



राष्ट्रीय सिद्ध संस्थान
आयुष मंत्रालय
भारत सरकार
ताम्बरम सनटोरियम
चेन्नई -600 047

फ़ोन: 044-22411611

ईमेल: nischennaisiddha@yahoo.co.in

फैक्स: 044-22381314

वेब: www.nischennai.org

निविदा सं: F.No.NIS/3-98/HK(Tender)/2017

तारीख: 12.12.2017

निविदा प्रपत्र

राष्ट्रीय सिद्ध संस्थान में गृह व्यवस्था सेवाएं प्रदान करने के लिए

नाम और निविदाकर्ता का पता:

ईमेल :

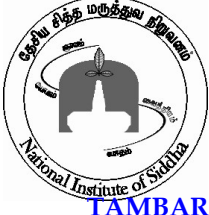
संपर्क नंबर:

पूर्व बोली की बैठक: 2.30 p.m. on 20.12.2017

निविदा की प्राप्ति की अंतिम तिथि: 5.00 p.m. on 02.01.2018

तकनीकी बोली के खुलने की तारीख: 2.00 p.m. on 03.01.2018

वित्तीय बोली के खुलने की तारीख: 2.00 p.m. on 05.01.2018



NATIONAL INSTITUTE OF SIDDHA

राष्ट्रीय सिद्ध संस्थान
Ministry of AYUSH
आयुष मंत्रालय

GOVERNMENT OF INDIA-भारत सरकार

TAMBARAM SANATORIUM, CHENNAI -600 047 -ताम्बरम सनटोरियम चेन्नई -600 047

फ़ोन\Tele : 044-22411611

फैक्स\Fax : 22381314

ईमेल : nischennaisiddha@yahoo.co.in

वेब : www.nischennai.org

Tender No. NIS/3-98/HK (Tender)/2017

Date:11.12.2017

TENDER FORM

**PROVIDING ROUND THE CLOCK
HOUSE KEEPING SERVICES**

**AT
NATIONAL INSTITUTE OF SIDDHA
CHENNAI -600 047**

Name & Address of the Tenderer:

E.Mail:

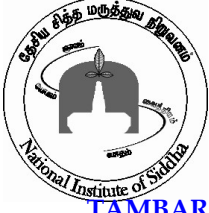
Contact No:

Last Date of Receipt of Tender at 5.00 p.m. on 02.01.2018

Pre-bid meeting at 2.30 p.m. on 20.12.2017

Opening of Tender at 2.00 p.m. on 03.01.2018

Opening of Financial Bid at 2.00 p.m. on 05.01.2018



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INSTRUCTIONS TO BIDDERS

1. The National Institute of Siddha (NIS), Chennai is an autonomous organization under the Ministry of AYUSH, Government of India. It is a Centre of Excellence in Siddha system of Medicine. The Institute offers Post Graduate courses and Doctoral research programmes in Siddha, provides health care service in OPD/IPD and undertakes research to promote and propagate the Siddha system of medicine.

2. Health Care Services: The Hospital attached with the Institute provides free Siddha medical care to public and functions on all 365 days between 8.00 am and 12.00 noon. The out patient census ranges from 2000 to 2600 everyday. Apart from this, special OPs for various diseases are being run on the afternoons of every Monday to Friday between 2.00 p.m. and 4.00 p.m. A 200 bedded hospital provides in-patient care to patients. The hospital is in the process of getting NABH (National Accreditation Board for Hospitals and Healthcare providers) – Accreditation

3. The area for Housekeeping in National Institute of Siddha, Tambaram Sanatorium, Chennai- 47 including buildings and facilities will be entrusted to the successful tenderer in **as is where is condition** for keeping the house in spic and span condition.

4. No additions, alterations, Modifications to the existing buildings, facilities etc., will be made in any manner without prior written consent of the Director, National Institute of Siddha and the successful tenderer shall maintain the building in good condition.

5. The tenderer has to be at the disposal of the Director, National Institute of Siddha for providing round the clock housekeeping services for the entire campus of National Institute of Siddha as per the bids finalized.

6. The right of acceptance of the tender will rest with the Director, National Institute of Siddha Chennai, who does not bind to accept the lowest tender, and reserves himself/ herself the authority to reject any or all of the tenders received without assigning any reasons

whatsoever. Wherever the tender in which any of the prescribed conditions is not fulfilled or incomplete in any respect is liable to be rejected without assigning the reasons. No correspondence shall be entertained in this regard.

7. Sealed tenders in two bid system, i.e., **Technical bid (Cover - A) and Financial Bid (Cover - B)** sealed in **TWO SEPARATE COVER** and both the sealed covers kept in a single big cover are invited by the Director, National Institute of Siddha, Tambaram Sanatorium, Chennai 600 047 up to 17.00 hours on **2.01.2018** for providing House keeping services on outsourcing basis to National Institute of Siddha for a period of one year.

8. The prescribed tender document may be downloaded from our website (www.nischennai.org), and the completed Tender document may be submitted to the **Director, National Institute of Siddha, Chennai.**

9. **Pre-bid meeting will be held at 2.30 p.m. on 20.12.2017 All the intended tenderers are requested to participate in the pre-bid meeting.**

10. EARNEST MONEY DEPOSIT (EMD) Each tender must be accompanied by a deposit for **Rs.2,30,000/- (Rupees Two Lakh Thirty Thousand Only)** as **EMD** in the form of Demand Draft drawn on any Nationalized Bank in favour of “**The Director, National Institute of Siddha**” payable at **Chennai (should be enclosed in Cover A)**. The Demand Draft should be drawn after the date of publication of the Tender Notification. Tenders not accompanied by the EMD shall be summarily rejected. EMD will be returned to the unsuccessful tenderer only after tender is finalized. The EMD amount of the successful tenderer will be adjusted against Performance Security or refunded on submission of Performance Security without any interest. The EMD amount has to be obtained from the bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department. The tenderer has to submit documentary proof for exemption of EMD.

11. A declaration has to be furnished by the tenderer in **Annexure-I**.

12. No tender document will be accepted beyond **17.00** hours on **2.01.2018**. National Institute of Siddha will not be held responsible for the postal delay, if any.

13. The tenders will be opened by the Director, National Institute of Siddha or by his / her nominees at 2.00 p.m. on **3.01.2018** in the presence of the Tenderers or their authorized representatives.

14. The financial bids of those Tenderers who are found to be qualified in technical bid will only be opened subsequently. **The financial bids will be opened on 5.01.2018.**

15. The decision of the Director, National Institute of Siddha, Chennai-47 will be final in this regard.

16. The resultant contract will be initially valid for one year and extendable up to a maximum of 3 years by the Competent Authority on the basis of Performance Report submitted by Officers Concerned of NIS on mutual consent by both the parties.

17. COVER- A (TECHNICAL BID)

The Technical Bid for the House-Keeping services along with following documents shall be furnished separately in Cover-A in the following order with Index.

- a. Tender Document signed in all pages with seal
- b. Demand Draft for Rs.2,30,000/- for Earnest Money Deposit.
- c. Copy of PAN Card.
- d. Copy of G.S.T Registration certificate.
- e. Copy of EPF Registration certificate.
- f. Copy of ESIC Registration certificate.
- g. Copies of Income Tax return filed for last three Assessment years ie., 2015-16, 2016-17 & 2017-2018. The copies of audited Balance Sheet and Profit and Loss Account for the relevant periods should be enclosed.
- h. Proof for Annual Turnover of the Agency for the years 2014-2015, 2015-16 & 2016-17 (Last Three years). Statement indicating Annual Turnover should be furnished in **Annexure – II**.
- i. Proof for the number of employees engaged by the Agency in the present/ past contracts for housekeeping service. The details to be filled in **Annexure - III** along with proof and Labour License.
- j. Company profile
- k. Experience Certificate for a minimum period of three years (Latest) furnishing the details of clients.

18. COVER B - (Financial Bid): (Should be submitted in the prescribed proforma in a separate sealed cover)

The financial bid should indicate the monthly amount quoted for providing the services for housekeeping, sweeping and cleaning of the entire campus including open area. The financial bid includes:

- a. Price bid for Manpower (should be in compliance with Central Minimum Wages Act/ESI/EPF)
- b. Price bid for Materials (As in Annexure-IV)

Failure to submit either Price bid for Manpower or Price bid for Materials will lead to rejection of tender.

19. The successful tenderer will be bound by the details furnished by him/her to this Institute, while submitting the tender or at subsequent stage. In case, any of such documents furnished

by him / her is found to be false at any stage, it would be deemed to be breach of terms of contract making him / her liable for legal action besides termination of contract.

20. The National Institute of Siddha reserves right to terminate the contract during initial period also after giving **a month's prior notice** to the contracting agency. The tenderers will not be entitled for any compensation whatsoever in respect of such termination. The contract can be terminated by the Director, National Institute of Siddha for unsatisfactory service. The loss to National Institute of Siddha, if any, incurred on account of such termination will be recovered from the successful tenderer. The decision of the Director, National Institute of Siddha shall be final in this regard.

21. The successful tenderer shall withdraw any employees whose service is found to be deficient / not satisfactory / unfit in the opinion of Director, National Institute of Siddha misconducts himself or is in any way unfit or unsuitable for the said purposes. Failure to do so will entail a penalty of 10% of the rate quoted for such employee and nonpayment of remuneration for such employee. The decision of the Director, National Institute of Siddha in this respect will be final and binding on the successful tenderer.

22. The successful tenderer shall ensure that their personnel wear uniform as approved by National Institute of Siddha. They will also wear the photo identity card issued by the successful tenderer during their duty hours. The successful tenderer shall be responsible for providing the best upkeep of uniforms / foot wears / shoes / Personal Protective Equipments like Mask, Gloves, Caps and Goggles for the persons deployed by him.

23. Behaviour of personnel employed by the successful tenderer shall in no way be detrimental to the administration and Hospital.

24. The successful tenderer should provide suitable uniforms for his personnel at his cost, and he shall on his own responsibility appoint all the necessary staff and employees who should be proficient in housekeeping. The Director, National Institute of Siddha shall have no responsibility or any obligation, legal or otherwise in respect of the affairs of such staff and employees, including their appointment, conduct, discipline, termination, wages and terms and conditions of work etc., which are the sole obligation of the successful tenderer.

25. The successful tenderer will be responsible for compliance of all statutory provisions relating to Minimum wages, Provident Fund and Employees State Insurance etc., in respect of the persons deployed by him in this Institute. Compliance to the statutory provisions should be clearly indicated in the Tender. In case the tender contains any vague stipulations, the Tender is liable to be ignored summarily.

26. The successful tenderer shall also liable for depositing all taxes, levies, cess etc., on account of service rendered by it to the National Institute of Siddha to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter. The successful tenderer shall also produce necessary proof of having filed the tax returns with the concerned authorities for each month along with the wage bill for payment.

27. The successful tenderer shall maintain all statutory registers under the applicable law. The agency shall produce the same, on demand to the concerned authorities of this Institute or any other authority under law.

28. The successful tenderer shall comply with all the requirements under Goods and Service Tax (G.S.T) Laws and shall be responsible for payment of all taxes, fees and other statutory payments to the respective authorities and he shall also produce necessary proof of having filed the tax returns with the concerned authorities for each month along with the wage bill for payment.

29. The Housekeeping arrangements shall be inspected by the successful tenderer on his own atleast once a week and a report be submitted to the Director, National Institute of Siddha or his authorized officers regularly. The house keeping arrangement shall also be inspected by the Director, National Institute of Siddha or his authorized officers from time to time including surprise check.

2. CONDITIONS OF CONTRACT

1. **PERIOD OF CONTRACT-** The Successful tenderers will be communicated about the acceptance of their Tender in writing by the Institute. The contract is for a period of one year, and the period of the contract may be further extended at the discretion of the Director, National Institute of Siddha on mutual consent. The Institute however, reserves right to terminate this contract at any time after giving one month notice if the services rendered by the Housekeeping agency is found to be not satisfactory.

2. The contract shall be for one year unless it is curtailed or terminated by this office owing to deficiency of service, sub-standard quality of Housekeeping Materials and Manpower deployed, non supply of housekeeping materials, breach of contract, reduction or cessation of the manpower requirements, violation, non-compliance, disobedience etc.

3. The contract shall automatically expire on the completion of one year from the date of award of contract, unless extended further by the mutual consent of contracting agency and the Director, NIS.

4. The contract may be extended, on the same terms and conditions, for a further specific period mutually agreed upon by the successful Service providing Companies/Firms/Agencies and National Institute of Siddha.
5. The contracting Agencies shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency.
6. The successful tenderer shall obey the lawful instructions given to him by the Director, National Institute of Siddha or his authorized representatives or such other personnel appointed by the administration in respect of all works of housekeeping. Any infringement of any such instruction may render the successful tenderer liable to be fined with a minimum of Rs.200/- in each case. The fine will be in addition to the penalty indicated in other clauses.
7. The successful tenderer's Housekeeping activity is subject to the supervision of Director, National Institute of Siddha or any officer authorized by him/her.
8. The bid will remain valid for 6 months from the last day for receipt of bids.
9. In case, the person employed by the successful tenderer indulges in any act of omission/commission that amounts to misconduct / indiscipline / incompetence, the successful tenderer will be liable to take appropriate disciplinary action against such person, including their removal from site of work, if required by the Institute.
10. The successful tenderer shall execute the instructions of the Director, National Institute of Siddha or any officer authorized by him from time to time on all housekeeping related services.
11. As and when complaints are made by the Director, National Institute of Siddha or his representative, immediate action shall be taken by the successful tenderer to rectify the defect to the satisfaction of National Institute of Siddha.
12. The successful tenderer shall replace immediately any of his personnel who are found unacceptable to this Institute because of security risks, incompetence, conflict of interest, improper conduct etc., on receipt of notice from this Institute.
13. If the Director, NIS decides that any person deployed by successful tenderer has to be replaced, the successful tenderer will do so immediately. The failure to do so will entail penalty of 10% of the rate quoted for such person.
14. For all intents and purposes the service providing agency shall be the 'Employer' within the meaning of different Labour Legislations in respect of Manpower so employed and deployed in the Institute. The persons deployed by the agency in National Institute of Siddha shall not have claims of Master and Servant relations, not have any Principal and Agent relationship with or against the National Institute of Siddha.

15. The successful tenderer shall abide by and comply with all the relevant laws and statutory requirements covered under Labour Act, Minimum Wages and Contract Labour (Regulation & Abolition Act 1970), EPF etc. with regard to the personnel engaged by him for sanitation works.

16. This Institute shall not be responsible for any damages, losses, claims financial or other injury to any person deployed by service providing agency in the course of their performing the functions / duties, or for payment towards any compensation.

17. The persons deployed by the Service providing Agency shall not claim, nor shall be entitled to, Pay or Other facilities admissible to Regular employees of National Institute of Siddha.

18. The persons appointed by the Service provider shall also not be entitled to any absorption in Regular capacity in the Institute. Such employees do not have any continued engagement also.

19. The loss to the National Institute of Siddha, Chennai if any, incurred on account of failure / or neglect or refusal on the part of the successful tenderer to act according to the terms of the agreement will be recovered from him from the security deposit.

20. In case, the successful tenderer fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof the Institute is put to any loss / obligation, monetary or otherwise, the Institute shall be entitled to get the loss recovered from the Agency.

21. If any loss of property occurs, investigations will be carried out by the authorities comprising of the authorized representatives of the successful tenderer and the National Institute of Siddha. The successful tenderer shall pay compensation commensurate with the loss, if the personnel hired by the successful tenderer is found to be responsible for the said loss in the investigation.

22. In case of breach of any terms and conditions attached to this contract, the performance security deposit of the agency will be liable to be forfeited by the Institute besides annulment of the contract.

23. The wage to the Personnel deployed by the successful tenderer shall be disbursed through their Bank Account only. Failure to comply with this condition will tantamount to breach of contract.

24. In case of any shortfall in the attendance of the worker provided by the successful tenderer the monthly payment will be proportionately deducted except weekly off. The Casual Leave and other Leave as per the instructions of NIS will be provided and the same

may be amended from time to time. In case of continued shortfall in the attendance, penalty @ 10% for each manday will be levied.

3. SCHEDULE OF REQUIREMENTS

1. The successful tenderer shall employ the following number of persons in three shifts as detailed below:

Total no. of persons required	I st shift (7.00 am to 3.00pm)	II nd shift (2.00 pm to 9.00pm)	III rd shift (8.00 pm to 7.00 am)
50 Housekeeping staff (Unskilled) +2 Supervisory staff (Semiskilled)	24 Housekeeping staff +1 Supervisory staff	18 Housekeeping staff+1 Supervisory staff	8 Housekeeping staff

2. The successful tenderer shall supply required Housekeeping materials every month.

3. The price schedule for man-power should be furnished in the prescribed format given under the head Price Schedule (To be utilized by the bidders for quoting their prices).(sl.no.5).

4. The price schedule for Housekeeping materials should be furnished in **Annexure-IV**. For the first month, the entire quantity indicated in the list of approximate requirement of Housekeeping materials (**Annexure-IV**) should be supplied by the successful tenderer. For the subsequent months, the material should be supplied every month on the basis of Indent to be placed by Director, National Institute of Siddha or his/ her representative, 15 days in advance. The payment of cost of material will be made on the basis of actual quantity and quality of materials supplied and certified by the competent authority or his / her representative, at the approved rates quoted for the individual items.

5. The bid for materials and man-power should be furnished separately otherwise, the tender will be summarily rejected.

6. The successful tenderer will deploy two (2) suitable staff as supervisors (semiskilled) who are capable of extracting work from the House Keeping Staff to the entire satisfaction of the Director, National Institute of Siddha or any officer authorized by him. If the Director is not satisfied with the quality of supervising, the Supervisors to the satisfaction of the Director should be engaged.

7. The successful tenderer shall execute an agreement on stamp paper to the value of Rs.100/- (to be paid by the tenderer) with the Director National Institute of Siddha, Tambaram Sanatorium, Chennai-47 within 15 days of the receipt of intimation of acceptance of the tender by him. The specimen Form of agreement bond will be supplied by this Institute.
8. The declaration form (Annexure – I) must be signed by the tenderer and must be enclosed along with the tender. No reference to the printed terms and conditions offered shall be considered.
9. The Tax Deduction at Source (TDS) shall be deducted as per the provisions of the Income Tax Rules, as amended from time to time and a certificate to this effect shall be provided to the agency by this Institute.
10. The successful tenderer will have to deposit a Performance Security amount of 10% of the Annual Contract value in the form of Bank Guarantee / Fixed Deposit Receipt(FDR) made in the name of the agency and hypothecated to the Director, National Institute of Siddha, Chennai covering a period of sixty (60) days beyond the contract period. In case, the contract is further extended beyond the initial period, the Bank Guarantee / FDR will have to be renewed accordingly by the successful tenderer.
11. All claim bills raised by the successful tenderer in connection with disbursement of wages and other statutory payments shall be paid by NIS within two weeks of claim subject to verification and certification of the bills by NIS authorities concerned. The claims of the successful tenderer are to be invariably followed by a certificate that the successful tenderer is paying monthly salary to his employees fixed as per the Minimum Wages Act of the Govt. of India from time to time and also a certificate from Officers Concerned that the work is being carried out by the contractor in accordance with the contract.
12. The House keeping Supervisor should get the signature of the Hospital Superintendent / Deputy Medical Superintendent in the Attendance Register everyday.
13. **Recruitment and Appointment of Supervisory staff and House-keeping staff shall be made only by the successful tenderer.** It shall be ensured that the appointment orders are issued to the Supervisory staff and Housekeeping staff within 5 days from the date of awarding the contract. The successful tenderer is responsible for complying with all laws / rules relating to ESI, EPF, Minimum Wages Act and all other statutory provisions. The Director, National Institute of Siddha shall not be held responsible fully or partly to any of the labour or other disputes that may arise between the successful tenderer and the persons engaged for undertaking the works of National Institute of Siddha.

14. The successful tenderer shall arrange for reserve personnel in lieu of leave period of the deployed persons.

15. The successful tenderer shall also ensure the norms prescribed by the Human Rights Commission, Government of India, Minimum Wages Act and Industrial Disputes Act are followed or any such other legislation are fully observed and the National Institute of Siddha is kept harmless and indemnified. If any non compliance is intimated by the competent authority of the Institute, the successful tenderer has to rectify it and indemnify.

16. The personnel deployed shall be required to report to Hospital Superintendent / Dy. Superintendent.

4. SPECIFICATIONS AND ALLIED TECHNICAL DETAILS

1. The successful tenderer shall employ his own personnel and equipments like vacuum cleaner, mechanical scrubbing, Aluminium ladder, water sucker, Heavy duty trolley for disposal of water, brooms, moppers, disinfectants etc for purpose of housekeeping at his own cost. The successful tenderer shall engage his staff with **verification of antecedents through police at his own cost and shall provide a list of such staff along with their permanent address to the office. The police verification certificates should be furnished alongwith the appointment letters issued to the outsourced staff.**

2. This Institute will allow deployment of reliever in excess of the indented strength limited to 1:6 of the indented strength and further limited to the actual deployment in this regard. The contractor shall give the name of the personnel who will be relieved in advance. No worker will be deployed beyond the stipulated working hour prescribed per day for a person.”

3. The rates quoted should be valid for the entire period of contract.

4. If the quality of any material supplied is found to be sub-standard / not satisfactory by the Officers Concerned, the successful tenderer shall replace the same to the satisfaction of the Committee. If the successful tenderer fails to replace the material, the cost of the material will be deducted from the bills of the successful tenderer.

5. It will be the responsibility of the contractor to meet transportation, food, medical and any other requirements in respect of the person deployed by the Agency in this Institute and **NIS will have no liability in this regard.**

6. Atleast 50% of total strength of employees shall be male.

7. No Child labour shall be employed.

8. The successful tenderer shall provide personnel of good character, physically fit, efficient, and well behaved and skillfull in their duties.
9. The successful tenderer shall ensure that staff employed by him are properly, cleanly and neatly dressed and shall be disciplined and polite at all times. He shall furnish fitness certificate issued by the Medical Officer periodically of the employees and their antecedents should be verified by the police authorities. In the event of the detection by the successful tenderer or his employees of any valuables or belongings of the patients, the same shall be immediately reported to the Director, National Institute of Siddha.
10. Toilets should be cleaned periodically in OPD areas, IPD areas, Teaching Blocks, Administrative office and Hostels etc. should be kept germ free. Work Charts shall be kept and signed by the personnel which has to be watched by the Supervisor.
11. Dust removing, window cleaning, cleaning of the furniture to be done daily.
12. Cleaning and Mopping of the entire building everyday morning and evening and removal of cobwebs as and when required.
13. Cleaning of environment, entire open areas and lawns in the morning and as and when required.
14. Dustbins should be kept in each ward, all the toilets in all blocks in each floor.
15. ***The successful tenderer shall ensure that all the Garbage / waste materials collected are put in a bin and handed over to conservancy staff of Municipality everyday for disposal at his own cost.***
16. Cleaning of bedpan and urinal can of the bedridden patients.
17. The house keeping services, sweeping and cleaning provided by the successful tenderer shall conform to the Corporate Hospital Standards. Any deviation or deficiency shall be taken as violation of this condition and liable for termination of this contract. Decision of the Director, National Institute of Siddha in this regard shall be final and binding.
18. All the workers provided by Tenderer should not be suffering from any contagious disease. They should be hale, healthy and energetic.
19. The successful tenderer shall comply with all the statutory regulations that are in force from time to time in all matters relating to employment of personnel. Salary is to be distributed to the employees deployed by the Service providing agency on or before 5th of every month without fail. Salary slip showing the particulars of gross salary, statutory & other deductions and net salary should be furnished to the employees every month.
20. The amount towards EPF and ESI will be re-imbursed only on submission of documentary proof. In short, monthly wages plus Admin Charges of a particular month will

be released in the subsequent month after verifying the attendance particulars maintained at this Institute. Every month the contractor will submit separate claim towards EPF and ESI remittance for the previous month duly enclosing supporting documents like remittance challan, ECR etc., After verifying the supporting documents towards EPF and ESI remittance payment will be restricted to the amount actually remitted by the successful tenderer to the concerned department or rate fixed in the contract, whichever is lesser.

21. The successful tenderer will submit wages disbursement statement to this Institute every month duly enclosed with monthly claim. The successful tenderer should disburse monthly wages at the rates fixed in the contract and deductions towards Employee share of EPF & ESI contribution are only allowed. The successful tenderer will not make any adjustment / unauthorized recovery from the monthly wages of the Housekeeping staff for functioning of their firm. Whatever service charges, profit etc expected by the successful tenderer should be projected in Admin Charges. Monthly Pay Slips should be issued to the housekeeping staff invariably.

5. PRICE SCHEDULE (To be utilized by the bidders for quoting their prices)

The bid for materials and man-power should be furnished separately otherwise, the tender will be summarily rejected.

Sl. No.	Particulars	Monthly Rate* (Inclusive of Employee Contribution of EPF and ESIC)	EPF Contribution (Employer)	ESI Contribution (Employer)	Admin Charges	G.S.T	Total Amount Per staff per month	Grand Total	
01.	Salary								
	A. Housekeeping Staff (50 no's. – Unskilled)								
	B. Housekeeping Supervisor (2 no's. – Semiskilled)								
02.	A. Materials Cost								
	B. G.S.T								
	Total Cost of Materials (should match with Annexure IV)								
Grand Total (1 +2)									
Total Cost (in words):									

** Should be in compliance with the Central Minimum Wages Act for Supervisory and Housekeeping staff.*

The bidder should write the Total Cost for housekeeping services both in words and figures in the above table. In cases of dispute, the amount written in words will be taken as the bid value. Bidders should quote for the monthly value of **housekeeping for ENTIRE CAMPUS of National Institute of Siddha.**

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ANNEXURE –I

DECLARATION

1. I / We enclose herewith demand draft No./ Bank Name
Dated For Rs.2,30,000/- (Rupees Two Lakh
Thirty Thousand only) towards Earnest Money Deposit (EMD)

2. I / We bind myself / Ourselves to the conditions prescribed in the tender form.

3. I/ We the tenderer/s agree to have the Earnest Money forfeited in case of my / our
failure in full or part to undertake the contract upon acceptance of this tender.

Signature:

Designation:

Name and Address of the Firm:

ANNEXURE –II

The Annual Turnover of M/s. _____ for the past three years are given below and certified that the recognized Statement is true and correct.

Sl.No.	Financial Year	Turn over (In Rupees)
1.	2014-2015	
2.	2015-2016	
3.	2016-2017	
	Total	

Signature:

Designation:

Name and Address of the Firm:

ANNEXURE –III

Proof for the number of employees engaged by the Agency in the present/ past contracts
for housekeeping service

Name of the Service	No of persons supplied			Name of the Institution
	2014	2015	2016	
No of employees on payroll at present (Should be having 100 employees on payment at present)				

Note: Please enclose copy of Labour License

Signature:

Designation:

Name and Address of the Firm:

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ANNEXURE – IV**APPROXIMATE REQUIREMENT OF HOUSE KEEPING MATERIALS FOR NIS
(MONTHLY)**

S.NO.	NAME OF THE ITEMS	UNIT	Requirement per month	Rate		Total
				Per Unit	G.S.T	
1.	Air Freshner	Ltr(British Fragrans- Jasmine)	150			
2.	Compound Phenyl with scent	Ltrs	200			
3.	Soap Oil (Concentrated)	Ltrs	350			
4.	Jasmine cent	Ltrs	3			
5.	Super Lime	Ltrs	10			
6.	Colin	500 ML	23			
7.	Dettol Hand Wash	250 ML	70			
8.	Dettol for cleaning	Ltrs	7			
9.	Harpic	500 ml	51			
10.	Room freshner	1 No. (300 ml)	32			
11.	Multi Insect Killer	1 No. (320 ml)	19			
12.	Cloth Checked	Nos. 25 inch x 16 inch	32			
13.	Cloth Glass	Nos 25 inch x 16 inch	32			
14.	Floor cleaning cloth	Nos 25 inch x 16 inch	19			
15.	Hard Broom	Nos	19			
16.	Clip & Fit Mop (Gala 314)	Nos (L-15 inch) Plastic with Iron Handle 5.5ft.	40			
17.	Naphthalene Balls	Nos (Big Size)	450			
18.	Odonils	Nos (75g)	100			
19.	Garbage bags(Bio degradable)	Nos (48cm x 54 cm)	3000			
20.	Black Cover	Nos (Thick) Height 3 ft & Width 2 ¼ ft	2000			
21.	Sabeena Powder	Nos (500 grms)	5			
22.	Surf	Nos (500 grms)	26			
23.	Urinal cubes	Nos	260			
24.	Yellow cloth	Nos	20			
25.	Scotch brite (scouring pad)	Nos	40			
26.	Scotch brite (Steel)	Nos	30			
27.	Bleaching Powder	Kg	46			
28.	Rubber Gloves	Pairs	50			
29.	Duck Brush	Nos - Plastic with Iron Handle 5.5ft.(two months once)	23			

S.NO.	NAME OF THE ITEMS	UNIT	Requirement per month	Rate		Total
				Per Unit	G.S.T	
30.	Toilet bend brush	Nos -Nylon – double side (two months once)	34			
31.	Soft broom	Nos (two months once)	19			
32.	Wiper	Nos (two months once)	22			
33.	Hand Brush	Nos - (Nylon-5 inch) (four months once)	22			
34.	Patti Blade With Handle	Nos (six months once)	19			
35.	Feather duster	Nos (six months once)	22			
36.	Cobweb (Plastic)	Nos Height Adjustable (six months once)	21			
37.	Face Mask(cloth)	Nos	50			
38.	Bucket	16 ltrs (six months once)	30			
39.	Dustbin(swing type) Green colour	Nos (Height -2 ¼ feet, width - 1 ¼ feet)	30			
40.	Mob Trolley	(Mob Trolley should include water containers – 2- Height 1 ft & width- 1 ft, Handle with Tray, wheel, Mob squeezer) (Whenever Breaks)	20			
41.	Glass Wiper	Nos. (Whenever Breaks)	10			
42.	Malar Broom	Nos.	5			
43.	D ₂₅₆	Ltrs.	50			
44.	D ₁₂₅	Ltrs.	5			
45.	Scrubbing Machine Pad Disposable (Black)	No's.	1			
		Total				

Note:-

The supplied items should contain manufacturing date, expiry date and brand name.