

**V. V. Giri National Labour Institute
Sector-24, NOIDA- 201301 (U.P.)**

Tele No. 0120-2411533/34/35/38

Fax No. 0120-2411471

Website – www.vvgnli.gov.in

ANNUAL CONTRACT FOR HOUSEKEEPING SERVICES FOR VVGNLI

Date of Advertisement: 14.04.2018

Date of Issue of Tender _____

Last Date for submission of
Tender: 04/05/2018 by (3.00 p.m.)

Date of Opening of
Technical Bids of the tender: 04/05/2018 at (4.00 p.m.)

Tender form issued to:-

Signature of issuing officer

(The tender envelope should be marked with Tender for “Annual Contract for Housekeeping Services”)

V.V Giri National Labour Institute, NOIDA
**(An autonomous body of Ministry of Labour and Employment,
Govt. of India)**

V.V. Giri National Labour Institute invites tender for **Annual Contract for Housekeeping Services** from agencies having considerable experience in the field of housekeeping. Interested bidders may obtain copy of the tender documents containing details of scope of works, terms & conditions of contract etc. from V.V. Giri National Labour Institute, Sector – 24, NOIDA (U.P.) on payment of Rs. 3000/- (Non-refundable) and submit tender duly completed within the last date (and time) prescribed for submission of tender. Details also available at website: vvgnli.gov.in



Administrative Officer

V.V.GIRI NATIONAL LABOUR INSTITUTE

Sector-24, NOIDA- 201301 (UP)

Tender Procedure

The Tenderer would submit the sealed tender in two parts, (i) Technical bid and (ii) Financial bid in two separate envelopes duly marked containing following information.

A. The Technical Bid

1. Name of Tenderer

2. Eligibility of the bidders for technical bid

- (i) Should have minimum **7 years** of experience in similar nature (Valid proof has to be attached).
- (ii) Average Annual financial turnover during the last 3 years, ending 31st March of the previous financial year, should be at least 30% of the estimated cost.

(iii) Experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following:-

a) Three similar completed works costing not less than the amount equal to 40% of the estimated cost.(enclose work order)

Or

b) Two similar completed works costing not less than the amount equal to 50% of the estimated cost.(enclose work order)

Or


c) One similar completed work costing not less than the amount equal to 80% of the estimated cost. (enclose work order)

3. "Similar Work" – Work Order related to annual contract for housekeeping services.

4. Bidder should be in possession of an independent P.F. and ESIC Number allotted to them by a competent authority.(enclose attested copies)

5. The contractor/agency must abide by all Labour Laws and other Laws as applicable. An undertaking to this effect must be enclosed alongwith the bid.

6. A certificate stating that the tenderer has visited the site and has fully familiarised himself with site conditions while submitting the tender.



7. Demand Draft of Rs. 1.00 Lakh (One Lakh Only) drawn in favour of V.V.Giri National Labour Institute, Sector-24, NOIDA, as Earnest Money and shall be forwarded with the technical bid.
8. The Bidder must submit the documentary proof in the form of Audited Profit & Loss Account and Balance Sheets duly self attested i.e. Financial Year 2016-17, 2015-16, 2014-2015).
9. The agency should have atleast one similar work in the vicinity of NOIDA.
10. The agency should enclose a list of its present clients.
11. The Agency has to provide a certificate with regard to GST, PAN number issued by Competent Authority (attach photocopy)
12. The agency should submit a certificate stating that their agency has not been blacklisted by any Govt. Deptt./PSUs/any other organizations. (enclose declaration)
13. The agencies registered with National Small Industries Corporation Limited, Govt. of India or with state govt. should submit a copy of the registration for availing the grant of benefits to MICRO/SMALL/MEDIUM Enterprises.

The Technical bid should contain all the documents required from Sl. 1 to 13 of technical bid.

The envelope should be marked with Annual Contract for Housekeeping Services for VGNLI (Technical Bid)

A handwritten signature in black ink, appearing to be 'A. V. Giri', with a horizontal line drawn across it.A handwritten letter 'h' enclosed within a hand-drawn circle.

B. **Financial Bid**

The agency should submit their rates as per the **Annexure I** in a separate envelope marking it as "Annual Contract for Housekeeping Services (Financial Bids)". The rates submitted by the agency should be firm & final. No escalation in the rates during the contract period will be allowed except revision of minimum wages. The agency should submit their rates keeping in view of the following:

- i) Minimum Wages as per the present rates fixed by Government of Uttar Pradesh.
- ii) GST prescribed by the Government of India.
- iii) Agency charges should not be equal or less than the TDS deduction.
- iv) Charges for supply of housekeeping materials, washing of linens & VIP kits should be as per the list at Annexure II.



1. SCOPE OF WORK AND DESCRIPTION OF UPKEEPING/ HOUSEKEEPING

(A) - HOSTEL

- i. The Hostel Block is consisting of 66 rooms in one wing and 33 rooms in second wing with attach bathrooms and balcony including corridors in each floor, computer room, Gym room, Reception and Lounge area.
- ii. The housekeeping services has to maintain the entire building of hostel in a good condition and keep it neat and clean.
- iii. The work as a whole includes cleaning of floors, walls, skirting's, doors, windows, ventilators, venetian blinds, glass panes, wooden/steel/aluminium partition, furniture's, toilets, staircases, railings, carpet and other places within the building and surrounding pathways/areas, removal and storing of waste papers and disposal of un useful garbage outside the campus.
- iv. The agency shall have to provide efficient/experienced housekeeping personnel for cleaning work in the building. The contracting agency shall maintain the building in perfect working condition.
- v. Housekeeping job would also include preparation of bed daily, changing of bed-sheets, pillow covers and towels twice a week. The washing of linens of said items including dry cleaning of blankets and curtains, cleaning, washing of napkins, table cloths etc. would be part of the contract.
- vi. The agency will undertake vacuum cleaning of carpet, sofa set, curtains, cushion chairs, providing and spraying of room fresheners, key management of the rooms, pest, rodent control spray once in a week. Mosquito spray should be done twice a day. The agency will also provide laundry service for the participants (charges are to be paid by the occupants)
- vii. The agency would provide soap, toilet paper, odonil, mosquito repellent cakes to each participant staying in the hostel as per requirement. The agency will provide all the material and personnel for housekeeping of the hostel.
- viii. The agency should provide VIP kits containing two pouches of shampoo, tooth brush, tooth paste and razer.
- ix. All the consumable should be of ISI / reputed brand.
- x. All the housekeeping items for monthly requirement should be brought on challan only on working days from 0900 hrs to 1700 hrs and same may be produced to Administration for verification of items.
- xi. As per **Annexure II** housekeeping material should be handed over to Hostel Incharge, VGNLI from 5th to 10th of every month and same will be issued to housekeeping staff on day to day requirement of the hostel.



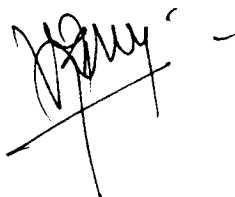
SCHEDULE OF SERVICES

DAILY

- i. Proper and efficient cleaning, sweeping, swabbing with swappers drenched with detergent of approved make in water of entire floors, cabins, passages, lobbies, utility services areas, stairs, balcony, skirting's, water coolers, toilet fixtures (Toiletries), filling of water in room coolers, cleaning of toilets once in the pre-lunch session and once in the afternoon.
- ii. Removal of waste from waste paper basket/ dustbins, unserviceable experimental waste and storing of the garbage etc. outside the premises of the campus and / or as directed.
- iii. Dusting and cleaning of furniture, fixtures; A.C., Coolers, Venetian, glazed doors panels, window glass, door handles of main gates, boards, door foot mats, fire extinguishers etc.
- iv. Cleaning and washing of floors, urinals, attached bathrooms, commodes, partitions, wash basins, counters, sinks and keeping the floors dry by mopping and toilet fitting sparkling clean using vim, washing soda, cleanzo or any approved detergent, freshener spray, keeping odonil/air purifiers in all common toilets and attached bathrooms of hostel.
- v. Putting of Naphthalene balls of approved quality (Big size) in urinals, commodes of toilets.
- vi. Carpet Vacuum Cleaning
- vii. Cleaning of loose items e.g. door mats, fire fighting accessories, fixtures, photos, boards etc. with vacuum cleaner, dusters, brushes etc.
- viii. Cleaning of front lawn and approach road including all the surrounding areas of the Hostel.
- ix. Spraying of finite once or twice and as and when required.
- x. Providing mosquito repellent alongwith machines.
- xi. Providing of toilet rolls.

WEEKLY

- i. Cleaning and dusting both sides of doors, glazed doors, door frames, fixed glazed panels, venation blinds with liquid glass/metal cleaner.



- ii. Cleaning thoroughly the floors, doors, skirting of entire premises and under the furniture and fixtures with water, chemical, detergent soap by washing, wet mopping and removing stains etc.
- iii. Cleaning and removing of cobwebs both inside and outside the building including cleaning of wire gauge doors and windows.
- iv. Cleaning of toilet tiles and sanitary fittings.
- v. Cleaning and dusting of entire electrical fixtures, ceiling fans, brackets fans, exhaust fans, pedestal and table fans, light fixtures etc. using agent colin, cleaning compounds etc.

FORTNIGHTLY

- i. Cleaning and polishing of floors
- ii. Cleaning/dusting of all electrical/electronic fittings/fixtures and equipments.
- iii. Cleaning of carpets with soft brooms, brushes and sweeping carefully along the grains.
- iv. Cleaning, sweeping of paths, open areas, aprons around buildings, area under water coolers and disposing off the wastes.
- v. Pest control spray

MONTHLY

- i. Cleaning thoroughly and polishing of all floors and skirting and also the areas where fortnightly services are prescribed and except carpeted and ordinary cement concrete floors.
- ii. Cleaning of high level ventilators, glass panes using cleaning agents and wire gauge areas.
- iii. Cleaning of storm water drains, road side gulleys and other open drains, R.W. pipes, balconies, extended slabs/ sills by sweeping, dusting and using water detergent, chemicals and soap etc. of approved quality.
- iv. Cleaning of carpets thoroughly by vacuum cleaner, brushing carefully along grains, removing stains with stain remover, cleaning compounds etc.
- v. Cleaning of terraces of building, balconies, canopies and rain water pipes and under water tanks and as and when required during rainy seasons.
- vi. Providing Air Purifiers (ODONIL) including disposable containers in attached and common toilets.
- vii. Cleaning of water tanks in the Hostel, Administrative Block, seminar block and Library block.

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(B) Office Premises

The Institute campus is spread over in the land of 12.5 acres which includes Hostel block also. The housekeeping personnel deployed for office premises will have to work inside the office buildings for cleaning of rooms, toilets, corridors etc. for which the cleaning material will be supplied by the Institute.

DAILY

1. Cleaning of roads and parks surrounding of Administrative Block, Seminar Block, Sub-Station, Residence Block and Hostel Block.
2. Removal and collection of garbage and waste from roads, parks, dustbins of the campus area and throw it outside the campus at the locations earmarked by the NOIDA Authority.
3. Cleaning of drainage system if found blocked.
4. All the works relating to gardening.
5. Cleaning, sweeping and swabbing of seminar rooms, lobby, terraces, toilets, balconies, canopies, glass panes, ventilators etc.
6. Similarly, Cleaning, sweeping and swabbing rooms, lobby, terraces, toilets, balconies, canopies, glass panes, ventilators etc. of Administrative Building and Library Building as and when required.
7. Removing of cob webs
8. Disposal of waste material on daily basis.
9. Gardening work in the parks etc of the campus.

WEEKLY

1. Trimming of trees
2. Cleaning of water tanks
3. Cleaning of drainage system

2. MANPOWER REQUIRED FOR THE CONTRACT.

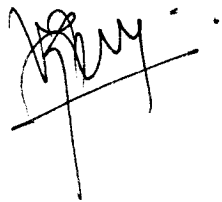
To provide high standard housekeeping services, the agency should provide qualified and experienced officials/staff. The agency should provide minimum manpower as given below:

i. Supervisor - One

The person should have professionally qualified and should be well-versed in housekeeping services as well as up-keeping the office premises/buildings including parks neat and clean. The Supervisor will have to supervise both the works of Hostel and office premises.

ii. Housekeeping Staff

(a) Hostel



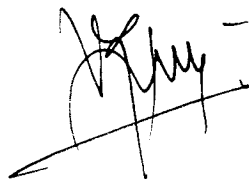
The agency should provide 10 housekeeping staff to carry out housekeeping work effectively. The duties of the Housekeeping personnel should not exceed 8 hours every day. However, the housekeeping staff should be deployed in shifts in such a way that they are always available from 7.00 a.m. to 8.00 p.m. every day.

(b) Office premises

The agency should provide 8 housekeeping staff including at least one experienced Gardner (Mali) from 7 a.m. every day to carry out the cleaning work in the office premises (Seminar, Admin block and Library) including parks as per the schedule of work indicated in the scope of work. The duties of the Housekeeping personnel should not exceed 8 hours every day. However, the house keeping staff should be deployed in shifts in such a way that they are always available from 7.00 a.m. to 6.00 p.m. every day.

3. TERMS AND CONDITIONS FOR HOUSEKEEPING SERVICES

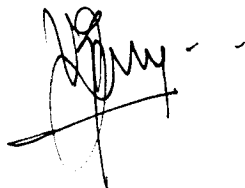
- i. The agency shall have to provide efficient/experienced and honest adequate number of workmen to complete the work:
 - a. In hostel the attendants would fill jugs with drinking water (morning and evening),
 - b. Dusting of furniture
 - c. Preparing beds, changing linens etc.
 - d. Cleaning of rooms, bathrooms, balcony, dining halls and other area of the hostel.
- ii. The agency should deploy experienced staff for cleaning toilets, bathrooms floors, mirrors, glasses etc.
- iii. A monthly programme for polishing of floors, cleaning of fittings and fixtures, removing cobwebs, shall be furnished by the agency well in advance and approval obtained from the Officer-in-charge. The work shall be carried out on Holidays or as instructed by Officer-in-charge.
- iv. The agency and their staff shall strictly follow the security procedure of the Institute in vogue while they are inside the premises.
- v. The work has to be done with utmost care, diligently and the agency should supervise, inspect and issue instructions to their staff for the proper and efficient discharge of the work.
- vi. Any loss sustained by the Institute by way of theft, negligence or carelessness by the agency or their workmen solely rest with the agency and shall be debitable to the account of the agency. The assessed value of the damages shall be deducted from the monthly bills. The decision of the Competent Authority of Institute in this regard shall be final and binding on the agency.



- vii. In case the agency does not adhere to the time schedule in carrying out the work or for not doing the work properly, the Competent Authority of the Institute reserves the right to get the work done from other agency at the cost of agency plus the departmental charges which will be 20% of the value of work done from the amount due to the agency without any notice and intimation to the party of the second part. The recovery statements prepared by the Competent Authority shall be final and binding on the agency.
- viii. The agency shall depute staff for the above work in the building on all the days of the year.
- ix. The agency will provide at its own cost, all the housekeeping tools and equipment's such as vacuum cleaner, scrubber and polishing machine. These are covered in the contractual payment.
- x. The burning of dry/wet leaves waste material is not permitted in the campus.
- xi. Disposal of waste material on daily basis.

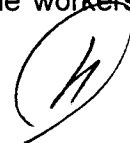
4. GENERAL TERMS AND CONDITIONS OF CONTRACT

- i. The agency will be required to obtain the license as per the provision of the Contract Labour (Regulation & Abolition Act 1970), before the start of work.
- ii. The agency will take insurance policies for sufficient amounts to cover himself against third party risks, Workmen's Compensation Act, 1923 caterers all risk policy, and keep VGNLI indemnified and continuously keep indemnified, even after the contract against all such risks and loss or damages. The risk should also cover kitchen equipments and the premises.
- iii. The agency will have to pay adequate wages/salaries as per Minimum Wages Act, 1948 of the Government of India as in force or enforced from time to time. Besides this, engagement of workers should be in accordance with the Labour Act of Government of India. The agency shall undertake to discharge all the liabilities of their employees as per various statutes.
- iv. The agency shall comply with provision of the Employees' Provident Fund Scheme, 1952. The agency shall within seven days of the close of every month, submit a statement showing the recoveries of contribution in respect of employees employed by him and entries of contributions may be made in employees PF account number. The amount recovered every month from the wages of an employee as well as the contribution made by the agency in respect of each employee shall be entered every month in the contribution card opened in the name of each member under the scheme.
- v. The agency shall comply with provision of the Employees' State Insurance Act, 1948 and all employees shall be insured in the manner provided in the Act. The contribution payable under this Act in respect of an employee shall



be paid to the corporation. All the employees should possess ESI Card and institute will periodically verify these cards.

- vi. The agency shall comply with provision of the Payment of Wages Act 1936, Minimum Wages Act 1948, Employees Provident Fund Act 1952, ESI Act 1948, Employers Liability Act 1938 Workmen's Compensation Act 1923. ID Act 1947, Maternity Benefit Act 1961, Contract Labour (Regulation & Abolition) Act 1970, or any modification thereof or any other law and rules made there under applicable to this business.
- vii. The VVGNLI premises being restricted area, all the articles which are taken out of or brought inside shall be liable for security check/gate pass system or any other system, enforced from time to time.
- viii. The agency shall not use the premises for any other activities except the purpose for which it has been provide for and indented.
- ix. The agency shall ensure that his employees are courteous and their behaviour and manners are polite and proper towards all employees of VVGNLI, guests/participants etc.
- x. If In the event of failure, neglect, dislocation or stoppage of the services by the agency, VVGNLI may get the work done by some other agency without prejudice to their rights to enforce performance in respect of the rest of the work. The agency shall in such event, pay to VVGNLI the additional cost incurred for having such job done by some other agency. Without prejudice to any other rights and remedy, VVGNLI may terminate the agreement by giving (five) 5 days notice to the agency in writing and in such event the agency shall have no claim for any loss against VVGNLI.
- xi. The agency shall indemnify VVGNLI and continue to keep its employee indemnified and harmless against all the claims for monetary or any other Benefits, Compensation etc. to which his employees are entitled under the various labour laws, such as Workmen's Compensation Act, Employees State Insurance Act, Provident Fund Act, or such other statutes as are applicable from time to time.
- xii. The workers deployed by the agency shall be under the whole and sole control of the management of the agency and for all purposes, they will be the employees of the agency only. As such their service conditions etc. will rest with the agency.
- xiii. All disputes arising from the workers in respect of salaries, wages or any other matters connected with their service conditions will rest with agency. The Institute will be free from all encumbrances whether from the Government or any other sources, including claims as per Workmen Compensation Act.
- xiv. The agency should ensure the safety of their workers during the course of work. If any workers of the agency is hurt or injured and met with any serious calamity/accident etc. the payment of compensation to the workers will rest



with the agency and Institute will be free from all the encumbrances whatsoever.

- xv. The agency will provide suitable uniforms to the persons or staff so engaged or to be engaged for rendering the services and shall also ensure that the same are clean, tidy and are worn by them at all times while on duty.
- xvi. The agency shall provide identity cards to staff employed which will be produced on demand by officers or other staff of V.V. Giri National Labour Institute designated for the purpose.
- xvii. Staff deployed by the agency should be medically fit and should not be less than 18 years of age.
- xviii. List of persons deployed by the agency for the subject work mentioning qualifications, experience, residential address shall be submitted to Institute. In case of any revision, the same shall be informed to from time to time.
- xix. Institute reserves the right to ask the agency to remove particular person(s) from site with immediate effect if in the opinion of Institute his behaviour/performance is not up to the mark and/or found indulging in unlawful activities. The agency shall immediately comply with such instructions.
- xx. The Agency has to provide credit formality for 30 days after giving the bills to the Institute. However the Agency has to comply all the statutory requirement as per law. For example the Agency has to pay wages to housekeeping staff on or before 7th of every month.

5. SPECIAL TERMS & CONDITIONS : Annexure III

6. INSTITUTE RESERVES RIGHT

The Institute reserves the right to cancel the tender process or any of the tender/ all of the tenders at its sole discretion and no correspondence in this regard will be entertained. The Institute is not bound to accept the lowest or any tender and reserves the right to award the work to any or divide it between more than one Tenderers at its sole discretion and convenience without assigning any reasons. The rates quoted by the Tenderers shall be valid even in case of part of the work is awarded to a Tenderer.

7. SITE

- i. The site of work is V.V. Giri National Labour Institute, Sector-24, NOIDA-201301, U.P.
- ii. The tenderers must visit the site of work and see for themselves and acquaint thoroughly with all the site conditions which may affect the work, before submitting their tenders. Ignorance of site conditions will not be accepted as the basis of any claim for any additional compensation, or any other claim whatsoever. The Tenderer must enclose a certificate stating that he had



visited the site and has taken note of all site conditions while submitting his tender.

8. EARNEST MONEY

No tender will be considered which is not accompanied by Demand Draft of Rs.1.00 Lakh (Rupees one lakh) drawn in favour of **V.V.Giri National Labour Institute, NOIDA**, as Earnest Money and shall be forwarded separately and not in the same enveloped as the Tender. Otherwise the tender will be returned unopened marked as "Refused". In the event of the Tenderer withdrawing his Tender before the expiration of two calendar months from the date fixed for receiving Tenders or such other date as the Tenderer may be required to extend the Tender will be cancelled and the Earnest Money will be forfeited to the V.V.Giri National Labour Institute and on the understanding also that if the Tender is accepted the Bond or Guarantee would be furnished when required. The Earnest Money will be returned to unsuccessful bonafide **Tenderers within three months after the date fixed for receiving tenders or at such earlier time as a tender may have been accepted by the V.V.Giri National Labour Institute.** In the case of the successful Tenderer the Earnest Money will be adjusted.

9. SETTLEMENT OF DISPUTES

All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the arbitrator appointed by the Director General, V.V. Giri National Labour Institute or any person nominated by him. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. No part of the agreement shall be suspended on the ground of pending arbitration proceedings.

10. TAXES

Tax deduction at source as per Government rules will be applicable from time to time.

11. PAYMENT CLAUSE

1. Payment will be made monthly starting from the succeeding month of this Contract becoming into force. It will be made in the the succeeding month upon submission of the bill in duplicate.
2. Payment of the bill will be based on standardized invoices alongwith all statutory documents viz duly verified attendance sheet, wage sheet, PF & ESI challans, feedback reports nodal officer.
3. The agency shall be solely responsible for making all statutory subscriptions/payment/contribution related to labour employment including EPF/ESI payments.



4. The agency shall submit an extract of all such monthly payments/contributions alongwith their monthly bill.
5. No advance payment will be made.
6. TDS is recoverable as per rules in force from each claim.
7. All the aspects of this contract will be inclusive of material and labour.
8. The agency is required to pay the wages to their employees deployed in the Institute 7th of every month.
9. Payment will be made to the successful bidders through e-payments only. The agency is required to submit bank details.

12. RATES

The rates quoted should be firm and valid till the complete execution of the order. No escalation on what so ever account shall be paid under this contract.

13. PENALTY CLAUSE

For non-compliance of the work, due to shortage of manpower/routine maintenance/daily report or any other reasons, the Institute will impose a penalty amounting to Rs.5000/- on each occasion.

14. SECURITY DEPOSIT

Successful bidder has to deposit 10% of the total value of contracting amount for one year in the form of Demand Draft/Bank Guarantee drawn in favour of **V.V. Giri National Labour Institute**.

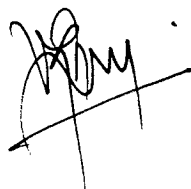
15. ESTIMATED COST - Rs.48 lakh approx.

Performance Security Deposit (PSD)- (in form of Demand Draft /Bank Guarantee)

- (i) PSD will have to be deposited by the successful bidders **within 30 days** on receipt of work order to ensure due performance of the contract will be for contracting value for one year.
- (ii) PSD shall be in the form of Demand Draft/Bank Guarantee payable to V.V. Giri National Labour Institute, Noida.(as per CVC guidelines)
- (iii) The PSD should remain **valid** for a period of **three years** upto completion of all contractual obligations by the agency. The EMD will be refunded to the successful bidder on receipt of Performance Security Deposit.
- (iv) Any interest will not be payable on the amount of Performance Security Deposit (PSD).

16. CONTRACT PERIOD

The Maintenance Contract will be for one year period. However, the performance will be evaluated after every three months of Award of Contract. If performance is found unsatisfactory, the Contract will be terminated after giving one month's notice period. On successful completion of one year the contract can be extended on year to year basis and not more than three years.



17. EARNEST MONEY AND SECURITY SHALL BE FORFEITED IN CASE OF THE FOLLOWING:

- (i) On opening of technical bid/financial bid EMD will be forfeited.
- (ii) If the work is not commenced on due date as per award letter.

18. SITE

The site of works is V.V. Giri National Labour Institute, Sector – 24, NOIDA – 201301 (UP), INDIA. The Tenderers must visit the site of works and see for themselves and acquaint thoroughly with the site conditions which may be effect the work before submitting their Tenders. Ignorance of site condition will not be accepted as the basis of any claim for any additional compensation or any other claims whatsoever. The Tenderer must enclose a certificate stating that they had visited the site and had taken care of all site condition while submitting the Tender.

19. ARBITRATION

All disputes arising out from the workers in respect of salaries, wages or any other matters connected with their service conditions will rest with agency. The Institute will be free from all encumbrance whether from the Government or any other sources, including claims as per Workmen Compensation Act.

20. LIQUIDATED DAMAGES

0.50 % per month subject to maximum of 5%.

21. EARNEST MONEY


No Tender will be considered which is not accompanied by a demand draft of Rs. 1.00 lakh (Rs. One lakh Only) drawn in favour of V.V. Giri National Labour Institute, drawn at NOIDA, as Earnest Money and shall be forwarded with the Technical Bid. In the event of the Tender withdrawing his Tender before the expiration of two calendar months from the date fixed for receiving Tender, the Tender will be cancelled and the Earnest Money will be forfeited to the V.V. Giri National Labour Institute. The earnest money will be returned to unsuccessful Tenderers within three months after the date fixed for receiving Tenders or at such earlier time as a Tender may have been accepted by the V.V. Giri National Labour Institute.

22. TERMINATION OF CONTRACT

The Director General, VVGNI reserves the right to terminate the Contract on account of poor workmanship, failure to mobilized site, non-compliance of work, delay in progress of work, violation of any Contract provision by Contracting Agency. In such cases, the Contracting Agency is liable to liquidated damages 10% of annual Contract value, besides security deposit.

23. INSTITUTE RESERVE RIGHT

The Institute is not bound to accept the lowest or any Tender and reserve the right to award the work to any one or divide it between more than one



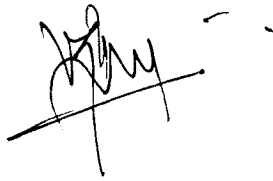
Tenderers at its sole discretion and convenience without assigning any reasons.

24. AGREEMENT The L1 bidder has to enter into an agreement with the Institute

25. COST OF TENDER : Rs. 3000/-

26. LAST DATE

The last date of submission of Tender is **04/05/2018 by (3.00 p.m.)**. The tenders should be submitted in a sealed cover to The Administrative Officer, V.V. Giri National Labour Institute, Sector – 24, NOIDA, U.P. The envelope should be marked with tender for **ANNUAL CONTRACT FOR HOUSEKEEPING SERVICES FOR VVGNLI HOSTEL.**

A handwritten signature in black ink, appearing to be 'V.V. Giri', with a horizontal line drawn through it.A handwritten mark, possibly the number '1', enclosed within a hand-drawn circle.

Financial Bid

The tenderer should quote rates for housekeeping services as per details given below:

Description	Supervisor
Minimum Wages (as per the present rates fixed by Govt. of Utter Pradesh.)	
PF @	
ESI @	
Bonus @	
Uniform allowance	
Total wages	
Agency charges	
GST + any other taxes	
Any other charges	
Grand Total	
Description	Housekeeping staff
Minimum Wages (as per the present rates fixed by Govt. of Utter Pradesh.)	
PF @	
ESI @	
Bonus @	
Uniform allowance	
Total wages	
Agency charges	
GST + any other taxes	
Any other charges	
Grand Total	

- (a) Charges for Supervisor & Housekeeping staff _____
 (b) Charges for Supply of housekeeping materials _____
 (c) Charges for washing of linens _____
 (d) Charges for anti termite treatment on monthly basis(Optional) _____
 (e) Charges for fogging on fortnightly thoroughly campus hostel, administrative block, seminar and residential area etc.(Optional) _____
 (f) General pest control for monthly(Optional) _____

Tax, if any excluding on (a) above.

Grand Total:

Rates for VIP Kit (inclusive of taxes) _____

Note : No extra charges will be paid to the agency if not mentioned in the financial bid such as taxes/extra wages etc. However the Agency has to provide credit formality for 30 days after giving the bills to the Institute.

The envelope should be marked with Annual Contract for housekeeping Services for VVGNLI Hostel. (Financial Bid)

Annexure – II

Requirement of Housekeeping Material on Monthly basis for 99 rooms common toilets, dining halls & other areas of hostel.

S. No.	Item	Quantity
1.	Liquid Soap	5 Ltr.
2.	Soap hand wash every day in every room	4000 Pcs.
3.	Naphthalene balls	40 Pkts.
4.	Odonil cube	100 Pkts.
5.	Cotton Duster (yellow & white)	40 Pcs. + 10 Pcs.
6.	Glass cleaning Duster	30 Pkts.
7.	T-poll (for toilets)	20 Ltr.
8.	Bleaching powder	2 Kgs.
9.	Acid	15 Bottles
10.	Toilet Cleaner (Harpic)	30 Ltr./Bottle
11.	Black phenyl	30 Ltr.
12.	Glass cleaner (Colin)	10 Bottles
13.	Room Freshner	10 Bottles
14.	Garbage bag (Small)	5 Pkts.
15.	Garbage bag (Big)	6 Pkts.
16.	Urinal Cube	12 Pkts.
17.	Hit (Black)	18 Pcs.
18.	All out Machine (one-time)	100 Pcs.
19.	Re-fill (All –out)	100 Pcs.
20.	Broom hand + Broom soft	40 Pcs.
21.	Toilet Brush	100 Nos.
22.	Plastic Juna	100 Nos.
23.	Wiper	30 Nos.
24.	Riksha (Theli) for throwing garbage outside the campus	2 one time

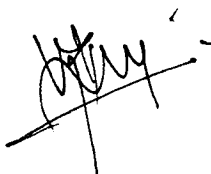
Laundry per month:

1.	Bed sheet	1200 Pcs.
2.	Pillow Covers	1200 Pcs.
3.	Bed covers	1200 Pcs.
4.	Towels	1200 Pcs.
5.	Curtains _____ of all rooms of hostel	(six monthly basis)
6.	Blankets	400 (yearly basis)

The agency has to supply VIP kits containing of the following items:

1. Tooth brush
2. Tooth paste 10gms
3. Razer (use & throw)
4. Shaving cream (5 gms)
5. Shampoo (two pouches)

NOTE: The agency has to quote consolidated rates in the financial bid for all the items mentioned above.



Special Terms and Conditions of the Contract

1. Tenderer should visit the various areas to study the scope of work and nature of service before quoting against the tender.
2. Consolidated price should be quoted for the sufficient workmen, equipment and materials as given in the description of work/services detailed scope of work.

Breakup of the quoted rate must be shown indicating various items of charge (Workmen-Skilled and Unskilled. Supervisor, EPF, GST, administrative/service charges, any other tax, if any). The legal requirements of adhering to minimum wages Act, 1948, etc. as amended from time to time, may be kept in view while quoting the rates.

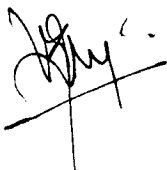
3. The tenderer should sign and affix his/her firms stamps at each page of the tender and all its Annexure as the acceptance of the offer made by him/her firm will be deemed as a contract and no separate formal contract will be drawn. No page should be detached /removed from the tender Invitation and enclosures/Annexure.
4. Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof, in case tenderer fails to observe the above stipulation or backs out from his/her quoted rate and terms.
5. Quotations not meeting the scope of work and Terms and conditions stipulated with tender is liable to be rejected. The Institute will have the right to accept or reject any offer without assigning any reason thereof.
6. Quotations received without EMD shall be summarily rejected. No claim of Interest on EMD and Security deposit shall admissible.
7. The agency charges should not be quoted less than the TDS to be deducted by the institute. In case the agency charges are quoted less than TDS deduction, the tender of such agencies will be rejected.
8. The material required for the contracted services shall be arranged/provided under intimation to the Administrative Officer with proper entry/IGP at the Main Gate. A certificate from Administrative Officer with respect to quality and quantity of material shall be submitted along with Bill as proof.
9. Subletting of Work: - The firm shall not assign or sublet the work or any part of it to any person without having permission of the Director of the Institute.
10. For the purpose of work the contractor shall engage persons above 18 years of age only and who are found suitable, on the basis of police verification report. No minor workman would be permitted in any case.



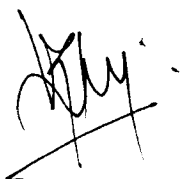
11. The contractor shall issue the identity passes with name, photograph to ensure that they carry the identity passes during working hours. It is essential that they wear the prescribed uniform, which will be provided by the contractor.
12. The Officer In-charge or his representative may from time to time inspect the site of work under the contract and any breach of terms of contract may result in termination of contract, deduction of reasonable amount or any other action as may be deemed fit. Decision of the Director, VGNLI with regard to such deductions will be final.
13. The contractor shall be responsible for providing safety measures and amenities as required under law/rule/nature of work to workmen engaged by him for purpose of maintenance inside the Hostel area and under no circumstances shall the Institute be held liable for same. For compensation, if any payable to a member of his workforce the liability shall lie with the contractor as per law
14. The work force deployed by the contractor for the said activity of maintenance under the agreement of the contractor shall not indulge in such activities as per prejudicial to the interest of Govt. Property inside the Institute or estate.

The contractor shall be responsible for any damage or loss of Govt. property inside the Institute, caused by the persons engaged by him under the contract. In case the persons engaged by the contractor indulge in such activities as are prejudicial to the interest of the Institute or result in loss to the property, the Institute will have the right to debar the entry of such persons into the Institute and take any such measures for realizing the cost of damages from the contractors apart from withholding the amount payable to the contractor under the contract till the realization of the cost of damage.

15. The Institute shall have the right to rescind the contract, modification, alteration of the terms and conditions of the contract.
16. If due to violation of the terms and conditions of the contract by the Contractor, the Institute shall have the right to rescind the contract without any notice to the contractor and shall recover the damages along with the penalty.
17. (a) The workers employed on the above work by the Contractor shall be under the sole and whole Control of the management of the contractor and for all purposes, they will be the employees of the contractor only. The persons engaged by the contractor against the contract shall not have any right/claim whatsoever for direct recruitment of permanent employment in the Institute
(b) The Contractor will have to pay comply with the provision of MW Act & PW Act wages/salaries as per minimum wages act of the Govt. of India & U.P. State Government as in force or enforced from time to time. Besides this engagement of workers should be in accordance with all the relevant labour laws. Contractor shall comply with the provision of the contract labour (Regulation and Abolition) Act, 1970 and any modification thereof. Any other law relating to labour legislation and rules made there under from time to time as applicable must be complied with.



- (c) The Contractor shall undertake to discharge all statutory liabilities of his employees such as PF, Gratuity, Leave Salary, Medical Care, Service Bonus, Maturity benefits etc.
18. The Contractor shall not allow/permit his workers to participate in any trades union activities or agitation inside the Institute and estate.
19. In case the contractor fails to pay the wages/short payment by 7th of following month then the INSTITUTE shall pay the wages to the workers employed by the contractor. The expenditure incurred by the Institute on account of payment of the wages to the workers shall be recovered from the bills of the contractor along with the penalty @ 25% of the wage not paid by the firm in time.
20. Institute have right to terminate the Contract in case of non-payment /short payment of the wages to the workers employed by the contractor on the date/time/place fixed in this regard.
21. Contractor shall maintain all statutory records and registration provided under various Labour Laws such as MW Act, ER Act, CL(R&A) Act, BOCW (RE & CS) Act, EPF and other Laws. Thus records are to be kept at the Institute during the working hours.
22. The contractor shall ensure payment of the wages to the persons employed by him in terms of statutory provisions with reference to Minimum Wages Act and rules. Payment of Wages Act Rules notifications or orders in force at the time of disbursing wages. Contractor shall pay the wages on the date and at the place fixed by the INSTITUTE for this purpose in the presence of the authorized representative of INSTITUTE and for the purpose.
23. The contractor shall furnish monthly report to the INSTITUTE by 3rd of the every month without fail, on contract labourers deployed and job completed at work place. The contractor shall maintain register of workmen employment, register of wage-cum-muster role, register of fine, deduction for damage or loss to INSTITUTE, wage slip and register of accidents. He shall be liable to show any of the above documents as and when called upon and the failure of which can entail for fines and termination of the contract.
24. Contractor shall deposit the statutory dues under the EPF and Misc. provision Act regarding the workmen employed by him. He shall give the proof/challan of depositing the PF before 15th day of the month. Contractor's Bills shall be processed by INSTITUTE only when he submits the brief of the payment of the statutory dues of the workers under various Labour Laws such as Wages/PF etc.
25. The following shall also be produced by the contractor along with the bill for making payment:-
- (a) Attendance sheet indicating weekly off duly countersigned by officer of the INSTITUTE.
 - (b) Payment to the workers
 - (c) Copies of P.F. Challans along the list of persons and amount of EPF contribution deposited by the firm
 - (d) Proof of GST paid by firm against the contract



(e) Income tax will be deducted

26. The Contractor will have to take out the following insurance policies to cover up all the risk and keep them valid till the successful completion of the contract
 - (i) Workman's compensation
 - (ii) Risk/liability of the 3rd party
27. The Contractor should indemnify the Institute against any litigation arising from violation of rules and statutes. The firm shall conduct all legal proceeding as may be necessary without any cost to the Institute.
28. Contractor shall be allowed to employ 20 or more than 20 workmen only when he brings Licence under CL (R & A) Act, 1970 from the Competent Authority.
29. If owing to breach of any of the provisions of these acts or any other relevant acts on the part of the contractor, INSTITUTE will have the right to deduct such amounts, payable against any contract, from the bills of the contractor. The contractor shall indemnify such losses as are incurred by INSTITUTE resulting from his non compliance with the relevant statutory provisions.
30. Risk and Costs – In case of failure of the contractor to perform the contract satisfactory the same will be cancelled at his risk and cost and a fresh contract will be entered into at the risk and cost of the defaulting contractors.
31. The Agency has to provide credit formality for 30 days after giving the bills to the Institute. However the Agency has to comply all the statutory requirement as per law. For example the Agency has to pay wages to housekeeping staff on or before 7th of every month

