

TENDER DOCUMENT

FOR PROVIDING HOUSEKEEPING SERVICES

FOR A CONTRACT PERIOD OF TWO YEARS

AT

CENTRAL BANK OFFICERS' TRAINING COLLEGE

51-ARERA HILLS, BHOPAL -462011

TELEPHONE NO. :0755-2674057.

(Tender Documents consists of 33 Pages)

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CENTRAL BANK OFFICERS' TRAINING COLLEGE

51-ARERA HILLS , BHOPAL -462011

NOTICE INVITING TENDER FOR PROVIDING HOUSEKEEPING SERVICES ON CONTRACT BASIS FOR A PERIOD OF TWO YEARS

Principal Central Bank Officers' Training College, Bhopal (Hereafter CBOTC Bhopal) invites Sealed Tenders on **'Two Bid System'** as mentioned hereunder in the attached prescribed format from reputed Manpower Providing Agency/Firm having adequate experience in the field of providing Housekeeping Services on contract period of two years.

Interested parties may submit bids **in two separate envelopes** duly super-scribed as **"Technical Bid"** and **"Financial Bid"**. Both these bids should be put in **one big envelope super-scribed "TENDER FOR PROVIDING HOUSEKEEPING SERVICES ON CONTRACT FOR A PERIOD OF TWO YEARS"**. The Bidder/Tenderer is requested to sign all the papers comprising Technical Bid, Financial Bid and all the Annexure attached.

The Bidder/Tenderer is requested to quote rates in the 'Financial Bid' keeping in view the terms and conditions of this Tender Document and the tender is liable to be rejected if any change in the terms and conditions is proposed. The Bidder/Tenderer has to submit Earnest Money Deposit of Rs. 30,000/- through Demand Draft only (payment by cheque or any other mode is not acceptable) in favour of "The Principal CBOTC Bhopal" payable at Bhopal along with the Technical Bid. Tenders without the Earnest Money Deposit (through Demand Draft Only) will be deemed rejected.

Interested Manpower Providing Agency/Firms can obtain the detailed Tender Document, containing detailed Terms and Conditions, Eligibility Criteria, Technical Bid, Financial Bid and Annexures to be attached with bids, against a written request on their letter head from CBOTC Bhopal, along with non-refundable Demand Draft only of Rs. 1000/- (Rupees One Thousand Only) drawn on any Nationalized/Scheduled Bank in favour of "The Principal CBOTC Bhopal" payable Bhopal on all working days (Monday to Friday) between 10.00 A. M. to 5.00 P. M. The time schedule of tendering is specified below:-

1	Issue of Tender Document	From 28/06/2022 to 06/07/2022 between 10.00 AM to 5.00 PM on all working days (Monday to Friday).
2	Tender Document Fee (Non-refundable)	Rs.1000/-(Rs.One Thousand Only)
3	Last Date and Time for submission of Tender.	21/07/2022 upto 5.00 PM.
4	Date and Time of opening of Technical Bid.	22/07/2022 at 3.00 PM.
5	Date and Time of opening of Financial Bid.	Will be intimated to Technically Qualified Bidders at a later date.
6	Earnest Money Deposit (EMD).	Demand Draft only of Rs. 30000/- (Rupees Thirty Thousand Only) to be placed in sealed Envelope of "Technical Bid". Payment of EMD through any other mode is not acceptable.

The Tender Document can also be downloaded from the website valid. And the same will be accepted along with the Tender Fee of Rs. 1,000/- (Rupees One Thousand Only) separate Demand Draft Only drawn on any Nationalized /Scheduled Bank favoring "The Principal CBOTC Bhopal payable at Bhopal which is required to be placed in the envelope containing Technical Bid.

All amendments/information with respect to this Tender will be up-loaded on the Bank's Website **Error! Hyperlink reference not valid.** notice thereof will not be published in any newspaper. All Tenderers are, therefore, advised to visit the website regularly for updates. The College, reserves the right to reject all or any tender without assigning any reason, whatsoever.

PRINCIPAL

CENTRAL BANK OFFICERS' TRAINING COLLEGE

51-ARERA HILLS, BHOPAL -462011

ELIGIBILITY CRITERIA

1. The Bidder/Tenderer should be based at Bhopal and operating their business in Bhopal. The Office Premises of the Bidder/Tenderer should be located in Bhopal. **Attach self-attested photo-copy of proof.**
2. The Bidder/Tenderer should have an established Office Premises in Bhopal having necessary infra-structure and sufficient man-power on its rolls so as to provide immediate, satisfactory and efficient housekeeping services. Tenders received from Firms/Establishments operating from residential premises and not having an established Office Premises with necessary infra-structure and man-power on its rolls will not be accepted and will be treated as rejected.
3. The Bidder/Tenderer are hereby informed that the COLLEGE arrange inspection of their Office Premises and infra-structure facilities of Tenderer/Bidder through a Committee of Officials of the College, to verify the existence and to assess the competence of Bidders/Tenderers in providing satisfactory and efficient services required in the Tender Document. The report shall be taken into account for the purpose of qualification of Technical Bid of Bidders/Tenderers. The decision of The Committee constituted by the College in this regard shall be final and binding on the Bidders/Tenderers.
4. The Bidder/Tenderer should have a minimum experience of **Three years as on 31/03/2022** in the field of providing Housekeeping Services on Contract Basis. **Attach self-attested photo- copy of proof.**
5. The Bidder/Tenderer should be registered with Government Labour Department and possess/hold a valid License issued by Central/State Government/concerned Department of Government of NCT for providing Contract Labour under the Contract Labour (Regulation and Abolition) Act. In case any other permission or Certificate is required for providing Contract Labour to the College, the Bidder/Tenderer will be required to submit the same within one month of award of the work. The successful Bidder/Tenderer would be required to deploy Manpower / Contract Labour as per norms prescribed under the said Act. **Attach self-attested photo-copy of Registration with Government Labour Department and License. The tenderer will provide with police verification of all the personnel provided to the College.**
6. The Bidder/Tenderer should be registered with EPF Authorities and should have a valid Provident Fund Registration Number under EPF Act issued by EPF Authorities. **Attach self-attested photo-copy of Registration.**
7. The Bidder/Tenderer should be registered with ESI Authorities and should have a valid ESI Registration Number issued by ESI Authorities under ESI Act 1948. **Attach self-attested photo-copy of Registration.**
8. The Bidder/Tenderer should be registered with Service Tax/GST Authorities and should have a valid GST Registration Number issued by Service Tax/GST Authority. **Attach self-attested photo-copy of GST Registration.**
9. The Bidder/Tenderer should have rendered similar satisfactory services of providing Housekeeping Services on Monthly Contract Basis to **at least Two** Public Sector Company / Public Sector Bank / Central or State Government Undertaking / Autonomous Institute / Corporate Establishment. **Attach Certificate of Experience and Satisfactory Completion of work awarded from concerned Establishments /Companies.**

10. The Bidder/Tenderer should furnish **List of Clients to whom Housekeeping Services on Contract Basis are given during the last three financial years i.e.2019-20, 2020-21 and2021-22** along with the numbers of persons deputed. **Attach Certificates from concerned.**

Clients/Companies.

1. The Bidder/Tenderer should have **minimum Annual Turn-over of Rs. 10 Lacs during the last three financial years i.e. 2019-20, 2020-21 and 2021-22 (Final/Estimated).** Attach Certificate from Chartered Accountant in this regard.
2. **The Bidder/Tenderer should have on their wage rolls minimum 30 workman/manpower in Bhopal as on 31/03/2022. Attach Certificate from Chartered Account in this regard.**
3. The Bidder/Tenderer should be ready to and will:-

(A) Deposit ESI and EPF Contribution in respect of each workman/manpower deputed for our College through a separate challan meant for College every month and submit a copy of the same as proof of payment to statutory authorities along with complete details of contribution deposited in respect of each named workman/manpower on their letter head duly certified, stamped and signed by authorized signatory.

(B) Arrange Police Verification of each workman deputed for our College at his own cost and **submit a Police Verification Report obtained from the Police Authorities** in respect of each workman before deputing to our college **treating it as a Mandatory requirement.**

(C) Provide alternative workman, whenever the regular workman deputed by them is not reporting for duty and/or is on leave treating it as a Mandatory Requirement so as to ensure continuity of proper and efficient housekeeping services. In case of failure to provide alternate workman the Bidder/Tenderer should be ready to bear the penalty imposed as per the terms and conditions of the Tender Document. **Please note the penalty for not providing alternate workman in the absence of regular workman by the Bidder/Tenderer is to be borne by the Bidder/Tenderer. The Bidder/Tenderer will not be allowed to pass on the penalty amount to the workman deputed by them.**

The Bidder/Tenderer are required to submit **“Letter of Acceptance”** in this regard as per specimen enclosed as **Annexure V** and non-compliance of the above requirement 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 College reserves the right to cancel the Work Order given to Bidder/Tenderer and the Security Deposit deposited with the College by such Bidder/Tenderer will be forfeited.

4. The Tenders from Individual / Firm / Organization including its Partners / Shareholders / Directors who have been blacklisted /prosecuted by any departments / statutory bodies in any State or by any Court of Law, shall not be entertained. An Undertaking on the Letter Head of the Company as per specimen given in **Annexure IX** is required to be submitted along with Technical Bid.

Principal

CENTRAL BANK OFFICERS' TRAINING COLLEGE

51-ARERA HILLS , BHOPAL -462011

GENERAL TERMS AND CONDITIONS
AND INSTRUCTIONS FOR BIDDERS/TENDERERS

1. The Tenders/Bids should be valid for a period of **at least two months from the date of opening of Technical Bid of tender.**
2. The duration of the Contract will be for an **initial period of Two years from the date of commencement of work after award of contract on the rates quoted by Tenderer/Bidder** in the Financial Bid **with a provision to extend the contract for a further one term on** the same terms and conditions on providing satisfactory and efficient housekeeping services. The rates quoted by the Bidder/Tenderer in their Financial Bid shall remain fixed during the currency of the Contract for an initial period of two years and no revision in rates will be permitted on any score.
3. The Tenders are invited on **Two Bid System i.e. Technical Bid and Financial Bid.** The Bidder/Tenderer is required to put Technical Bid in sealed Envelope No. 1 along with documents and Financial Bid in sealed Envelope No. 2. The Bidder/Tenderer is required to clearly indicate on these sealed envelopes their name, address and contact details.
4. Both the sealed envelopes superscribed as Envelope No. 1 "Technical Bid" and Envelope No. 2 "Financial Bid" should be kept in a big Envelope No. 3. This sealed Envelope No. 3 super scribed as "TENDER FOR PORVIDING HOUSEKEEPING SERVICES ON CONTRACT BASIS" and addressed to Principal, Central Bank Officers' Training College shall be deposited in the College on or before **21/07/2022** by 5.00 PM.
5. The rate to be quoted by the tenderer shall be firm and shall cover and include wages to the labourers, supervisors, equipment's deployed, contractors' profit, transportation charges and all statutory levies, taxes such as "Octroi, sales tax, Vat, excise duty, PF, ESI but excluding GST/any arising from act passed by Parliament or State Legislature and rules framed there-under. The rate shall be quoted on the format as per Anne-A(Financial Bid)
6. The Tenderer/Bidder has to submit Earnest Money Deposit of **Rs. 30,000/-** through Demand Draft only (**payment through cheque or any other mode is not acceptable**) in favour of "The Principal CBOTC Bhopal" payable at Bhopal along with the Technical Bid. Tenders without the Earnest Money Deposit will be deemed rejected. At the back of the Demand Draft, the name of the Bidder/Tenderer should be clearly written with the caption "Tender for Providing Housekeeping Services on Contract Basis".
7. The Earnest Money shall be forfeited if
 - (i) The Bidder/Tenderer withdraws his Tender during the Validity Period of Tender.
 - (ii) The Successful Bidder/Tenderer fails to comply with all the terms and conditions of the Tender Document during the currency of the contract.
 - (iii) The Successful Bidder/Tenderer fails to comply with the rules and regulations set forth by Government such as PF, ESI, Minimum Wages and other statutory requirements.
8. Earnest Money Deposit of unsuccessful Tenderer/Bidders will be refunded within 30 days from the date of opening of tenders except of the qualified bidder.
9. The successful Bidder/Tenderer, on award of the contract to provide housekeeping services on monthly contract basis, shall be required **to deposit as amount of Rs. 70,000/- (Rupees Seventy Thousand Only) as Security Deposit** with the College through Demand Draft Only in favour of

The Principal CBOTC Bhopal payable at Bhopal within 10 days from the date of receipt of work award letter. The EMD of the successful Bidder/Tenderer will also be merged with the Security Amount. Thus total Security Amount of Rs. 1,00,000/- (Rs. One Lac Only) will remain with the College throughout the duration of contract. This deposit will remain with the College during the currency of the Contract and **no interest will be paid on this security deposit amount.** This Security Amount will be refunded to the Bidder/Tenderer on completion / termination / cancellation of the contractor after deducting any dues payable to the College on what so ever account subject to Bidder/Tenderer submitting a **“No Dues” Indemnity Bond** on a non-judicial stamp paper of requisite value **as per specimen given in Annexure VII of the Tender Document.**

10. All the copies of the documents mentioned in the Eligibility Criteria, Technical Bid, **Annexure I to IX** and other necessary documents are required to be attached with the “Technical Bid” to be eligible for opening of “Financial Bid.”
11. Unsealed tenders will not be accepted. The tender received in any manner other than prescribed in the Tender Document shall be summarily rejected. Any tender received after the scheduled date and time shall not be considered. The College will not accept any responsibility for the tender lost in transit or delivered elsewhere.
12. At first instance only “Technical Bid” will be opened on the scheduled date and time given in the “Notice inviting Tender”. The Technical Bids will then be evaluated on the basis of documents/information furnished, eligibility criteria and inspection of office premises and infra-structure. The Bidder/Tenderer are hereby informed that the College will arrange inspection of their Office Premises and infra-structure facilities of Tenderer/Bidder through a Committee of Officials of the College, to verify the existence and to assess the competence of Bidders/Tenderers in providing satisfactory and efficient services required in the Tender Document. The report shall be taken into account for the purpose of qualification of Technical Bid of Bidders/Tenderers. The decision of The Committee constituted by the College for the purpose shall be final and binding on the Bidders/Tenderers.
13. The “Financial Bid” of only those Bidders/Tenderers who qualify in their “Technical Bid” will be opened and “Financial Bid” of those Bidders/Tenderers whose “Technical Bid” is not qualified will not be opened. The date and time of opening of “Financial Bid” shall be up-loaded on Bank’s Website and shall be intimated to individual qualified bidders through their E-mail address provided in the Tender Document. All Tenderers/Bidders are, therefore, advised to visit the website regularly for updates.
14. If at any stage, it is found that the documents, certificates, bills and documents pertaining to mandatory proof of payment of minimum wages, statutory payments and other payments submitted by the Bidder/Tenderer are forged or have been manipulated, the work order issued to the Bidder/Tenderer shall be cancelled and the Security Deposit of the Bidder/Tenderer lying with the College shall be forfeited without any claim whatsoever on the College and the Bidder/Tenderer is liable for action as deemed fit by the College.
15. All amendments/information with respect to this Tender will be up-loaded on the Bank's Website **Error! Hyperlink reference not valid.** notice thereof will not be published in any newspaper. All Bidders/Tenderers are, therefore, advised to visit the website regularly for updates.
16. All over-writings/corrections should be duly signed by the Tenderer/Bidder.
17. Each Tenderer/Bidder will submit only one tender either by himself or as a partner in joint venture/firm/company.

18. ARBITRATION

In the event of any question, dispute or difference arising under this agreement or in connection there with except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to sole arbitration by College or an Arbitrator appointed by them specifically for resolution of dispute/difference under this contract. The arbitration shall be conducted under the Indian Arbitration and Conciliation Act, 1996, and any amendments thereof. The venue of the arbitration proceedings shall be CBOTC, Bhopal, 51-Arear Hills, Bhopal-462011. Or any such other place as the arbitrator may decide.

19. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of Land. Such action will result in the rejection of bid, in addition to other punitive measures.
20. Tenders/Bids must be received by/submitted to Principal, CBOTC, Bhopal, 51-Arear Hills, Bhopal-462011. by the date and time stipulated in the Notice Inviting Tender. The College may, at its discretion, extend the deadline for submission of Tenders/Bids in which case all rights and obligations of the Company and the Tenderer/Bidder will be the same. The information thereof will be available on the Banks' Website and Notice thereof will not be published in any newspaper. All Tenderers/Bidders are, therefore, advised to visit the website regularly for updates.
21. The Contract with the Bidder/Tenderer can be cancelled by the College by giving one month's notice in writing without assigning any reason, whatsoever.
22. In case the Bidder/Tenderer desires to cancel the contract, he is required to give three months' notice in writing to the College.
23. The CBOTC Bhopal, reserves the right to reject/cancel any or all the tenders without assigning any reason, whatsoever.

Principal

CENTRAL BANK OFFICERS' TRAINING COLLEGE

51-ARERA HILLS , BHOPAL -462011

SCOPE OF SERVICES, TERMS AND CONDITIONS & PROCEDURE FOR SUBMISSION OF MONTHLY BILL FOR REIMBURSEMENT OF PAYMENT TO BIDDER/TENDERER

1. The Bidder/Tenderer shall be required to provide the Housekeeping Services on ' Contract Basis' for an **initial period of two years 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 one term subject to the same terms and conditions** on providing satisfactory services. **The rates quoted** by the Bidder/Tenderer in their Financial Bid shall remain fixed **during the currency of the Contract for an initial period of two years 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 The Central Bank Officers' Training College ,Bhopal:-

S.No.	LOCATION OF OFFICE	AREA	WORKMAN
1	Office Premises & Other	Ground+ one floor, 3 Lecture Halls,3 Syndicate rooms, Computer Lab, 6 Faculty Rooms, Library & Audio Visual room,7 Toilets, Corridor & Passage of Ist & IInd Floor, Auditorium, Admin Office on Ground floor, CLD block(2 classroom/conference room/office), Principal/VC Room/PA room & Waiting lounge, Badminton Court, Yoga/Recreation Hall, Gymnasium . Front Open space & Parking Area, Three Staircases, open area behind dining hall, Open Area and Walking Tracks around College Premises	04(Four)
2	Residential Hostel	50 Hostel rooms with attached Toilets, 3 VIP rooms & 1 VVIP room, 2 store rooms, waiting hall on IInd floor ,Common Area, Passages of each floor, Maintenance of 3 Water Coolers Provided on each Floor. Three Staircases. Open Area and Walking Tracks around Hostel Premises	03(Three)
3	Faculty & Principal Resident	Common Area on Ground & IInd floors, Terrace, Staircases & Passage.	02(Two)

In addition to the above number of workman/manpower for providing housekeeping services, the Bidder/Tenderer is required to provide the services of One 24x7 Supervisor for supervision of housekeeping job, Allotment of accommodation, Facilitating online Registration (One Supervisor should be computer literate), Maintenance of Inventory of stock of consumables and its issuance.

3. The Bidders/Tenderers are advised, in their own interest, to visit all the office premises mentioned at Serial No. 2 above to have a clear picture of the work involved and cost to be borne by Bidders/Tenderers cost involved to maintain all types of equipment's for dry- cleaning of sofa

sets/carpets, chairs and cleaning of floors like Dry-cleaning equipment's, floor polishing equipment's and other equipment's for giving prompt and efficient housekeeping services before quoting rates in the Financial Bid.

4. SCOPE OF 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 College 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 College 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 College 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, 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 X**.

(4.6) It will be the responsibility of the Contractor to switch on and off lights, fans, AC, TV, Hot Cases, RO plant, water cooling plant, motor pump and computers etc. as may be prescribed and as required for College functioning.

(4.7) The Contractor will have to work in co-ordination with the Security Guards and workers of Garden contractor.

(4.8) The water pump sets/motor and RO water plant and water cooling plant installed at CBOTC, Bhopal will be operated by the representative of contractor only.

(4.9) On termination of the contract, the Contractor shall discontinue use of and hand over peaceful possession of the College premises together with fixtures and articles therein in good condition.

(4.10) **All the equipment's/tools/machines for polishing/scrubbing/cleaning of floors, dry-cleaning of chairs/carpets/sofa sets etc. and tools/equipment's required for carrying out the housekeeping and sanitary maintenance works shall be supplied and maintained by Contractors at site.**

(4.11) 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.

(4.12) The Contractor has to keep clean towels in executive dining bathroom and in the bathrooms of Principal on daily basis.

(4.13) to maintain the Complaint Register for any problem reported by employees/officers and ensure that the complaint is attended immediately.

(4.14) **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 College** (twice daily– Morning Session and After Lunch Session) and **to submit report to the designated officer for information on daily basis by 10.30 AM and 2.30 PM** while maintaining a copy with themselves for record and verification.

(4.15) The **Minimum Wages Rates per Worker** should be as per Central/State Governments specified rates daily for 8 hrs shift excluding lunch hour for **six days a week**. The contractor should provide manpower in two shifts. Morning shift from 0800 Hrs. to 1600 Hrs. (6 Workers) and evening shift 1600 Hrs. to 2400 Hrs(3 Workers).

(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.

(4.17) Contractor shall provide the services as specified below:-

SL. NO	SPECIFIED AREA OF WORK	NATURE AND SCOPE OF WORK	FREQUENCY	DUTY TIMING
1	Ground+ one floor, 3 Lecture Halls,3 Syndicate rooms, Computer Lab, 6 Faculty Rooms, Library & Audio Visual room, 7 Toilets, Corridor & Passage of Ist&IInd Floor , Auditorium, Admin Office on Ground floor, CLD block(2 classroom/conference room/office) , Principal/VC Room/PA room & Waiting lounge, 50 Hostel rooms+4 VIP rooms, Common Area, Passages of each floor , Badminton Court, Yoga/Recreation Hall, Gymnasium . Front Open space & Parking Area, Three Staircases, open area behind dining hall, Open Area and Walking Tracks around College Premises <u>Faculty/Principal Flats</u> <u>Other Common Areas and Passages</u>	Dusting, Sweeping, Mopping, filling drinking water in jugs/bottle/ in all rooms & office , Cleaning and wiping of floors, furniture, fixtures, partitions, walls, ceiling, curtains, venation blinds, removal of Wastes from dustbin and keeping it properly as directed, Removal of Cob-webs, dusting and wiping the windows and their glass pane, doors and polishing their handles, Cleaning of Telephone Instruments, Fax Machines, Computers, spraying disinfectant, Room Freshener, Cleaning all drains/sewage pipes including removing blockages in drain/sewage pipes, removal of garbage and waste papers on daily basis from the premises.	Daily	<u>First Shift (06 Workers)</u> Between 0800 Hrs to 1600Hrs <u>Second Shift (3Workers)</u> 1600 Hrs to 2400 Hrs

2	Ground+ one floor, 3 Lecture Halls, 3 Syndicate rooms, Computer Lab, 6 Faculty Rooms, Library & Audio Visual room, 7 Toilets, Corridor & Passage of Ist & IInd Floor, Auditorium, Admin Office on Ground floor, CLD block (2 classroom/conference room/office), Principal/VC Room/PA room & Waiting lounge, 50 Hostel rooms+4 VIP rooms, Common Area, Passages of each floor, Badminton Court, Yoga/Recreation Hall, Gymnasium. Front Open space & Parking Area, Three Staircases, open area behind dining hall, Open Area and Walking Tracks around College Premises. <u>Faculty/Principal Flats</u> <u>Other Common Areas and Passages</u>	Washing and Scrubbing the floor of the entire office premises with soap water and drying it by using the machines/tools for floor polishing/cleaning.	Weekly on Saturdays	<u>First Shift (06 Workers)</u> Between 0800 Hrs to 1600Hrs <u>Second Shift (3Workers)</u> 1600 Hrs to 2400 Hrs
3	Stair-cases, entire entrance areas, Roof, All passage way outside the office premises of CBOTC Hostel, Faculty/Principal Flats and Other Units mentioned in the Tender Document.	Dusting, Sweeping, Mopping, Cleaning and wiping of floors, Partitions, Removal of Wastes, Removal of Cow-webs, dusting and wiping of Windows and their Glass Pane, Doors and Polishing their Handles, Spraying disinfectant and Room Freshener.	Daily	<u>First Shift (06 Workers)</u> Between 0800 Hrs to 1600Hrs <u>Second Shift (3Workers)</u> 1600 Hrs to 2400 Hrs)
4	Stair-cases, entire entrance areas, Roof, Front and Side passage way outside the office premises of CBOTC and other Units mentioned in the Tender Document and cleaning of all the Sign and Notice Boards of the College.	Washing and Scrubbing the floor of the Rooms and entire premises with soap water and drying it and cleaning of all sign boards and notice boards of the Colleges. Cleaning and polishing of floors by using machines / tools for the purpose.	Weekly on Saturdays	<u>First Shift (06 Workers)</u> Between 0800 Hrs to 1600Hrs <u>Second Shift (3Workers)</u> 1600 Hrs to 2400 Hrs)
5	All Furniture, Fixtures, Fittings and Office equipments, curtains, venation blinds, telephone, fax and computers etc.	Dusting, Cleaning and Wiping Fans, telephone, fax machines, computers, geysers, exhaust fans, air-conditioners, furniture, fixtures and fittings and polishing of fittings.	Weekly	<u>First Shift (06 Workers)</u> Between 0800 Hrs to 1600Hrs <u>Second Shift (3Workers)</u> 1600 Hrs to 2400 Hrs
6	Bathrooms (Ladies and Gents) of all the floors of CBOTC and hostel and other Units mentioned in the Tender Document.	Dusting, Sweeping, Mopping, Cleaning, Polishing, Wiping and Removal of Cow-webs, wastes, dusting and wiping windows, glass pain, China Clay Sanitary Fittings, Mirrors and doors, Polishing door handles, metal sanitary fittings, washing and cleaning and wiping the wall tiles and floor with Soap / Harpic / Colin / Acid and providing Urinal Phenyl Cubes and Liquid Soap as per requirement.	Daily	<u>First Shift (06 Workers)</u> Between 0800 Hrs to 1600Hrs <u>Second Shift (3Workers)</u> 1600 Hrs to 2400 Hrs

7	Bathrooms (Ladies and Gents) of all the floors of College Hostel and other Office Units mentioned in the Tender Document.	Washing and Scrubbing the floor of Bathrooms, Removal of Wastes, Cleaning of China Clay Sanitary Fittings, Metal Sanitary Fittings etc. With soap water / Harpic / Colin / Acid etc. And drying it.	Weekly on Saturdays	
8	Passage, Lobby and Common Areas of all floors and entrance of College and Units mentioned in the Tender Document	Sweeping, Cleaning, Wiping and Drying.	Every one Hour.	
9	Entire Roof Top of College, Hostel.	Sweeping, Cleaning and Mopping, Removal of Waste material and Washing.	Once a Week	
10	Water Cooler, Sofa Sets, Fabric Chairs etc. Of CBOTC	Dusting and Cleaning of, Water Cooler, Hot Case etc. Dry Cleaning of , Sofa Sets, Chairs etc. By using dry-cleaning machine/tools.	Once in Two Weeks.	
11	Cleaning of all Shafts, Flex Sign Boards on premises of CBOTC	Cleaning it properly	Weekly on Saturdays.	
12	Operating of pump house motor and RO plant and water cooling plant (in summer)	Filling of Water Tanks(Overhead & Underground) and RO water tank on Daily Basis	Daily Basis.	
13	Pest Control of premises located at CBOTC.	To work in co-ordination with the Pest Control Agency for getting proper pest control of the premises	As per directions of the College.	

- Note :(1)** In addition to the above jobs, the College may assign any work with relation to housekeeping of the office premises not mentioned specifically in the above table.
- (2) Frequency and timing of the work can be altered at the discretion of the College 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 **Annexure-VI** of the Tender Document.
 6. The Bidder/Tenderer is required to make payment of Minimum Wages, Statutory Payments like EPF, ESI etc., 5th day of every month.
 7. **The rate to be quoted by the tenderer shall be firm** and shall cover and include wages to the labourers , supervisors, equipment's deployed ,contractors profit, transportation charges and all statutory levies, taxes such as "Octroi, sales tax, Vat, excise duty, PF,ESI but excluding GST/any arising from act passed by Parliament or State Legislature and rules framed there-under. The rate shall be quoted on the format as per Anne-A(Financial Bid)
 8. 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 proper mode and submit copy of Pay Slips along with the monthly bills to the College.

9. The workman/manpower deployed, engaged by the Bidder/Tenderer are employees of the Bidder/Tenderer and deputed to the College 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 payments. Under no circumstances the College shall be liable for any payment or claim or compensation and in case any liability falls on the College for any reason, the Bidder/Tenderer shall keep the College 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 the College for perusal and record.
10. The College 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.
11. The Bidder/Tenderer is **required to deposit statutory payments like EPF and ESI with the concerned authorities timely through separate Challan for College giving names of workman / manpower deputed for our College.**
12. The Bidder/Tenderer, on award of the contract, is required to submit list of workers deputed by them along with details like age, father's name, residential address etc. The Police Verification Report in respect of each worker is required to be arranged, obtained and submitted to CBOTC Bhopal by the Bidder/Tenderer at his own cost.
13. It is mandatory for the Bidder/Tenderer to:-
- (A) Deposit ESI and EPF Contribution in respect of workman/manpower deputed for our College through a separate Challan.
- (B) Arrange Police Verification in respect of each workman/manpower deputed for our College on his own expenses and **submit Police Verification Report obtained from the Police Authorities** in respect of each workman/manpower before deputing him to our College **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.**
14. In case of absence/non-availability of the workman/manpower deputed for a particular day or period on account of leave or otherwise, the **Bidder/Tenderer is required to arrange for alternative workman/manpower** (for which reliever/leave cost is being paid to the Bidder/Tenderer) so as to ensure continuance of proper and efficient housekeeping services **treating it as a Mandatory Requirement.** In case the Bidder/Tenderer **fails to provide Workman/Alternate Workman** on any day or period during the currency of the Contract, **a penalty of Rs. 200/- per day shall be imposed** on the Bidder/Tenderer, which will be adjusted from the monthly bill submitted for reimbursement. **Please note that the Bidder/Tenderer will not deduct/recover this penalty from the amount payable to the workman/manpower deputed by them and the Bidder/Tenderer will have to bear the penalty amount, if any imposed.**
15. The successful Bidder/Tenderer, on award of the contract to provide housekeeping services on monthly contract basis, shall be required **to deposit as amount of Rs. 70,000/- (Rupees Seventy Thousand Only) as Security Deposit** with the Company through Demand Draft Only in favour of Principal CBOTC Bhopal, payable at Bhopal within 10 days from the date of receipt of work award

letter. The EMD of the successful Bidder/Tenderer will also be merged with the Security Amount. **Thus total Security Amount of Rs. 1,00,000/- (Rs. One Lac Only)** will remain with the College throughout the duration of contract. This deposit will remain with the College during the currency of the Contract and **no interest will be paid on this security deposit amount.**

16. The Bidder/Tenderer will be required to ensure payment of Minimum Wages, ESI and PF and other statutory payments to the Workman/Manpower deputed and it is the sole responsibility of the Bidder/Tenderer to comply with all the rules and regulations in this regard.
17. The Bidder/Tenderer will obtain the PF Number and ESI Number for workers, supervisor from the appropriate authority and submit a copy of the same to the College.
18. The Bidder/Tenderer will be required to make payment to the Workman/Manpower deployed for the period they are on duty only through proper mode or through "Account Payee" Cheque Only by the 5th of every month.
19. 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.
20. 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 College.** 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 company in this regard shall be final and binding on the Tenderer.
21. The workman/manpower deputed by Bidder/Tenderer would wear well stitched and ironed uniform during duty hours as approved by the Company and provided by the Bidder/Tenderer **treating it as a mandatory requirement as Uniform Charges are being paid to the Bidder/Tenderer every month. A penalty of Rs. 25/- per occasion will be imposed, if the workman/manpower deputed is found not wearing approved uniform.**

PAYMENT OF MONTHLY BILL TO BIDDER / TENDERER

The payments shall be on monthly basis on format prescribed by the Bank, subject to production of attendance register, proof of payment of wages, ESI, EPF and filing returns to statutory authorities.

Principal

CENTRAL BANK OFFICERS' TRAINING COLLEGE

51-ARERA HILLS , BHOPAL -462011

'TECHNICAL BID'

The Bidder is requested to furnish the following information.

SL. NO	DESCRIPTION	PARTICULARS
1	Name of the Firm / Manpower Providing Agency for providing housekeeping services.	
2	Address of the Firm / Manpower Providing Agency for providing housekeeping services.	
3	Year of Establishment	
4	Whether the Firm / Agency is proprietorship / partnership / limited Company. Attach proof with Registration Number and CIN Number of Company.	
5	(A) Name of authorized contact person. (B) Mobile / Landline Number (C) Fax Number (D) E-mail ID	<hr/> <hr/> <hr/> <hr/>
6	PAN Number of the Firm / Manpower Providing Agency. Attach Self-attested photo-copy of the PAN Card.	
7	Service Tax/GST Number of the Firm / Manpower Providing Agency. Attach Self-attested photo-copy of the Service Tax/GST Number.	
8	EPF Registration Number of the Firm / Manpower Providing Agency. Attach Self-attested photo-copy of Certificate of Registration.	
9	ESI Registration Number of the Firm / Manpower Providing Agency. Attach Self-attested photo-copy of Certificate of Registration.	

10	Experience of minimum three years in the field of providing Housekeeping Services on Monthly Contract Basis as on 31/03/2022. Attach Certificate of Experience and Satisfactory Completion of work awarded from the concerned Establishments /Companies.	
11	<p>Bank Account Details of the Firm</p> <p>(A) Bank Account No.</p> <p>(B) Bank Name and Address</p> <p>(C) IFSC Code</p> <p>(D) MICR Code.</p> <p>Attach self-attested photo-copy of cancelled cheque.</p>	<hr/> <hr/> <hr/> <hr/> <hr/>
12	List of existing Clients along with proof which should include at least two Governments / Public Sector Undertaking or any Private Company.	
13	The Bidder/Tenderer should have minimum annual turn-over of Rs. 10 Lacs for the last three financial years i.e. 2019-20, 2020-21 and 2021-22 (Final/Estimated). Attach Certificate from Chartered Accountant in this regard as per Annexure III.	
14	The Bidder / Tenderer should have minimum 20 workers in Bhopal on its rolls as on 31/03/2022. Attach Certificate from Chartered Accountant in this regard as per Annexure-IV	

15	Enclose Demand Draft only of Rs. 30,000/- as “Earnest Money Deposit”. Payment through cheque or any other mode is not acceptable.	Demand Draft No. _____ Date of Demand Draft _____ Demand Draft Amount _____ Bank Name _____
16	Enclose Demand Draft only of Rs. 1000/- as “Tender Fee” in case Tender Document is downloaded from our Website. Payment can be made through DD only cheque or any other mode is not acceptable..	Demand Draft No. _____ Date of Demand Draft _____ Demand Draft Amount _____ Bank Name _____

SIGNATURE WITH STAMP : _____
 NAME OF FIRM : _____
 NAME OF AUTHORIZED PERSON: _____
 CONTACT NUMBER : _____
 E-mail ID : _____
 DATE : _____

ANNEXURE I

CHECK-LIST OF DOCUMENTS PLACED IN TECHNICAL BID

Sr. No.	DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID	YES	NO
1	Earnest Money Deposit (E.M.D.) of Rs. 30,000/- (Rupees Thirty Thousand Only) in the form of Demand Draft only (payment through cheque or any other mode is not acceptable) issued by any scheduled commercial bank in favour of “The Principal CBOTC, Bhopal” payable at Bhopal .		
2	Tender Fee of Rs. 1000/- (Rupees One Thousand Only) in the form of Demand Draft only in case the Tender Document is downloaded from Website (payment through cheque or any other mode is not acceptable) issued by any scheduled commercial bank in favour of “The Principal CBOTC, Bhopal” payable at Mumbai.		
3	Proof of the Tenderer/Bidder being based in Bhopal and their operation in these areas. Attach self-attested copy of proof.		
4	Tenderer/Bidder self-attested copy of the PAN Card issued by the Income Tax Department.		
5	Tenderer/Bidder self-attested copy of the Service Tax/GST Registration Number .		
6	The Tender should have rendered similar satisfactory housekeeping services on monthly contract basis to at least two Public Sector Company / Public Sector Bank / Central or State Government Undertaking / Autonomous Institute / Corporate Establishment. Attach Certificate of Experience and Satisfactory Completion of work awarded from concerned Establishments /Companies.		
7	List of existing Clients along with proof which should include Government Public Sector Undertaking or any Private Company.		
8	Proof of registration with Employees Provident Fund Commissioner along with Registration Number. Attach Self-attested copy of Certificate of Registration issued by EPF Commissioner.		
9	Proof of registration with ESI Authorities along with Registration Number. Attach Self-attested copy of Certificate of Registration issued by concerned ESI Authority.		

10	The Tenderer/Bidder should have minimum annual turn-over of Rs. 10 Lacs for the last three financial years i.e. 2019-20, 2020-21 and 2021-22. Attach Certificate from Chartered Accountant as per Annexure III.		
11	The Tenderer/Bidder should have minimum 30 workers in Bhopal on their roll as on 31/03/2022. Attach Certificate from Chartered Accountant as per Annexure IV.		
12	Letter of Acceptance of terms and conditions and payment procedure for submission of monthly bills for release of payment to Bidder/Tenderer as per specimen given in Annexure V.		
13	Tenderer/Bidder self-attested copy of Registered Partnership Deed / Certificate of Incorporation and Registration Certificate of the Firm / Company .		
14	Undertaking regarding Non-blacklisting / prosecution of the firm as per specimen given in Annexure IX.		

SIGNATURE WITH STAMP : _____

NAME OF FIRM : _____

NAME OF AUTHORISED PERSON: _____

_____ CONTACT NUMBER :

E-mail ID : _____

DATE : _____

ANNEXURE II

LIST OF PRESENT AND PAST CLIENTSDURING LAST THREE FINANCIALYEARS.

(Please give complete details as per the following format along with the Experience Certificate issued by clients/organizations to which services were provided during the last three financial years. This information provided will facilitate evaluation of Technical Bid).

Sl. No	Name of the Organization with complete postal address located in Bhopal mentioning Pvt.Sector/ Govt Body / PSU / Public Limited Company.	Name and Designation of the Contract Person with Telephone No. / Mobile No. / E-mail ID.	Period for Which Contract Was Awarded.	Nature of Work	Number of Workman provided to Them.

SIGNATURE WITH STAMP : _____

NAME OF FIRM : _____

NAME OF AUTHORIZED PERSON : _

_____ CONTACT NUMBER :

E-mail ID : _____

DATE : _____

ANNEXURE III

**CERTIFICATE REGARDING TURN-OVER OF
TENDERER DURING THE LAST THREE FINANCIAL
YEARS**

I / We, M/s _____, the Bidder/Tenderer for providing Housekeeping Services on Monthly Contract Basis, hereby confirm that the minimum Annual Turn-Over of the firm/company during the last three financial years i.e. 2019-20, 2020-21 and 2021-22(Final/Estimated) is Rs. 10 Lacs or more than Rs. 10 Lacs. The financial year-wise break-up is given below: -

S.NO.	FINANCIAL YEAR	ANNUAL TURN-OVER FOR THE YEAR
1	2019 – 20	Rs. _____
2	2020– 21	Rs. _____
3	2021- 22(Final/Estimated)	Rs. _____

SIGNATURE & SEAL OF THE TENDERER

CERTIFICATE BY CHARTERED ACCOUNTANT

I / We, _____, Chartered Accountants, certify that the figures regarding Annual Turnover for the Financial Years mentioned above in respect of M/s. _____
_____ Are true and found correct as per their Books of Accounts and other related records.

SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT

ANNEXURE IV

**CERTIFICATE REGARDING CONFIRMATION OF NUMBER OF
WORKPERSONS ON THE ROLL OF THE BIDDER / TENDERER AS
ON 31/03/2022**

I / We, M/s _____, the Bidder/Tenderer for providing Housekeeping Services on Monthly Contract Basis to The Central Bank Officers Training College, 51- Arera Hills ,Bhopal,-462011 hereby confirm that the total number of Workman on my/our roll on 31/03/2022 is _____ (No. in figures: _____). The site / firm / contract-wise break up of Workman provided to Firms/Clients are asunder:

SL. NO	NAME OF FIRM / COMPANY TO WHOM HOUSEKEEPING SERVICES ARE PROVIDED	ADDRESS OF FIRM / COMPANY	NUMBER OF WORKERS PROVIDED AS ON 31/03/2022
		GRAND TOTAL :	

SIGNATURE & SEAL OF THE TENDERER

Certified that the figure regarding number of Workman in Bhopal on the roll of Mr. / M/s.

_____, the Bidder/Tenderer for providing Housekeeping Services on Monthly Contract Basis as mentioned above is true and found correct as per their Books of Accounts as on 31/03/2022.

SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT

ANNEXURE V

The Principal
Central Bank Officers' Training College
51- Arera Hills
Bhopal -462011

Dear Sir,

Re: Acceptance of Terms and Conditions and Procedure for Submission of bills along with mandatory documents for release of payment in respect of Tender for Providing Housekeeping Services on Monthly Contract Basis.

The Tender Document for providing Housekeeping Services on Monthly Contract Basis floated by The Central Bank Officers' Training College, Bhopal has been purchased / downloaded through their Website by me / us. I / We have gone through and read the entire terms and conditions, scope of services, penalty clause, procedure for submission of monthly bills along with statutory and mandatory requirements/documents for the release of payments to Bidder/Tenderer of the Tender Document of The College. I / We declare and agree that I / We will abide by the all the terms and conditions/clauses and hereby accept procedure for submission of monthly bills along with all the statutory/mandatory requirement and other documents for release of payment to me / us contained in the tender document and will not deviate from compliance of any of the requirements and submission of documents mentioned in the Tender Document. In case any provision of the tender is found violated, I / We agree that the tender shall be liable to be rejected and CBOTC Bhopal shall without prejudice to any other right or remedy will be at liberty for forfeit the Earnest Money absolutely deposited by me / us along with the tender document and Security Deposit absolutely deposited by me / us upon award of contract to me / us.

I / We hereby unconditionally accept all the terms and conditions/clauses and accept procedure for submission of monthly bills along with all the statutory/mandatory requirements/documents for release of payment to me / us contained in the tender document and will not deviate from compliance of any of the requirements and submission of documents mentioned in the Tender Document for providing Drivers on Monthly Contract Basis in its entirety.

The required Earnest Money is enclosed here with in the form of Demand Draft of Rs. _____
Drawn on _____ payable at Bhopal.

Thanking you,

Yours faithfully,

**SIGNATURE OF BIDDER/TENDERER
WITH DATE AND RUBBER STAMP**

ANNEXURE VI

DEPLOYMENT OF WORKERS / SUPERVISOR

The Contractor shall be responsible for taking good care of all Buildings of office premises mentioned in the Tender Document, Furniture, Fixtures, Fittings (including sanitary fittings), electric, electronic, computer and telephone etc. They will employ only those workers, supervisors and sweepers who have worked for at least for two years in a reputed institution. Besides experience, the Supervisor should be qualified to a minimum of Intermediate and should be well versed in speaking, reading and writing Hindi English and should have basic computer knowledge.

The Contractor shall employ under mentioned workers for rendering satisfactory services on all days i.e. Six days a week.

SL NO	Description / Type of Workman	Number of Workman	Duty Timings
1	Unskilled Workers for cleaning, sweeping, dusting, polishing etc. College Building : 04 Nos. Hostel Building : 03Nos. Faculty/Principal Flat : 02 No.	09 Nos. (Nine)	Shift-1 Between 0800 Hrs to 1600 Hrs Shift-2 Between 1600Hrs to 2400Hrs
2	Supervisor (24x7) : 03	03 (Three)	

Note: Timings can be altered at the discretion of the College. Out of the 12 workers proposed to be deployed at College, as per requirement.

The deployment of workers and supervisor will be as per the following terms and conditions.

- (1) The Contractor should furnish a schedule every week/fortnightly after consultation with College regarding the shift duties of the various workers employed.
- (2) The employees engaged by the Contractor should observe the discipline and should see that the decency and decorum are maintained within the course of their employment.
- (3) The experience and qualification can be relaxed at the sole discretion of College depending upon the merits of each case individually. The contractor does not have any authority to relax the experience and qualification.

- (4) Supervisor appointed by the Contractor shall oversee at the affairs of Housekeeping at all times at all the premises mentioned in the Tender Document. This person should have full authority and resources for efficient running of Housekeeping service.
- (5) The Contractor shall ensure that the working hours of the Workers and Supervisor are so segregated so as to suit the timings of housekeeping services.
- (6) Immediately on receipt of the Work Order, the Contractor will provide a list of names of workers and supervisor with the Bio-data along with photo of all the persons to be deployed under this contract to College with proper certification that they are satisfied with their bonafides and their necessary verification has been done from the proper authorities.
- (7) The services of the workers, Supervisor once approved by College will not be dispensed with or they will not be replaced by the Contractor without the approval and consent of CBOTC Bhopal.
- (8) CBOTC Bhopal has the discretion to increase / decrease the number of workers / supervisor. Accordingly, amount payable per month will also increase / decrease as per Minimum Wages Act.
- (9) The College reserves the right to expel any worker or supervisor of the Contractor who is found guilty of misconduct.
- (10) The College will always have the right to conduct a search of the Contractor's employees, supervisor, agents and/or any of their vehicles used for transportation of material while entering / going out of the College's Premises or inside the premises.

ANNEXURE VII

NO DUES CERTIFICATE

Please do not submit this Indemnity Bond now.

(To be submitted when the Contract is cancelled/Terminated/Completed for refund of Security Deposit)

DEED OF INDEMNITY EXECUTED IN FAVOUR OF THE CENTRAL BANK OFFICERS' TRAINING COLLEGE, BHOPAL (ON NON-JUDICIAL STAMP PAPER OF RS. 100/- DULY NOTARIZED.)

This deed of Indemnity executed on _____ at Bhopal by Shri/Smt _____ on behalf of (Name and address of the Housekeeping Service Provider) (herein referred to as the Service Provider) favoring Central Bank Officers' Training College (herein referred to as the CBOTC Bhopal located at 51- Arera Hills ,Bhopal -462011 as follows:-

- (1) The Service Provider had been working for the CBOTC Bhopal, for providing Housekeeping Services.
- (2) The Service Provider has made a Security Deposit of Rs. _____ only for Housekeeping Services as provided under Item No. 1 above.
- (3) The Contract for providing Housekeeping Services has been completed/terminated by the CBOTC Bhopal/ Cancelled by the CBOTC Bhopal / Service Provider with effect from _____.
- (4) The Service Provider has paid all dues of the workers engaged in aforesaid Housekeeping Services and has also paid all the bills of materials purchased for the purpose of the above mentioned Housekeeping Service under Item No. 1.
- (5) The Service Provider having satisfied the CBOTC Bhopal that there are no outstanding dues of any sort and also that he has not caused any damage to the property of the CBOTC Bhopal and on the request of the Service Provider the CBOTC Bhopal has agreed to refund the aforesaid Security Deposit of Rs. _____.
- (6) Now in the above premises and in consideration thereof Service Provider agrees and undertakes as follows:-
 - (A) In the event of any dues to the workers found to be still unpaid or any amount found outstanding to the supplier of goods and articles purchased for the purpose of aforesaid Housekeeping Services as provided under Item No. 1 or in the event of any damage, breakage or any other injury to the property of the Principal caused by the Service Provider or his workers, the Contractor shall, on being required by the CBOTC Bhopal, pay and make good all those dues or damages forthwith.
 - (B) In the event of delay of failure to pay or make good any amount in the above connection which the CBOTC Bhopal has to pay or make good any such bills or incur any expenses or defend any proceedings with regard to the above Service Provider (Name of the Service Provider) hereby undertakes to indemnify the Principal against all claims, demands, expense, losses, proceedings and all liabilities of what so ever nature.

In witness where of the Service Provider has signed his deed of indemnity at the place and date above mentioned in presence of following witness :

Witness
Signature
Name
Address

Signature of the Service Provider with Stamp of Firm

Signature
Name
Address

ANNEXURE VIII

LIST OF APPROVED MATERIAL AND FREQUENCY OF REPLACEMENT

S. No	DESCRIPTION OF MATERIAL	SPECIFICATION / BRAND NAME	FREQUENCY OF REPLACEMENT/USAGE
1	AIR FRESHNER	ODONIL	FORTNIGHTLY
2	NAPATHELENE BALLS	TRISHUL / HOMACOL	WEEKLY
3	URINAL CUBES	TRISHUL - HOMACOL	WEEKLY
4	FLUSH / TOILET CLEANER	HARPIC	DAILY
5	PHYNLE FOR FLOOR / SURFACE	TRISHUL / CLENZO	DAILY
6	STAIN / GLASS CLEANER	COLLIN	WEEKLY
7	TOILET PAPER ROLLER	SANDAL, AMWAY	DAILY
8	LIQUID SOAP OR HAND WASH	HOMACOL/DETTOL	DAILY
9	FLOOR / SURFACE CLEANER	VIM / NIRMA	DAILY
10	BROOM HARD	STANDARD	QUARTERLY
11	BROOM SOFT	STANDARD	QUARTERLY
12	BRUSH COBWEB WITH TELESCOPIC ROD	STANDARD	HALF YEARLY
13	FLOOR DUSTER	SIZE – 30 X 30	FORTNIGHTLY
14	WHITE DUSTER FOR FURNITURE CLEANING	SIZE 20 X 20	WEEKLY
15	YELLOW DUSTER FOR GLASS CLEANING	SIZE – 30 X 30	WEEKLY
16	WIPER COMMERCIAL SIZE	REX / LX	HALF YEARLY
17	MOP WET WITH ROD	KENTUCKY	HALF YEARLY
18	GARBAGE BAG (25 kg CAPACITY)	STANDARD QUALITY	DAILY
19	ROOM FRESHNER – 100 ML.	ODONIL	DAILY
20	PAPER NAPKIN FOR TOILETS	STANDARD QUALITY	AS REQUIRED
21	PLASTIC MUG – ONE LITER	STANDARD QUALITY	AS REQUIRED
24	R-6 TOILET CLEANER	SAINI FRESH	AS REQUIRED
25	ACID	STANDARD QUALITY	AS REQUIRED
26	HIT	GODREJ	AS REQUIRED

Note : The frequency of replacement/usage mentioned here-in-above can be altered keeping in view the requirement by the authorized official of CBOTC Bhopal deputed for the purpose of verifying the matter on daily basis.

THE COTTON TOWELS, WASHED AND CLEANED, WILL BE PROVIDED AND CHANGED BY THE CONTRACTOR IN BATHROOM OF PRINCIPAL, EXECUTIVE DINING HALL AND VIP ROOMS , DAILY AND IN OTHER PLACES AS DIRECTED. SHEDULE OF LINEN CHANGE WOULD BE AS:-

DAY OF THE WEEK	LOCATION	ITEMS TO BE REPLACED
SUNDAY	HOSTEL, LADIES HOSTEL, EXECUTIVE ROOMS (IF OCCUPIED)	BEDSHEETS, PILLOW COVER, TOWEL AND NAPKINS IF PROVIDED
WEDNESDAY	HOSTEL, LADIES HOSTEL, EXECUTIVE ROOMS (IF OCCUPIED)	BEDSHEETS, PILLOW COVER, TOWEL AND NAPKINS IF PROVIDED

ANNEXURE IX

SPECIMEN OF UNDERTAKING
REGARDING NON-BACKLISTING/PROSECUTION
OF THE FIRM

(To be submitted on the Letter Head of the Bidder/Tenderer)

Date: _____

TO WHOMSOEVER IT MAY CONCERN

I / We / Our organization, M/s _____

hereby undertake and declare that neither me nor our Organization including our Partners / Shareholders / Directors were ever blacklisted / prosecuted by any government department / statutory body(ies) / Public Sector Undertakings in any State or by any Court of Law.

SIGNATURE OF BIDDER/TENDERER
WITH DATE AND SEAL

CENTRAL BANK OFFICERS' TRAINING COLLEGE

51-ARERA HILLS , BHOPAL -462011

**INSTRUCTIONS AND TERMS AND CONDITIONS FOR
QUOTING RATES AND SUBMITTING FINANCIAL BID**

1. The rate should be quoted in Indian Rupees Only.
2. The rate to be quoted by the tenderer shall be firm and shall cover and include wages to the labourers , supervisors, equipment's deployed ,contractors profit, transportation charges and all statutory levies, taxes such as "Octroi, sales tax, Vat, exise duty, PF,ESI but excluding GST/any arising from act passed by Parliament or State Legislature and rules framed there-under. The rate shall be quoted on the format as per Anne-A (Financial Bid)
3. All the columns should be clearly filled in Ink legibly or typed. The amount should be filled in figures as well as in words.
4. No column should be left blank which would otherwise make the tender liable for rejection.
5. The Minimum Wage Rate for Housekeeping Staff will be considered under Un- skilled Category and Semi-Skilled Category as per M.P. State/Central Govt. circulars issued time to time by labor department.
6. The Minimum Wages Rates per Worker is **for duty of eight hours daily (excluding lunch time of one and half hour) for six days a week.** Daily Duty Hours are given in the Scope of Work (Technical Bid) which may be referred. The Duty Hours can be altered by the College as per requirement.
7. The Minimum Wages Rates per Worker as per category specified and Overtime Rates will be revised as per revision in Minimum Wages Rates notified by Addl. Labour Commissioner, Government of M.P. State time to time.
8. The Bidder/Tenderer will be required to make payment to the Workman/Manpower deployed only through proper mode or through "Account Payee" Cheque Only by the 5th of every month and is required to submit proof of such payment along with Monthly Bills for claiming reimbursement from the College.
9. **The Bidders/Tenderers are advised, in their own interest, to visit all the office premises mentioned at Serial No. 2 of Scope of Service of Tender Document) above to have a clear picture of the work involved and cost to be borne by Bidders/Tenderers. like cost involved to maintain all types of equipment's for dry-cleaning of sofa sets/carpets, chairs and cleaning of floors like Dry-cleaning equipments, floor polishing equipment's and other equipment's for giving prompt and efficient housekeeping services before quoting rates in the Financial Bid.**
10. The Bidder/Tenderer is required to provide the Housekeeping Services on 'Monthly Contract Basis' for an **initial period of two years 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 one term subject to**

the same terms and conditions on providing satisfactory services.

- 11.** The rate to be quoted by the tenderer shall be firm and shall cover and include wages to the labourers, supervisors, equipment's deployed ,contractors profit, transportation charges and all statutory levies, taxes such as "Octroi, sales tax, Vat, exise duty, PF,ESI but excluding GST/any arising from act passed by Parliament or State Legislature and rules framed there-under. The rate shall be quoted on the format as per Anne-A(Financial Bid)

Please note that all payments will be made by the Bidder/Tenderer to the workers by the 5th of every month and to statutory authorities in time first from his own resources and then claim reimbursement of Monthly Contract charges along with mandatory/statutory documents/requirements as per procedure given in the Tender Document.

- 12.** All the Tenderers/Bidders are hereby informed that **L-1 Bidder/Tenderer will be decided on the basis of lowest Quotation Amount quoted by the Bidder/Tenderer in Annexure "A"and the decision of the Competent Authority of the College shall be final and binding on all the Tenderer/Bidders in this regard.**
- 13.** All applicable Statutory Deductions such as TDS/GST TDS, Surcharge, Education Cess, Higher Education Cess, Swatch Bharat Tax etc. will be deducted from the amount payable as per rules.
- 14.** GST and, as applicable, will be paid in addition to amount quoted by the Firm.

ANNEXURE-A

(FINACIAL BID)

(TO BE SUBMITTED IN A SEPARATE SEALED COVER)

To provide housekeeping services with required men, material and proper supervisory staff etc. at Central Bank Officers Training College, 51-Arear Hills Bhopal which is fully described under “General Terms& Conditions” and “Scope of Services”.

Rate to be quoted on LUMPSUM basis(Excluding GST and including all applicable taxes)
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Rate for the first year	
Rate for the Second year	
Total	

Total in words (Rupees-----Only)

Place:-Bhopal

Date: -SIGNATURE OF BIDDER/TENDERER WITH DATE AND SEAL

DECLARATION

1. All the information furnished by me/us here above is correct to the best of my knowledge and belief.
2. I/We no objection if enquiries made about the work listed by me/us in the accompanying annexure.
3. I/We agree that the decision on CENTRAL BANK OFFICERS TRAINING COLLEGE in selection of Vendors will be final and binding to me/us.
4. I/we have read the instructions appended to the pro-forma and I/we understand that if any false information is detected at a later the pre-qualification shall be cancelled at the discretion of the Bank.

Place:-Bhopal

Date: - SIGNATURE OF BIDDER/TENDERER
WITH DATE AND SEAL