

**Government of India
Ministry of External Affairs
Protocol (Housing) Section
J N Bhavan, New Delhi**

No.DIII/551/04/2017

Dated: 21.03.2018

**E-NOTICE INVITING TENDER FOR PROVIDING HOUSEKEEPING SERVICES AT
VVIP RECEPTORIUMS (BOTH; OLD & NEW), AIR FORCE STATION, PALAM, DELHI
CANTT-110010.**



सत्यमेव जयते

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SECTION-1

(NOTICE INVITING E-TENDER)

NOTICE INVITING E-TENDER

Subject: PROVIDING HOUSEKEEPING SERVICES AT VVIP RECEPTORIUMS (BOTH; OLD & NEW), AIR FORCE STATION, PALAM, DELHI CANTT-110010.

On behalf of the President of India, The Protocol (Housing) Section, Ministry of External Affairs invites **online bids** under **02 BID SYSTEM** for providing Housekeeping Services at VVIP Receptoriums (both; old & new), Air Force Station, Palam, Delhi Cantt-110010 from the eligible entities companies as per details given in the tender documents.

Tender No. DIII/551/04/2017		Dated: 21.03.2018
Important Dates		
Date of publishing	05.04.2018 (1530 hr)	
Bid Document Download Start Date	05.04.2018 (1700 hr)	
Clarification Start Date	05.04.2018 (1700 hr)	
Clarification End Date	10.05.2018 (1200 hr)	
Bid Submission Start Date (online)	05.04.2018 (1700 hr)	
Bid Submission End Date (online)	10.05.2018 (1530 hr)	
Date of Technical Bid Opening (online)	11.05.2018 (1530 hr)	
<i>EMD to be submitted in the form of Demand Draft in favour of " Pay & Account Officer, Ministry of External Affairs, New Delhi" by 1530 hr on 10.05.2018.</i>		

2. The bid shall be submitted online only at Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app>.

3. The Competent Authority reserves the right to reject any or all the bids without assigning any reason and the decision of the competent authority of the Ministry shall be final and binding.

(Manoj Sharma)
Deputy Chief of Protocol (F)
Ministry of External Affairs,
R.No. 1064, 'B' Wing,
Jawaharlal Nehru Bhavan,
23-D, Janpath, New Delhi - 110011
Tel No: 011-4901 5445
E-Mail: dcpf@mea.gov.in

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SECTION-2

(AFFIDAVIT)

AFFIDAVIT

I/we Partner(s)/Legal
Attorney/Proprietor(s)/Accredited Representative(s) of
M/s.....solemnly declare that :

2. I/we am/are submitting tender for providing Housekeeping Services at VVIP Receptoriums (both; old & new), Air Force Station, Palam, Delhi Cantt-110010 against Tender Notice No.DIII/551/04/2017 dated 21.03.2018.
3. I/we or our partners do not have any relative working in offices of Ministry of External Affairs, New Delhi or any office thereof.
4. All information furnished by me/us in respect of fulfillment of eligibility criteria and information given in this tender is complete, correct and true. All documents/credentials submitted along with this tender are genuine, authentic, true and valid.
5. My/our bid shall be valid for a period of 120 days from the last date fixed for the bid submission in accordance with the Bidding Documents and shall remain binding upon us and may be accepted at any time before the expiry of the period.
6. If my/our bid is accepted, I/ we commit to submit a Performance Guarantee in accordance with the Bidding Documents.
7. The Price-Bid submitted by me/us is "WITHOUT ANY CONDITION".
8. If any information or document submitted is found to be false/incorrect, Ministry of External Affairs may cancel my/our Tender and can take any action as deemed fit including termination of the contract, forfeiture of all dues including Earnest Money (EMD) and blacklisting of my/our firm and all partners of the firm etc.
9. I/we also declare that the Government of India or any other Government body has not issued any show-cause notice or declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
10. The workers provided by me/ us would not have any employer- employee relation with the Ministry of External Affairs and thereby not claim any regularization of their services or enhancement in their wages from Ministry.
11. All the workers provided by me/ us will have their Bank Accounts and the payment of their salary will be made through these Bank Accounts. Besides, compliance of all prevalent labour laws/ regulations, including minimum wages as revised from time to time by the Government, shall be my/ our responsibility.
12. We will deploy only well- trained and police verified workers on the site.
13. We have modern equipment, latest technical expertise and sufficient manpower for the subject work.
14. We will use branded material only with quality upto the satisfaction off the client.
15. I/we also accept all the terms and conditions of this bidding document and undertake to abide by them; including the condition that ----- is not bound to accept highest ranked bid / lowest bid or any other bid that ----- may receive.

(Signature of the Tender with Seal)

Seal of Notary

Date :

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SECTION-3

(Scope of work)

3.1 Scope of work

[A] Housekeeping :

- i) Sweeping/mopping/dusting/vacuum cleaning/cleaning of common areas, toilets, tobbles, staircase, verandas, fittings and fixtures, open/covered parking, entrance and exit areas and any other place within the premises as directed by the competent authorities from time to time, including removal of waste material and discarded furniture. The cleaners should be provided with proper working Uniforms to be worn during the entire working time.
- ii) Daily removal of garbage/waste paper/packing material and disposal of the same to the MCD designated places outside the Complex. Cleaning should be done in weekends/holidays, too, if required.
- iii) Lobbies and staircases to be cleaned twice a day.
- iv) Corridors to be mopped twice a day.
- v) Toilets to be cleaned once in the morning and then after every two hours in the day. Cleaning/clearing of Staircases and removal of discarded furniture; shifting of furniture in rooms whenever required.
- vi) Glass panes of rooms to be cleaned twice a week.
- vii) Brass polishing of sign boards/brass planters and railing of staircase to be done once a week.
- viii) Polishing of Black Stone to be done once in a month.
- ix) Daily collection and removal of all garbage and its disposal in a hygienic manner, including dumping at municipal designated garbage dustbin. Garbage trolley/ Garbage pail should be provided by the Bidder.
- x) The company would provide 12 (6+6) Cleaning staff who will work six days a week from 0700 hrs to 1530 hrs. **These staff will also be required frequently to attend the work on odd hours / holidays and at very short notice.** Police verification and other security clearances will be responsibility of the house keeping agency. However, supervision of this work will be done by an official from Air Force Station.
- xi) Bids should be for cleaning services on all days from Monday to Saturday including holidays with all required material and machinery. Bids should include cost of cleaning material including garbage bags, toilet roll, C-fold paper, multi-fold paper, liquid soap, air freshener, brasso, insect killer, naphthalene balls/urinal cubes, towel (big & small), duster, floor polish/wooden polish, soap cases etc. No extra remuneration would be paid to the agency for working on Sundays/Holidays (if required). The company will claim only 26 days wages in a month in accordance with the Government of NCT of Delhi office orders issued from time to time".

[B] Drainage & Water System:

- i) It will be the responsibility of the contractor to clean the drains on a regular basis.
- ii) Cleaning of Fountains is to be done each week. Water of these Fountains to be drained out & replaced with fresh water. Rusting of these Fountains also to be cleared each week.

[C] Monthly cleaning of Receptoriums (both; old & new) building (Outer portion).

[D] Maintenance of Front & Back Lawns.

[E] Easy availability of the labour force at any time of the day & night hours.

[F] Suggested Workforce: 12 (6+6) Cleaning staff (Considering the leave and medical requirement of individual).

The final authority to increase the number of items, mentioned above rests with Ministry of External Affairs. Service Provider needs to render the upkeep and maintenance services in respect of these increased number of items.

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SECTION-4

(Minimum Eligibility Criteria)

4.1 MINIMUM ELIGIBILITY CRITERIA:

The following shall be the minimum eligibility criteria for selection of bidders at technical bid stage of the bidding process:-

- (a) **Legally Valid Entity:** The Bidder shall necessarily be a legally valid entity in the form of a Limited Company, Private Limited Company, Proprietorship, and Partnership firm registered under the Companies Act, 1956 or other appropriate authorities. Bidding in the form of JV/Consortium is not permitted. A copy of complete 'Memorandum of Article of Association' to be submitted along with the bid.
- (b) **Existence:** The bidder must be in existence for a minimum period of 3 years on 31/12/2017.
- (c) **Licenses/ Registration:** The Bidder must be registered with the Income Tax, GST, Employees Provident Fund Organization and Employees State Insurance Corporation.
- (d) **Experience:** The bidder must have Successfully completed one work of same nature of a value of Rs. 24 Lakhs or two work of same nature of value of Rs. 15 Lakhs each or three works of same nature of value of in at least three works of similar nature yearly value not less than Rs. 12 Lakhs each in the Central / State Govt Departments / Ministry's / Organizations of the Govt of India / State Govt / PSU's and reputed Private Organizations during the last three years as on 31.12.2017.
- (e) **Financial Status:** The Bidder should have an annual financial turnover of Rs. 30 Lakhs during each of the three financial years ending 31st March, 2017 i.e. for 2014-15, 2015-16 and 2016-17.
- (f) The eligibility criteria related to turnover and prior experience [as mentioned in points (d) and (e) above] has been relaxed for all Startups (as defined by the Department of Industrial Policy and Promotion) subject to meeting of quality and technical specifications.
- (g) The weightage may be given to the agency having its presence in multiple locations in Delhi, NCR regions.

4.2 Documents supporting the Minimum Eligibility Criteria:

- (a) In proof of having fully adhered to the minimum eligibility criteria at 4.1 (a & b), attested copies of certificates of incorporation and Memorandum of Article of Association issued by the registrar of Companies shall be accepted. Attested copies of these documents to be uploaded with Technical Bid.
- (b) In proof of having fully adhered to minimum eligibility criteria at 4.1(c), attested copies of following shall be submitted:
 - PAN
 - TAN
 - EPFO
 - ESIC
 - GST

Attested copy of these documents to be uploaded with Technical Bid. All the licenses must be in the name of bidder.

- (c) In proof of having fully adhered to minimum eligibility criteria at 4.1(d), attested copies of Satisfactory Work Completion Certificates (describing the nature and items of works completed) issued by the client Central / State Govt Departments / Ministry's / Organizations of the Govt of India / State Govt / PSU's and big reputed Private Organizations, mentioning the period during which services were provided along with annual/monthly value of the contract, shall be accepted. Attested copies of these documents to be uploaded with Technical Bid.
- (e) In proof of having fully adhered to minimum eligibility criteria at 4.1(e), attested copy of the income tax return and audited balance sheets for the completed three financial years (and not Assessment Years) i.e. for 2014-15, 2015-16 and 2016-17 [P & L Account & Balance Sheet must be attached for 03 years] shall be accepted. Attested copies of these documents to be uploaded with Technical Bid. The Company should not have incurred loss during the last three financial years and should have a positive net worth.
- (f) The following documents may also requested to be attached with technical bid:
 - i) Power of Attorney/ Authorisation- firm's authorising representative to bid on their behalf and sign all bid documents.
 - ii) Company's profile.
 - iii) Signed bid document (on all pages)

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SECTION-5

(Tender Fee, EMD, Performance Security, Validity of Contract & Payment terms)

5.1 TENDER FEE & EARNEST MONEY DEPOSIT (EMD)

5.1.1 **Tender Fee** : In line with the provision of sub-Rule 161 (iv) of GFR 2017, **no** Tender Fee is chargeable from the bidders in order to promote wider participation and ease of bidding.

5.1.2 **The Earnest Money Deposit (EMD)** of Rs.1.0 Lakh in the form of Demand Draft in favour of “Pay & Account Officer, Ministry of External Affairs, New Delhi” payable at New Delhi is required to be submitted in a sealed envelope superscribed “Tender for providing Housekeeping Services at VVIP Receptoriums (both; old & new), Air Force Station, Palam, Delhi Cantt-110010”, on or before the closing date and time of e-submission of online bids i.e. by 1530 hrs on 10.05.2018 to Deputy Chief of Protocol (F), Ministry of External Affairs, Room No. 1064, Jawaharlal Nehru Bhavan, 23-D, Janpath, New Delhi-110011, failing which the bids will not be considered.

5.1.3 The submission of EMD is compulsory for all the Bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the Ministry of External Affairs.

5.1.4 The EMD shall be returned to the bidder (s) whose offer is not accepted by the Protocol (Housing) Section within 30 days from the date of signing the agreement with the successful bidder. However if the return of EMD is delayed for any reason, no interest/penalty shall be payable to the bidder. The EMD shall not carry any interest.

5.1.5 The EMD of the successful bidder will be returned on receipt of Performance Guarantee.

5.1.6 EMD of a tenderer will be forfeited, if the tenderer withdraws or amend its tender or impairs or derogates from the tender in any respect within the period of validity of its tender.

5.2 PERFORMANCE SECURITY (GUARANTEE):

5.2.1 The successful bidder has to deposit Performance Security Deposit which will be a sum equivalent to 10% of the accepted contract value in favour of 'Pay and Accounts Officer, Ministry of External Affairs', payable at New Delhi in form of Demand Draft / Bank Guarantee /Fixed Deposit Receipt (FDR), within fifteen days of the acceptance of the LoA. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. In case, the contract is further extended beyond the initial period, the PSD will have to be accordingly renewed by the successful bidder. No interest shall be paid on PSD

5.2.2 The Performance Security will be forfeited by order of the Competent Authority in the Ministry in the event of any breach or negligence or non-observance of any terms & conditions of the contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, portion of the said FDR as may be considered by the Ministry sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of Companies bill has been received and examined.

5.2.3 If the Contractor fails to provide the Performance Security Deposit (PSD) within fifteen days of the acceptance of LoA, such failure shall constitute a breach of the contract and the Ministry shall be entitled to make other arrangements at the risk, cost and expense of the Contractor.

5.2.4 On due performance and completion of the contract in all respects, the Performance Security Deposit will be returned to the Contractor without any interest on presentation of an absolute 'No Demand Certificate' from the Contractor and upon return in good condition of any specifications, samples or other property belonging to the client, which may have been issued to the Contractor, for carrying out work stipulated in the contract.

5.3 VALIDITY OF CONTRACT

The contract, if awarded, shall be initially valid for a period of ONE YEAR (01 year) from the date of award. The contract may be extended for further period of 02 years [maximum tenure 03 years from day one of initial contract] on same terms and conditions and same rates, on year to year basis subject to satisfactory services provided by the vendor. In case of breach of contract or in the event of fulfilling the minimum requirements / statutory requirements, the client shall have the right at any time to terminate the contract forthwith in addition to forfeiting the performance security amount deposited by the Contractor and initiating administrative actions for black listing etc. solely at the discretion of the competent authority of the office of the client.

5.4 PAYMENTS

5.4.1 After selection of the successful bidder as Contractor, a price schedule shall be annexed to the Articles of Agreement according to which all payments shall be made to the Contractor by the client for the housekeeping services.

5.4.2 The prices in the Price Schedule shall be exclusive of any Goods & Services Tax (GST), Education Cess, Secondary and Higher Education Cess or any other applicable taxes as may be levied by the Government from time to time and the same shall be charged in addition to the applicable rates.

5.4.3 The Contractor shall be paid on a monthly basis for the services rendered in the preceding month. The billing cycle will be the 1st of every month to the last day of the month. The Contractor shall submit correct invoice in terms of quality and commercial aspects within 10 days of the succeeding month and payment shall be released within 30 days of submission of acceptable invoices. The Contractor will also submit copies of GST and PF/ESIC Challans along with the list of staff with their individual PF/ESIC numbers at the time of submitting monthly invoices.

5.4.4 The initial cost of the contract shall be valid for a period of one year. No price escalation, other than revision minimum wages as well as other statutory components such as ESI, EPF and Bonus, shall be entertained by the Client during the period.

5.4.5 After expiry of the initial period of the contract of one year and if the contract is renewed by the client, the Contractor shall claim increase in the contract cost only on account of increase in the minimum wages as well as other statutory components such as ESI, EPF and Bonus, as and when increased by the Government.

5.4.6 All payments shall be made in Indian Currency by means of Electronic Clearance Service (ECS).

5.4.7 The Client shall be entitled to deduct in accordance with Applicable Law, Income Tax or withholding tax or other deductions (as the case may be), from any payments made to the Contractor, and the amount so deducted shall be deemed to be a payment made to the Contractor.

5.4.8 The payment to the workers in accordance to minimum wages prescribed by the Govt of NCT of Delhi alongwith the statutory compliance like EPF, ESI and Bonus is sole responsibility of the SP. In case of revision in minimum wages by the Govt of NCT of Delhi would be absorbed by the Ministry.

5.4.9 No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.

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SECTION-6

(Force Majeure & Penalty Clause)

6.1 Force Majeure

Force Majeure:

- Notwithstanding the provisions of contract, the House Keeping Service Provider shall not be liable for forfeiture of its performance security, or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

- For Purposes of this clause, "Force Majeure" means an event beyond the control of the HKSP and not involving the HKSP's fault or negligence and not foreseeable. Such events may include but are not restricted to acts of the MEA either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

- If a Force Majeure situation arises, the HKSP shall promptly notify the authority in writing of such conditions and the cause thereof. Unless otherwise directed by the MEA in writing, the HKSP shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means not prevented by the Force Majeure event.

- The MEA may terminate this contract, by giving a written notice of minimum 60 days to the HKSP being unable to perform a particular portion of the services for a period of more than 60 days.

6.2. Penalty Clause

- The HKSP or an experienced supervisor engaged by the HKSP shall personally visit installations under operation daily in every shift and ensure PPM (Planned Preventive Maintenance) is followed strictly. He shall also ensure proper manning of each installation by authorized Technician and by organizing the operators engaged by the HKSP in such a manner that all services are manned, operated on 24x7 basis or as ordered by Management.

- The number of workers as agreed upon for work at the complex shall be available for work as per agreed schedule. **If the number of the employees falls short of the agreement, proportionate wages shall be deducted from the bill for the respective month.**

- **If any of the assigned work is not found satisfactory, an amount of Rupees ten thousand will be deducted for every major deficiency from the bill for the respective month.** The decision of **Joint Secretary (Chief of Protocol)** will be final in this respect.

- Smoking, chewing of pan, intoxication, sleeping on duty is forbidden in the building.

- HKSP shall provide and maintain all site documents, SOPs, Checklists, Trackers as per engineering best practice for safe and economical running of services. Draft SOPs, Check Lists, PPM (Planned Preventive Maintenance) Schedules shall be forwarded to MEA for approval before they are placed at site for application within month of acceptance of LOI (Letter of Intent).

- If in case, the MEA decides to extend the contract after one year, it will solely be based on the basis of the services provided by the company during the course of contract of 1 year.

- **All workers and staff employed by the company shall be employee of the company and will not have any claim of any nature on MEA. Any dispute arising between employer and company will be responsibility of the company and company only.**

6.3. Resolution of Disputes:

- Any dispute or difference regarding the interpretation, application or implementation of the provisions of the contract shall be resolved amicably between the parties (successful bidder company and MEA). If the dispute is still not resolved, either party may refer the dispute to the Law Secretary, Ministry of Law and Justice or his/her nominee and whose decision shall be final and binding on the parties.

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SECTION-7

(Instruction to submission online Bids)

7. Instruction to submission online Bids:

- (a) The bid shall be submitted online only at Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app> . **Manual bids will not be accepted under any circumstances.**
- (b) All documents as per tender requirement shall be uploaded online through Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app>. Original draft towards EMD shall be submitted on or before closing date of tender submission. Complete set of documents uploaded shall be submitted within 03 working days after the bid submission date.
- (c) Bids submitted online without required documents will be summarily rejected.
- (d) Both technical and financial bids are to be submitted concurrently duly digitally signed on the Central Public Procurement Portal.
- (e) The bidders shall have a valid digital signature certificate for participation in the online tender. The cost of digital signatures, if any, will be borne by respective bidder.
- (f) Prospective bidders are accordingly advised to go through instructions provided at Central Public Procurement Portal.
- (g) The online bids (complete in all respect) must be uploaded online in Two Covers (Cover-I: Technical Bid and Cover-II: Financial Bid) as per Annexure-I and Annexure-II respectively in PDF Format.**

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SECTION-8

(Technical Bid)

(TECHNICAL BID)

ANNEXURE-I

TECHNICAL BID

TENDER NOTICE NO. No.DIII/551/04/2017

Dated: 21.03.2018

Cover-I (Technical Bid) (following documents to be uploaded online in .pdf format)		
Sl. No.	Document	File Type
1	Contact Details Form (Form-I)	.pdf
2	EMD of Rs. 1 Lakhs (scanned copies)	.pdf
3	Scanned copy of Affidavit	.pdf
4	Certified copies of Registration and Incorporation particulars of Company	.pdf
5	Certified copies (i) PAN, (ii) GST, (iii) TAN, (iv) Labour Registration, (v) EPF Registration, (vi) ESIC Registration	.pdf
6	Certified copies of last three Financial Years returns ending 31.03.2017 from Income Tax Department	.pdf
7	Proof of minimum experience of completion of at least one/two/three works of similar nature in the Central / State Govt Departments / Ministries /Organizations of Govt of India / State Govt / PSU's and reputed Private Organizations during the last 03 years ending 31.12.2017.	.pdf
8	Attested copy of the audited balance sheets for the completed three financial years i.e. for 2014-15, 2015-16 and 2016-17.	.pdf
9	Financial Capacity Form (Form-II) duly certified by company auditor	.pdf
10	Power of Attorney/ Authorization for signing the bid documents.	.pdf

Signature of the authorized
signatory of the Bidder with
seal of the firm/company

Name: _____

Mob No. _____

Date: _____

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SECTION-9

(Financial Bid)

FINANCIAL BID

The table below given is only for reference purpose. Financial Bid to be submitted online SEPARATELY in following format.

NAME OF THE WORK:**PRICE SCHEDULE**

(This BOQ template must not be modified/replaced by the bidder and the scanned copy of duly filed in BOQ should be uploaded in .pdf format after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

Name of the firm:

Wages charged for manpower (A)								
Category	Type (Unskilled / Semiskilled/ Skilled)	Manpower required #	Min wages per worker quoted by the bidder per month*	Statuary components (EPF, ESI & Bonus) per month			Total minimum wages including statutory components per month	Total monthly wages in <input type="checkbox"/>
				EPF	ESI	Bonus		
Housekeeping staff	Unskilled	12						
	Total							
Material and other charges (B)							Cost per month in <input type="checkbox"/>	
Uniform charges								
Cleaning resources requirement / Material charges								
Other Charges, if any								
Management Fees								
Total monthly charges (A+B) = C								
Goods & Services Tax on C								
Grand total per month **								
Total Cost per annum = C X 12								

The company would provide 12 (6+6) Cleaning staff who will work six days a week from 0700 hrs to 1530 hrs. **These staff will also be required frequently to attend the work on odd hours / holidays and at very short notice.** Police verification and other security clearances will be responsibility of the house keeping agency. However, supervision of this work will be done by an official from Air Force Station.

* Wages should not be less than the minimum wages prescribed under the notification issued by Delhi Government. Rates should be quoted per person per month inclusive of all statutory requirements as per the Minimum Wages Act of 1948. Revision of minimum wages as per Delhi Government's rates shall be incorporated in the rates as and when applicable. **Bids not complying with minimum wages will be rejected straightaway.**

** Payment will be made after deducting the applicable TDS.

Signature of the authorized signatory of the Tenderer with seal of the firm/company

Name: _____

Mob No. _____ Date: _____

CHECK LIST

1. **Online tender**
2. **Two bid system**
3. **EMD**
4. **Dully filled affidavit**
5. **For legal valid entity:**
 - In the form of a Limited Company, Private Limited Company, Proprietorship, and Partnership firm
 - Registered under the Companies Act, 1956
 - Registrar of companies or other appropriate authorities.
 - Bidding in the form of JV/Consortium is not permitted.
 - Article of memorandum
6. **Existence:**
 - Company registration
 - ESI
 - EPF
7. **Annual turn over**
 - audited balance sheet (Last three years)
 - audited profit & loss account (Last three years)
 - Income tax returns (Last three years)
8. **Licenses:**
 - GST
 - PAN
 - TAN
 - ESI
 - EPF
 - PASARA
 - Labour Department
9. **Experience**