

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

Regional centre:  
Jawaharnagar, Khanapara, Guwahati – 781022  
Phone 0361-2303049, 2301519

**TENDER NOTICE FOR HOUSE KEEPING SERVICES**

Sealed tenders are invited by the National Institute of Public Cooperation and Child Development, (NIPCCD) for housekeeping work in hostel building, Administrative building and surrounding areas of the Institute. The tender form may be obtained only on working days on request on deposit of Rs. 200/- in cash with the cashier of the Institute at Jawaharnagar, Khanapara (Behind Kendriya Vidyalaya), Guwahati-781 022 by 28.8.2018 upto 1.00 p.m. The tender forms and details can also be downloaded from Institute's website [www.nipccd.nic.in](http://www.nipccd.nic.in) which, dully filled in, may be submitted alongwith earnest money deposit of Rs. 12000/- drawn in favour of NIPCCD and payable in Guwahati. Tender shall be accepted by 3.00 p.m on 28.8.2018 and will be opened in the same day at 4.00 p.m.

Sd/-

Assistant Administrative Officer

**TENDER FOR HOUSE KEEPING SERVICES**

1.	Bid Inviting Officer/Authority Designation and Address	The Regional Director, National Institute of Public Cooperation & Child Development (NIPCCD), Regional Centre, Jawaharnagar, Khanapara Guwahati-781022
2.	a) Name of the work  b) Place of Execution	Services and housekeeping work in Hostel and buildings at NIPCCD  NIPCCD, Regional Centre, Jawaharnagar, Khanapara Guwahati-781022
3.	a) Bid documents obtainable from	a) From General Selection, NIPCCD, RCG b) on NIPCCD Web site www.nipccd.in
4.		EMD of Rs. 12,000/- drawn in favour of NIPCCD Guwahati DD No..... Date..... Bank..... Amount in words.....
5.	Date for submission of Bid	28-8-2018
	Time for submission of Bid	3:00 P.M
	Place for submission of Bid	<b>NATIONAL INSTITUTE OF PUBLIC COOPERATION AND CHILD DEVELOPMENT (NIPCCD)</b> Regional Centre, Jawaharnagar, Khanapara, Guwahati-781022
6.	Date for opening of bids	28-8-2018
	Time for opening of bids	4:00 P.M
	Place for opening of bids	<b>NATIONAL INSTITUTE OF PUBLIC COOPERATION AND CHILD DEVELOPMENT (NIPCCD)</b> Regional Centre, Jawaharnagar, Khanapara, Guwahati-781022
7.	Other important criteria prescribed by the bid inviting Authority	Subject to Terms & Conditions mentioned in the bid documents
8.	Technical BID - Details	Company profile
		Eligibility Condition Compliance
		Compliance to Terms & Conditions of Contract **

\*\* Please specify deviations, if any, clearly

## COMPANY PROFILE

1.	Name of the firm			
2.	Nature of the firm (Govt./Public Limited/Private Limited/Partnership/Proprietorship)			
3.	(a) Address of the registered office of the firm with Phone Number, Mobile No., Fax and e-mail;			
	(b) GST Registration date			
	(c) Registration details of the firm (Copy of Registration Certificate to be provided)			
4.	Location of the firm with address			
5.	Audited Financial Statement for last three financial years with supporting documents verifying minimum annual turnover during last three years of Rs. 20.00 lakh			
6.	(a) Name of bankers & Branch with full address			
	(b) Style of Account & Number			
	(c) IFSC Code			
	(d) Name (s) of person operating the account (enclose banker's certificate)			
7.	PF Code allotted by PF Commissioner State Govt. with photo copy of certificate			
8.	Name of Government Agencies/Autonomous Body/PSU where similar services have been provided during last three years along with supporting documents also certifying satisfactory performance.			

9	(a) Telephone No  (b) E-mail ID  (c) Mobile No	
10	Earnest money deposited vide D.D. No. _____ dated _____ Drawn on ..... Bank amounting to Rs.12,000/- (Rupees twelve thousand only) in favour of NIPCCD, Guwahati.	
11	If any court cases pending with Government Agencies/Autonomous Body/PSU where similar services have been provided	

Signature of Authorized  
Signatory of Firm with Seal and date

**CHECK LIST – (TECHNICAL BID)  
SUMMARY OF COMPLIANCE TO EQUIREMENT OF TENDERS**

Sl. No.	Description of requirement	Yes/No	Page
1.	The firm is registered with the Regional Labour Commissioner (Govt. of Assam) under provisions of Contract labour Act. and its validity date		
2.	Copies of balance sheet and P & L A/c for the last 3 years duly certified by CA		
3.	Registration certificate of provident fund Commissioner enclosed PF registration code Allotted by the Regional Provident fund Commissioner, Govt. of Assam		
4.	Copy of GST Registration certificate PAN from Income Tax Dept.		
5.	Registration certificate of ESI enclosed		
6.	Proforma containing details of other organization where such contracts were/are undertaken (Attached supportive documents)		
7.	DD of Rs. 12,000/- as EMD		
8.	Price bid proforma completed & sealed in separate envelope		
9.	List of arbitration cases (if applicable) Do not leave in blank. If there are no such cases, write "Not Applicable".		
10.	Undertaking of the agency confirming the availability of adequate manpower of requisite qualification and experience for deployment at NIPCCD, Regional Centre, Guwahati		
11.	Acceptance of terms and conditions attached. Each page of terms and conditions to be duly signed as token of acceptance and submitted as part of tender document.		
12.	Copy of last income tax return		
13.	Undertaking by the bidder to the effect that there is no police case pending against the proprietor/firm/parties relating to previous service contracts.		
14.	Office address in Guwahati		

15	At least two currently valid contracts for similar work		

**Declaration of the Tenderer**

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 to abide by them.

Enclose:

1. DD/Pay Oder No. \_\_\_\_\_
2. Terms & condition s (each page must be signed and sealed)
3. Financial Bid

(Signature of Tenderer )  
With seal)

Name :

Office Address :

Date :

Phone No (O) :

NOTE: Submission of all the documents mentioned above along with declaration is mandatory. Non submission of any of the information above may render the bid to be rejected



**NATIONAL INSTITUTE OF  
PUBLIC COOPERATION AND CHILD DEVELOPMENT**  
Regional Centre, Guwahati

**TERMS & CONDITIONS FOR HOUSEKEEPING IN HOSTEL ADMINISTRATIVE BUILDING  
AT REGIONAL CENTRE GUWAHATI TO BE CONVERTED IN CONTRACTUAL  
OBLIGATIONS ON AWARD OF WORK**

**1. Scope of work**

**A. SERVICE REQUIRED TO BE PROVIDED SWEEPING AND CLEANING**

**Area:** Hostel Building with a total area 2443 Square mts. (approx. Hostel comprises 46 Rooms, 48 Toilets, kitchen, dining hall Lounge, balcony, open space like Verandahas in all floor, toilets, entire campus road and office Building & drains

**Manpower required**

Cleaner - 5 nos  
Supervisor - 1 no

**Sweeping and Cleaning (Daily)**

**i) To be done twice daily**

- a) Sweeping of building floor & surrounding area including lawn & front road cleaning and mopping and dusting of office building rooms, ground floor and first floor every day.
- b) Mopping of canteen, common area, Stair cases
- c) Sweeping of rooms every day
- d) Mopping of rooms once every day
- e) Cleaning of toilets every day (Where there are occupants)
- f) Toilets of office building (everyday)
- g) Cleaning of roads (twice in a day)
- h) Cleaning of garden (every day)
- i) CGC to be mopped twice in a day
- j) Sweeping and mopping of hostel rooms every day if there are occupants. If vacant, once in three days

**ii) Once in week**

- a) Dustbins in the Hostel (Corridor) to be Washed
- b) Dusting of Electrical fittings & glass panes
- c) Vacuum cleaning of carpets and figures
- d) Removal of cobwebs
- e) Acid cleaning of sanitary wares
- f) Thorough cleaning of shafts
- g) Polishing of name plates and number plates with brasso (once in two weeks)
- h) Cleaning of drains of the entire campus
- i) Thorough cleaning of rooms and toilets of hostel one day before commencement and one day after completion of training.
- j) Sweeping of campus buildings (Quarters surrounding)

### iii) Once in a month

Cleaning of Water storage Tank including campus Quarters.  
Cleaning of tanks and tube lights frames and fans  
Cleaning of window pans (both office and hostel).

### Quoting of rates

The bidder should quote (in the format of Annexure – IV) rate of profit percent (Service charge. Materials and uniforms 2 sets annually (one set for summer & one set for winter) required for above mentioned sweeping and cleaning works. Service Tax as applicable will be paid extra)

1. The contractor will use materials of standard quality as mentioned in part – A of the Annexure – I for sweeping and cleaning etc. The materials mentioned in Para – B of the Annexure – I should be always available and used in all toilets in common area.
2. The contractor will be required to deploy one Supervisor and five cleaning staff to complete the assignments under the contract but not less than 4 persons from 8.00 AM to till 4 PM and dining hall etc. throughout the week and thereafter one person should be available for cleaning till dinner is over and dining hall is cleaned. The contractor will ensure proper distribution of work among his workers and supervision on of their 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 (in the format given at Annexure – II) to this effect. This is mandatory.
4. The contractor staff shall not disturb the existing staff of the institute on duty and the trainees staying in the hostel. They shall not create any nuisance within the Institute premises.
5. NIP CCD will pay wages, ESI and EPF contribution as per Minimum Wages Act. ESI and EPF rules.
6. The contractor shall be fully responsible for any theft, burglary, ire or any other mischievous deed by its staff, knowingly or unknowingly.
7. The antecedents of 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.
8. The staff of the contractor will wear a neat and clean uniform to be provided by him.
9. The contractor's staff shall not enter into any unlawful or indecent activity within the Institute's premises and shall have good moral character.
10. Without prejudice to its right to terminate the contract, the Institute shall have the right to impose cash penalty on the contractor deduction from the security deposited for instances of bad work, misbehaviour, or acts of omission or commission on part of the contractor or its employees.



## GENERAL CONDITIONS

1. The contractor shall be directly responsible for payment 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 Regulations applicable in the State of Assam.
2. Payment to the workers engaged by the contractor shall be made by cheque only. Proof of payment to the workers shall be furnished.
3. Items mentioned at Annexure-I shall be supplied in full quantity. Items shall be provided by seventh of each month failing which penalty of Rs. 1000/- plus additional penalty of Rs. 500/- per day will be imposed on the contractor till deposit of full quantity of sanitary items.
4. Insurance and accident risk of the workers shall be the responsibility of the Contractor.
5. All the staff of the contractor deployed under this work shall be free from infectious disease.
6. 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.
7. The contract shall be initially for a period of one year extendable for a further period of one year on existing terms and conditions at the option of the Institute and discretion of the Director.
8. The Institute shall pay the agreed amount to the contractor on monthly basis after completion of a month on submission of a satisfactory work certificate by authorized staff or the institute nominated for this purpose by Director/Regional Director of the Institute. Income Tax will be deducted at source while making payment at the admissible rates.
9. The contract can be terminated by the Institute or the Contractor by giving one month's notice in writing.
10. a) The Institute shall be within its right to make suitable deduction from the monthly payment to the contractor for deficiencies in 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 shall be final.  
b) In case the contractor deploys less than three persons (excluding Supervisors) up to lunch on a day or no person is found deployed lunch has stipulated in Para 1 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.
11. The Contractor shall ensure that he has proper licence/permission from the concerned authorities to undertake such work/contracts. Documentary proof of paying minimum wages depositing of EPF/ESI premium etc. shall be deposited with the Institute as and when called for to verify.

12. 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.
13. The Contractor shall authorize a person to supervise the work/services allotted to it after award of the contract who will report to the General Section/Hostel Warden or any other officer of the Institute so authorized as and when he is required to do so by the Institute.
14. The contractor shall allow regular inspections and checking of materials being used at all stages of cleaning/maintenance etc.
15. 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 Director of the Institute/his nominee and decision of such arbitrator shall be open and binding on both the parties. The arbitration shall be governed by the provisions of the Indian Arbitration Act. 1940.
16. The Courts of Guwahati will have jurisdiction over all legal disputes under this agreement.
17. The Contractor shall deposit Rs. 20,000.00 as security by demand draft in favour of the Institute 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 from monthly billing. The security deposit must be maintained by the Contractor throughout the period of contract. If any penalty/compensation is recovered by the Institute from the said security deposit, the Contractor shall makeup the deficiency in security deposit within 15 days. The security deposit subject to deductions will be refunded in three months after termination of 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.
18. The Institute (NIPCCD) reserves the right to accept or reject any or all the tenders without assigning any reason what so ever.

Bidders submitting their tenders are advised to go through the terms and conditions properly and note that any mandatory requirement mentioned here in above which have not been complied with, will render the tenders to be rejected on the day of opening these. The earnest money will be returned to such un-successful bidders immediately.

19. Sealed tenders may be submitted up to 3.00 PM on 28.8.2018 addressed to Assistant Administrative Officer with envelope subscribed "Quotation for Services and Housekeeping Work in Hostel Building" and should be put in tender box available in Administrative Building of the Institute. The sealed tender will be opened on same day at 4.00 PM.

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

Dated  
Place:

Signature  
(Name and address of the tenderer)  
(with Agency seal)

Annexure - I

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

Name of materials

Requirement

**PART: A**

1.	Phenyl ( Liquid)	40 lits per month
2.	Cleanzo Sanitizer	10 lits. Per month
3.	Soap cakes of quality	60 nos. per month
4.	Vim powder	5 kg. per month
5.	Surf/any other standard detergent powder acid (mild)	5 pkt (500 grams) each pkt.
6.	Acid (Mild)	20 bottles per month
7.	Duster white (Mops)	10 nos per month
8.	Floor Duster (Mops)	20 nos per month
9.	Brasso (Polish)	3 nos. per six months
10.	Nariyal Jhadhoo	nos. per month
11.	Phool Jhadhoo	5 nos per month
12.	Buckets (as per requirement of bathrooms)	80 nos. per year
13.	Plastic Mugs (as per requirement of bathrooms)- -----	13. 80 nos. per year
14.	Cob Web's Remover	6 nos per year
15.	Celing Brush	5 nos. per six months
16.	Commode Brush	60 nos. per six months
17.	Markene cloth	5 mtrs. For six months
18.	Plastic water pipe with jet/Nozzle	2 nos.(60mtrs) for one year
19.	Yellow Duster for equipments dusting	5 nos per month
20.	Scrub ling Brushes of various size	10 nos for six months
21.	Bleaching powder	40 kg. per month

**PART : B (To be always available in all the toilets in the Office & Hostel premises)**

1.	Odonil	100 nos. per month
2.	Homacol/any other standard brand	20 lits. Per month
3.	Naphthalene Ball	10 kg. per month
4.	Colin	10 nos. per month
5.	Hand wash in the toilets & also in kitchen dining hall	80 nos. per months

VIP Room (Hostel) – Soap, Shampoo, Hand wash----- 4 each item per month

CERTIFICATE TO BE FURNISHED BY THE AGENCY

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

Authorized signatory  
(Indicate name)  
Agency's Seal



**Statement of major contracts Executed during last 3 years**

Sl. No.	Name of organization	Type of work	Annual Value of contract	Remarks
(i)				
(ii)				
(iii)				
(iv)				
(v)				

Note: Attach a copy of letter for award of each contract.  
Indicated by Asterisk work in head

(Seal & Signature of the Tenderer)

**SCHEDULE OF RATES (PRICE BID)**

(To be enclosed with price bid in a separate cover marked "Envelop 2")

Sl. No.	Description	Contractors profit % (Service charge) Profit will be calculated on Minimum Wage (PF,ESI contribution to be paid by employer)
(1)	(2)	(3)
1.	Supervisor ( Semi – skilled ) for housekeeping arrangement	
2.	Cleaner (Un – skilled) for housekeeping arrangement	

- Tenderer need not mention rate of Minimum Wages, PF contribution and ESI contribution etc. as fixed by latest order of Govt. of Assam. Tenderer should only mention profit percent proposed to be charged for services of each supervisor and cleaner in col. (3)
- Enclose copy of Govt. of Assam orders for rates of minimum wages, PF and ESI as applicable

(Each and every page of price bid need to be signed and stamped by the contractor/firm

Uniform charge per month including taxes. \_\_\_\_\_

Ladies

Summer – Saree, blouse and chappal - one pair each  
Winter – Saree, blouse and woollen jersey, Chappal - one pair each

Gents

Summer – Half sleeve shirt, pant and chappal - one pair each  
Winter – Full sleeve shirt, pant and woollen jersey, chappal - one pair each

Material charges - per month including taxes