

**NATIONAL INSTITUTE OF PUBLIC COOPERATION AND CHILD
DEVELOPMENT,**

Regional Centre Institution No. 87, Behind Police Housing Board Headquarters (Under Construction)
S.A.S.Nagar, Sector 79, Mohali, Punjab .

FORM NO._____

QUOTATION FORM
FOR HOUSEKEEPING ARRANGEMENTS & HORTICULTURE WORK IN
HOSTEL AND ITS SURROUNDING AREAS IN THE INSTITUTE

Issued to:

INSTRUCTIONS TO BIDDERS

1. Sealed Tender's are invited by Regional Director, National Institute of Public Cooperation & Child Development, Regional Centre Mohali hereinafter referred as NIPCCD intends to identify a firm for providing housekeeping arrangements on all Monday to Saturday in the hostel, guest house and its surrounding areas and Admn. Building.
2. The bidders must be registered with appropriate authorities to provide above-mentioned services.
3. Bidders would need to describe their capabilities with their bid which would include a good track record and demonstrated capability to undertake the above mentioned services.
4. Bidders should attach its last three years balance sheets duly certified by a Chartered Accountant along with copy of EPF, ESI, GST registration and copy of **PAN** Card. These are mandatory and in the absence of any of these, the tender shall be rejected on the spot.
5. Tenders should be accompanied by earnest money of Rs.15,000/- in the form of A/c payee bank demand draft in favour of National Institute of Public Cooperation and Child Development and payable at Delhi falling which tender shall not be considered.
6. The sealed tender duly super-scribed "**Tender for housekeeping arrangements**" in the NIPCCD hostel and its **Surrounding area of the Institute** should be dropped in the Tender Box in Room No.202, NIPCCD, 5, Siri Institutional Area, Hauz Khas, New Delhi 110 016 not later than **3.00 pm on dated 22.9.2018**. Bids received after the prescribed date and time shall not be considered.
7. The tender will be opened by a committee constituted by the Institute on the same day at 3.30 p.m. in the presence of the bidders/their representatives, if any.
8. The successful bidder will be required to deposit performance security of Rs.50,000/- contract in the form of a bank demand draft or Deposit at Call of nationalized bank and payable at Mohali in favour of Regional Director, NIPCCD within 10 days of award of the contract. In case of Deposit - at Call, it should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the bidder.
9. Notwithstanding the above, Director of the Institute shall have right to reject any tender without giving any reason thereof.

To

Regional Director I/c
NIPCCD
Regional Centre, Mohali
Room No.201, NIPCCD
5, Siri Institutional Area, Hauz Khas
New Delhi 110 016

Subject: Sealed quotation for Housekeeping work in Hostel, Administrative Building in NIPCCD Campus, S A S Nagar, Sector 79, Mohali, Punjab

1. Name of the Tenderer :
2. Address with telephone/Fax No :
3. Company/ Firm Registration No.(This is mandatory a copy may be enclosed) :
4. Type of Establishment :
(Sole Proprietor/Partnership etc.)
5. Important Contracts executed during last 3 years

S.No.	Name of Organization	Type of Work and period for which services provided	No. of Workers	Annual Value of Contract Rs.
(i)				
(ii)				
(iii)				
(iv)				
(v)				

Note: Present assignment in hand should be indicated by an asterisk mark.

6. Earnest money deposited vide DD Number dated ----- drawn on ----- amounting to Rs. 15000/-- (Rupees Fifteen Thousand only)..... In favour of Regional Director NIPCCD Mohali.

7. GST No.(Copy Enclosed)

8. Labour License.....(Copy Enclosed)

9. EPF Registration No.....(Copy Enclosed)

10. ESIC Registration No.....(Copy Enclosed)

11. All the terms and conditions, as mentioned in the Quotation documents, are acceptable to me/us. The Terms and Conditions provided by the Institute as part of tender documents have been signed by me/us on each page

12. The undersigned Mr./Ms._____ do hereby certify that I am competent to quote rates on behalf of the firm (Not applicable for individuals).

(This being is covering letter; this information should not be on this)

(Name and Signature of the Tenderer)
(With Seal)

NATIONAL INSTITUTE OF PUBLIC COOPERATION AND CHILD
DEVELOPMENT, REGIONAL CENTRE

87 Behind Police housing Board headquarters (Under Construction) S A S Nagar, Sector 79, Mohali,
Punjab

**Terms and Conditions and Schedule of Requirement for Housekeeping
Arrangements in the Hostel and its Surrounding Area in the Institute**

SCOPE OF WORK

SWEEPING & CLEANING

Name of the Building

NIPCCD, Administrative & Hostel Building
and its surrounding area

Address/Location of the
Building

Regional Centre Mohali, Institute No. 87, Institute
Behind Police housing Board headquarters (Under
Construction) S A S Nagar, Sector 79, Mohali, Punjab

Area of the Building (complete
Administrative & hostel
building)

6869 sqm.
Hostel and Office Building, Kitchen, dining
hall Lounge, Open space like corridors in all
floor

II. REQUIRMENT OF MATERIALS AND STAFF & THEIR DUTIES ETC.

1. The contractor will provide sufficient materials of standard quality as mentioned in Part-A of the Annexure-I for sweeping and cleaning, etc. The material mentioned in Para-B of the Annexure-I should be always available and used in all wash basin & toilets in common area. The contractor will maintain a stock register depicting supply and consumption of the same. Further, Hostel warden/person to monitor the work of the contractor as **constitute by the Regional Director of the Institute will monitor the supply of material to the contractor. In case of short supply or the same by contractor, the material will be provided by the Institute at the cost of contractor and decision of Regional Director in this regard will be final.**
2. The contractor will be required to deploy adequate number of staff to complete the assignments under the contract is over in the hostel and the areas are cleaned, throughout the week. The contractor will ensure proper distribution of work among his workers. Besides workers, the contractor should deploy a supervisor to supervise the work.
3. The contractor shall comply with all the relevant laws, regulations and other statutory requirements applicable in the matter of such contract work, such as Minimum Wages Act, ESIC Act. EPF Act. etc. The bidders should have authenticated documentary evidence attached to prove this. All bidders submitting their tenders shall attach a certificate. This is mandatory.
4. The contractors staff shall not disturb the existing staff of the Institute on duty and occupant of the Hostel. They shall not create any nuisance within the Institute's premises.
5. The contractor shall be fully responsible for any theft, burglary fire or any other mischievous deed done by its staff, knowingly or unknowingly.
6. The antecedents of all its staff will be got verified from police by the contractor before deployment for work and copy of report shall be submitted to NIPCCD within fifteen days from the date the contract/agreement is signed.

7. The staff of the contractor will wear a neat and clean uniform to be provided by him.
8. The contractor's staff shall not enter into any unlawful or indecent activity within the Institute's premises and shall have good moral character.
9. Without prejudice to its right to terminate the contract, the Institute shall have the right to impose cash penalty on the contractor deductible from the bills or security deposit for instances of bad work, misbehavior, or acts of omission or commission on part of the contractor or its employees.

III. GENERAL CONDITIONS

1. The contractor shall be directly responsible for payments of wages, allowances and other benefits under all the relevant statutory laws on the subject to his employees engaged in the performance of the contract and will comply with all requirements of relevant Acts and Regulation applicable in the Lucknow. **The staff so deployed must get their dues within a 7 days of the following month irrespective of any payment received by contractor from the Institute in respect of any bill.**
2. Insurance and accident risks of the workers shall be the responsibility of the Contractor.
3. All the staff of the contractor deployed under this work shall be free from infectious disease.
4. The Institute reserves the right to order any staff of the contractor to leave the premises of the Institute if his presence at any time is felt undesirable.
5. The rate quoted by the firm shall be strictly in accordance with the minimum wages act as & when notified by the concerned competent authority & shall be valid during contract period. In case of any increase made by State Govt. during contract period under Minimum wages Act and a request with documentary proof is received during contract period, the legitimate proportionate increase will be made by Institute. The decision of Regional Director NIPCCD will be final and binding of Agency.
6. The Contract shall be initially for a period of two year extendable for a further period of one year or more on existing terms and conditions at the option of the Institute and discretion of the Director.
7. The Institute shall pay the agreed amount to the Contractor on monthly basis after completion of a month within 15 days of received of monthly bill and on submission of a **satisfactory work certificate** by the authorized staff of the Institute nominated for this purpose by Regional Director of the Institute. Income Tax will be deducted at source while making payment at the admissible rates.
8. The contract can be terminated by the Institute or the Contractor by giving one month's notice in writing.
9. a. The Institute shall be within its right to make suitable deduction from the monthly payment to the contractor for deficiencies on any service for which the Contract/Agreement will be entered into and signed. If on any day the quality of work is not found satisfactory or there is a lack of supervision of work by contractor, a penalty up to Rs. 1000/- can be imposed by the Institute. In such cases, the decision of Regional Director, Mohali shall be final.

- b. **In case the contractor deploys less than three persons (Excluding Supervisor) as suitable in the para-2 under 'staff requirement and their duties', a deduction equal to 1% of monthly consideration of the agreement for each short deployed person per day will be made from monthly bill of the contractor.**
10. The Contractor shall ensure that he has proper licence/permission from the concerned authorities to undertake such works/contracts. Documentary proof of paying minimum wages depositing to EPF, ESI premium etc. shall be deposited with the Institute as and when called from, to verify.
 11. The Contractor shall in no case get the services required to be performed under this contract delivered by any person or agency not under his control and supervision.
 12. The Contractor shall authorize a person to supervise the work/services allotted to it after awards of the contract who will report to the Asstt. Admn. Officer/Hostel Warden or any other office of the Institute so authorized as and when he is required to do so by the Institute.
 13. **The Contractor shall allow regular inspections and checking of materials being used at all stages of cleaning/maintenance, uniforms etc.**
 14. In case of any dispute between the contractor and the Institute arising out of or in relation to this contract, the dispute shall be referred to the sole arbitrator of the Regional Director, Mohali of the Institute or his nominee and the decision of such arbitrator shall be conclusive and binding on both the parties. The arbitration shall be governed by the provisions of the Indian Arbitration Act, 1940.
 15. The Courts of Lucknow will have jurisdiction over all legal disputes under this agreement.
 16. The Agency shall provide UAN of Volunteers/Employees must be produce within the two month after awarding Tender to their employees at NIPCCD RCM and the same have to be submitted to Regional Director.
 17. The Agency shall provide separate Deposit Challan along-with details of engaged Volunteers/Employees regarding EPF & ESI with every next month of the bill.
 18. The Contractor shall deposit Rs. 50,000/- (Rs. Fifty Thousand) as security by demand draft in favour of Regional Director NIPCCD, Mohali within seven days of award of the contract. No interest will be paid on this Security Deposit. Any penalty/fines /compensation due from the Contractor under this contract will be deductible from the security deposit or monthly billing. The security deposit must be maintained by the Contractor as Rs. 50,000/- throughout the period of the contract. If any penalty/fine/compensation is recovered by the Institute from the said security deposit, the Contractor shall make up the deficiency in security deposit within 15 days. The security deposit, subject to deduction will be refunded in three month's after termination or expiry of the contract. **The security deposit may be forfeited on breach of any of the terms and conditions of this contract, without prejudice to any alternative methods.**

19. **The Institute (NIPCCD) reserves the right to accept or reject any or all the quotations without assigning any reason what so ever.**
Bidder submitting their quotations are advised to go through the terms and conditions properly and note that any mandatory requirement mentioned herein above which have not been complied with, will render the quotations to the rejected on the day of opening these.
The earnest money will be returned to such un-successful bidders immediately.
20. Sealed quotations may be submitted **upto 3.00 p.m. on dated 22.9.2018 addressed to Regional Director I/c with envelop subscribed, :Quotation for Housekeeping arrangement in NIPCCD, Hostel and surrounding area of the Institute and should be put in tender box available in Room No.202, NIPCCD, 5, Siri Institutional Area, Hauz Khas, New Delhi 110 016. Regional Director room of the Institute. The sealed quotations will be opened on same day at 3.30 p.m.**
21. Sealed quotations will be accepted only along with **Earnest Money of Rs. 15,000.00 (Rupees Fifteen Thousand only) through a Bank Draft in favour of Director, NIPCCD, New Delhi.**

The above terms and conditions have been read and understood by us/me and I/we agree to abide by the same on being awarded the work.

Date:

Signature
(Name and Address of the tenderer)
(with the Agency's seal)

Place:

FORM OF CONTRACT

This CONTRACT (hereinafter called the "Contract") is made the -----day of the month of-----Between, on the one hand National Institute of Public Cooperation and Child Development, Regional Centre Mohali, Institute No. 87, Behind Police Housing Board Headquarters (Under Construction) S A S Nagar, Sector 79, Mohali, Punjab (hereinafter called the "Institute") and on the other hand----- (hereinafter called the "Contractor")

WHEREAS The Institute has requested the Contractor to provide House Keeping Arrangement in Hostel and its surround are in the Institute located at Regional centre 87Behind Police Housing Board Headquarters (Under Construction) S A S Nagar, Sector 79, Mohali, Punjab as specified in the Schedule of Requirement attached to this Contract (hereinafter called the "Service")

WHEREAS the Contract, having represented to the Institute that they have the required professional skills and personnel and have agreed to provide the "Services" on the terms and conditions set forth in this contract.

NOW THEREFORE the parties have hereto hereby agree to as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - a. Instructions to bidders;
 - b. The terms and Conditions of Contract
 - c. Schedule of Requirement
 - d. Financial bid for housekeeping arrangements
2. The mutual rights and obligation of the Institute and the contractor shall be as set in the contract, in particular.
 - a. The Contractor shall carry out the Services in accordance with the provisions of the Contract; and
 - b. The Institute shall make the payment to the Contract in accordance with the provisions of the Contract.

In WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

FOR AND ON BEHALF OF----- (Contractor's Name)

CERTIFICATE TO BE FURNISHED BY THE AGENCY

I/We-----do solemnly certify that I/We pay the staff deployed for providing services, strictly as per the provisions of the Minimum Wages Act. I/We-----also affirm and certify that we are making all statutory payments to our staff deployed for providing services, like EPF, ESI administrative charges on these and other such payments. I/We -----shall provide documentary evidences on account these requirements as and when called for.

Authorised Signatory
(Indicate Name)
(Agency's Seal)

ANNEXURE – I

**Form of Financial Bids for providing House Keeping Arrangement in NIPCCD
Hostel and its Surrounding Area in the Institute**

To,
Regional Director I/c
NIPCCD Regional Centre Mohali
Room No.201, NIPCCD
5, Siri Institutional Area Hauz Khas

Sub: Bid for providing House Keeping Arrangement in NIPCCD Hostel and its Surrounding Area, at Regional Centre, Mohali, Institute No. 87 Behind Police housing Board headquarters (Under Construction) S A S Nagar, Sector 79, Mohali, Punjab

Sir,

We have carefully read and understood the terms and conditions for housekeeping arrangements in the Hostel, Administrative building and its surrounding area in the Institute. Accordingly, we are hereby submitting the tender for the same in the enclosed Annexure (as per schedule of requirement) along with terms and conditions, supporting documents and copies of certificated duly signed and attested by appropriate authority.

A bank draft No.-----dated-----for Rs. -----
drawn on -----in favour of National Institute of Public Cooperation and
Child Development, Payable at New Delhi towards Earnest Money is enclosed.

**Signature of the Tenderer/his authorized representative
with date, name and address of the Tendered**

**List of Materials to be used for cleaning and sweeping as
required under the contract**

PART: A

1. Phenyl (Liquid Germinol)
2. Lizol
3. Vim Powder
4. Surf/any other standard detergent powder
5. Acid (mild)
6. Floor Cleaner
7. Duster
8. Floor Duster (Mops)
9. Room Freshener
10. Nariyal Jhadhoo
11. Phool Jhadhoo
12. Push cart for taking garbage
13. Harpic
14. Commode/toilet Brush
15. Markene cloth
16. Scrubbing Brushes of various sizes
17. Any other item required for cleanliness etc
18. Wiper

PART: B

19. Liquid Soap
20. Urinal Toilet Cab
21. Odonil
22. Homacol/any other standard brand
23. Naphthalene Balls
24. Finit
25. Coline
26. Hand Wash Liquid Soap

Annexure II

Tender for Providing Housekeeping Arrangement in NIPCCD,
Regional Centre, Mohali

(Amount in Rupees)

	Particular of Charges (Per Head)	Per Month
1	For Unskilled labour	
2	For Semi-Skilled (Supervisors/Driver)	
3	Rate of EPF (as per Government orders), however rate in percentage (%) have to be quoted	
4	Rate of ESI (as per Government orders), however rate in percentage (%) have to be quoted	
5	Rate of Administrative/Service Charges of the contractor {only in percentage (%) have to be quoted}	
6	Total charges of a Unskilled labour per month/per head (Including EPF, ESI, Administrative/Service Charges) {i.e. 1+3+4+5}	
7	Total charges of a Semi Skilled labour per month/per head (Including EPF, ESI, Administrative/Service Charges) {i.e. 2+3+4+5}	
8	Cost of Cleaning material (inclusive of all taxes) per month	

- Note:- 1) GST as applicable will be charged extra.**
2) Filling of all above Columns is Compulsory.

Date :

Signature of the Tenderer

Place:

Name of the

Tenderer.....

Seal/Rubber stamp of the

Agency

I. Schedule of Requirement for Housekeeping Arrangements in the Hostel and its Surrounding Area in the Institute

SCOPE OF WORK

SWEEPING & CLEANING

Name of the Building

NIPCCD, Administrative & Hostel Building and its surrounding area

Address/Location of the Building

Regional centre 87Behind Police housing Board headquarters (Under Construction) S A S Nagar, Sector 79, Mohali, Punjab

Area of the Building (complete Administrative & hostel building)

6869 Sq.metre.
Hostel and Office Building, Kitchen, dining hall Lounge, Open space like corridors in all floor

- ii. The bidder should quote the rates of Mali, (for month) should be including of all materials like tools, fertilizers etc.

II. REQUIRMENT OF MATERIALS AND STAFF & THEIR DUTIES ETC.

1. The contractor will provide sufficient materials of standard quality as mentioned in Part-A of the Annexure-I for sweeping and cleaning, etc. The material mentioned in Para-B of the Annexure-I should be always available and used in all wash basin & toilets in common area. The contractor will maintain a stock register depicting supply and consumption of the same Further, Hostel warden/person to monitor the work of the contractor as constitute by the Regional Director of the Institute will monitor the supply of material to the contractor. In case of short supply or the same by contractor, the material will be provided by the Institute at the cost of contractor and decision of Regional Director in this regard will be final.
2. The contractor will be required to deploy adequate number of staff to complete the assignments under the contract is over in the hostel and the areas are cleaned, throughout the week. The contractor will ensure proper distribution of work among his workers. Besides workers, the contractor should deploy a supervisor to supervise the work.
3. The contractor shall comply with all the relevant laws, regulations and other statutory requirements applicable in the matter of such contract work, such as Minimum Wages Act, ESIC Act. EPF Act. etc. The bidders should have authenticated documentary evidence attached to prove this. All bidders submitting their tenders shall attach a certificate. This is mandatory.
4. The contractors staff shall not disturb the existing staff of the Institute on duty and occupant of the Hostel. They shall not create any nuisance within the Institute's premises.
5. The contractor shall be fully responsible for any theft, burglary fire or any other mischievous deed done by its staff, knowingly or unknowingly.
6. The antecedents of all its staff will be got verified from police by the contractor before deployment for work and copy of report shall be submitted to NIPCCD within fifteen days from the date the contract/agreement is signed.

7. The staff of the contractor will wear a neat and clean uniform to be provided by him.
8. The contractor's staff shall not enter into any unlawful or indecent activity within the Institute's premises and shall have good moral character.
9. Without prejudice to its right to terminate the contract, the Institute shall have the right to impose cash penalty on the contractor deductible from the bills or security deposit for instances of bad work, misbehavior, or acts of omission or commission on part of the contractor or its employees.

AGREEMENT

This Agreement (hereinafter called the "Contract") is made on this 1st day of the month ofbetween, on the one hand **National Institute of Public Cooperation and Child Development**, Regional Centre, Mohali, Institute No.87 Behind Police Housing Board Headquarters (Under Construction) S A S Nagar, Sector 79, Mohali, Punjab

(hereinafter called the "Institute as a **First Party**) and Ms.(hereinafter called the "Contractor" as **Second Party**)

Whereas, the Institute has requested the Contractor to provide House Keeping Arrangement in Hostel and Administrative Building its surrounding areas in the Institute located at Regional Centre, 87Behind Police housing Board headquarters (Under Construction) S A S Nagar, Sector 79, Mohali, Punjab as specified in the Schedule of Requirement attached to this Contract (hereinafter called the "Service")

Whereas the Contractor, having represented to the Institute that they have the required professional skills and personnel and have agreed to provide the "Services" on the terms and conditions set forth in this Contract.

Now therefore the parties have hereto hereby agree to as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - a. Instructions to bidders (follow as per tender)
 - b. The terms and Conditions of Contract (mentioned as below)
 - c. Schedule of Requirement (mentioned as below)
 - d. Financial bid for housekeeping arrangements as per Annexure - II
2. The mutual rights and obligation of the Institute and the contractor shall be as set in the contract, in particular.
 - a. The Contractor shall carry out the Services in accordance with the provisions of the Contract.
 - b. The Institute shall make the payment to the Contractor in accordance with the provisions of the Contract.

In WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

FOR AND ON BEHALF OF Director, National Institute of Public Cooperation and Child Development, New Delhi and M/s.....

