

**National Institute of Rural Development & Panchayati Raj
Rajendranagar, Hyderabad – 500 030**

TENDER DOCUMENT

**NOTICE INVITING e-TENDER FOR
COMPREHENSIVE JOB CONTRACT FOR UPKEEP AND MAINTENANCE OF
OFFICE PREMISES AND OTHER BUILDINGS AT NIRDPR ON RATE
CONTRACT BASIS**

**Rajendranagar, Hyderabad – 500 030
Phone No. 040 - 24008405**

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NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ

(Ministry of Rural Development, Govt. of India)
Rajendranagar, Hyderabad - 500030.

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***NOTICE INVITING e-TENDER FOR
HOUSEKEEPING AND MAINTENANCE OF OFFICE BUILDINGS ON RATE
CONTRACT BASIS***

On-line bids under two bid system (technical and financial) are invited from reputed service providers for providing housekeeping and maintenance of office buildings on rate contract basis.

The detailed bidding document etc. can be viewed / downloaded from the website: <http://eprocure.gov.in>. Bidders are required to upload and submit their e-bid on Central Public Procurement Portal only. All amendments, time extension, clarifications, etc., will be uploaded on the website only and will not be published in newspapers. Bidders should regularly visit website to keep themselves updated.

The bidding document can be downloaded from <http://eprocure.gov.in> from 9.8.2018 and the last date for uploading of bids by the intending bidders is dt 30.8.2018 by 3.00 pm. The bids will be considered complete, only if accompanied by the receipt of DD/Banker's Cheque. Bid should be uploaded on the website <http://eprocure.gov.in> and simultaneously send the original Demand Draft towards EMD for ₹ 2.50 lakhs (Rupees two lakh fifty thousand only) to the Institute through post/ courier/ in person is 30.8.2018 (on last date of uploading the bid on <http://eprocure.gov.in>) by 3.00 pm.

No. Stores/2017/37

Asst. Registrar (T)

Date: 8.8.2018

SCOPE OF WORK**Comprehensive Job Contract For Upkeep and maintenance of office premises and other buildings at NIRDPR**

1. The Institute has office buildings (SK Dey Block, Admn. Block, New Admn. & Accounts block, Dr. BR Ambedkar Block, MG Block, DDU-GKY Block, DEC Block, Maintenance Unit, Health Centre) with 225 rooms, 14 conference halls and 62 toilets. The employee of the contractor should attend the work such as cleaning of office rooms, toilets (thrice a day or more as required), corridors, vaccum cleaning, scrubbing of marble floor, cleaning of window glasses, cleaning of roof tops, hit/flit spraying in office rooms.
2. The house keeping service in these functional buildings are to be carried out in a systematic way and programming it in consultation with the representative of NIRDPR. Sweeping, dusting, mopping of the general areas and all rooms, toilets (thrice a day or more as required), conference halls should be cleaned every day and complete it before 8:45 AM positively. Every week end special cleaning should be carried out in all areas and inside rooms and halls, spring-cleaning as per requirement.
3. Vacuuming the carpets at least once in a month as and when required. Shampooing of carpets in the rooms, lecture halls, library and DG's, DDG's and Registrar and Director (Administration) chambers should be done periodically as required at his own cost.
4. The contractor is required to house keep and **maintain office buildings which includes** cleaning of office rooms, toilets, corridors, sweeping of roads, fogging on the campus, hit/flit spraying in office rooms, common area and surrounding areas on turnkey basis. It is expected that the contractor shall provide all necessary services as indicated above on all working days.
5. The contractor shall place adequate trained manpower/mechanical instruments for the upkeep and maintenance of office premise & other buildings to the satisfaction of the Institute.
6. The contractor shall be responsible to see that following works are attended by his employees (or) ensure to see that the following works are attended :
 - a) Keeping the floors, toilets (including the common toilets), etc., in a neat and tidy condition at all times of the day;
 - b) Undertake special and spring cleaning as and when required but not less than once in two months or on eve of special occasions;
 - c) Removing of cobwebs, cleaning of interior and exterior walls, roof top, cleaning of doors and windows, vacuum cleaning of carpets and mopping of floors as and when required but not less than daily/weekly/monthly/quarterly for interior items and roof tops and once in 3 months for exterior walls.
 - d) Cleaning including scrubbing, sweeping, mopping and dusting in all rooms, all interior portions including toilets, bathrooms using standard chemicals/detergents/sanitary

items/phenyl etc. which will be approved by the Institute, using equipment like vacuum cleaners, scrubbing machines, etc., his own. Acid should not be used by the contractor for any kind of cleaning in the Institute.

- e) Proper upkeep of all furniture and equipment in the office rooms.
 - f) Cleaning of overhead tanks in each office building not less than once a quarter.
 - g) The contractor will bear the cost of consumables i.e. moping sticks, ladders, mosquito repellents liquid or mats, detergents, cleaning powders, phenyl, cleaning acid, coco brooms, soft brooms, naphthalene balls, homocol cubes, floor dust clothes, yellow dust clothes, odonil in VIP rooms, Room Spray/hit in VIP rooms etc., for the purpose.
7. The supervisor of the contractor should be available round the clock in the premises of the Institute for ensuring proper supervision of maintenance and housekeeping services.
 8. The contractor shall ensure that the rooms are cleaned and freshened usually in the absence of the faculty/officers/staff under the supervision of the housekeeping supervisor. The workmen attending to the job should, therefore, have the highest standard of honesty and integrity.
 9. The contractor shall inspect, as a part of the housekeeping and maintenance work, the water supply points, plumbing installations, toilets, electrical light and fan points, tower bolts, locks and keys of the wooden cupboard of the room and also room air conditioners, battery of the wall clock in all office rooms should be changed as and when required. In the event of any defects/damages of any kind of Institute property seen by the worker, same should be reported immediately to the authorized representative of the Institute so that the same can be attended to immediately.
 10. The contractor shall ensure that pest control in all rooms, toilets (once in a month).
 11. The contractor shall ensure that the toilet papers, soap, Odonil packets, Napthalene balls are available in every room at all times.
 12. The contractor shall ensure use of room fresheners in all the office rooms, conference halls as per requirements.
 13. The contractor shall use the detergents/cleaning powder/chemicals/sanitary items/bath soap/toilet paper..etc, as per the instructions given to him by the authorized representative from time to time and he has to bear the cost thereof.
 14. The contractor shall ensure that workers recruited by him are well qualified and experienced in their respective works and if need be, the contractor shall arrange for a refresher training to them as per requirement.
 15. The contractor should ensure that the services of a qualified & experienced Housekeeping Supervisor at NIRDPR is available for supervision of maintenance and upkeeping of rooms / conference halls.

CLEANING MATERIALS TO BE USED FOR HOUSEKEEPING AT NIRDPR

S. No	Particulars of Items
1.	Checked Cloth.
2.	Yellow Cloth.
3.	Gada Cloth (floor cleaning cloth)
4.	Coconut broom.
5.	Grass/ Soft broom.
6.	Bleaching Powder.
7.	Floor cleaner.
8.	Naphthalene Balls.
9.	Nylon Scrubber.
10.	Scented Phenyl (Compound) (First Quality).
11.	Dust Pan (Plastic).
12.	Scent sandal (25 ml bottle).
13.	Jasmine 74 scent 5ml JRT or equivalent.
14.	Plastic bucket (7 ltrs.) (Polyset or equivalent).
15.	Plastic mug (1 ltr.) (polyset or equivalent).
16.	Plastic bucket (20 litres) Polyset or equivalent.
17.	Air Pump –Rubber.
18.	Cobweb removing Stick.
19.	Urinal cake.
20.	Rat Trap 9”x 4.5”
21.	String Mob with wooden stick .
22.	Toilet cleaning brush shaped like a hockey stick
23.	Room Spray of a standard quality
24.	Room freshener for toilets
25.	Liquid Soap Oil – floor wash (Arrow).

26.	Liquid soap Hand Wash – Fem or / Liqso.
27.	Brasso Polish.
28.	Hit spray (320 ml) [Red] .
29.	Colin Glass Cleaner.
30.	Wiper (floor cleaner) Mr. clean big with handle.
31.	Hand Gloves (Rubber).
32.	Dettol Hand Wash.
33.	Glass Wiper.
34.	Garbage dustbin disposable bag (Black).

All the cleaning items will be approved by the Institute authorities. These cleaning materials to be used by the contractor are subject to change by the Authorised Representative of the Institute from time to time.

LETTER OF ACCEPTANCE OF TERMS AND CONDITIONS

(To be given on Company's Letter Head)

Date:

To

The Asst. Registrar (T)
National Institute of Rural Development & Panchayati Raj
Rajendranagar
Hyderabad - 500 030

Subject: Tender Notification for providing Comprehensive Job Contract For Upkeep and maintenance of office premises and other buildings at NIRDPR

Reference: Tender Notification No. Stores/2017/37.

Dear Sir,

1. I/We have downloaded/ obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) <https://eprocure.gov.in>. as per your advertisement given in the above mentioned website(s).
2. I/We have read the entire terms and conditions of the tender document (including all annexure) which form part of the tender document and I/we hereby undertake that I/we shall abide by the terms and conditions including all clauses contained therein.
3. The corrigendum/ corrigenda issued from time to time by the NIRD&PR, Hyderabad too have also been taken into consideration while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document/ corrigendum in its entirety.
5. In case of any provision of this tender being found violated by me/ us, the NIRD&PR, Hyderabad shall, without prejudice to any other right or remedy, be at liberty to reject this tender/ bid including the forfeiture of the Bid Security/ Earnest Money Deposit in full.

Yours faithfully,

Signature of the Bidder with Official Seal



NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ

(Ministry of Rural Development, Govt. of India)
Rajendranagar, Hyderabad - 500030.

NOTICE INVITING e-TENDER FOR COMPREHENSIVE JOB CONTRACT FOR UPKEEP AND MAINTENANCE OF OFFICE PREMISES, OTHER BUILDINGS AT NIRDPR, HYDERABAD

1. GENERAL TERMS AND CONDITIONS

1. Online bids under Two Bid System (Technical Bid and Price Bid) are invited from registered and experienced contractors who have executed similar works satisfactorily during the last **three years** either in NIRDPR or in Government Departments/ Public Sectors Undertakings/ reputed private organizations with annual values of single contract of **Rs. 40.00 lakhs (80% of EV)** or two works of annual value of **Rs. 25.00 lakhs each (50% of EV)** or three works of annual value of **Rs.20.00 lakhs each (40% of EV)** during last three years and must have at least one running contract of similar nature of annual value of **Rs. 50.00 lakhs** each in major institutions like Scheduled Banks/ Insurance Companies/ Central or State Government Departments/ Public Sector Undertakings/Large Industrial/Educational Campuses/ reputed private organizations.
2. The prospective bidders may satisfy themselves about the requirements by visiting the NIRDPR, Rajendranagar, Hyderabad – 500 030 on any working day (Monday to Friday) between 10.00 am to 4.00 pm before submitting their tender.
3. Tender shall remain valid for 90 days from the date of downloading for the purpose of acceptance and award of work. Validity beyond 90 days from the date of downloading of the tender can be by the Institute.
4. An EMD of Rs. 2.50 lakhs /- (Rupees two lakh fifty thousand) only in the form of Demand Draft or Banker's Cheque issued by Nationalised / Commercial bank drawn in favour of "NIRDPR" payable at Hyderabad should be uploaded in Technical Bid. Tenders without EMD shall be rejected summarily. **NSIC Certificate for EMD amount exemption will also be accepted** (as per GFR 170 @ 5% of the estimated tender value of Rs. 50.00 lakhs).
5. On award of the contract, contractor will be required to deposit an amount equivalent to 10% of the annual value of contract (adjusting the EMD) as **Performance Security Deposit** in the form of Bank Guarantee/ Demand Draft in favour of Director General, NIRDPR, payable at Hyderabad against

loss/damage/unpaid wages, EPF/ESI subscription, etc., to employees of the contractor and for penalties for deficiency in service levied by NIRDPR, Hyderabad. Validity of the security deposit must be at least for six months beyond the tenure of the contract. No interest whatsoever shall be paid by the Institute on the performance security deposit submitted by the contractor.

6. The contractor will have to execute an **agreement** on a non-judicial stamp paper worth of Rs.100/- (Rupees One Hundred only) **in the prescribed format enclosed** to abide by the terms and conditions of the contract and within the time stipulated in the work order by the Director General, NIRDPR **before the commencement of the work.**
7. EMD will be liable to be forfeited, if the Contractor selected for the work fails to sign the formal agreement or fails to start the work on the date stipulated in the work order. The contractor is expected to execute the required agreement, pay the security deposit and commence the work within five working days of issue of work order or as intimated by NIRDPR.
8. The security deposit will be refundable on expiry/termination of the contract period subject to payment of all dues including bonus etc. to the workers by the contractor. Any loss/damage caused to NIRDPR, Hyderabad property during the currency of agreement would be recovered from the amount of security deposit.
9. Period of contract is for **ONE YEAR** [Initially for a period of one year, extendable for one more year on mutually agreeable to both parties].
10. The contractor shall have to obtain necessary license under the Contract Labour (Regulation & Abolition) Act, 1970 issued by the competent authority. The contractor should possess all other registrations and maintain all records necessary under Contract Labour Act.
11. The contractor should have EPF, ESI and GST Registration/Code numbers and enclose proof of the same duly indicating the PAN for Income Tax purpose.
12. The Contractor shall be responsible for fulfilling all his obligations towards the persons deployed under various Laws, namely,
 - (i) Minimum Wages Act,
 - (ii) Contract Labour (Regulation & Abolition) Act, 1970.
 - (iii) Bonus Act
 - (iv) Shops and Establishment Act
 - (v) Maternity Benefit Act.

13. The workers deployed by the Contractor shall be the employees of the Contractor and in no case shall a relationship of employee and employer between the said persons and the NIRDPR accrue implicitly or explicitly.
14. The workers to be deployed shall possess good health. No person below 18 years of age shall be deployed. They should be well disciplined, polite with good behavior. The workers should be most reliable, trust worthy, alert and efficient. They should wear prescribed uniform while on duty, which shall be supplied by the contractor. The contractor shall have to arrange for health check up for the deployed workers every six months.
15. The contractor shall provide good quality uniforms including working shoes/chappals to his workers as approved by the authority (for both Men and Women) while on duty. The colour of the uniform for skilled worker (Supervisor) will be different from other workers. Sufficient number of uniforms will have to be provided so that the worker is always in neat and tidy uniform.
16. The Contractor shall communicate to the NIRDPR the name, parentage, residential address, age, etc of each of the worker deployed by him with a Passport size photograph affixed against the name of each person of each person with due verification of background.
17. For the purpose of proper identification of the workers of the Contractor, contractor will issue identity cards / identification documents and the said worker shall be duty bound to display them at the time of duty.
18. The Director General, NIRDPR or any officer authorized by him shall be at liberty to carry out surprise checks on the workers so deployed by the Contractor in order to ensure that required number of workers are deployed and that they are doing their duties perfectly.
19. The workers of the Contractor shall be subjected to the security checks and restrictions of the NIRDPR. No worker deployed by the contractor should smoke, chew pan / Gutka or consume Liquor or be found in an inebriated state within the Campus. Non-compliance may lead to suitable penalty/termination of contract.
20. The Contractor shall provide minimum manpower as quoted in Technical bid, failing which penalty will be deducted from the bill proportionately.
21. The contractor shall on demand furnish wage register & copies of challans of EPF/ESI remitted in respect of workers engaged for NIRDPR for verification. The contractor shall on demand furnish GST challan for verification.

22. Penalty Clause

- i) The contractor will be liable for penalty for deficiency in quality of service, e.g., leaving cleaning areas/premises (as mentioned in Scope of Work) unattended and unclean, failing to maintain hygiene and sanitation in upkeep and maintenance services, or loss/theft of any article due to negligence of his staff/workers, etc. The monthly bill raised by the contractor will be proportionately restricted in such cases. In case of deficiency or delay in providing the upkeep and maintenance services by the contractor, and in case if the Institute on its own provides material or manpower to run the up keeping and maintenance service satisfactorily, the cost of such material/manpower will be recovered from monthly bill of the contractor.
- ii) All the staff deployed by the contractor should be in proper uniform while on duty. The contractor should supply the uniform with colour specifications and pattern approved by the NIRD&PR, to the workers at his cost. It should be noted by the contractor that in case, any of the worker deployed by the contractor are found to be on duty without the uniform, a penalty of Rs.50/- per worker per day will be imposed on the contractor and the bill would be proportionately restricted.
- iii) If there is any variation in the quality of material used as against the branded items specified from time to time by the NIRDPR authorities, suitable penalty as decided and determined by NIRD&PR will be levied in the monthly bill.

23. Payment Conditions:

- a) The contractor shall pay the wages to its employees on or before 5th of every month and submit the monthly bills (in printed forms) duly signed and pre-receipted for payment, in duplicate, after satisfactory completion of the work and payment to the workers.
- (b) The office will deduct income tax and other statutory levies as applicable from time to time from the bills of the contractor.
- (c) In case, any lapse in the work is noticed, it will result in penal deduction from the bills / security deposit of the contractor at 10% of the monthly bill value or higher value whichever is more as decided by the Director General, NIRDPR.

24. The contractor would be liable for legal action if he or his workers directly or indirectly involved in any theft or pilferage. The contractor shall be liable for losses due to theft or otherwise which are manifested due to his workers conduct and such loss shall be made good by the contractor.
25. In case any of the workers deployed by the Contractor does not come up to the mark or does not perform his duties properly, or indulges in any unlawful act(s) or disorderly conduct, the Contractor shall immediately withdraw and take suitable action against such worker on the report of the NIRDPR in this respect. The Contractor shall replace within 48 hours the particular worker so deployed on demand of the Registrar NIRDPR in case of any of the aforesaid act(s) on the part of the worker concerned.
26. Any compensation claim for injury/accident to the contractor or his worker while engaged in the work will be his own responsibility. The contractor should indemnify the NIRDPR against all claims arising out of action under the Contract Labour Act, Employees State Insurance Act or the Workmen's Compensation Act or Criminal Law and any other law in force in so far as they relate to him or claims arising out of such employment.
27. NIRDPR, Hyderabad, will not be responsible for any disability or casualty occurred to the workers employed by the contractor for doing the work for the contractor. If required, the contractor shall at his own cost take necessary insurance cover in respect of the aforesaid services rendered to NIRDPR. It will be the responsibility of the contractor to comply with the statutory requirements of safety and compensation of the workers deployed in the NIRDPR.
28. The contractor shall arrange to display a Day chart month-wise in each floor of buildings wherein date-wise certification (by putting signature) will be made by the Floor-Incharge(s) for satisfactory housekeeping service carried out in the floor concerned and the same will be submitted along with the contractor's monthly bills for payment. The Contractor shall also arrange to display all the requisite information as per Labour Contract Act.
29. **Indemnification.**
 - a). The contractor shall be liable to pay compensation for any loss or damages caused to the property of the NIRDPR or its staff members/students/visitors by the contractor or his workers.
 - b). The Contractor shall keep the NIRDPR indemnified against all claims whatsoever in respect of workers deployed by him. In case of any worker of the Contractor so deployed enters in to a dispute of any nature whatsoever, it will be the sole responsibility of the Contractor to contest the same. In case NIRDPR

is made party and is supposed to contest the case, the Contractor shall reimburse actual expenses to the NIRDPR incurred towards Counsel fee and other expenses which shall be paid in advance by the Contractor to NIRDPR on demand. The Contractor shall ensure that no financial or other liability comes on NIRDPR in this respect of any nature whatsoever and shall keep NIRDPR indemnified in this respect.

c). NIRDPR shall have the right to adjust and or deduct the amount as aforesaid from the payments to the contractor.

30. All materials (Branded/ Good Quality) required for the work shall be provided by contractor himself as per **Annexure-B**.

31. The NIRDPR will not charge any amount from the contractor for water and/or electricity supplied.

32. The contractor shall not lease or sub lease the whole or any part of the contract to any other firm without the permission of the Director General, NIRDPR.

33. **Termination of the contract:**

(i) The contract may be terminated at any time by the NIRDPR by giving one month's notice **(the period of 30 days should be deemed to start from 1st of the succeeding month of the date of notice)** without assigning any reason(s) (or) on any of the following contingencies:-

a) on expiry of the contract period as stated above.

b) by giving one month's notice from NIRDPR for committing breach of any of the terms & conditions wholly or partly of the contract, or assigning any benefit or interest therein or there under to any third person or sub-letting of the contract to any other firm by the Contractor. If continuation of the contract is not in public interest.

- c) On contractor being declared insolvent by competent Court of Law.
 - d) During the notice period for termination of the contract, in the situation contemplated above, the contractor shall keep on discharging his duties as before till the expiry of notice period failing which EMD and Security Deposit shall be forfeited by the Institute and contractor will be blacklisted.
 - e) It shall be the duty of the Contractor to remove all the persons deployed by him on termination of the contract on any ground whatsoever and ensure that no person creates any disruption / hindrance / problem of any nature to NIRDPR, Hyderabad.
34. Breach of terms and conditions of the contract/agreement by the contractor will entail forfeiture of the Security Deposit/enforcement of Bank Guarantee.
35. **ARBITRATION**
- i) In the event of any question, dispute/differences arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the sole arbitrator to be appointed by the Director General, NIRDPR.
 - ii) The award of the arbitrator shall be final and binding on the parties. In the event of such arbitration to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the Director General, NIRDPR shall appoint another person to act as arbitrator in place of the out-going arbitrator in accordance with the terms of the agreement and the persons so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.
 - iii) The Arbitrator may give interim award(s) and/or directions, as may be required. Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause. The cost of arbitration shall be equally borne by both the parties.
36. Canvassing, in connection with the tender is strictly prohibited and the tender of anyone resorting to canvassing shall be liable for rejection on that ground alone.
37. The Director General, NIRDPR, Hyderabad reserves the right to accept in full or in part or reject tender without assigning any reason and his decision in this regard will be final and binding.

General Instructions to Bidders

On-line bids are invited under two bid system (technical and financial) for comprehensive job contract for upkeep and maintenance of office premises and other buildings on rate contract basis at NIRDPR, Rajendranagar, Hyderabad-500030, Telangana. Manual bids shall not be accepted.

Tender document may be downloaded from Central Public Procurement (CPP) Portal <https://eprocure.gov.in> . The time schedule for the tendering activities shall be as under:

1.	Date of notification of tender notice on CPP Portal / publication in the newspaper	9.8.2018
2.	Starting date for downloading tender document by the intending bidders	10.00 AM on 9.8.2018
3.	Last date for uploading of the bids by the intending bidders along with scanned copy of Earnest Money Deposit.	30.8.2018 by 3.00 PM
4.	Last date for submission of Demand Draft in original payable in favour of Director General, NIRDPR payable at Hyderabad towards Earnest Money Deposit (EMD)	30.8.2018 by 3.00 PM
5.	Amount of Earnest Money Deposit	₹ 2,50,000/- (Rs. Two lakhs fifty thousand only)
6.	Date of downloading of technical bids received by NIRDPR through <u>on-line</u> by the last date and time	31.8.2018 at 3.30 PM
7.	Date of downloading of financial bids	To be notified later to only those bidders who qualify in technical bids.
8.	Estimated cost of the contract	₹ 50.00 Lakh (Fifty Lakh Only)
9.	Tendering Authority	Assistant Registrar (T) National Institute of Rural Development & Panchayati Raj, Rajendranagar, Hyderabad 500030. Tel. 040-24008479

Instructions for submission of bids:

- (1) Bids shall be submitted on-line in two parts, viz., technical bid in **ANNEXURE-I** and financial bid in **ANNEXURE-II** at CPP Portal website: <https://eprocure.gov.in> **only**. The offers submitted by Telegram/ Fax/ email shall not be considered. No correspondence will be entertained in this matter.
- (2) Not more than one tender shall be submitted by one bidder or bidders having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection and forfeiture of EMD.

Preparation of Bids

- (3) Bidders should carefully read the tender document and understand its requirements before submission of their bids. They should also take into account any corrigendum published in continuation to the original one. Any non-fulfillment may lead to rejection of bid.
- (4) Bid documents to be submitted as required in the tender document may be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- (5) The technical bid in **ANNEXURE-I** to be submitted in the first cover should contain the following documents:
 - (a) Self-attested scanned copies of the following registration certificates obtained from concerned authorities
 - i) Labour License under Contract Labour Act, 1970
 - ii) Shops and Commercial Establishments Act.
 - iii) EPF
 - iv) ESI
 - v) GST

- vi) PAN Card of company/firm/individual in case of proprietary concern/others
 - vii) Rent deed/lease agreement in case office is rented.
 - viii) Experience certificate as per the tender notice
 - ix) Letter in respect of un-conditional acceptance of all the terms and conditions of the tender document.
 - x) Firm/ Company/ Partnership Registration certificate and its subsequent renewal (if any).
- (b) Scanned copy of Income Tax Returns for the preceding three years i.e. 2015-16, 2016-17 and 2017-18.
- (c) Scanned copy of Balance Sheet and Profit & Loss Account duly audited by the Chartered Accountant for the preceding three financial years i.e. 2014-15, 2015-16 and 2016-17.
- (d) Scanned copy of Partnership Deed/Articles of Association & Memorandum of Association in case of partnership firm.
- (e) Scanned copy of the Demand Draft for **Rs. 2.50 lakhs/- (Rupees two lakh fifty thousand only) towards Earnest Money Deposit** purchased on or after date of publication of this tender from any Nationalized/ Scheduled/Commercial Bank in favour of NIRDPR, payable at Hyderabad. All applicable bank charges shall be borne by the bidder and he/ she/it shall not have any claim whatsoever on this account on NIRDPR.
- (f) Scanned copy of Award of Contract/ Commencement letters in respect of previous organizations preferably Government or Semi-Government organizations to whom housekeeping and maintenance of office building services were provided.
- (6) The financial bid should be prepared separately in another cover in the format prescribed at **ANNEXURE-II**.

Registration for on-line submission of Bids :

- (7) The bidders are required to submit soft copies of their bids electronically on the CPP Portal using valid Digital Signature Certificates (DSC).
- (8) For submission of on-line bid, bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in>) by clicking on the link “**Online Bidder Enrolment**”.
- (9) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (10) Bidders are advised to register their valid e-mail address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- (11) Upon enrolment the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- (12) Only one valid DSC should be registered by a bidder. Bidders must ensure that they do not lend their DSC’s to others which may lead to misuse.
- (13) Bidders should then log-in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.
- (14) For uploading the same set of standard documents (e.g. PAN card copy, annual reports, auditor’s certificates etc.) required to be submitted as a part of every bid, bidders can use “My Space” area available to them.

Submission of Bids :

- (15) Bidders must accept the terms and conditions contained in this tender document unconditionally while submitting their bids. They should give such acceptance in writing on the Company/ Firm’s letter head in the format prescribed at **ANNEXURE-C**.

- (16) Bidder should log-in to the site well in advance for bid submission so that the same is uploaded in time i.e. on or before the bid submission time. Bids received after the due date and time shall not be accepted in any case.
- (17) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- (18) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- (19) Hard Copy of DD has to be matched with the details available in the scanned copy and the data entered during bid submission time and the same should be sent to the Assistant Registrar (T), NIRDPR, Rajendranagar, Hyderabad 500030 on or before **30.8.2018** by 3.00 p.m. Failure to do so is likely to entail rejection of bids.
- (20) Financial bid must be submitted in the format prescribed (**ANNEXURE-II**) of this tender document and no other format shall be acceptable. Bidders are required to download the file and quote the amount on hard copy. Once the details have been completed, the bidder should submit the same on-line in the form of soft copy. Striking and overwriting on financial bid shall be rejected summarily, as the same is not permitted.
- (21) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- (22) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- (23) The uploaded tender documents become readable only after the tender is opened by the authorized bid openers.

- (24) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- (25) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
- (26) Any query relating to the process of on-line bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

DECLARATION BY THE BIDDER

I/WES/o.....(designation if firm/company)....., declare that I/We have submitted tender for the work described in the tender after acquainting myself/ourselves fully with the details of work involved and after understanding the responsibility to be discharged by me/us under this contract and have read the complete tender very carefully.

SIGNATURE OF THE BIDDER

SEAL OF FIRM/COMPANY WITH DATE



NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ

(Ministry of Rural Development, Govt. of India)

Rajendranagar, Hyderabad - 500030.

Eligibility criteria for bidders and selection procedure

1	EMD Rs. 2.50 lakhs/- (Rupees two lakh fifty thousand) only / NSIC Exemption Certificate
2.	Type of the Company/ Firm/Others (specify) (A copy of registration certificate to be submitted)
3	Registration details with Labour licensing Officer / Labour Commissioner
4	GST registration
5	EPF Registration
6	ESI Registration
7	Income Tax PAN
8	<p>One/ Two/Three works of similar work of annual value during last three years either in NIRDPR or Central/ State Government Departments/ Public Sector Undertakings/ Scheduled Banks/ Insurance Companies/ Large Industrial/Educational Campuses/ reputed private organizations:-</p> <p>(a) Single work of Rs.40.00 lakhs (80% of EV)</p> <p>(b) Two works of Rs.25.00 lakhs (50% of EV) each</p> <p>(c) Three works of Rs.20.00 lakhs (40% of EV) each</p> <p>Proof of satisfactory performance to be enclosed.</p> <p style="text-align: center;"><u>OR</u></p> <p>At least one running contract of similar work of annual value of Rs. 50.00 lakhs in NIRDPR or Central/ State Government Departments/ Public Sectors Undertakings/ Scheduled banks/Insurance Companies/Large Industrial/Educational Campuses/reputed private organizations major institutions like Scheduled Banks/ Insurance Companies/ Central or State Government Departments/ Public Sector Undertakings/ NIRDPR /Large Industrial/Educational Campuses/ reputed private organizations.</p>
9	Whether the agency had ever been debarred by any court of Law or penalized by any Govt. / NIRDPR/ Private Organizations? If yes, then the Agency will be disqualified in the Technical bidding stage. <u>Blacklisting certificate duly signed by the concern firm in the form of Annexure-IV</u> to be submitted.



NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ

(Ministry of Rural Development, Govt. of India)
Rajendranagar, Hyderabad - 500030.

FORMAT OF TECHNICAL BID

COMPREHENSIVE JOB CONTRACT FOR UPKEEP AND MAINTENANCE OF OFFICE PREMISES AND OTHER BUILDINGS AT NIRDPR, HYDERABAD

(Tender Notification No. Stores/2017/37)

(This format is to be used in your letter head / stationery. The order in the format must be strictly adhered to. No rates must be quoted in the Technical bid. Bidder who quotes the rate in the Technical bid will be rejected as non-responsive. Tenderers are required to number **all the pages of the Technical Bid** in **BLACK/BLUE INK** and indicate the TOTAL page number below and append signature at the end of this response format.)

TOTAL PAGES OF TECHNICAL BID: _____

Sl. No.	TECHNICAL REQUIREMENT	Compliance details of the Contractor /Agency Yes or No	Please write the corresponding Page Number(s) of your Technical Bid for reference
1.	EMD Details (Rs 2,50,000) / NSIC Exemption Certificate.		
2.	Type of the Company/ Firm/Others (specify) (A copy of registration certificate to be submitted)		
3.	Registration details with Labour Licensing Officer / Labour Commissioner (cleaning & housekeeping work)		
4.	GST registration certificate		
5.	EPF Registration No		
6.	ESI Registration No.		
7.	Income Tax PAN		

8.	<p>One/ Two/Three works of similar work of annual value during last three years either in NIRDPR/ Central/ State Government Departments/ Public Sector Undertakings/ Scheduled Banks/ Insurance Companies/ Large Industrial/Educational Campuses/ reputed private organizations:-</p> <p>(a) Single work of Rs. 40.00 lakhs (80% of EV) (b) Two works of Rs. 25.00 lakhs (50% of EV) each (c) Three works of Rs. 20.00 lakhs (40% of EV) Each</p> <p>Proof of satisfactory performance to be enclosed.</p> <p style="text-align: center;"><u>OR</u></p> <p>Atleast one running contract of similar work of annual value of Rs. 50.00 lakhs in NIRDPR or Central/State Government Departments/[public sectors undertakings /scheduled banks/insurance companies/central or state Government Departments/Public Sector undertakings/ NIRDPR/Large industrial/Educational Campuses/ reputed private organizations</p>		
9.	Whether the Agency had ever been debarred by any court of Law or penalized by any Govt./ NIRDPR/ Private Organizations?		
10.	<p>Is any of the relative of the Agency working in NIRDPR? If yes</p> <ol style="list-style-type: none"> 1. Name of the relative 2. Nature of the relationship 3. Designation 		

[No columns to be left blank]

**Signature of the Tenderer
Name & Address of the Tenderer
with Office Stamp**

Place:

Date:



NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ

(Ministry of Rural Development, Govt. of India)
Rajendranagar, Hyderabad - 500030.

Price / Financial Bid

The mentioned total area is tentative and the same may vary as per the requirement of the Institute.

Payment will be made as per the actual area covered at quoted rates.

S. No.	Description	Room/Lab/corridors Area in Sq.ft	Toilet Area in sft.
1	Admn. Block & SK Dey block - all floors	46,701	3,235
2	MG Block	12,686	548
3	Ambedkar Block including Conference Halls	61,874	1,759
4 a)	Auditorium	9,802	460
b)	Additional Administrative Block	6,000	300
5	All other buildings- CMU, Stores, Security Office, Health Centre, Pump Room and Security Room near RTP Gate, Canteen, Community Hall, Substation, etc.	21,345	1,516

6	CPR (Presently E-3 Qtr.)	1,869	139
7	NRLM (Presently E-2 Qtr.)	1,362	125
8	SWEPA (Presently E-4 Qtr.)	1,784	70
	Total Area in SFT	1,63,423 sft	8,152 sft

Area	Sq. ft (a)	Rate per Sq. ft (b)	Total Amount (axb)
Office/Lab/Corridors	1,63,423		
Toilet Area	8,152		
Monthly Grand Total			

(#)Rates (Lumpsum/ All inclusive): should include cost of materials to be used as per Annexure B, cost of the uniform, statutory liabilities like minimum wages, ESI, EPF contributions, bonus to be paid by the contractor as employer and all kinds of taxes etc. Bidders shall quote taking into account of increase in minimum wage / VDA rates / other taxes for entire contract.

(*) L1 will be arrived based on the cost charges of total area.

AGREEMENT

This AGREEMENT made on this _____ day of....., 2018 at Hyderabad between the NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ, a Society registered under the Societies Registration Act and having its office at Rajendranagar, Hyderabad – 500 030 (hereinafter referred to as NIRDPR) which expression shall unless repugnant to the context or meaning thereof be deemed to mean and include its successors and assignees of the ONE PART.

And

M/s. _____ rep by its Having its registered office at..... (hereinafter referred to as Contractor) which expression shall unless repugnant to the context or meaning thereof be deemed to mean and include its successors and assignees of the OTHER PART.

2. WHEREAS the NIRDPR is desirous of giving a comprehensive job contract for upkeep and maintenance of office premises and other buildings at NIRDPR and whereas the Contractor has offered to provide the work of upkeep and maintenance of office premises and other buildings on the terms and conditions hereinafter stated.

3. WHEREAS the Contractor has represented that he is a registered Contractor under the provisions of Contract Labour (Regulation and Abolition Act 1970) and has further represented that he is eligible to get this contract and there is no legal or any other bar for him in this respect. Any obligations and/or formalities which are required to be fulfilled under the said Act or any amendment thereto for the purpose of entering into and/or execution of this contract shall be carried out by the contractor at his own expenses, etc. and the contractor shall report the compliance thereof to the NIRDPR. The contractor shall be solely liable for any violation of the provisions of the said Act or any other Act, in force pertaining to this contract service.

4. WHEREAS NIRDPR has agreed to award the comprehensive job contract for upkeep and maintenance of office premises & buildings of NIRDPR hereinafter mentioned as work assigned details of which are given at **Annexure 'A'**.

5. WHEREAS the contractor has agreed to furnish to the NIRDPR a security deposit of Rs. _____ (Rupees _____) by Way of Bank Guarantee or Fixed Deposit Receipt.

NOW THEREFORE BY THESE ARTICLES AND ON THE PREMISES mentioned above, the parties have agreed to as under.

A. GENERAL CONDITIONS

i) That it is expressly understood and agreed between the parties to this Agreement that the persons deployed by the contractor for the services mentioned above shall be the employees of the contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the contractor and in no case, shall a relationship of employer and employee between the said persons and the NIRDPR shall accrue/arise implicitly or explicitly.

ii) That on taking over the responsibility of the job contract work assigned the contractor shall formulate the mechanism and duty assignment to its personnel in consultation with Executive Engineer, NIRDPR or his nominee. Subsequently, the contractor shall review the work assigned from time to time and advise the Executive Engineer, NIRDPR for further streamlining their system. The contractor shall further be bound by and carry out the directions/instructions given to him by the Executive Engineer, NIRDPR or the officer designated by the Director in this respect from time to time.

iii) That the Executive Engineer, NIRDPR or any other person authorized by the Director General shall be at liberty to carry out surprise check on the persons so deployed by the contractor in order to ensure that persons deployed by him are doing their duties.

iv) That in case any of the persons so deployed by the contractor does not come up to the mark or does not perform his duties properly commits misconduct or indulges in any unlawful activities or disorderly conduct, the contractor shall immediately withdraw and take suitable action against such persons on the report of the NIRDPR in this respect. Further, the contractor shall immediately replace the particular person so deployed on the demand of the Executive Engineer, NIRDPR in case of any of the aforesaid misconducts on the part of the said person.

v) That the 1st party shall provide water supply and electricity free of cost for carrying out the Comprehensive Job Contract for Upkeep and Maintenance of Office Premises and buildings, NIRDPR, Hyderabad by the 2nd party/contractor.

vi) That the 1st party at its cost shall provide space for storage of materials etc.

vii) Income Tax will be deducted from the bills of the 2nd party/contractor at source at the rates as applicable from time to time.

B. CONTRACTOR'S OBLIGATIONS

- i) That the contractor shall carefully and diligently perform the work assigned to him as mentioned in Annexure 'A' and as deemed fit by him in consultation with the Executive Engineer, NIRDPR.
- ii) That for performing the assigned work (scope of work detailed at Annexure A), the contractor shall deploy medically and physically fit persons. The contractor shall ensure that the persons are punctual and disciplined and remain vigilant in performance of their duty/ providing their sanitation services.
- iii) That the contractor shall submit details of the names, parentage, residential address, age, etc. of the persons deployed by him in the premises of NIRDPR for the purpose of proper identification of the employees of the contractor deployed for the work points. Contract or shall issue identity cards bearing their photographs/Identification, etc, and such employees shall display their identity cards at the time of duty.
- iv) That the contractor shall be liable for payment of wages and all other dues to his employees which they are entitled to receive under the various applicable labour laws and other statutory provisions, on or before 5th day of the each month.
- v) That the contractor shall at his own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to NIRDPR and shall comply with the statutory provisions of Contract Labour (Regulation & Abolition Act, 1970,) Employees State Insurance Act, Workman's Compensation Act, 1923, Payment of Wages Act, 1936, the Employees Provident Fund (and Miscellaneous Provisions) Act, 1952, Payment of Bonus Act, 1965, The Minimum Wages Act, 1948, Employer's Liability Act, 1938, Employment of Children Act, 1938 Maternity benefit Act and/or any other Rules/regulations and/or statutes that may be applicable to them.
- vi) That the contractor shall be solely responsible for any violation of provisions of the labour laws or any other statutory provisions and shall further keep the NIRDPR indemnified from all acts of omissions, fault, breaches and/or any claim, demand, loss, injury and expense arising out from the non-compliance of the aforesaid statutory provisions. Contractor failure to fulfill any of the obligations hereunder and/or under the said Acts, rules/regulations and/or any bye-laws or rules framed under or any of these, the NIRDPR shall be entitled to recover any of such losses or expenses, which it may have to suffer or incur on account of such claims, demands, loss or injury from the contractor's monthly payments.

vii) The contractor shall take all reasonable precautions to prevent any unlawful riots or disorderly conduct or acts of his employees so deployed and ensure preservation of peace and protection of persons and property of NIRDPR.

viii) That the contractor shall deploy his persons in such a way that they get weekly rest. The working hours/leave for which the work is taken from them, do not violate relevant provisions of Shops and Establishments Act. The contractor shall in all dealings with the persons in his employment have due regard to all recognized festivals, days of rest and religious or other customs. In the event of the contractor committing a default or breach of any of the provisions of the Labour Laws including the provisions of Contract Labour (Regulation Abolition Act, 1970) as amended from time to time of furnishing any information, or submitting or in filing any statement under the provisions of the said regulations and rules which is materially incorrect, he shall, without prejudice to any other liability, reimburse to the Director General, NIRDPR a sum as may be claimed by NIRDPR.

ix) It shall be the duty of the contractor to remove all the persons, deployed by him, on termination of the contract, or any ground whatsoever, and ensure that no person creates disruption/hindrances/problem of any nature in NIRDPR, Hyderabad.

x) The security deposit so collected shall be liable to be forfeited or appropriated in the event of unsatisfactory performance of the contractor and/or loss/damage, if any, sustained by the Institute on account of the failure or negligence of the workers deployed by him or in the event of breach of the agreement by the contractor.

xi) The security deposit will be refunded to the contractor within one month of the expiry of the contract only on the satisfactory performance of the contract, and clearance of all statutory obligations on this part.

xii) That the contractor shall keep the NIRDPR indemnified against all claims whatsoever in respect of the employees deployed by the contractor. In case any employee of the contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the contractor to contest the same. In case NIRDPR is made party and is supposed to contest the case, the NIRDPR will be reimbursed for the actual expenses incurred towards Counsel fee and other expenses which shall be paid in advance by the contractor to NIRDPR on demand. Further, the contractor shall ensure that no financial or any other liability comes on NIRDPR in this respect of any nature whatsoever and shall keep NIRDPR indemnified in this respect.

xiii) The contractor shall further keep the NIRDPR indemnified against any loss to the NIRDPR property and assets. The NIRDPR shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the contractor under this contract.

C. NIRDPR'S OBLIGATIONS

- i) That in consideration of the services rendered by the contractor as stated above, he shall be paid all inclusive lump sum of Rs. _____ On monthly basis within 5 working days from the date of receipt of Bills (**complete in all respect & without any discrepancies**) raised by the contractor and duly certified by the officer designated by Institute in this regard.
- ii) That the aforesaid lump sum amount has been agreed to be paid by NIRDPR to the contractor.

D. PENALTIES/LIABILITIES

- i) That the contractor shall be responsible for faithful compliance of the terms and conditions of this agreement. In the event of any breach of the agreement, the same may be terminated and the security deposit will be forfeited and further the work may be got done from another agency at their risk and cost.
- ii) That if the contractor violates any of the terms and conditions of this agreement or commits any fault or his services are not to the entire satisfaction of officer authorized by the Director General, NIRDPR in this behalf, a penalty leading to a deduction up to maximum 10% of the total amount of bill for a particular month or higher value as decided by the Institute, whichever is more, will be imposed.

E. COMMENCEMENT AND TERMINATION

- i) That this agreement shall come into force w.e.f. _____ and shall remain in force for a period of one year. This agreement may be extended for a further period of one year on such terms and conditions as are mutually agreed upon.
- ii) That this agreement may be terminated on any of the following contingencies:-
 - a) On the expiry of the contract period as state above.
 - b) By giving one month's notice by NIRDPR on account of:
 - i) for committing breach by the contractor of any of the terms and conditions of this agreement.
 - ii) on assigning the contract or any part thereof to any sub-contractor by the contractor without written permission of the Institute.
 - c) On contractor being declared insolvent by competent Court of Law.
- iii) During the notice period for termination of the contract, in the situation contemplated above, the contractor shall keep on discharging his duties as before till the expiry of notice period.

F. ARBITRATION

i) In the event of any question, dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the sole arbitration of Director General, NIRDPR or his nominee.

ii) The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the Director General, NIRDPR shall appoint another person to act as arbitrator in place of the out-going arbitrator in accordance with the terms of this agreement and the persons so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.

iii) The Arbitrator may give interim award(s) and/or directions, as may be required.

Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

6. WHEREAS this agreement is executed between both the parties with own free will and without any force, undue influence and coercion.

IN WITNESS WHEREOF the parties hereto have signed these presence on the date, month and year first above written.

For and on behalf of Contractor

For and on behalf of National
Institute of Rural Development
& Panchayati Raj,
Rajendranagar,
Hyderabad – 500 030

WITNESSES:

1.

2.