from the core and common areas of the center. The supply of garbage bags is not in the scope of the agency.
- x. **Waste disposal management:**
The bidder will ensure collection, mechanized screening / segregation of dry and wet garbage in the earmarked area. The bidder can be engaged the scrap agency for this. The bidder will also ensure segregation of bio degradable and non-bio degradable garbage. The bidder will arrange for disposal of garbage at such a place as may be permissible by Delhi/New Delhi Municipal Corporation. The work should be carried out in an ecofriendly manner. The bidder will also ensure that the garbage collection / disposal work does not adversely affect the surroundings or

personnel deputed for the work. Finally, the responsibility of the complete waste disposal will be the bidder only.

- y. All the complaints shall be routed through the Central Control room, which is manned on a 24-hour basis. Even if the contractor receives the complaint directly, the same may be forwarded to the control room for necessary follow up and action. The contractor shall follow the call logging and rectification procedures, which are in force from time to time.
- z. All the formats, Checklist, required for regular monitoring (to be put up in all the toilets) shall be furnished by you, including the supply of them as per the designed frequency. The format of that shall be submitted along with the tender.
- aa. The successful bidder will provide the sample of the specified consumables.
- bb. The agency shall provide the monthly report of cleaning schedule of housekeeping service. The format of that shall be submitted along with the tender.
- cc. The Officer in Charge /Finance Executive of IHC may cross check the deployment of staff at IHC at any time. The contractor shall ensure the availability of agreed staff as per the work order, once the contract is awarded.
- dd. Biometric fingerprint machine system will be installed at Gate 2A. All the agreed man power will be used finger impression for entry and leaving the premises. No Identity card will be issued for entry purpose. The agency shall provide to each of his employee an identification card which shall have his photograph verified by agency, his name, place of work and name of contractor
- ee. The premises will be handed over on AS IS WHERE BASIS IS. The bidders are requested to understand all the conditions of the site. It will be understood that the bidders are well aware of all the constraints/condition of the site. In case of dispute, the decision of the Director, IHC, shall be final & binding on you.
- ff. Security staff shall be at liberty to exercise check on any of the workers, supervisors while entering, search them in the premises during the work and while leaving the premises.
- gg. The agency has to follow the model code of conduct for all their employees deputed in the center. The model code of conduct for employees of the agencies are
 - i. The Centre is a No-smoking area. Please instruct all your employees to desist away from smoking with in the Centre including the House Keeping Store. In case any employee is found smoking within the premises; the agency will be fined Rs. 1000.00 per incident.
 - ii. The entry to the House Keeping Store is restricted only to the authorized employees of the agencies. Please ensure that no other person enters the store without the permission of India Habitat Centre. Any violation will attract a penalty of Rs. 1000.00 per incident.
 - iii. Sleeping during duty hours is strictly prohibited. In case any employee is found sleeping during duty hours, the

agency will be fined Rs. 1000.00 per incident. In addition, the employee will be marked as absent for duty during that shift.

- iv. Consumption of alcohol within the premises and/or carrying out the duties under the influence of alcohol is strictly prohibited. Any violation will attract a penalty of Rs. 1000.00 per incident.
- v. Any new deployment of manpower in the Centre by the agencies has to be intimated/ approved by IHC in advance. They will be exempt from carrying identity card for a period of 7 days and from wearing uniform for a period of 15 days from the deployment date. However, they will carry an authorization letter issued by the agency during their movement within the Centre.
- vi. In case any of your employees is found without identity card and uniform during duty hours, you will be fined Rs. 500.00 per incident. Exemption for new deployment will be applicable as above

AREAS TO BE MAINTAINED PERTAINING TO THE CONTRACT WILL BE AS UNDER
(PART - A)

- A)** All core toilets i/c core – 4A & 6A LGF , Core -5A Gr Fl, VAG, Libraries- -Capart& TERI- 2nd& 3rd floor south block, 5A3 lift -AMC staff toilets, driver's toilet – P1, labor toilet – cooling tower.
- B)** All - Core Lobby, Lifts & Main Stair Case
- C)** All – AHU, Fan Room & Machine Room, Centrifugal Exhaust Fan Rooms – P2, AHU- 2ND& 3RD Floor Library – South Block
- D)** All - Back Landing (Fire Stair Case)
- E)** All Core Terrace including Area in front of Allottees' Office
- F)** Director office ,IHC , Core- 5A , 6th Floor
- G)** HLRC, Library Extension and attached terrace.
- H)** Visual Art Gallery – lobby, hall, office
- I)** Palm court – gallery and hall
- J)** Experimental Art Gallery
- K)** Habitat Learning Centre and IHC Information Centre
- L)** Fire & Security Control Room, Exchange Room, MTNL Room
- M)** Driver's Communication Room
- N)** Common Passage at 6A –1ST Floor - COA & DUAC/2ND Floor- CBRI & CST NAM CENTRE / 3RD Floor - AIBTMF & NID & 5A-1ST Floor- DPG, UPENN & MAC ARTHUR
- O)** Basement – P1& P2 – All Car & Scooter Parking, Services Area –P2 - A/C Plant, Water Treatment Plant, Sub Station, Fire Room
- P)** P1- DESU Sub Station & Sub Store
- Q)** Allottee's store –P2 – corridor and external wall surface
- R)** Institutional Gym at P2 Level
- S)** All water bodies
- T)** Cooling tower and diesel tank area
- U)** Egg shape drive way and lawn
- V)** Service road – east road – gate no.-1 to 3A and back side of Core 5A
- W)** All gates area and Guards Cabin at gates
- X)** All courtyards
- Y)** Central store – P2
- Z)** Sump Pump in basements
- AA)** Glasses up-to twelve feet (12') height from the ground floor
- BB)** ALL Open drains inside and outside the entire complex.
- CC)** Any other area within IHC complex other than hospitality internal areas

Areas to be NOT COVERED

South block – facility area (area earmarked for OWH)

- Hub area- beyond the steps for auditorium terrace
- Toilets-Eatopia-P1

USEFUL DATAS**(PART - B)**

NOS OF TOILETS	-	102
GENTS TOILET	-	52
LADIES TOILET	-	50

SL	ITEMS	QUANTITY	
1	WC POT	205	
2	WASH BASIN BOWL	205	
3	URINAL POT	120	

NORTH BLOCK –COVERED AND OPEN AREA

SL	IDENTIFIED AREA	AREA (IN SQMT)
A	COVERED AREA	
1	CORE TOILETS	1000
2	LOBBIES IN CORES	2000
3	MAIN STAIRCASE & BACK LANDING (FIRE S/CASE)	2000
4	COMMON AREAS – INFORMATION CENTER, CONTROL ROOM- TELEPHONE EXCHANGE, CCTV ROOM, FIRE CONTROL ROOM, DOCTOR ROOM, DRIVER'S COMMUNICATION ROOM	250
5	GALLERIES- VISUAL ART, EXPERIMENTAL ART AND PALM COURT – OPEN AND CONFERENCE ROOM	650
6	LIBRARY- HLRC AND LOUNGE	700
7	LEARNING CENTRE-HLC	150
8	INSTITUTIONAL GYM	200
9	IHC OFFICE	700
B	OTHER COVERED AREA	
1	AHU & ELECTRICAL ROOMS	1000
2	BASEMENTS- ALL CAR & SCOOTER PARKING	2500
3	UTILITY AREA – ALL SERVICE PLANTS AND CENTRAL STORE I/C PASSAGE AND EXTERNAL WALL SURFACE OF ALL INSTITUTIONAL'S STORES	500
C	OPEN SPACES	
1	COURTYARDS- WEST, CENTRAL AND EAST i/c PLAZA STEPS, AMPHI THEATER	3000
2	BACK SURFACE AREA- TERI AND HUDCO	1000
3	ROADS-GATE NO-1 TO 3A i/c SURFACE PARKING AREA, SERVICE ROAD –BACK SIDE-5A, FIRE TENDER ROAD- BACK SIDE-6A AND EGG SHAPE DRIVE WAY	1800
D	OTHER OPEN SPACES	
1	ALL GATES AREA AND GUARD CABINS	300
2	ALL WATER BODIES	150
3	COOLING TOWER AND DIESAL TANK AREA	500

Note: The area and its quantity, specified above are the key areas only and quantity may be varied, bidder shall be maintained the areas under the contract of Annexure-III – Part-A.

SCOPE OF WORK:

The aim and objective is to provide a high level of a clean, hygienic and presentable look to the entire area.

1. The execution of cleaning and housekeeping shall be undertaken through uniformed and trained personnel with mechanized equipments.
2. The cleaning and housekeeping works are to be carried out as per highest standards/norms and in such manner that entire premise is always kept neat and clean and is ready for usage positively by 09.00 am daily.
3. Cleaning, sweeping, moping and wiping of floors, staircase on daily basis. Cleaning activity shall start in the morning at 7.00 AM so as to complete all the dusting/ cleaning/ moping work before 9.00 AM.
4. Continuous moping to be done at core lobbies floor, toilet floors and other floors during office hours (9:30 AM to 6.00PM)
5. Thorough cleaning of all toilets using required cleaning materials, putting toilet paper rolls and air purifiers (odonil) in WC, naphthalene balls in floor trap and washbasins and urinal cubes in all urinals etc.
6. All core lobbies, floors and toilets should be ready with complete cleaning and toiletries before 9:00 AM.
7. Cleaning and dusting of entire furniture, partitions, wooden cabin walls, railings, doors, windows venetian blinds, racks, sofas, computers, telephones, curtains, exposed ducting, electrical fixtures and fittings, a/c grills, wall mounted fans etc. with dry/wet cloth, feather brush and duster.
8. The Director office, Information Centre, Habitat Learning Resources Center, HLRC Lounge & Terrace, Habitat Learning Centre, Visual art Gallery, Experimental Art Gallery, Doctor's Room, Control Room and Institutional Gym.
9. The above areas of Sl.6 should be ready before 9:00 AM
10. Cleaning and sweeping of open area – courtyards, adjoins buildings, roads, all entry gates, including roof tops etc.
11. All gates, courtyards and roads should be ready before 9:00 AM
12. Removal of garbage from the office building and its premises.

JOBS TO BE CARRIED OUT DAILY

- General cleaning of the office rooms, board rooms, computer room, foyer cum exhibition, reception corridors, lifts, stores, filing cabinets, pantry area, stairs, water cooler areas and toilets.
- Removal of waste papers, packing materials and any other rubbish/garbage from the entire premises i/c the stair cases and lifts area.
- Wet mopping of non-carpet area including all floor lobbies, passages, staircase, lift, common offices, galleries, control rooms and other common area with disinfectant cleaner (phenyl/cleanzo etc).
- Cleaning of frames, panels, railings and cabins partition with Colin etc.
- Stain removing of entire surfaces i/c stairs etc. and stain removing of furniture and equipment.
- Air-refresher spray in IHC office, information center, VAG, EAG, HLC, HLRC, Control room, Computer room, driver's common room, open and conference palm court and lifts twice in a day and also on requirement basis.
- Restocking of toiletries in toilets after intensive daily checking in the morning and at intervals of 2-hours thereafter harpic cleaning and scrubbing of toilets floors and dado tiles WCs, urinals pans, looking mirror and wash basins etc.
- Cleaning of dust bin and door mats
- Cleaning and dusting of planters, painting posters and notice board etc.
- Removal of bird droppings and other dusts etc. as and when required.
- Distribution of the big size garbage bags, (to be supplied by IHC), collecting the garbage from the Core and common areas of the Centre and dispose off outside the campus, on day to day basis.
- Providing the small size garbage bags in all core toilets and IHC office, information center, VAG, EAG, HLC, HLRC, Control room, driver's common room, open and conference palm court and collecting the garbage from the same and dispose off outside the campus, on day to day basis.

JOBS TO BE CARRIED OUT WEEKLY

- Thorough cleaning/washing of the entire floor area including toilets by using specified material and scrubbing of the entire premises.
- Dusting of walls, roofs from top downwards.
- Vacuum cleaning of all upholstered furniture and carpets
- Window, sponging, dustbins etc. and cleaning dusting of venation blinds.
- General cleaning and dusting of panels, posters and paintings etc.

- Cobwebs shall be removed as and when they appear.

JOBS TO BE CARRIED OUT FORTNIGHTLY

- Wet cleaning of Carpet (Carpet Shampoo) in IHC Library
- Wet/ Dry-cleaning of venation blinds/ curtains

JOBS TO BE CARRIED OUT MONTHLY

- Wet(shampoo) cleaning of upholstery of sofas, chairs and carpet in above mentioned area
- Scrubbing, Polishing and buffing of floors by scrubbing machines, cleaning of sanitary/water supply fixtures, wall tiles etc.
- Change of refills for microburst dispenser including service as per the scheduled.
- Change of liners, placement of disinfectants/enzymes and sanitizing of the bins including service as per the scheduled.

MINIMUM MAN POWER DEPLOYMENT FOR THE HOUSEKEEPING SERVICES

The Manpower specified above is the bare minimum, to cover the areas and scope of work, as mentioned below, to ensure good services. However the agency will be, at their liberty, to increase the manpower, as per their own assessment, without any financial burden to IHC. Under no circumstances, the reduction in manpower deployment will be accepted. The manpower deployed will be evaluated on day-to-day basis only.

Minimum Man Power deployment for the House Keeping Services in IHC as category wise with qualification and experience

- 1) One Manager- 01 –Graduate with minimum 05 years’ experience in the Manager capacity in the similar field. He shall be deployed at the premises, during day time, Six days a week.

- 2) Four Supervisors: Minimum 12th Pass and having experience of minimum of 03 years in the similar field.
 Out of 04 supervisors, 02 male Supervisors will be deployed in day time and 01 male Supervisor shall be deployed in night at IHC. They will be deployed every day regardless of Sunday /holidays. 01 lady supervisor shall be deployed during daytime only, Six days a week.

Sl	Shift	Timing	Manager	Sup.	H/Boys	H/Lady	
1	A	7 AM TO 4 PM	1	1	15		
2	G -I	8 AM TO 5 PM		1		6	
3	G -II	9 AM TO 6 PM		1	7		
4	B	2 AM TO 10 PM			2		
5	C	11 PM TO 7 AM		1	7		
		TOTAL	1	4	31	6	42

THE MINIMUM DEPLOYMENTS ARE NECESSARY IN THE FOLLOWING LOCATION (INCLUDE IN ABOVE NUMBER)

Sl	Location	Supervisor	H/Boys	H/Lady
1	IHC – 5A – 6 th Floor		1	
2	For VAG		1	
3	HLC		1	
4	HLRC		2	

WEEKLY OFF

SL	SUNDAY	H/LADY	LADY SUPERVISOR	MANAGER

MINIMUM MANPOWER TO BE DEPLOYED ON NATIONAL HOLIDAYS, DIWALI AND HOLI.

SL	SHIFT	HOUSE BOY	SUPERVISOR
1	ALL	18	2

ALTERNATE MANPOWER AND SHIFT PLAN BY THE AGENCY- AFTER THEIR OWN SURVEY AND ASSESSMENT OF THE AREA AND SCOPE OF THE WORK

Sl	Shift	Timing	Sup. (Male)	Sup (Ladies)	H/Boys	H/Lady
1						
2						
3						
4						
5						

ANNEXURE –VI

(Page – 22)

1. TYPES AND NO.OF MINIMUM MACHINES TO BE DEPLOYED SPECIFICALLY FOR IHC.

- | | |
|---|--|
| 1) Hi-Pressure Washing Machine (Cold) -01 | 2) Manual Sweeper -02 |
| 3) Vacuum Cleaner -01 | 4) Scrubbing Machine – 04 |
| 5) Ettorrie(Telescopic Rod) -01 | 6) Carpet Shampooing Machine (As and when the shampooing machine is required in the stipulated period for using) |

The agency shall have to install more machine at IHC, as may be required the under taken the scope of work. The tools & plants and machinery deployed shall be as per the best practice in the trade and also keeping the view of area and scope of work at IHC.

2. LIST OF CONSUMABLES TO BE ARRANGED BY THE AGENCY AS PART OF THE CONTRACT

Sl	Consumables /Product	Brand
1	Liquid Hand Soap	Fem/Homocol
2	China ware cleaner	Harpic / R-9 (Taski)/Dabur
3	Toilet Paper Roll	Wintex / Premium
4	Floor Cleaner	Godrej/3M/ Chevron
5	Urinal Cube	Odofree/odoclean
6	Toilet Deodorant (Odonil Sticks/Cakes)	Odonil (Balasara)
7	Naphthalene Ball	Shakti/sunrise
8	Glass& Mirror Cleaner	R-3 (Taski) /Colin
9	Room Freshener	Odonil / Haze

Aspire to only use eco-friendly consumables that are not harmful to the environment.

The samples for the consumables shall be approved by the IHC well in advance. The bidder shall also mention the quality or brand of the material, they intend to use, as part of their offer.

ANNEXURE –VII
(Page-23)

1). SUPPLY, INSTALLATION AND MAINTENANCE OF MICROBURST DISPENSERS WITH REFILL FOR SPRAYS THE PERFUME IN THE TOILETS.

1. The maximum number of dispensers will be 94 NOS (Ninety Four Numbers) only. The dispenser units shall be installed free of cost by the bidder. Only the cost of the consumable will be paid for by IHC, and the same shall be replaced on monthly basis /or its expiry.
2. The dispenser shall be installed at the location specified by IHC. It shall be ensured that NO damage is caused to the existing finish of the toilets.
3. The dispenser units shall be maintained in good working condition by your office, at all the times. Defective, broken or non-functional units shall be replaced within the same day.
4. IHC shall in no way be responsible for the safeguard of the dispenser units.

2) SUPPLY, INSTALLATION AND MAINTENANCE OF FEMININE HYGIENE BIN

- 1 The maximum number of feminine hygiene bin will be 43 NOS (Forty Three Numbers).
- 2 The feminine sanitary bins shall be provided free of cost by the bidder.
- 3 Only the charges of periodically maintenance service of feminine hygiene bin - Monthly basis - Replacement of liners, placement of disinfectants/enzymes and sanitizing of the bins will be paid by IHC.
- 4 Placement posters, educational material in washroom.
- 5 The units shall be maintained in good hygiene condition by your office, at all the times. Defective, Polluted, broken or non-functional units shall be replaced within the same day.
- 6 IHC shall in no way be responsible for the safeguard of the bin units.

HOUSEKEEPING SERVICES – PREQUALIFICATION BID

1. THE COMPANY

a) Name _____

b) Regd. Address _____

c) Address of Office at Delhi/NCR _____

d) Contact Person's

i) Name & Design. _____

ii) Tel No. Landline _____ Mobile _____

iii) Email ID _____

2. Type of Firm : Private Ltd, /Public Ltd.,/Cooperative/NGO/PSU
(Please tick and enclose copy of Memorandum/Articles of Association/
Certificate of Incorporation)

3. PAN No. : _____
(Please enclose self-attested photocopy)

4. TIN No. : _____
(Please enclose self-attested photocopy)

5. Service Tax Regn. No.: _____
(Please enclose self- attested photocopy)

6. EPF Registration No. _____
(Please enclose self-attested photocopy)

7. ESI Registration No. _____
(Please enclose self- attested photocopy)

8. Annual Turnover for the last 3 years:
(Should not be less than Rs1000.00 lakh)

2013-14 _____
2012-13 _____
2011-12 _____

(Please enclose copies of attested audited balance sheet and P&L A/c)
_____ enclosed (please specify)

9. Experience of similar work in the field during the last three years

(Should have provided housekeeping services in reputed organizations including at least one Reputed Corporate Companies /Institutions/PSU/Govt. Deptt with work order not less than (i) Rs.50 lakh in a single order; or (ii) Rs.30 lakh each in two orders; or (iii) Rs. 20 each in three orders)

- a) Please submit copies of documentary evidence e.g. work order and corresponding satisfactory job completion certificates from clients specifying value and period of work order

_____enclosed (please specify)

10. Earnest Money Details :

D.D. No. _____ **Date** _____
Amount - Rs.100000/-
Drawn on _____

Signatures of authorized signatory

Name _____
Designation _____

Seal:

(ON A STAMP PAPER of Rs.10/-)

UNDERTAKING

To

(Designation and Name of the concerned Department)

Name of the firm/Agency_____

Name of the tender_____ Due date:_____

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.

(Signature of the Bidder)

Name and Address of the Bidder.
Telephone No

FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY

(To be stamped in accordance with Stamps Act of India)

- A. THIS DEED of Guarantee made this day of _____ between _____ (Name of the Bank) (hereinafter called the "Bank") of the one part and _____ INDIA HABITAT CENTRE (hereinafter called the INDIA HABITAT CENTRE) of the other part.
- B. WHEREAS _____ (INDIA HABITAT CENTRE) has awarded the contract for _____ for Rs. _____ (Rupees in figures and words) (hereinafter called the "contract") to M/s _____ (Name of the contractor) (hereinafter called the "contractor").
- C. AND WHEREAS THE Contractor is bound by the said Contract to submit to the INDIA HABITAT CENTRE a performance Security for a total amount of Rs. _____ (Amount in figures and words).
- D. NOW WE the Undersigned _____ (Name of the Bank) being fully authorized to sign and to incur obligations for and on behalf of and in the name of _____ (Full name of Bank), hereby declare that the said Bank will guarantee the INDIA HABITAT CENTRE the full amount of Rs. _____ (Amount in figures and words) as stated above.
- E. After the Contractor has signed the aforementioned contract with the INDIA HABITAT CENTRE, the Bank is engaged to pay the INDIA HABITAT CENTRE, any amount up to and inclusive of the aforementioned full amount up on written order from the INDIA HABITAT CENTRE to indemnify the INDIA HABITAT CENTRE for any liability of damage resulting from any defects or shortcomings of the Contractor or the debts he may have incurred to any parties involved in the Works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The Bank will deliver the money required by the INDIA HABITAT CENTRE immediately on demand without delay without reference to the Contractor and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings or debts of the Contractor. The Bank shall pay to the INDIA HABITAT CENTRE any money so demanded notwithstanding any dispute/disputes raised by the Contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator(s) relating thereto and the liability under this guarantee shall be absolute and unequivocal.
- F. THIS GUARANTEE is valid for a period of _____ months from the date of signing. (The initial period for which this Guarantee will be valid must be for at least six months longer than the anticipated expiry date of the Contract period).
- G. At any time during the period in which this Guarantee is still valid, if the INDIA HABITAT CENTRE agrees to grant a time of extension to the contractor or if the contractor fails to

complete the works with in the time of completion as stated in the contract, or fails to discharge himself of the liability or damages or debts as stated under para-5 above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by the INDIA HABITAT CENTRE and at the cost of the contractor.

- H. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the contractor.
- I. The neglect or forbearance of the India Habitat Centre in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the India Habitat Centre for the payment hereof shall in no way relieve the Bank of their liability this deed.
- J. The expression “ The India Habitat Centre “, “the Bank” and “the Contractor” hereinbefore used shall include their respective successors and assigns.

IN WITNESS whereof I/We of the bank have signed and sealed this guarantee on the _____ day of _____ (Month) _____ (year) being herewith duly authorized.

For and on behalf of
the _____ Bank.

Signature of authorized Bank official

Name _____
Designation _____
I.D. No. _____
Stamp/Seal of the Bank.

Signed, sealed and delivered for and on behalf of the Bank by the above named _____
in the presence of:

Witness-1.
Signature _____

Name _____

Address _____

Witness-2.
Signature _____

Name _____

Address _____

FORM OF AGREEMENT

THIS AGREEMENT is made on the ___ day _____ (Month) _____ (Year) Between the Director Office , India Habitat Centre, the hereinafter called "Employer ", which expression shall, unless excluded by or repugnant to the context, be deemed to include its successor in office and assigns of the one part AND _____ (Name and address of the contractor) through Shri _____, the authorized representative (hereinafter called "the contractor") (which expression shall, unless excluded by or repugnant to the context, be deemed to include its/their heirs, successors, executors, administrators, representatives and assigns) of the other part. Under which the contractor shall provide uniformed and trained personnel and will use its best endeavors to provide _____ Services to the India Habitat Centre for providing a neat and clean environment to the India Habitat Centre.

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 Terms and Conditions of contract hereinafter referred to.

2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:

- a. Letter of acceptance of award of contract;
- b. Terms and Conditions;
- c. Notice inviting Tender;
- d. Bill of Quantities;
- e. Scope of work;
- f. Addendums, if any;
- g. Complete Tender Document submitted by the contractor and any other document forming part of the contract

3. In consideration of the payments to be made by the India Habitat Centre to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the employer to execute the _____ w.e.f _____ as per the provisions of this agreement and the tender documents.

4. The India Habitat Centre hereby covenants to pay the contractor in consideration of the execution and completion of the works/services as per the provisions of this Agreement and the tender documents, the contract price of Rs. _____
(_____ Rupees in words).

5. Being the sum stated in the letter of acceptance subject to such additions thereto or deductions there from as may be made under the provisions of the contract at the times in manner prescribed by the contract.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written.

For and on behalf of the Contractor

For and on behalf of the Director, India Habitat Centre

Signature of the authorized official

Signature of the authorized official

Name of the official

Name of the officer

Stamp/Seal of the Contractor

Stamp/Seal of the Employer

By the said

By the said

_____ Name

_____ Name

on behalf of the Contractor in the presence of:

on behalf of the Director , India Habitat Centre in the presence of:

Witness _____

Witness _____

Name _____

Name _____

Address _____

Address _____

Telephone No: _____

Telephone No: _____

CHECK-LIST FOR TECHNICAL BID

SL	DOCUMENTS ASKED FOR	PAGE NO AT WHICH DOCUMENT IS PLACED
1	Earned Money Deposit (Bid Security) of Rs _____ of DD/Pay Order No _____ dated _____	
2	One Self-attested recent passport size photograph(s) of the authorized person(s) of the bidder , with name , designation, address and telephone numbers	
3	Undertaking on a Stamp paper of Rs 10/- as per the given format	
4	Self-attested copy of PAN card along with the copy of income tax return of the last financial year	
5	Self-attested copy of Service Tax Resignation Number	
6	Self-attested copy of Registration Number of the firm/ agency	
7	Self-attested copy of valid EPF Registration Number	
8	Self-attested copy of valid ESI Registration Number	
9	Self-attested copy of valid License No. under Contract Labour (R&A) Act-1970	
10	Proof of satisfactorily execution of similar works as specified in the Eligibility Criteria	
11	Self-attested copy of Annual Income Tax Returns of previous three years supported by audited balance sheet	
12	Performa for Manpower Deployment plan for House Keeping Service and Control Room Management Service	
13	Performa for Deployment of Major Equipment, Tools and Plants proposed to be put in use.	

Signature of the Bidder
with seal

FINANCIAL BID: DOCUMENT -A
(To be put in separate sealed envelope)
House Keeping Services at India Habitat Centre

COST ANALYSIS – MANPOWER TO BE DEPLOYED FOR THE HOUSE KEEPING SERVICES						
RATES TO BE QUOTED BY BIDDER IN DOCUMENT – ‘B ‘ MUST BE AS PER THIS COST ANALYSIS						
SL	Description	Manager	Supervisor Male	Supervisor Female	House keepers Male	House keepers Female
1	BASIC WAGES PER PERSON					
2	EPF – 13.61% OF BASIC					
3	ESIC – 4.75% OF BASIC					
4	BONUS – 8.33 % OF BASIC					
5	LEAVE COMPENSATION- 10.41% OF BASIC					
6	RELIEVING CHARGES-16.67% OF BASIC					
7	UNIFORM					
A	<u>SUB TOTAL COST- PER HEAD</u>					
1	SERVICE CHARGES					
2	ANY OTHER CHARGES (IF ANY)PLEASE SPECIFY					
B	TOTAL 08 HRS – 30 DAYS					

NOTE – SERVICE TAX SHALL BE CHARGED EXTRA AS APPLICABLE

--- THIS PAGE MAY BE TREATED AS CANCELLED---

COST ANALYSIS – MANPOWER TO BE DEPLOYED FOR THE TECHNICAL SUPPORT SERVICE					
RATES TO BE QUOTED BY BIDDER IN DOCUMENT – ‘B ‘ MUST BE AS PER THIS COST ANALYSIS					
SL	DESCRIPTION	SKILLED TECHNICIAN (MASON)	CARPENTER	HELPER- MULTI SKILLED	
1	Basic Wages per person				
2	EPF				
3	ESIC				
4	BONUS				
5	UNIFORM				
6	SUB TOTAL				
7	WEEKLY OFF/NATIONAL HOLIDAYS/OTHER HOLIDAYS				
8	TOTAL COST PER HEAD				
9	SERVICE CHARGES				
10	Any other charges (if any)Please specify				
11	TOTAL- 08 HRS – 6 DAYS				

NOTE – SERVICE TAX SHALL BE CHARGED EXTRA AS APPLICABLE

FINANCIAL BID: DOCUMENT -B
(To be put in separate sealed envelope)

HOUSE KEEPING SERVICES AT INDIA HABITAT CENTRE

A. CARRYING OUT THE HOUSEKEEPING WORK AS PER THE AREAS TO BE COVERED, SCOPE OF WORK, AND DEPLOYING APPROPRIATE MAN POWER, CONSUMABLES AND EQUIPMENT'S REQUIREMENT SHOWN IN ANNEXURE – III AND IV (RATES UNDER EACH HEADS TO BE GIVEN, THOUGH THE EVALUATION WILL BE DONE ON CONSOLIDATED BASIS INCLUSIVE OF COMPANY'S OVERHEADS, PROFITS ETC. TO BE CHARGED)

Sl	MANPOWER CHARGES	RATE PER MONTH (Rs.)	TOTAL Nos.	AMOUNT (Rs.)
1	Manager		01	
2	Male Supervisors		03	
3	Female Supervisors		01	
4	House Keepers – Male		31	
5	House Keepers – Female		06	
4	Any other charges (if any)Please specify			
	TOTAL OF 'A' (Rs)			
5	Service Tax			
6	Any other Tax / Levi (please specify)			

B. MACHINES EQUIPMENT AND CONSUMABLES CHARGES ON LUMP SUMP BASIS (AMOUNT PER MONTH) BASED ON THE MINIMUM REQUIREMENT SHOWN IN ANNEXURE –V AND VI.

	DESCRIPTION	RATE PER MONTH (Rs.)	TOTAL Nos.	AMOUNT (Rs.)
1	CHARGES FOR MACHINES, EQUIPMENT, TOOLS AND PLANTS (REFER ANNEXURE 'V')	LUMP-SUMP	1	
2	CHARGES FOR CONSUMABLES MATERIALS (REFER ANNEXURE 'VI')	LUMP-SUMP	1	
3	Any other charges (if any)Please specify			
	TOTAL OF 'B' (Rs)			
4	Service Tax			
5	Any other Tax / Levi (please specify)			

C.SUPPLY, INSTALLATION AND MAINTENANCE OF MICROBURST DISPENSERS WITH REFILL FOR SPRAYS THE PERFUME IN THE TOILETS. (REFER ANNEXURE 'VII')

SL	DESCRIPTION	RATE PER REFILL MONTHLY BASIS	NOS OF REFILL	AMOUNT
1	Charges for the consumable/refill of MB Dispensers -monthly basis /or its expiry. (refer Annexure 'VII')			
2	Any other charges (if any)Please specify			
	TOTAL OF 'C' (Rs)			
4	Service Tax			
5	Any other Tax / Levi (please specify)			

D. SUPPLY, INSTALLATION AND MAINTENANCE OF FEMININE HYGIENE BIN(REFER ANNEXURE 'VII')

SL	DESCRIPTION	RATE MONTHLY BASIS	NOS OF BIN	AMOUNT
1	Charges of periodically maintenance service of feminine hygiene bin - Monthly basis (refer Annexure 'VII'			
2	Any other charges (if any)Please specify			
	TOTAL OF 'C' (Rs)			
4	Service Tax			
5	Any other Tax / Levi (please specify)			

NOTES:

- 1) THE RATES ARE ALL INCLUSIVE AND VALID FOR TWO YEARS.
- 2) THE CONTRACT SHALL INITIALLY BE FOR A PERIOD OF **TWO YEARS** AND MAY BE EXTENDED FURTHER FOR A PERIOD OF ONE YEAR SUBJECT TO SATISFACTORY PERFORMANCE AND MUTUAL CONSENT ON SAME TERMS AND CONDITIONS. **THE RATES QUOTED BY THE BIDDER SHALL REMAIN UNCHANGED DURING THE CONTRACT PERIOD OF TWO YEAR.**
- 3) THE RATES ARE TO BE QUOTED AGAINST ALL COLUMNS. IF NO OTHER TAX / LEVY IS APPLICABLE, ANY ENTRY MUST BE MADE AGAINST THE RELEVANT COLUMN.

- 4) THE PAYMENT TO THE EMPLOYEES WILL BE MADE AS PER RATES PRESCRIBED BY GOVT. OF NCT OF DELHI FROM TIME TO TIME UNDER MINIMUM WAGES ACT AND APPLICABLE STATUTORY PAYMENTS ON ACCOUNT OF PROVIDENT FUND, GRATUITY, ESI, LEAVE SALARY AND BONUS ETC. AS PROVIDED IN FINANCIAL BID DOCUMENT -A

- 5) IN CASE OF ANY IF ANY INCREASE/ REVISION IN MINIMUM WAGES OF LABOUR BY GOVERNMENT OF DELHI THROUGH ITS NOTIFICATION DURING THE CONTRACT PERIOD, IHC WILL PROPORTIONATELY INCREASE THE LABOUR COMPONENT ONLY AS SPECIFIED IN FINANCIAL BID DOCUMENT -B, PART -A. THERE WILL BE NO INCREASE IN FINANCIAL BID DOCUMENT B, PART B, C AND D. THE INCREASE WOULD BE %AGE INCREASE/REVISION IN THE CATEGORY OF UNSKILLED WORKER.

SUMMARY

SL	HOUSE KEEPING SERVICES	AMOUNT	
		<u>IN FIGURES</u>	<u>IN WORDS</u>
A	MANPOWER CHARGES		
B	MACHINES EQUIPMENT AND CONSUMABLES CHARGES		
C	SUPPLY, INSTALLATION AND MAINTENANCE OF MICROBURST DISPENSERS WITH REFILL		
D	SUPPLY, INSTALLATION AND MAINTENANCE OF FEMININE HYGIENE BIN		
	TOTAL		

Signature of authorized person

Name _____

Designation _____

Seal