

**Tender (E-tender)
FOR
“PROVIDING HOUSEKEEPING SERVICES IN NIPHM CAMPUS”,
RAJENDRANAGAR, HYDERABAD – 500 030**

NATIONAL INSTITUTE OF PLANT HEALTH MANAGEMENT (NIPHM)
(An Organization of Ministry of Agriculture & Farmers Welfare, Govt. of India)
Rajendranagar, Hyderabad – 500 030.
(Tel: 040 – 24013346 , Fax: 040-24015346)

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NOTICE INVITING TENDER

e-Procurement TENDER NOTICE for Providing House Keeping services at NIPHM

NIPHM on behalf of Director General invites, E-Procurement Tender (online tender through website <http://eprocure.gov.in> in two bid system from reputed registered contractors/agencies/firms dealing with Housekeeping Services having registration with ESI, EPF and GST etc. as per the below mentioned schedule:-

Sl. No.	Activity Description	Scope of work at Annexure-A
1.	Tender No.	NIPHM/Stores/4(2)/Housekeeping Services/2018-19/10 Dated:27/04/2018
2.	Sale of Tender document	The Tender document can be downloaded from the NIPHM website http://www.niphm.gov.in or the e-Procurement portal http://eprocure.gov.in by using bidder login credentials.
3.	Estimated Cost	Rs.50,00,000/-
4.	Services to be offered	Providing housekeeping and laundry services
5.	Consumables, Tools and Implements	To be arranged by the agency only.
6.	Amount of EMD to be deposited	Rs.1,00,000/-(refundable) (In the form of Demand Draft in favour of NIPHM)
7.	Time and date of pre-bid meeting	11:00 hours 10/05/2018
8.	Minimum Validity of tender offer	90 days from the date of opening of Financial Bid
9.	Time and last date of depositing tender/bid	Up to 15:00 hours 21/05/2018
10.	Time and Date of opening of tender bid (Technical)	16:00 hours 22/05/2018
11.	Duration of Contract	One year from the date of award of contract. However the same may be further extended for next one year or part thereof on same terms and conditions on mutually agreed basis.
12.	Security Deposit	Rs.5,00,000/- (Rupees Five lakhs) (To be deposited by the successful bidder at the time of acceptance of contract – In the form of Demand Draft /bank guarantee in favour of NIPHM before commencement of the services).

Aspiring bidders who have not enrolled/registered in e-procurement should enroll/register before participating through the website <http://eprocure.gov.in>.

The applicant has to deposit Earnest Money (EMD) of Rs.1,00,000/- (Rupees one lakh only) by means of a demand draft from Nationalized/scheduled bank drawn in favour of “NIPHM” payable at Hyderabad should be submitted to the Registrar , NIPHM, Rajendranagar, Hyderabad-500 030 on or before 15:00 hours of 21/05/2018.

The scanned copy of demand draft may be submitted online through e-procurement portal. The duly filled tender documents shall not be accepted if they are not accompanied by the scanned copy of the demand draft/pay order towards the requisite bid security (EMD).

The demand draft towards the Earnest Money Deposit should bear the date after the date of NIT.

INSTRUCTIONS FOR ONLINE BID SUBMISSION

Instruction to the Bidders to submit the bids online through the Central Public Procurement Portal for e-Procurement are at <https://eprocure.gov.in>. The bidders must carefully follow the instructions:

- i) Possession of valid Digital Signature Certificate (DSC) and enrolment/registration of the contractors/bidders on the e-procurement/e-tender portal is a prerequisite for e-tendering.
- ii) Interested bidders may enroll in the e-Procurement portal. During enrolment/registration, the bidders should provide the correct/true information including valid email-ID. All the correspondence shall be made directly with the contractors/bidders through email-ID provided.
- iii) Bidder need to login to the site through their user ID / password chosen during enrolment/registration.
- iv) The DSC that is registered only should be used by the bidder and should ensure safety of the same.
- v) Contractor/Bidder may go through the tenders published on the site and download the required tender documents/Annexures for the tenders he/she is interested.
- vi) After downloading / getting the tender document / Annexures / Appendices, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
- vii) If there are any clarifications, this may be obtained online through the tender site. Bidder should take into account the corrigendum / Addendum if any, published before submitting the bids online.
- viii) Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'my tenders' folder.
- ix) From my tender folder, he selects the tender to view all the details indicated.
- x) It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender Annexures and appendices carefully and upload the documents as called for; otherwise, the bid will be rejected.
- xi) Bidder, in advance, should get ready the bid documents to be submitted has indicated in the tender document / Annexure and generally, they can be in PDF/xls/rar/zip/ formats. The scanned copies of all the documents can be clubbed together and can be provided as a single file in the requested format. Bidder should take into account the corrigendum / Addendum published from time to time before submitting the online bids.
- xii) The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
- xiii) Bidder should submit the EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender. Scanned copy of the same should be uploaded as part of the offer.

- xiv) While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bids.
- xv) The bidder has to select the payment option as offline to pay the EMD as applicable and enter details of the instruments.
- xvi) The details of the DD physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable.
- xvii) The bidder has to digitally sign and upload the required bid documents as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their officers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
- xviii) The bidder has to upload the relevant files required as indicated in the covered content. In case of any irrelevant files, the bid will be rejected.
- xix) The rates offered should be entered in the allotted space provided separately **“ONLY in the Financial/price bid format”** duly signed/stamped & to be submitted online.
- xx) The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
- xxi) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the E tender system. The bidders should follow this time during bid submission.

SECTION – II
BID FORM

NIPHM/Stores/4(2)/Housekeeping Services/2018-19
To
The Registrar
NIPHM
Hyderabad-500 030

Dated: 27-04-2018

Dear Sir/Madam ,

1. Having examined the Conditions of Contract and Specifications including addenda Nos the receipt of which is hereby duly acknowledged, we, undersigned, offer to undertake the work of House Keeping Services in the office of National Institute of Plant Health Management (NIPHM) in conformity with the schedule of works, conditions of contract attached herewith and made part of this Bid.
2. We undertake if our Bid is accepted, we will execute the services in accordance with specifications, time limits & terms and conditions stipulated in the tender document.
3. If our Bid is accepted, we will submit bid security as communicated in the award of contract by means of a demand draft issued by Scheduled Bank for the due performance of the contract.
4. We agree to abide by this Bid for a period of 90 days from the date fixed for Financial Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Until a formal Agreement is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.
6. We understand that you are not bound to accept the lowest or any bid, you may receive.
7. We have enclosed herewith a DD for a sum of Rs. towards Bid security EMD.

EMD particulars
(Bid Security)

D.D.No.
Name of the Bank:
Branch:

Dated

Dated this day of (the
year)

Signature of Authorized Signatory
In capacity of
Duly authorized to sign the bid for and on behalf of

Witness.....

Signature

Address

SECTION-III
Bidders Profile & Certificates

1.	Name of tendering Company/Firm/Agency	
2.	Type of firm i.e. Proprietorship/partnership or registered under Companies Act 1956/2013 (Attach Notarized Affidavit towards sole proprietorship of firm/ Self Attested Partnership deed or Incorporation certificate of Company /Article of Association /Memorandum of Association as applicable)	
3.	Name of proprietor/ Director of Company /Firm/Agency	
4.	Full address of registered office with telephone no., Fax no. & Email	
5.	Full address of operating/branch office with telephone no, Fax no. & Email	
6.	PAN/GIR/TAN No. (Attach self-attested copy)	
7.	GST Regn. no. (Attach self-attested copy)	
8.	E.P.F. Regn. no. (Attach self attested copy)	
9.	E.S.I. Regn. no. (Attach self attested copy)	

10. Self attested copy of experience certificate/certificates issued by the competent authority for the satisfactory work in providing manpower services to central/state government/Public sector/Banks/Pvt. Organizations during last five financial years. The summary of that can be tabulated in the given format in the chronological order.

Sl. No.	Details of client along with address, telephone & email id	Amount contract (Rs. Lakhs)	Experience certificate for the period	
			From	To
1				
2				

(If the space provided is insufficient in separate sheet may be attached)

11. Additional information, if any (Attach separate sheet, if required)

Signature of authorised person

Date:

Name:

Place:

Seal:

PREAMBLE OF TENDER

National Institute of Plant Health Management, an autonomous Institute under Ministry of Agriculture and Farmers Welfare, Govt. of India is mandated to promote environmentally sustainable Plant Health Management Practices in diverse and changing agro-climatic conditions and provide policy support to Central and State Government on Plant Health Management, Sanitary and Phyto-sanitary issues and emerging bio-security challenges.

The Institute has a campus area of around 23.12 Acres and with an infrastructure around 9852.23 Sq Meters of Plinth area. In order to maintain the campus Infrastructure viz. Office buildings, Hostel Buildings, Service areas, Roads etc. as per standard practices and to cater to the needs of National and International Executives. NIPHM invites **TENDERS IN TWO BID SYSTEM** for the Housekeeping services from Government-Registered or Licensed Agencies / Firms / Organizations dealing in Housekeeping services with proven track record. The contract period will be initially for a period of **ONE YEAR**.

The eligible bidders / agencies, interested to participate, may go around the campus for getting clear details of the requirement of services and more importantly study all the Heads and Sub-heads of Technical and Commercial bid, including Price bid of the tender documents, before offering their prices.

Technical Bid
(To be filled by the bidder)

1.	Name and address of the Bidder Organization/Agency with Phone Number, e-mail, and name & phone/mobile number of the contact person						
2.	Are you covered by Labour Legislation such as ESI, EPF etc.						
3.	Registration of the Firm (please attach copy)						
4.	ESI Registration No.						
5.	EPF Registration No.						
6.	GST registration No.						
7.	Labour License Registration No.						
8.	PAN (please attach copy)						
9.	Turnover of the Agency for the last five financial years (attach audited copies of balance sheet and profit & loss a/c for the last three years duly certified by C.A.) (Financial Years 2012-13,2013-14,2014-15,2015-16,2016-17)						
10.	Income Tax Returns of the Agency for the last five financial years (Financial Years 2012-13,2013-14,2014-15,2015-16,2016-17)						
11.	Duly signed and stamped all the Tender Document pages						
12.	Please submit an undertaking that no case is pending with the police against the proprietor/partner or the company/Agency						
14.	EMD in the form of DD						
15.	Any other information						
16.	Experience in the work of providing housekeeping services (Please attach testimonials and certificates of successful completion of the contract). This shall cover details of works of similar nature, approximate magnitude and duration carried out/or on hand for last five (5) years along with a certificate from the Agency where the job was carried out. The information may be provided in the following format.						
	Sl. No.	Name of the organization with complete address and telephone numbers to whom housekeeping services provided	Number of labourers deployed	From	To	Contracted amount (Rs. Per month)	Reasons for termination, if any.

The Contractors/Agencies shall be debarred from tendering having relatives working in NIPHM, Hyderabad. A no-relationship Certificate (as given in **Annexure “B”**) is required to be submitted.

Note : A person shall be deemed to be a relative of another if, (a) they are members of a Hindu undivided family; or (b) they are husband and wife, or (c) the one is related to the other in the following manner; father, mother (including step mother), son (including step son), son’s wife, son’s son/daughter, daughter, daughter’s husband, daughter’s son/daughter, brother (including step brother), brother’s wife, sister (including step sister), sister’s husband.

Declaration by the Tenderer:

1. I have gone through the terms and conditions given in the tender document enclosed herewith, fully understood and the same are acceptable to me.
2. I am willing to provide Housekeeping Services at NIPHM Campus, Rajendranagar, Hyderabad-30.
3. I will obtain valid license from the Assistant Labour Commissioner (Central), Hyderabad and comply with the necessary conditions of Labour license.
4. I agree to the deduction of Income-Tax at source as per rules in force from time to time on Gross amount of the bill under Income Tax Act.
5. I agree to provide separate documentary evidence about the remittance of ESI, EPF, GST and Professional Tax in respect of persons deployed at NIPHM, Hyderabad.
6. I also agree to submit “No Relation Certificate” along with bid.

Encl.: As above

Signature of Tenderer with Seal

INSTRUCTION TO BIDDERS

1. The exact scope of work is given in **Annexure “A”**.
2. The Bidder shall bear all costs associated with the preparation and submission of his bid, and NIPHM, Hyderabad hereafter referred to as “The Institute”, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
3. The bidder is expected to examine all instructions, forms, terms and conditions in the Tender Document. Failure to furnish all information required in the Tender Document or submission of a bid not substantially responsive to the Bidding documents in every respect will be at the Bidder’s risk and may result in the rejection of his bid.
4. **Amendment of Bidding Document**
 - 4.1. The Institute may, for any reason, whether at his own initiation or in response to a clarification requested by a prospective Bidder, modify the Tender Document by Amendment up to 3 days prior to the deadline for submission of bids and same will be uploaded on the portal and these amendments will be binding on them.
 - 4.2. In order to afford prospective bidders a reasonable time to take amendment into account in preparing their bids, the Institute may, at its discretion, shall extend the deadline for the submission of the bids suitably. Any amendment to the Bid document shall also be uploaded in the web sites and when it is made.
 - 4.3. Bidders who download the Bid document through internet are to take care of these amendments while submitting their bids.
5. **Language of Bid:** The Bid prepared by the Bidder and all correspondence and documents relating to the Bid exchanged by the Bidder and the Institute, shall be written in the English language, provided that any printed literature furnished by the bidder may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the bid, the English translation shall govern.
6. The Bid prepared by the bidder shall comprise original bid documents (technical and financial bid), Check List duly completed and Earnest Money Deposit as prescribed.
7. For all services in this tender document, prices shall be quoted in Indian Rupees only.
8. **Eligibility Criteria for the contractors:-**
 1. **Contractors must have valid registration certificate of the firm with appropriate authority.**
 2. **Contractors must have registration with ESI, EPF, GST, etc.**
 3. **Experience in providing housekeeping services in the past five financial years up to 31.03.2018 (Financial years 2013-14,2014-15,2015-16,2016-17,2017-18)**
 4. **Annual turnover of the firm should be Rupees two crores and above for the past Five financial years in the area of Housekeeping services in any Central Govt./State Govt./PSU/Autonomous organizations/Statutory organizations/Bank/Private organizations in providing house-keeping services.**

The original documents should be presented for verification at the time of opening of the Technical Bid.

9. Documents Establishing bidder's Eligibility and Qualifications

The following documents must be uploaded along with the tender document. Any tenderer submitting bid without documents those specified below, is liable to be summarily rejected.

- 9.1. Bidder's Profile duly filled & signed as per section III
 - 9.2. Bidders must be a firm/agency/company registered with appropriate authorities and self-attested copy of registration may be attached.
 - 9.3. Bidder must have GST registration number
 - 9.4. Bidder should have EPF and ESI registration
 - 9.5. Bidder must have PAN/TAN/GIR card.
 - 9.6. Bidder-should have Income Tax Returns for the past Five Financial years up to 31.03.2017**
 - 9.7. Attested copies of the experience certificate during last five years in Central Govt./State Govt./PSU/Autonomous organizations/Statutory organizations/Bank/Private organizations in providing house-keeping services.
 - 9.8. Certificate of "No near relative" of the bidder firm/agency/company working/employed in NIPHM, Hyderabad to be executive on Rs.20/- stamp paper and attested by the bidder.
 - 9.9. Certificate of "Blacklisting & Non-blacklisting" of bidder firm/agency/company to be executed on Rs.20/- stamp paper and attested by the bidder.
 - 9.10. Self-attested copy of Partnership Deed or Affidavit in original regarding sole proprietorship in case of proprietorship firm/Memorandum of Association/Articles as applicable
 - 9.11. All the tender document pages should be stamped and signed.
 - 9.12. Original "Power of Attorney" in case person other than the tenderer has signed the tender documents.
 - 9.13. Declaration towards non-tampering of tender document.
 - 9.14. Documents defining the constitution of legal status, places of registration and principal of business of the bidder firm/agency/company.
 - 9.15. The information regarding any current litigation in which the bidder is involved.
- 10. BID SECURITY / EARNEST MONEY DEPOSIT (EMD):**
- (i) The bidder shall furnish, as part of his bid, Earnest Money Deposit in the acceptable form for the amount (in Indian Rupees only) as indicated in NIT. Any Bid not accompanied with Earnest Money Deposit will be rejected by the Institute as being non responsive at the bid opening stage itself.
 - (ii) Interest shall not be payable on the Bid security/Earnest Money Deposit.
 - (iii) Unsuccessful Bidders Earnest Money Deposit will be returned as promptly as possible whereas the successful bidder's Earnest Money Deposit will be treated as part of performance security upon the bidder's executing the contract.
 - (iv) The unsuccessful tenderer will be refunded without interest within reasonable time after final decision of the tender, normally within six months from the date of opening of tenders.
 - (v) The Bid Security/EMD shall be forfeited in the following circumstances:
 - (a) If the bidder withdraws his bid after the bids have been opened
 - (b) If the bidder fails to execute the agreement or fails to remit the required security deposit) within stipulated days of being called upon to do so. or modifies his bid during the period of bid validity specified by the Bidder on the Bid form; or
 - (c) In the case of successful Bidder, if the Bidder fails:
 - 1) To sign the Contract
 - 2) To start the work in the period specified in the letter of award.

Bids shall remain valid for 90 days after the date of opening of financial bid. The Institute may reject a bid valid for a shorter period.

11. Signing of Bid

- 11.1. The Bidder shall submit his bid documents typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the contract. The letter's authorizations shall be indicated by written power of attorney accompanying the bid. The person or persons signing the bid shall initial all pages of the bid, except for un-amended printed literature.
- 11.2. The bid shall contain no interpolations, erasures or overwriting except as necessary to correct errors made by the bidder, in which case corrections shall be initialed by the person or persons signing the Bid.

12. Submission of Bids

The bid along with the necessary documents should be uploaded in the e-procure.gov.in portal as per the guidelines mentioned in the portal.

Method of preparation of bid:

- a) FINANCIAL BID: Rate for outsourcing of House Keeping Services" in NIPHM should be quoted clearly in the financial bid (Part-II). The contractor will be required to pay minimum wages. The contractor shall be responsible for providing all statutory benefit to the personnel employed by him like EPF, ESI etc., as applicable. During the contract period, ESI, EPF (employer contribution, as applicable, if any) and GST will be reimbursed as per actuals along with the monthly bill on producing the original challans/receipts.
- b) Any tender with conditions other than those specified in the tender documents, is liable to be summarily rejected. No modification by the contractor in any of the conditions will be permitted after and tender is opened.
- c) A declaration in the proforma given in Section III, has to be submitted along with the Bid document.
- d) No person is permitted to bid for tender whose relative(s) is (are) working in NIPHM, Hyderabad. The tender thus should give certificate along with tender document that none of his/her relative is working in NIPHM, Hyderabad. Near relative for this purpose is defined in **Section III**.

13. BID OPENING

Bid opening and finalization will be according to e-procurement procedure. **The financial bid will be evaluated only for technically qualified bidders.**

14. Arithmetical errors will be rectified on the following basis:

- 14.1. Where there is discrepancy between the unit rate in figures and in words, the unit rate in words will govern;
 - 14.2. Where there is a discrepancy between unit rate and total amount derived from the multiplication on the unit rate on the quantity, the unit rate as quoted will govern.
15. Any effort by a bidder to influence the Institute in the bid evaluation, bid comparison or contract award decisions of the Institute will result in the rejection of the bidder's bid.

16. The Institute reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidders.
17. **Award Criteria:** The Institute will consider award of contract to the successful bidder whose bid has been determined to be substantially responsive, technically acceptable and has been determined as the lowest evaluated bid, provided further that the bidder is determined to be qualified to perform the contract satisfactory.
18. **Notification of Award:** Prior to the expiration of the period of bid validity, the Institute will notify the successful bidder in writing that his bid has been accepted.
19. **Signing of Contract:** The Institute will send along with award letter along with the contract form provided in the bidding documents, incorporating all agreements between the parties to the successful bidder, who shall sign the contract form within 7 days of its receipt and return it to the Institute.
20. Within 15 days from the date of issue of award letter, the contractor shall start the work.
21. Failure of the successful bidder to sign the contract within 7 days of its receipt and return it to the Institute or start the work within 15 days from the date of issue of award letter shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD.

General Terms & Conditions of Contract

1. Definitions:

In this contract the following terms shall be interpreted as indicated:

- (a) "The Contract" means the agreement entered into between the Institute and the Contractor, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein;
 - (b) "The Contractor" means the individual/firm/agency providing services under the contract;
 - (c) "The contract price" means the price payable to the contractor under the contract for the full and proper performance of its contractual obligations;
 - (d) "The Institute" means National Institute of Plant Health Management (NIPHM), Rajendranagar, Hyderabad represented by Director General;
 - (e) "In-charge Housekeeping" means Housekeeper and/or any other officer appointed from time to time and notified in writing to act as In-Charge Housekeeping for the purposes of contract.
2. Initially the contract shall be awarded for a period of one year which can be extended based upon satisfactory services if mutually agreeable on the same terms and conditions.
 3. **Application:** These conditions shall apply to the extent that they are not superseded by provisions on other parts of the Contract.
 4. **Use of Contract Document and Information:** The Contractor shall not, without the prior written consent of the Institute, disclose the contract, or any provision thereof, to any person other than a person employed by the contractor in the performance of the contract.
 5. **Performance Security/Security Deposit:** The Security Deposit aggregating Rs 5,00,000/- (Rupees Five lakhs only) submitted by the successful bidder within 7 days after receipt of Award Letter in form of a Demand Draft/Bank Guarantee from a nationalized bank in favour of NIPHM, Hyderabad, which shall be returned to the contractor after the defect liability period is over and subject to the condition that no liability including withdrawals of EPF of workers engaged during contract period attaches to the contractor. No interest on Performance Security/SD will be paid during entire period of the contract including the defect liability period. The security deposit shall be liable to be forfeited or appropriated in the event of unsatisfactory performance of the Contractor and /or loss/ damage if any sustained by the Institute on account of the failure or negligence of the workers deployed by him or in the event of breach of the agreement by the Contractor. The Bank Guarantee shall be valid for a period of 18 months from the date of award of contract.
 6. Rates quoted by the agencies shall be fixed for the entire period of the contract.
 7. **Income Tax** at applicable rates shall be deducted from the monthly bills.
 8. **Mode of Payment**
 - 8.1. For monthly payments, the Contractor shall submit his bills along with wage sheet, the proof of deposition of statutory payments such as challan/receipt for the payment made towards EPF, ESI etc. in favour of the workers employed by him on or after the last day of month. After verification of the claims in the bill, arrangements shall be made for

payment within fifteen days from the date of presentation of the bills. In case of any default, NIPHM will deduct the dues and release the balance amount to the agency. No advance payment shall be made in any case.

- 8.2. The Contractor will ensure the payment of wages to the workers deployed by him on or before 7th of each month and will furnish a copy of the bank statement along with monthly bill. He will also be responsible to comply with all legal provisions of relevant Acts in respect of payment and service conditions etc.
9. **Termination of Contract:** The contract can be terminated by giving one month notice. In case, the services of the contractor are not found satisfactory or contractor fails to comply any of the terms & conditions of this contract or commits any breach of the contract, the Institute may terminate the contract at any time. In such eventuality, the Security Deposit submitted by the contractor shall be forfeited.
10. The contractor shall communicate the names, discharge certificates, residential address, age etc. of the workers deployed at each point. For the purpose of proper identification, the contractor shall provide identity cards at his own cost which should be displayed by them at the place of duty. The contractor has to issue separate engagement orders for the person employed by him with detailed terms and conditions. It may also be ensured that the persons engaged on contract has no right for claiming any benefit from NIPHM.
11. The workers deployed by the agency should not have any Police record/criminal cases against them. Agency should do adequate enquiries about the character and antecedents of the workers engaged. The agency will also ensure that workers deployed are medically fit and will keep the record of their medical fitness.
12. Neither the contractor nor any of his personnel will be on the pay roll of NIPHM and they will not be entitled to any benefit as applicable to the employees of NIPHM.
13. If any of the persons deployed by the contractor approaches any Court of Law against NIPHM the entire expenditure incurred by the Institute in defending the case will be recovered from the Contractor.
14. **The Contractor shall not in any case deploy any worker below 18 years of age and above 55 years of age.**
15. The Contractor shall be responsible for the integrity/conduct of the persons deployed in the NIPHM premises and shall also be responsible for any act of omission/commission on their part.
16. The Contractor shall issue fresh sets of uniforms and identity cards with photos to his workers who shall wear the same while on work. If any employee is found without uniform, a penalty of Rs.500.00 per day per person will be levied.
17. Institute shall have the right to direct the manner in which all services under the contract shall be conducted, in so far as it may be necessary to secure the safe and proper work and specified quality of the jobs. All services shall be done and materials shall be furnished to the satisfaction and approval of the Director General, NIPHM.

18. Officers of the Institute will check the quality and quantity either regularly or randomly of all the items used for cleaning process.
19. Based on their observation with regard to quality and quantity, any change/replacement of consumables, tools, implements suggested by them are to be made and the agency has to do it without any extra charge. The decision of NIPHM will be final.
20. Whenever marked departures from the quality of service is observed, the contractor shall be directed to ensure compliance with the schedule and also to amend/ improve the service, which shall be binding on the contractor / agency.
21. The Institute shall not be liable in respect of any damages for compensation payable as per law in respect of or in consequence of any accident or injury to any workman or other person in the employment of the Contractor/agency, save and except an accident or injury resulting from any act or default of the Institute, his agents, or servants. The Contractor / agency shall keep informed the Institute against all such damages and compensation, save and except as aforesaid and against all claims, proceedings, costs, charges and expenses whatsoever in respect thereof or in relation there to.
22. The contractor shall be solely responsible for the implementation of labour laws and social legislation such as EPF, ESI, Minimum Wages Act, Work Compensation Act, etc. in respect of staff engaged by him for carrying on his business.
23. The Contractor shall be responsible, during the services, for protection of installations covered under the contract. Necessary care must be taken to see that the Contractor's men cause no damage to the installations during the course of execution of the services.
24. **Storage of Equipment**
 - 24.1. The Contractor/Agency shall be responsible for the proper storage and maintenance of tools and equipment.
 - 24.2. The Contractor/agency should not sell, assign, mortgage, hypothecate or remove equipment or materials which have been installed or which may be necessary for the completion of the work, without the written consent of the employer.
 - 24.3. All the necessary items required for protection as described above shall be arranged by the Contractor / agency and such cost shall be included in the Contract Price.
25. **Duration of the contract:** The contract will be valid for one year from the date of award of contract and may be extended on mutual agreement between the Institute and contractor for another one year only.

SCOPE OF SERVICES

1. This Contract includes providing of Housekeeping services at NIPHM, having a built- up area of 9852.23 Sq.m. approximately with a campus area of around 23.12 Acres, including Office Buildings, Hostel Buildings, Supporting structures, Roads, Pathways etc.
 - 1.1. The Institute comprises 2 Hostels (144 rooms, 3 VIP Rooms) with modern facilities & amenities along with two Kitchens, two Dining Halls.
 - 1.2. One Academic Building for Faculty, Officers and Staff, library, roads (internal & external), corridors, general toilets etc.
 - 1.3. Lab buildings
 - 1.4. Auditorium's , conference rooms & lecture halls
 - 1.5. Sweeping of roads at Residential quarters of NIPHM
 - 1.6. Removal of weeds at NIPHM campus and Residential quarters of NIPHM
 - 1.7. Laundry services for hostel rooms

2. The Contractor / Agency shall be responsible for:
 - 2.1. Sweeping and wet mopping the floors and keeping the toilets including the common toilets of academic, Administrative and all hostel blocks, roads, corridors, parches, Badminton Court, water treatment area etc. in a neat and hygienic condition at all times of the day.
 - 2.2. Undertaking special and spring-cleaning of floors and toilets every month/as and when required/on eve of special occasions.
 - 2.3. Weekly cleaning of all the rooms removing cobwebs, also in the corridors and lavatories, cleaning of fans, tube lights, fittings, steel almirahs, tables, chairs etc., vacuum cleaning of sofas. Cleaning of doors, windows, partitions including the particle board, glass and aluminum channels in the entire office including interior and exterior walls.
 - 2.4. Electronic gadget like computers, telephones, fax machines, photo copier machine etc., have to be dust free and dust removal has to be done daily. Roof tops once in three months/as and when required.
 - 2.5. Cleaning, including scrubbing, sweeping, mopping and dusting in all rooms, all interior portions including toilets, bathrooms using standard chemicals/detergents/sanitary items/phenyl etc. using equipment like vacuum cleaners, scrubbing machines etc., which are to be arranged by the Contractor/Agency.
 - 2.6. Cleaning of glass panes/window panes/Mirrors/parapet walls/terraces/railing in all buildings.
 - 2.7. Cleaning of all faculty, officers and staff rooms, lecture halls, computer rooms, lobbies general area, Mini auditorium and Director General's office shall be completed before 08.45 am every day.
 - 2.8. Beds to be made daily.
 - 2.9. Shifting of furniture and other Equipment's and files whenever required.
 - 2.10. Removal of waste material and clogging in the washbasins in the toilets for smooth outflow of wastewater.
 - 2.11. Collection of all the sweepings, garbage and wastage and to transport/dispose of the same to the nearest pit.
 - 2.12. In the Hostels, VIP rooms the following works to be taken up:-
 - (a) Proper upkeep of all furniture and equipment in the Hostels.

- (b) Dry cleaning of woolen blankets and window curtains to be done at least once in two months
 - (c) Bed sheets, Bed covers, Pillow covers and Blankets to be changed once in two days during occupation of Executives/Guests
 - (d) Bath towels and Hand towels to be changed alternative days during occupation of Executives/Guests
 - (e) Fresh linen and towels are to be provided when a new Guest/Executive occupies the room
3. The contractor/agency shall ensure that the rooms are cleaned and freshened usually in the absence of the Executives/Guests, under the supervision of the housekeeping supervisor. The workmen attending to the job should, therefore, have the highest standard of honesty and integrity.
 4. The housekeeping workmen shall help the Executives / Guests in taking baggage to the rooms and removing it from their rooms while checking out.
 5. The contractor/agency shall inspect, as a part of the housekeeping and maintenance job, the water supply points, plumbing installations, toilets, electrical light and fan points, tower bolts, locks and keys of the wooden cupboards of rooms, room air conditioners, batteries to all clocks, remote controls of the TV sets in the Guest Houses and bring to the notice of the Registrar/authorized representative in the event of any defects / damages so that the same could be attended immediately.
 6. The contractor / agency shall ensure that the keys are collected back by the house keeping staff when an occupant leaves the room.
 7. The contractor/agency shall ensure that toilet papers, soap, Odonil packets, Naphthalene balls are available in every room at all times and kit (shampoo, toothpaste, tooth brush, comb, coconut oil) in VIP rooms.
 8. The contractor/agency shall provide mosquito repellent machines with one piece of liquid ALLOUT at his own expenses in all the rooms of Hostels daily.
 9. The contractor/agency shall use room fresheners in all occupied rooms of hostels, Television lounge & recreation room as per requirements.
 10. The contractor/agency shall use room fresheners in all the rooms at Academic Building this includes Director General office, Faculty officers and staff rooms, classrooms and other buildings (Health center, Engineering section).
 11. The contractor/agency shall employ educated, well-behaved, trained and experienced 2 Receptionists (One for day shift and One for Night Shift) for managing the Reception. The receptionist will attend to all telephone calls. The Receptionist should be proficient in English, Hindi and local language (Telugu) besides being proficient in computer operation.
 12. The contractor/agency shall arrange to spread brown papers in the cupboards, drawers of the writing table and bedside tables at his own cost.
 13. The contractor / agency shall ensure that there is a good ventilation by keeping the doors and windows of the rooms open every day for appropriate duration (whether the room is occupied or not) to prevent accumulation of bad odor and suffocation..
 14. The contractor/agency shall not allot any of the rooms in the hostel/guest house. In case the contractor/agency or any of his workers are found to be occupying any of the rooms in the Guest House/hostel, the contractor is liable to pay a penalty of Rs.5000/- per day per room.
 15. All the staff employed by the contractor/agency should be in proper uniform while on duty. **The contractor/agency should supply uniform with colour specifications and pattern to the workers, at his own cost, and as approved by NIPHM.**
 16. It is to be noted that used soap water/chemicals should not be thrown in the nearby green areas as it is harmful for growth of lawns / trees / bushes etc.

17. The institute will provide bed linen and bath towels to the contractor / agency. The contractor / agency shall be responsible for the safety & security of all the items of furniture and fixtures, equipment, locks, buckets, mugs etc. The contractor / agency shall have to hand over all the items provided to him, as indicated elsewhere, to the Institute at the time of termination of the contract / expiry of the contract.
18. The contractor/agency should ensure safety of the belongings of the inmates in the hostels. However, in case of any untoward incidents like theft or loss of any belongings/cash from the occupant's room because of the proven mischief by the workers employed by the contractor/agency, the contractor/agency would be liable for compensating the loss.
19. Every weekend, special cleaning should be carried out in all areas and inside rooms and halls. Spring-cleaning as per requirement.
20. Garbage and organic/non-organic waste generated in all the areas of the campus, inside rooms, pathways etc. are to be collected in a systematic way and disposed off at a place as earmarked by GHMC. The organic waste collected from various sources of the institute should be taken to the Vermiculture unit regularly.
21. Shifting of furniture and other equipment within the campus should be undertaken, as and when required, and as per the directions of the Representative of NIPHM.
22. All the consumables such as brooms, mopping sticks, ladders, mosquito repellent liquid or mats, detergents, cleaning powders, toilet papers etc., as per day-to-day requirement, and as per Housekeeping practice, will have to be arranged by the contractor/agency. All the toilets are provided with soap dispensing units and these have to be filled and maintained as and when required or to provide soap as and when required or to provide soap as and when required.

Daily Services:

1. Removal of waste material from open areas and/or other areas not covered under horticulture.
2. Sweeping and wiping of all floors, dusting and vaccumising of furniture, cup-boards, telephone instruments and doors, windows, ventilators, blinds and glass partition using glass cleaning chemicals to keep all such articles dust-free during the morning time.
3. Vacuum cleaning/washing of carpets wherever provided at NIPHM
4. Filling water in room/water coolers etc. wherever provided.
5. Upkeep of office/classroom/hostel/hostel rooms/library/reception counter/store/lobby/corridors etc.

Weekly Services:

1. Mechanical washing and scrubbing of floor area with detergents, dust-removing chemicals, polishing of the floor areas etc.
2. Removal of cobwebs, dusts, etc.
3. Windows sponging and cleaning.
4. Keeping ceiling and table/pedestal fans, Air-conditioning grills etc., dust free.
5. Cleaning of dustbins and buckets with detergents.
6. Upkeep of partition glasses and panes with utmost care and by application of glass cleaning chemicals.
7. Detergent cleaning of sanitary wares.
8. Polishing & Oiling of door closers, door handles, and other brass fittings with Silvo / Brasso / Lubricants. Dusting & cleaning of Murals, Sceneries, Photo-frames, idols etc.
9. Polishing of taps and other steel fittings in the toilets with Silvo / Brasso.

10. To spray Finit / Baygon etc., in hostel rooms, class rooms, office rooms, conference halls, dining room etc. to keep all such areas insects free. This may also be required daily in hostel.
11. Specialized cleaning of computers, peripherals, hardware, telephones, workstations and other sophisticated equipment as per the direction of the representative of NIPHM.
12. The contractor/agency has to provide the man power as indicated in the bid document for execution of services consisting of receptionists, supervisors, sweepers, housemen, etc. and the work force should be trained and experienced in their respective fields/duties allotted to them.
13. The work is to be programmed scientifically by preparing schedules, timetables, allotment of duties etc., area-wise and building-wise and all in consultation and acceptance of Representative of NIPHM.
14. The contractor/agency shall maintain attendance register for the workers provided by them, which will be checked/verified by the employer before releasing monthly payments.
15. The contractor/agency should produce the proof of remittance of ESI, EPF and other deposits as required for the workers engaged by him/agency along with monthly bill for considering the release of payments from NIPHM.
16. The contractor/agency should provide any additional manpower required by the Institute of specific category of workers/staff where minimum wages will be paid. In addition, the agency should arrange any other staff as specified by the employer (not on Minimum wages but with a consolidated pay for a fixed period of contract).The contractor/agency will be paid on both cases service charges quoted by him in the tender only as profit and overheads.
17. Collection and disposal of garbage from all the staff residential quarters every day
18. The Authorized Officer/Committee of NIPHM shall be the sole authority to decide and judge the quality of the service rendered by the agency and all other matters and his/its decision shall be final and binding.

SCOPE OF SERVICES, TERMS AND CONDITIONS

1. The Bidder/Tenderer shall be required to provide the Housekeeping Services on 'Monthly Contract Basis' for an initial period of One year from the date of commencement of work on the rates quoted in the Financial Bid with a provision to extend the contract for a further period of One year subject to the same terms and conditions on providing satisfactory services. The rates of "Overhead Charges" and "Service Charges" quoted by the Bidder/Tenderer in their Financial Bid shall remain fixed during the currency of the Contract for an initial period of one year and no revision in rates will be permitted.
2. The Bidder/Tenderer shall be required to provide housekeeping services at the below-mentioned office premises of NIPHM:-

Sl. No.	Description of Building	In Sq. Mts (Plinth Area) (approximate)
1	MG Block	1565.57
2	New Hostel Block	1045.69
3	Hostel Building	740.97
4	LB Sastry Building	1092.20
5	Abic Building	320.94
6	Auditorium	498.92
7	Library	259.39
8	Building	243.26
9	Centre for Biological control	252.46
10	Old Building	1003.07
11	Bio-Fertilizer Laboratory	248.22
12	P.Q Section Room	95.94
13	Glass House	143.73
14	Plant Health Engineering Work shop	90.11
15	Workshop Block	154.77
16	Garage	372.33
17	Agri Engineering	207.22
18	Indoor Stadium	534.30
19	CPWD Office	86.84

20	Vermi Compost Unit	182.33
21	Electrical Sub Station	109.13
22	Genarator Room	75.31
23	Pump Rooms	45.83
24	Parking Sheds	472.20
25	Security Room	11.50
	Total	9852.23

3. *The Bidders/Tenderers are advised, in their own interest, to visit all the office premises mentioned above to have a clear picture of the work involved and cost to be borne by Bidders/Tenderers.*
4. *The bidders are advised to participate in the pre-bid meeting to gain understanding on the scope and volume of work involved.*

HOUSEKEEPING SERVICES

- (4.1) The Contractor shall maintain punctuality of workers so as to ensure timely completion of cleaning job daily and shall be responsible for maintaining cleanliness in all the office Premises mentioned in the Tender Document.
- (4.2) The works shall be carried out as per the instructions of authorized officials of NIPHM and the standards/benchmark of conditions and specifications of housekeeping service industry shall be maintained.
- (4.3) The Contractor should keep the usage of the water and electricity to a reasonable level. If it is found that water and electricity are not used properly and involves a lot of wastage, the NIPHM reserves the right/option to levy charges/penalty on the Contractor.
- (4.4) Cleanliness is the essence of this contract. The Contractor has to ensure cleanliness at all times and as per Schedule and time limits finalized by NIPHM and/or given in this Agreement.
- (4.5) All the cleaning material e.g. brooms, detergents, dusters, Acid, Detergent Powder, Phenyl, Colin, Harpic, Acid, Polish, towels etc. for providing and cleaning, sweeping, Scrubbing, washing etc. will be arranged and provided by the Contractor as per the Schedule/frequency mentioned in the tender document. The approved list of material is attached as Annexure.
- (4.6) The Contractor will have to work in co-ordination with the Security Guards deputed by the NIPHM.
- (4.7) It will be the responsibility of the Contractor to store the materials for housekeeping properly in the space provided by the NIPHM. The security of such material will be the sole responsibility of the Contractors. The Contractor will maintain record of usage of all the material on daily basis and get it verified from the NIPHM employee deputed/authorized by NIPHM on daily basis. The payment/reimbursement of cost of material as per the rates quoted by the Contractor in their Financial Bid will be released to the Contractor on monthly basis as per the actual quantity received/used duly verified by the employee/officer deputed/authorized by NIPHM.
- (4.8) On termination of the contract, the Contractor shall discontinue and hand over peaceful possession of premises together with fixtures and articles therein in good condition to NIPHM.
- (4.9) The plumber engaged is required to carry-out plumbing work and the Supervisor engaged is required to supervise housekeeping job in all the units of Office.

- (4.11) All the equipment's/tools/machines for polishing/scrubbing/cleaning of floors, dry-cleaning of chairs/carpets/sofa sets etc. and tools/equipment for plumbing job required for carrying out the housekeeping and sanitary maintenance works shall be supplied and maintained by Contractors at site and the rate quoted should include the cost of supply and maintenance of equipment/machines for housekeeping and plumbing jobs.
- (4.12) The Contractor has to ensure proper cleanliness of all bath-rooms, proper functioning of sanitary fittings and cleanliness of all waste/sewage pipe-lines and ensure that there is no blockage.
- (4.13) The Contractor has to provide towels in all the bathrooms on daily basis as per schedule given in the Tender Document.
- (4.14) The contractor/agency has to maintain the Complaint Register for any problem reported by employees/officers and ensure that the complaint is attended immediately.
- (4.15) **Preparation of Check-list of all the work to be done under the Contract on daily basis, get it verified/checked from the authorized employee/officer deputed by NIPHM (twice daily– Morning Session and After Lunch Session) and to submit report to the REGISTRAR, NIPHM for information on daily basis by 10.30 AM and 2.30 PM while maintaining a copy with themselves for record and verification.**
- (4.16) The Tenderers are advised to visit all the premises listed in the Tender Document to have a clear picture of the work involved.

Note: In addition to the above jobs, NIPHM may assign any work with relation to housekeeping of the office premises not mentioned specifically in the above scope of activities. Frequency and timing of the work can be altered at the discretion of NIPHM looking into the needs and quantity of work.

5. For carrying out the jobs mentioned above on daily/weekly/monthly basis, the deployment of workers and supervisor will be as per the details given in the Tender Document. The Bidder/Tenderer is required to make payment of Minimum Wages, Statutory Payments like EPF, ESI etc., Overtime, if payable, and other payments as per the Tender Document to the Workman/Manpower by the 5th day of every month and to Statutory Authorities in time by themselves and then claim reimbursement of such expenses along with “Overhead Charges” and “Service Charges” from NIPHM by submitting Monthly bills along with proof of Payment of Minimum Wages, Overtime and other Statutory Charges as per the procedure given in the Tender Document. Please note that reimbursements will be made to the Bidder/Tenderer, only if the bills are accompanied by documentary proof of all these payments to workman/manpower and other statutory authorities along with other documents mentioned in the Tender Document treating it as a mandatory requirement.

6. The Bidder/Tenderer shall make all payments including minimum wages to the workman/manpower deputed on or before 5th of every month along with Pay Slips to Individual Workman/Manpower through E-transaction and submit copy of Pay Slips along with the monthly bills to NIPHM.
7. The workman/manpower deployed, engaged by the Bidder/Tenderer are employees of the Bidder/Tenderer and deployed in NIPHM premises only for the purpose of providing housekeeping services. The workman/manpower deployed shall be in sole employment of the Bidder/Tenderer and Bidder/Tenderer shall be solely and fully responsible for their acts, salaries, wages, remunerations and/or any other statutory or other payment issues, medical issues, safety concerns. Under any circumstances, NIPHM shall not be liable for any payment or claim or compensation and in case any liability falls on NIPHM for any reason, the Bidder/Tenderer shall keep NIPHM indemnified against the same. In order to give effect to this, the Bidder/Tenderer shall incorporate suitable clause in the appointment letters to be issued to its employees/workman that they are employees of Bidder/Tenderer, a copy of which should be given to NIPHM for perusal and record.
8. NIPHM shall have the right to deduct from the money/amount due to the Bidder/Tenderer, any sum required or estimated to be required, for making good the loss suffered by a workman / manpower deputed, by reason of non-fulfillment of the conditions of the contract of the benefit of the workman/manpower, non-payment of wages or of deduction made from their wages which are not justified by their terms of the contract or non-observance of the Regulations.
9. It is informed/clarified to the Bidder/Tenderer that the “Overhead Charges” quoted by the Bidder/Tenderer in their “Financial Bid” are being paid to Bidder/Tenderer to meet the expenses for administrative and financial arrangement/cost involved to pay the total monthly minimum wages including all other charges to workman/manpower and to pay the statutory payments timely to statutory authorities by the Bidder/Tenderer in advance from their own sources and then to claim reimbursement of such expenses from NIPHM on monthly basis by submitting proof of such payments along with monthly bill.
10. The “Service Charges” quoted by the Bidder/Tenderer in their “Financial Bid” are being paid to Bidder/Tenderer as profit margin for providing the housekeeping services on monthly contract basis and should include all charges for conveyance expenses for movement of workers/plumber/supervisor between the various Office Units and cost of arranging and maintaining various cleaning/dry-cleaning equipment in working order at site for providing prompt and efficient housekeeping services.
11. The Bidder/Tenderer is required to deposit statutory payments like EPF and ESI with the concerned authorities timely through separate Challan for NIPHM giving names of workman / manpower deputed.
- 12 It is mandatory for the Bidder/Tenderer to :-
 - (A) Arrange/Apply for “On Line” Police Verification in respect of each workman/manpower deputed at NIPHM on his own expenses and submit Police Verification Report obtained from the Police Authorities in respect of each workman/manpower before deputing him to

NIPHM treating it as a Mandatory requirement. Please note that online application for Police Verification is to be made by Bidder/Tenderer giving declaration that the workman in question is his/their own employee. Police Verification applied by the individual workman/manpower will not be accepted.

(B) Provide alternate workman, whenever the regular out-sourced workman/manpower deployed by them is not reporting for duty and/or on leave treating it as Mandatory .In case of failure to provide alternate workman/manpower the Bidder / Tenderer, penalty of Rs.200/- per day as per the terms and conditions of the Tender Document.

The Bidder/Tenderer are required to submit a Letter of Acceptance in this regard as per specimen enclosed as Annexure and non-compliance of the above-noted mandatory requirements or any requirement given in this Tender Document and any deviation in compliance of the requirement mentioned in the Tender Document will be treated as a default in providing satisfactory services. In such an event, the NIPHM reserves the right to cancel the Work Order given to Bidder/Tenderer and the Security Deposit deposited with the NIPHM by such Bidder/Tenderer will be forfeited.

- 13 The Bidder/Tenderer will be required to make payment to the Workman/Manpower deployed for the period they are on duty only through E-payment or through “Account Payee” Cheque latest by the 5th of every month and is required to submit proof of such payment along with Monthly Bills for claiming reimbursement from the NIPHM treating it as a mandatory requirement and no deviation in the mode of payment to drivers will be permitted.
14. The Bidder/Tenderer is required to take Workman Compensation Insurance Policy having adequate Sum Insured for Workman/Manpower deputed to cover any payment under W. C. Act or any other Act and ensure that it will remain in force during the currency of the Contract. Copy of the Insurance Policy for workers is required to be submitted to the NIPHM.
14. The behavior of the workman/manpower should be polite, cordial, obedient and not convicted in any Civil or Criminal Court/Law Agencies. The Bidder/Tenderer, on award of contract, shall have to give undertaking in this regard to NIPHM. In case of any misbehavior, in addition to taking legal action, the Bidder/Tenderer will be penalized for the same and the decision of the competent authority of the NIPHM in this regard shall be final and binding on the Tenderer.
15. The workman/manpower deputed by Bidder/Tenderer would wear well stitched and ironed uniform during duty hours as approved by the NIPHM and provided by the Bidder/Tenderer treating it as a mandatory requirement as Uniform Charges are being paid to the Bidder/Tenderer every month.

PENALTY CLAUSE:

1. The required manpower, as per the price schedule, should be employed by the contractor/agency during entire period of contract. At any point of time during the contract period, if any worker/staff is discontinued/removed by the agency, the agency should make arrangements to appoint/engage a new person within “7” days. If the contractor does not fulfill this condition within the stipulated period, there will be an a penalty of Rs.200/- per staff/worker per day of absence with effect from the first day of discontinuation/ removal
2. All staff employed by the contractor / agency should be above the age of 18 years and should not be above the age of 55 years and be free from communicable diseases. The contractor / agency shall arrange for the health and fitness certificate of his employees.
3. The contractor / agency should ensure that the entire premises are kept hygienic and clean with necessary control measures.
4. The essential staff (receptionists and bell boys) required for stationing in the campus should be brought to the employer’s notice with their names and strength.
5. Contractor has to ensure minimum staff strength on each day. Replacement of staff on leave assessed by the contractor on day to day basis.
6. **The required Manpower proposed in the contract with applicable minimum wages as per Central Government Minimum Wages Act for different categories of workers deployed.**
7. **COMPLETION OF SERVICES:** The completion of services means handing over all the installations in good working condition after completion of the contract period.
8. **Penalty of Rs.10,000/- per instance will be charged to the contractor in case of non-compliance with any of the terms and conditions of the contract.**

CONTRACT FORM

THIS AGREEMENT made on _____ day of _____, 2018 between the Employer represented by REGISTRAR NIPHM, HYDERABAD of the one part and _____ (hereinafter the “Contractor / Agency”) of the other part:

WHEREAS the Employer is desirous that certain Goods and ancillary services should be provided by the Contractor/Agency for the services of _____ in NIPHM Campus at Rajendranagar, Hyderabad and has accepted a bid submitted by the Contractor/Agency for the supply of those Goods and Services in the sum of Rs. _____ (Rupees _____ only) (hereinafter called the “Contract Price”.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this agreement words and expression shall have the same meaning as in the Terms and Conditions in Section III and Section IV of the above-referred Bidding Document.
2. The following documents shall be deemed to form and be read and constructed as part of this agreement, viz., [Verifying the numbers below, as it appears that those points (3 to 7) are sub-points of this point]
3. The Form of Bid and the Price Schedule submitted by the Contractor/ Agency,
4. The Technical Specifications,
5. The General Conditions of Contract,
6. The Special Conditions of Contract and
7. The Employer’s Notification of Award.

8. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor/Agency hereby covenants with the Employer to provide the goods and Services and to remedy the defects therein in conformity in all respects with the provisions of the Bidding Documents.

9. The Employer hereby covenants to pay the Contractor/Agency in consideration of the provision of the service Goods and Services and remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS where of the parties hereto have caused this agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed and Delivered by the

said _____ (For the Employer)

in presence of :

Signed, Sealed and Delivered by the

said _____ (For The Contractor/ Agency)

in presence of :

CHECK LIST

1.	Have you enclosed the EMD?	YES / NO
2.	Have you kept your offer valid for 90 days? (After opening of financial bid)	YES / NO
3.	Have you enclosed the following documents?	
	(a) Documents defining constitution or Legal Status of the company or Firm	YES / NO
	(b) Registration of Firm	YES / NO
	(c) ESI, EPF, GST and Labour License registration certificates	YES / NO
	(d) Profit and loss statement for last 5 years	YES / NO
	(e) Balance Sheet for last 5 years	YES / NO
	(f) Auditor's Report for last 5 years	YES / NO
	(g) Experience – copies of orders for past 5 years	YES / NO
4.	Have you enclosed Income Tax Returns for the past five years?	YES / NO
5.	Have you enclosed Power of Attorney in favour of person signing the bid?	YES / NO
6.	Have you signed the pages of bid documents wherever corrections/additions are made?	YES / NO
7.	Have you enclosed the original bid documents?	YES / NO
8.	List of Machinery / Equipment owned by the contractor / agency for these services? (If applicable)	YES / NO

CERTIFICATE

(PERFORMA FOR NO NEAR RELATIVE (S) OF THE CONTRACTOR WORKING IN THE OFFICE OF NIPHM, RAJENDRANGAR, HYDERABAD

(To be executed on Rs.20/- Stamp paper & attested by the bidder)

I s/o
.....
..... resident of.....

Hereby certify that none of my relative (s) as defined in the tender document is/are employed in the National Institute of Plant Health Management (NIPHM), Hyderabad as per detail given below. In case at any stage, it is found that the information given by me is false/incorrect, NIPHM shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Signature of the tenderer with seal

The near relative (s) means:

- a) Members of a Hindu Undivided family;
- b) They are husband and wife.
- c) The one is related to the other in manner as father, mother, son(s) & son's wife (daughter-in-law), Daughter (s) & daughter's husband (son-in-law) brother (s) and brother's wife, sister (s) sister's husband (brother-in-law).

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of Ltd. Company by all the Directors of the company or company secretary on behalf of all directors. Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is so noticed. The department will not pay any damages to the company or firm or the concerned person. The company or firm or the persons will also be debarred for further participation in the concerned unit.

Signature of the tenderer with seal

CERTIFICATE

(FOR DOWNLOADING OF TENDER DOCUMENT FROM WEB SITE)

I (authorized signatory) hereby declare that the tender document submitted has been downloaded from the website" <http://www.nipm.gov.in> & <http://www.eprocure.gov.in> and no addition / deletion / correction has been made in the proforma downloaded. I also declare that I have enclosed a DD for Rs towards the EMD.

Place: Signature of tenderer/Authorized Signatory
Date: Name of the Tenderer :
Seal of the Tenderer :

**DECLARATION
(FOR EPF & Misc provisions Act 1952)**

I.....(name of the contractor/agency) hereby declare compliance towards conditions of the **EPF** and Misc provisions Act 1952 and authorize to recover any payment that arises due to failure to comply with any of the Labour legislations and statutory conditions viz., Labour, **EPF**, ESI, GST etc., or any other acts dealing with the same and all other acts mentioned in the tender document.

Place: Signature of tenderer/Authorized Signatory
Date: Name of the Tenderer :
Seal of the Tenderer :

CERTIFICATE

**DECLARATION REGARDING BLACKLISTING! NON-BLACKLISTING
FROM TAKING PART IN GOVT. TENDER**

(To be executed on Rs. 20/- stamp paper & attested by the bidder)

I/We Proprietor / Partner (s) / Director (s) of M/s.....
..... hereby declare that the firm/company namely M/s.
..... has not been
blacklisted or debarred in the past by NIPHM or any other Government organization from
taking part in Government tenders.

Or

I / We Proprietor / Partner (s) / Director (s) of M/s. hereby declare
that the firm/company namely M/s
Was blacklisted or debarred by NIPHM, or any other Government Department from taking
part in Government tenders for a period of years w.e.f.....The
period is over on..... And now the firm/company is entitled to take part in Government
tenders.

In case the above information found false I / We are fully aware that the tender / contract will
be rejected/cancelled by NIPHM, HYDERABAD and EMD/SD shall be forfeited.

In addition to the above NIPHM Hyderabad will not be responsible to pay the bills for any
completed / partially completed work/services.

Signature
Name.....
Capacity in which as signed.....
Name & address of the firm:
.....

Dated:

Signature of Bidder with seal.

In case of proprietorship firm, certificate will be given by the proprietor, and in case of
partnership firm, certificate will be given by all the partners and in case of Ltd. Company by
all the Directors of the company or company secretary on behalf of all directors

LETTER OF AUTHORISATION FOR ATTENDING THE OFFICE

(Must be submitted to the Registrar NIPHM, Hyderabad on or before date of bid opening)

Place: _____

Date: _____

To
The Registrar
National Institute of Plant Health Management (NIPHM),
Rajendranagar,
HYDERABAD – 500030.

Sir,

I _____ (Authorized signatory) submitting the Bid and subsequently authorize
_____ to participate and sign the contract submitted against the Ref.:
_____. I/We hereby accept all the terms and conditions of
this tender document.

Signature of Authorised signatory

Name: _____

Designation: _____

Seal: _____

(Maximum one representative will be permitted to attend the office. Permission for entry to the office may be refused in case authorisation as prescribed above is not received.)