

**INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
OFFICE OF THE DIRECTOR GENERAL  
INTERNATIONAL CENTRE FOR ENVIRONMENT AUDIT AND  
SUSTAINABLE DEVELOPMENT (iCED), JAIPUR**

**TENDERS (BID) DOCUMENT FOR HOUSEKEEPING SERVICES**

BRIEF INFORMATION ON BID DOCUMENT

Duration of Contract	One year from the date of agreement, which is extendable subject to satisfactory services likely to commence from <b>1<sup>st</sup> April, 2018</b>
Last Date and time of submission	Up to 15:00 hours of <b>08.03.2018</b>
Date of opening of Technical Bid	At 15:30 hours of <b>08.03.2018</b>
Date of opening of financial bids for technically qualified bidder	To be notified later
EMD	Rs. 1,46,640/- (Rupees one Lakh Forty Six Thousand Six Hundred Forty only) in the form of crossed Demand Draft/Bank Guarantee in favour of PAO, IA&AD, Jaipur payable at Jaipur
Cost of Tender Document	Rs. 500/- (Rupees Five Hundred only)
Validity of Bid	60 days
Total Number of pages of Bid (Tender) Document	1 to 17 pages
Address and Venue of submission of bids	Director (Administration) International Centre for Environment Audit and Sustainable Development (iCED) Plot No.6&7, RIICO Industrial Area Kant Kalwar, near Achrol Jaipur-Delhi highway Distt: Jaipur (Rajasthan)

INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
OFFICE OF THE DIRECTOR GENERAL  
INTERNATIONAL CENTRE FOR ENVIRONMENT AUDIT AND  
SUSTAINABLE DEVELOPMENT (iCED), JAIPUR

TENDERS (BID) DOCUMENT FOR HOUSEKEEPING SERVICES

1. Nomenclature of the service to be provided. Comprehensive housekeeping service/job for Academic Block, Hostel Block, Transit Hostel, Sports Block, Roads & basements, open spaces, at the campus of International Centre for Environment Audit and Sustainable Development (an International Centre of C&AG of India - Central Government organisation) located at Plot No. 6 & 7, RIICO Industrial Area, Kant Kalwar, near Achrol, Delhi Road (NH 11 C), Jaipur (iCED) for a period of 12 (Twelve) months..

2.0 SCOPE OF WORK: Complete & comprehensive housekeeping service/job contract which involves daily sweeping, cleaning, dusting, wet washing/mopping and allied housekeeping jobs of the entire iCED campus including garden and associated open spaces which consists of: 'The cleaning area in the hostel & other blocks includes- all rooms & halls, cupboards, furniture, Equipment, bathrooms, wash basin, toilets, commodes, taps, kitchen, dining hall, staircase, steps, Staircase landing area, corridors, sit out area, reception, rooftops balcony sunshades, window Sunshades, louvers, canopies, etc.

- 'Daily sweeping, cleaning, collecting & disposal of dried leaves of trees/plants, wastes in the open/Closed corridor, approach roads, drains, vehicle parking area, backside open yard/grounds, etc.

3.0 Following points also broadly cover the scope of work viz., housekeeping services/work for which provisioning of labour, materials, tools, equipment/machines, etc. will be required to be done by the Service provider (contractor):

- Daily cleaning of bathrooms, toilets.
- Daily cleaning of rooms (dry and wet mopping), including cleaning/removal of cobwebs, termite soil/harbourages etc.
- Daily cleaning of windows, doors, balconies, corridors, terrace and staircase (dry and wet), including removal of cobwebs, termite soil/harbourages, etc.
- Cleaning of surrounding areas, including approach roads.
- Daily dusting/cleaning of ceiling/table/pedestal fans and other fixtures in the rooms, corridors.
- Up keeping of all equipment's such as beds (including resetting of beds, covers, quilts), chairs, tables, water filters, water coolers, machines, etc.
- Watering of the plants in the open corridor, front office, parking area, sumps.
- Cleaning of Lounge, reception.
- Any other housekeeping/gardening work assigned to them as and when required.
- Daily cleaning of toilets, bathrooms (using disinfectant liquids such as perfumed phenyl/ cleanzo) materials. The materials used should confirm to relevant available ISI standards.
- Daily cleaning of rooms/halls - wet and dry mopping- including removal of cobwebs/soots/stains etc. from walls, floors, ceiling, walls, tiles, windows, doors, fans, coolers etc.
- Daily cleaning of windows, balcony, terrace, corridors, staircase & passages (dry and wet).

- Cleaning/Sweeping of the front area and back yard, watering of the plants in the open area/back yard, and plants kept in the pots in the corridors/reception area.

4.0 For proper & effective housekeeping of the premises including hostel rooms **as are required for GRIHA 5 rating**, the contractor shall provide required tools, equipments/machines, cleaning/washing materials, every month, in sufficient quantity, to the personnel deployed for attending to the housekeeping work under this contract. **Reputed brands of cleaning material/ room freshners will be used by the contractor with approval of the authorised officer of iCED. Penalty @ Rs.1,000/- will be imposed on every instance of dissatisfaction e.g. finding flies in kitchen, dining hall, and other places.**

4.1 The contractor shall make its own arrangements for the storage of materials, equipments needed for housekeeping jobs in iCED premises. If required, iCED may provide a suitable space, to the Contractor to keep the daily/weekly stock of materials, tools, equipment required for undertaking the above indicated job/work so as to avoid any inconvenience in daily issue of required materials/tools. The materials used should be ISI certified & repute brand and there will be an equality Manager from the Government side for undertaking a joint supervision of stores along with the Facility supervisor of the Service provider (contractor).

5.0 The successful bidder (contractor), whose bid is accepted, has to execute a contract agreement on the stamp paper of Rs.1,000/- with the iCED within 05 working days of iCED informing the contractor, the date of commencement of contract but his/her liability under the contract shall commence from the date of the written order of the iCED.

5.1 For the due performance of the contract, the contractor shall be required to furnish **Performance security for an amount equal to one month's payment** in the form of Account payee Demand Draft or Fixed Deposit Receipt or Bank Guarantee issued by any nationalized/scheduled commercial bank in prescribed format in favour of "PAO, IA&AD, Jaipur" within 05 days of execution of the agreement.

5.2 The Performance security, as furnished by the contractor, shall remain valid for a period of sixty days beyond the date of completion of the contractual obligations of the contractor under the agreement to be executed by and between iCED and the contractor.

5.3 Failure of the contractor to comply with the requirements of the any clause of the bid document/contract agreement shall constitute sufficient grounds for the annulment of the award of contract and forfeiture of Performance security. The iCED shall have the right to encash the Performance security to recover/adjust any dues or amount so become recoverable by iCED from the contractor.

5.4 Sub-contracting is not allowed.

6.0 DEPLOYMENT OF PERSONNEL TO SUPERVISE AND ATTEND HOUSEKEEPING JOBS:

6.1. **The contractor shall follow professionalism in the services e.g. cleaning of glasses with appropriate equipment rather than cleaning manually through cloth.** The contractor shall deploy all the necessary **mechanised** tools & equipments/machines including ladders, trolleys, vacuum cleaners, gloves, etc. and personnel/ workforce needed for sweeping, scrubbing, washing, mopping, cleaning jobs, etc. at own cost. Maintenance and upkeep of the mechanical devices deployed for use in the housekeeping job will be sole responsibility of the contractor and iCED will in no way contribute anything on this account.

6.2 The contractor shall deploy managers and supervisors, who are capable and qualified, to supervise, oversee the housekeeping job. The managers/supervisors should also be able to interact, in a polite way, with the officers/faculty members/trainees of iCED and also with the course participants/ guests on matters relating to the assigned tasks of the housekeeping.

6.3 The equipments/machines if any to be used/deployed for cleaning/sweeping work etc. by the contractor, should neither pollute the building nor its surroundings in any way nor shall in any way cause harm to the health of the staff or occupants or the personnel deployed for the job of housekeeping.

6.4 The contractor shall deploy only those personnel, who bear a good moral character, behaviour, health and pleasing personality. No Minor shall be engaged. Consumption of liquor or any other intoxicating drinks and/ or drugs in ICED campus by contractor's personnel is strictly prohibited.

6.5 The contractor shall, on its own expense, undertake the police verification of the personnel to be engaged/deployed under this contract.

6.6 The contractor shall furnish to iCED, before commencement/assignment of the services contract, the names, photo, residential address details along with a complete set of the report of the character and antecedents verification done in respect of the personnel to be engaged/deployed under the contract.

6.7 The Supervisors and the personnel deployed under this contract, shall wear neat & clean appropriate uniform-consisting of protective complete/full body wear and protective foot wears indicating contractor's/ firm's name / insignia or logo affixed in the left hand side of the upper portion of the body wear dress/uniform- and a photo ID card indicating name of the person, contractor's/firm's name & address, for identification purpose during duty hours. **Cost of uniforms will have to be borne by the contractor.**

6.8 The Contractor shall ensure that the personnel deployed for the job under this contract are available at the place of work at all times as per attendance register, daily on all seven days of the week as per deployment programme based on actual requirement of housekeeping work in iCED. The Senior Administrative Officer or higher officers or authorised employee of iCED can also check the attendance/presence of housekeeping personnel at any time physically or through CCTV cameras and the personnel not found on the place of his/their duty can be marked as absent from duty for that day.

6.9 The contractor shall ensure that behaviour of the personnel deployed under this contract shall in no way be detrimental to the iCED Administration.

6.10 The contractor shall provide the said services on the agreed timings daily and as per frequency/periodicity of rooftops, canopies, basement, toilets, etc. required by iCED. The first cleaning should be completed by 9.00 AM daily. Any infringements of any such instructions may render the contractor liable to be fined which may extend **up to Rs.500/- in each case.** The fine will be in addition to the compensation specified in other clauses. Compensation/fine may also be levied for each of other violations. The decision of the iCED in this regard is final and binding on the contractor.

6.11 The contractor shall ensure that leave reserve personnel are arranged and no negligence is shown in the said services.

6.12 The contractor shall make payment of wages to workers engaged by it by the stipulated date irrespective of any delay in settlement of its bill by the iCED for whatever reason. The contractor shall also ensure that all rules/regulations as stipulated under payment of wages Act, Employees State Insurance scheme, Employees Provident Funds Act, Child Labour Prevention Act, Laws on prevention of sexual harassment at workplace, etc. are fully adhered to and no infringement on this account is caused directly or indirectly. In case of any violation/dispute, the iCED will not be a party. The contractor shall also be responsible for the insurance cover of its personnel.

6.13 The contractor shall indemnify, Director General, iCED, and iCED Administration, against all possible damages (including violation of any of the provisions of statute/Acts/Laws) personnel/equipments of the caused to the contractor on account of contractor's/managers/supervisor's/housekeeper's negligence while undertaking the jobs in ICED.

6.14 The contractor shall carry out any other order or task allotted by the Director General, iCED or any authorized representative of ICED in the interest of housekeeping in the ICED Campus.

6.15 The contractor shall evolve a consensual working system which should not in any way affect the working of the iCED Administration or other units in the campus. The contractor's housekeeping & other personnel shall be subject to security check provided at the campus by iCED.

6.16 The contractor shall, at any given point of time, furnish details of the personnel deployed in the Institute campus for the housekeeping job.

6.17 The contractor shall raise the payment bills for the service provided on monthly basis. While submitting the Bill, the contractor will submit a certificate to the effect that all salaries for the month have been disbursed in full before 05th of every month and copies of challans of deposit/remittance of PF, ESIC, GST, cess/surcharge, etc. to the concerned Government departments/agencies/accounts for the previous month will also be submitted with the monthly bill. The staff should be provided with salary slip every month.

6.18 The daily waste /garbage collected from the rooms/corridors of the Building and surrounding areas shall be taken away without any delay and disposed off suitably in prescribed manner outside the periphery/campus on daily basis. The contractor shall make necessary arrangement in this regard.

6.19 In view of short supply of potable water in the campus being no exception, the contractor/Managers/supervisors shall ensure that deliberate wastage of tap water, wastage of electricity and misuse of other facilities of iCED, by the contractor's personnel is strictly avoided.

6.20 The contractor's personnel shall abide by the instructions of iCED authorities. The Managers & supervisors should maintain proper liaison with the officers/ authorities of iCED. The supervisors should be available in the iCED premises during the working hours and Managers also as and when required during special occasions or as desired by iCED Administration.

6.21 The Managers/supervisors will periodically brief the housekeeping/gardening at least once in a week to acquaint the arrangements and change of instructions, procedures, etc. if any.

6.22 It is imperative that proper decorum is maintained by the persons attending various jobs in the iCED campus.

7.0 Local Conditions: It shall be the responsibility of the tenderer (bidder) to fully inform/ acquaint/ familiarized itself with local conditions and factors, which may have effect on the execution of services to be rendered under the contract. All tenderers intending to bid shall visit and make themselves thoroughly acquainted with the local site conditions. The iCED shall presume that the tenderer has understood and agreed that all the relevant factors have been kept in view while submitted the bid. No financial adjustment arising thereof shall be permitted by iCED, on the basis of any non-clarity of information about local conditions being pleaded by the tenderer. Further, no claim for financial adjustment being made by the contract awarded on this tender will be entertained by the iCED.

#### 8.0 SUBMISSION OF TENDER (BIDS):

8.1 The interested, eligible and reputed tenderers (bidders) may submit their bids in two separate sealed envelopes- the first super-scribing "Technical Bid for Housekeeping Services" (Containing the Tender/Bid Document including Annexures-1 to II & supporting documents/lists enclosed therewith) and the second envelope super-scribing "Financial Bid for Housekeeping Services" containing Schedule-III (Financial Bid) only. Both these sealed envelopes may be put in a bigger envelope duly sealed and super-scribing "Bids for Housekeeping Services at ICED". The tender (bid) document, its Annexures and enclosures would be duly stamped and signed by the bidder on all the pages, in token of having accepted all the terms and conditions of the tender and authenticity of the documents.

8.2 The envelope containing both the bids and Bid documents completed in all respect must reach/ be dropped into the Tender Box of iCED office by **8<sup>th</sup> March 2018 (03:00 PM)**. Delayed and incomplete/Telegraphic/E-mail tenders will not be considered. The Technical Bids will be opened on the same day i.e. **8<sup>th</sup> March 2018 (03.30 PM)** in the iCED office in the presence of bidders who may wish to be present, either in person or through their authorized representatives.

8.3 The Technical Bids will be verified and evaluated by the committee of iCED office. Thereafter, the date and time for opening of the Financial Bids will be intimated to those bidders who are found technically qualified by the committee for providing required housekeeping services to iCED. The Financial Bid quoting the lowest monthly rate will be selected for awarding the work.

8.4 The bids submitted by the bidders will remain valid for a minimum period of 60 days from the date of opening of the bids.

8.5 The Technical Bid (Annexure-II) must be supported by the following:

- Tender document and Annexures, each page duly signed and sealed by the bidder.

A complete list, indicating the addresses and telephone Nos. of the major firms/offices/ organizations along with a copy of the work orders/contracts awarded for carrying out /carried out similar type of housekeeping services, performance certificates should also be attached/furnished with the bid.

- Registration/licence issued by Government departments
- EPF registration/certificates
- ESIC registration n/certificates
- PAN/Current Income Tax Certificate.

- Goods and Service Tax registration/certificate
- Information regarding turnover
- List of materials including consumables to be used for cleaning/housekeeping services
- List of machines/equipment to be used for cleaning/housekeeping services
- The bidder should not have been blacklisted previously by any of the Government Department/undertaking.
- Account Payee Demand Draft of Rs.500/- (Rupees Five Hundred only) in favour of "PAO, IA&AD, Jaipur" towards the cost of tender document (if not already paid in cash to iCED office). Account Payee Demand Draft of Rs.1,46,640/- (Rupees one lakh forty six thousand six hundred forty only) in favour of "PAO, IA&AD, Jaipur" towards Bid Security (Earnest Money) payable at par at Jaipur. The Earnest Money of the unsuccessful bidder will be returned after finalization of the tender and that of successful bidder will be returned after furnishing the Performance Security to iCED. Any amendment/alteration, withdrawal of tender/bids by the tenderer within the validity period of the tender or non-execution of contract agreement by the successful bidder within given time, shall be liable for forfeiture of the Earnest Money of the bidder to iCED/Government.

9.0 Bidder shall indicate the location of the Registered Office of the firm, name & address of Contact Person, telephone number etc. The successful bidder (contractor) will be required to have a local office at Jaipur also (if not already established) for closely operating/monitoring & coordinating the housekeeping services at iCED and to give its complete address with its proof to iCED before start of the work.

10.0 It will be obligatory on the part of the contractor to maintain the contract for a minimum duration of 12 months (one year) at the quoted rates. Any termination of the contract on the part of the contractor will make him liable to forfeiture of the performance security.

10.1 In case, the contractor provides poor services or violates the clause(s) of contract/iCED instructions or abandons the housekeeping services/work before expiry of the contract period, iCED shall have right to get the work done from other agencies at the risk & cost of the contractor and extra costs, if any incurred besides imposition of other compensation/fine, will be recovered by iCED from the contractor's bills/other payments/performance security.

11.0 The contract shall be in force for a period of one year from the date of acceptance and shall be subject to the provision of early termination herein contained.

11.1 The contract may be renewed further, by the contractor on the same terms and conditions as are agreed between the iCED and parties on the conclusion of the contract.

12.0 The iCED Administration reserves the right of termination of the contract at any time, without giving any notice, in case Director General, ICED is of the opinion that there is wilful violation of Rules and Regulations of Central/State Laws or Contractor has committed any breach/violation of the terms and conditions of the contract, while fulfilling the housekeeping service aspects.

13.0 Payment terms: No advance payment will be made to the contractor under any circumstances. After every month of successful completion of work, the contractor shall raise the bill for that particular month (at the rate which has been quoted and accepted). The bill will be verified and the deductions, if any, shall be effected from the bill in case any deficiency in

the services is found. Further, such payment will be made to the contractor after deducting the income tax and surcharge thereon as per the rules in force. Form 16 for such Tax Deducted at Source (TDS) will be issued to the contractor after the end of the financial year.

**The contractor shall be required to submit segregated bills for part of a month, if required by iCED, for the purpose of charging to International Training Programmes/ UN Audit Training Programmes.**

The contractor shall disburse salary to its deployed staff **latest by 5<sup>th</sup> of every month through non-cash mode i.e. online transfer (NEFT/RTGS etc.) without waiting for release of payment from iCED.**

14.0 The iCED Administration shall have the right and be entitled to withhold payment of contractor under this agreement in the event of any breach of the terms and conditions of the agreement by contractor. The opinion of the Director General or his authorized representative in this regard shall be final. No interest will be allowed on payment withheld, when released.

15.0 Issue/sale of this tender document to a contractor does not make him automatically eligible for this tender. It is the responsibility of the contractor to prove his eligibility by submitting necessary documentary proofs along with the tender. A tender from ineligible contractor will be rejected.

16.0 Clause of Liability/damages: In the event of any damage or loss whatsoever caused to the iCED property due to negligence OR connivance of its employees, the iCED Administration shall be empowered to have the damage or loss repaired and or recover the amount so spent as well as that due from the imposition of compensation/fine/penalties etc. under other various clauses of the tender from any money due to the contractor under this agreement or on account of any other work, executed for the iCED by the contractor or from his performance security or from the monthly bill.

16.1 The contractor shall bear taxes, rates, charges, levies or claims whatsoever as may be imposed by the Central/State Government or any local body or authority from time to time and shall comply with all the requirements of the relevant Acts/rules.

17.0 Escalation of costs due to increase in manpower requirement asked for in writing will be paid to the contractor.

**18.0 The contractor shall provide ESI card to all deployed staff. Photocopies of ESI cards duly acknowledged by concerned employees will be submitted by the contractor within one month of issue of work order.**

**19.0 The contractor shall provide list of clients including IA&AD offices in Rajasthan, if any, where services have been provided in past three years or are being provided presently. The contractor shall also provide details of all deployed staff in IA&AD offices in Rajasthan during past three years and in at least three other establishments (if no staff is deployed in IA&AD offices) including their names, contact numbers, PF account numbers, copies of ESI cards, etc.**

iCED may at its discretion interact with the contractor's staff and verify that payment to existing staff is being made by the contractor following the extant rules and regulations



**including payment of PF, ESI, etc. If any defaults come to notice of iCED, the contractor may be technically disqualified.**

**The contractor shall also disclose the instances of penalty imposed by any of the IA&AD office or other establishments, which may be verified at iCED's discretion.**

20.0 In the event of bid/tender quoted found acceptable, all the above mentioned terms and Conditions would become mandatory and tenderer (bidder) shall abide by all of them. The bidder shall give an undertaking to the effect that the firm/contractor agrees to abide by all the terms and conditions as stated in the Tender Document.

21.0 iCED reserves the right to accept the tender/ bids either in part or full or to reject any tender either in part or full without assigning any reasons thereto. The contract can be terminated by giving one month notice in case the work is not found satisfactory.

22.0 The decision of iCED in regard to Interpretation of the terms & conditions of the tender (bid) document, Annexures and the Agreement shall be final and binding on the Agency/contractor. In case of any dispute or differences arising under the terms of this Agreement can also be referred for settlement through arbitration by a sole Arbitrator to be appointed by Director General, iCED, Jaipur. The provisions of Arbitration and Conciliation Act 1996 shall be applicable for this purpose.

23.1 In case of any dispute, the decision of the Director General, iCED, Jaipur will be final and within the legal jurisdiction of the local Courts at Jaipur.

Dated:.....

Signature of the authorized signatory of the bidder  
With official seal/stamp

## ANNEXURE-I

INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
OFFICE OF THE DIRECTOR GENERAL  
INTERNATIONAL CENTRE FOR ENVIRONMENT AUDIT AND  
SUSTAINABLE  
DEVELOPMENT (iCED), JAIPUR

LIST OF CERTAIN ACTS /PROVISIONS FOR FULL COMPLIANCE BY THE CONTRACTOR  
BIDDING FOR AWARD OF CONTRACT FOR PROVIDING HOUSEKEEPING SERVICES IN  
ICED

1.0 PAYMENT OF WAGES BY CONTRACTORS TO THE PERSONS ENGAGED:

The contractor shall comply with provisions of Payment of Wages Act 1936 or any other statutory modification of re-enactment thereof or rules framed there under with regard to payment of wages to all persons employed by him under this agreement and shall indemnify the iCED Administration or its servants, officers from and against any claim or prosecution/proceeding under the Act or any Regulation as against claim made by such employee or on his behalf bear any authority. Contractor should arrange weekly paid rest to the managers/supervisors as per P.W Act 1936 by arranging separate rest giver for which no additional payment will be made by iCED Administration.

1.1 Wages to outsourced housekeeping staff should be paid within 5 working days in the first week of every month.

1.2 Details of PF, ESIC and Goods and Service Tax should be submitted before 12<sup>th</sup> of every month.

2.0 RESPONSIBILITY FOR COMPLIANCE WITH THE PROVISION OF EMPLOYMENT OF  
CHILDRENS ACT/PREVENTION OF CHILD LABOUR ACT

The contractor will at all times duly observe the provisions of Employment of Children Act XXVI of 1938 and any re-enactment or modification of same and will not employ or permit any person to do any work for the purpose or under the provisions of this agreement in contravention of the provision of the said Act. The contractor hereby agrees to indemnify the iCED Administration from and against all claims and penalties which by reason of any default on the part of the contractor in the due observance and performance of the provisions of Employment of Children Act XXVI of 1938 or any re-enactment or modification of same.

3.0 RESPONSIBILITY FOR COMPLIANCE WITH THE PROVISION OF UNTOUCHABILITY  
ACT:

Neither the contractor nor any of his employee or agent, shall at any time during the continuance of this agreement practice untouchability in any form whatsoever in the course of or in any manner connected with the working of this agreement nor impose any disability whatsoever against any person on the ground of untouchability. The contractor and his employee and agent shall at all times during the continuance of this agreement fully comply with provisions of Untouchability (Offences) Act XXII of 1955 and any re-enactment or modification thereof for the time being in force and shall not do or permit anything to be done for the purposes or under the provisions of this agreement, which is in sections, claims and penalties which may be suffered by the iCED Administration or by any person employed by it, by reason of any fault on the part of the contractor, his servants and agents in the due observance of 1955 Act XII or any re-enactment or modification thereof for the time being in force. In the event of failure of the contractor, his agents or servants at any time during the continuance of this agreement should duly observe and comply with provisions of this said act, or any re-enactment or modification thereof for the time being in force or in the event of failure on the part of the contractor, his agents or servants to duly observe and comply with provisions

of this clause, the iCED Administration without prejudice other rights and remedies whether under this agreement or by Law and without prejudice to penalty to which the contractor, his agents or servants may be subject under the provisions of Untouchability (Offences) Act 1955 shall be entitled to terminate this agreement forthwith and without any notice to the contractor and the contractor shall not be entitled to claim any compensation or damages from the iCED Administration on account of such termination.

#### 4.0 OBSERVANCE OF EMPLOYEES STATE INSURANCE ACT:

The contractor shall observe all the provisions of the Employees State Insurance Act 1948 and the Employees Provident Fund Act 1925 duly amended from time to time and shall pay the contribution/ subscription in accordance with the said act in respect of the employees with the said company engaged by it for the housekeeping services.

#### 5.0 COMPLIANCE OF LABOUR LAWS ETC:

The contractor shall comply with all relevant statutes including contract labour (regulation and operation) Act and Rules, Workers Compensation Act, Payment of Wages Act and other Labour Laws.

#### 6.0 LIABILITY UNDER WORKMEN'S COMPENSATION ACT OR OTHERWISE:

The contractor shall at all times indemnify the iCED Administration against all claims which may be made under the Workmen's Compensation Act 1923 or any statutory modification thereof or rules thereunder or otherwise for or in respect of any workmen, labours, servants, or any persons in the employment of the contractor's and engaged in the performance of the business relating to the contract. The contractor shall at all times take all precaution against risk or accident to such workmen, labour or servant and against all costs and expenses incurred by the iCED Administration in connection therewith and without any other means of recovery, the iCED Administration shall be entitled to deduct from any money due or to become due to the contractor whether under the agreement or by other agreement, all money paid or payable by the iCED Administration by way of compensation aforesaid or for costs expenses in connection with any claim thereto, the contractors shall abide by the decision of the iCED Administration as to the sum payable by the contractors under the provisions of this clause.

#### 7.0 PROHIBITION OF TRANSFER OF CONTRACT:

The contractor shall not assign or transfer any interest or responsibility in whole or any part of contract in favour of any person or persons and same is prohibited and is liable to result in termination of the contract.

#### 8.0 INDEMNIFICATION FOR LOSS/DAMAGES ETC:

- a) In the event of any damage or loss whatsoever caused to the iCED property due to negligence OR connivance of its employees, the iCED Administration shall be empowered to have the damage or loss repaired and or recovered the amount so spent as well as that due from the imposition of penalties under other various clauses of the tender on account of any money due to the contractor under this agreement or on account of any other work, executed for the iCED by the contractor or from his security deposit or from monthly bill.
- b) The contractor shall indemnify the iCED Administration against any loss or damages to the property of iCED Administration, any claim made by its employees against iCED Administration due to any reason whatsoever arising out of any act of negligence on the part of the contractor or its servants. Necessary indemnity bond on a stamp paper of Rs.500/- (Rupees One Hundred only) shall have to be submitted by the contractor at the time of signing the contract.

9.0 VERIFICATON OF ANTECEDENTS OF PERSONS EMPLOYED: The contractor shall not in any capacity employ persons of bad character or any person whose antecedents have not been investigated by the police authorities and shall issue an appointment certificate which shall contain a photograph of the employee specifying the employee's name, address and the place at which employed with his/her left/right hand rolled thump impression affixed there on in printers ink. The expenses for such verification are to be borne by the contractors, the name, photograph and police verification certificate shall be submitted by the contractor to iCED before operating the contract.

10.0 PROHIBITION OF INTOXICATION WHILE ON DUTY : The contractor or his/their managers/supervisor and personnel shall not be in the drunken or intoxicated state while on duty by consuming alcoholic drinks/drugs etc. if any manager/supervisor/personnel is found in drunken/intoxicated state he will be summarily discharged from service. Moreover the contract will also be liable for termination with compensation, on which the decision of iCED Administration will be final.

11.0 CONTRACTOR'S RESPONSIBILITY FOR NEGLIGENCE ETC OF HIS EMPLOYEES DEPLOYED: The contractor is solely responsible for all acts of commission/omission of the personnel deployed under this contract. The contractor shall be held responsible in the event of any theft of materials from iCED campus or any damage caused to iCED property during the tenure of this contract/ agreement due to negligence or connivance of its employees and the contractor shall reimburse to the iCED administration for any loss suffered by iCED during the contract period.

12.0 SPECIAL CIRCUMSTANCES: In the event that the housekeeping arrangements made by contractor are not satisfactory or are inadequate, notwithstanding any of the provisions referred to above, the Director General, iCED or his authorized representative in the event of urgency may entrust the work of housekeeping to any other firm/contractor, person/personnel without any intimation to the contractor and the contractor shall be liable for refund of such expenses incurred by the iCED Administration in this regard. The decision of the Director General, iCED or his authorized representative as regards to the satisfactory or inadequate housekeeping arrangements will be final.

Dated:

Signature of the authorized signatory of the bidder  
With official seal/stamp

ANNEXURE-II  
INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
OFFICE OF THE DIRECTOR GENERAL  
INTERNATIONAL CENTRE FOR ENVIRONMENT AUDIT AND  
SUSTAINABLE  
DEVELOPMENT (iCED), JAIPUR

TECHNICAL BID FOR HOUSEKEEPING SERVICES

S No.	Descriptions	Information to be filled by the bidder (if required, separate sheets may be enclosed)	
1.	(i) Name and address of firm / agency (bidder) with complete contact details (ii) Address & contact details of local office at Jaipur (Copy of address proof may be attached)	Copy enclosed :Y/N	
2.	Type of organization (Whether proprietorship, partnership firm, society, private limited, limited company)		
3.	Name and Address of the directors/ proprietors / partners		
4.	Year of registration of Agency/formation of the company and experience as a Labour supplier agency		
5.	Details of registration/licence issued by Government departments (Copies to be attached)	R. No. Licence No. Copy enclosed: Y/N	
6.	Income tax return for the last three financial years (Copies to be attached)	Copy enclosed: Y/N	
7.	Total turnover of the agency during last three years(Copies to be attached)	Copy enclosed : Y/ N	
8.	Details of registration with statutory authorities like EPF and ESIC, etc. (Copies to be attached)	EPF Registration No.	Copy enclosed :Y/N
		ESI Registration No.	Copy enclosed :Y/N
9.	GST No. (Copy to be attached)	No.	Copy enclosed :Y/N
10.	PAN No. (Copy to be attached)	No.	Copy enclosed :Y/N
11.	Any other information		

Notes: Y= Yes; N= No

12. List of Major Clients, including Govt. Organizations / Academic /other Institutions during last 03 years:

S. No.	Name of Client with contact details	Nature of the client's indicating the category of client @	Category / Nature of workers deployed	Number of persons deployed	Period for which supplied/ housekeeping service provided
(i)					
(ii)					
(iii)					
(iv)					
(v)					

**Notes:**

@ Categories being Hotel, Hostel, Hospital, Mall, Office etc.  
Copies of relevant documents (contract agreements, work orders, performance certificates, etc.) are to be enclosed in support of the above information.

13. Basic Approach of agency:

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14. Number of Personnel available- Category wise (including supervisory & managerial staff) to be deployed for iCED indicating the

(a) Percentage of staff with experience of more than one year.

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(b) Number of years of experience of managerial and supervisory staff on site & off site.

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15. List of cleaning materials including consumables to be used. (List may be enclosed by bidder)

16. List of machines/equipment to be used' (List may be enclosed by bidder)

17. Turnover of agency during the last three years:

Year	Turnover in rupees (in words and figures)	Copy Enclosed / Not Enclosed
2014-15		
2015-16		
2016-17		

Notes: Copies of relevant documents are to be enclosed in support of information furnished above. Any corrections/alterations made in the entries are to be duly attested by the bidder/authorised signatory.

18. Any other relevant information (with copy of relevant document):

Enclosures with tender:

- (i) Lists, additional information/sheets & copies of all documents as required/stated above.
- (ii) DD of Rs.500/-towards cost of tender (if not already paid in cash):  
DD No.                      Dated                      Drawn on Bank
- (iii) DD of Rs..... towards Earnest Money:  
DD No.                      Dated                      Drawn on Bank

UNDERTAKING

I/we hereby solemnly undertake & certify that: -

- (a) I/we have not have been blacklisted previously by any of the Government department/undertaking/body.
- (b) All the information furnished above by me/us is true to my/our knowledge. I/we have no objection to iCED to verifying any or all the information furnished in this document with the concerned authorities, if necessary.
- (c) I/we have understood all the scope of work, terms and conditions indicated in the tender document and hereby accept all the same completely'

Dated:

Place:

Signature of the authorized signatory of the bidder  
With official seal / stamp

INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
OFFICE OF THE DIRECTOR GENERAL  
INTERNATIONAL CENTRE FOR ENVIRONMENT AUDIT AND SUSTAINABLE  
DEVELOPMENT (iCED), JAIPUR

FINANCIAL BID

(To be duly filled in, kept and sealed in separate envelop)

(A). Name of tenderer (Bidder):

(B) Address of Bidder:

The following may also be kept in view while placing the Financial Bid by the bidder:

(1) The bidder is required to quote a composite, all-inclusive rate that covers all the costs of labour, materials, consumables, tools, equipment's, machines, statutory liabilities, all taxes including service tax, duties, cess/fees/ charges/costs, etc.

(2) The quote must be based on the per day requirements assessed by iCED which are:

(a) Number of housekeepers (labour): 35 normally in 2 shifts;

(b) Number of experienced Supervisors: 4 Supervisors normally in 2 shifts; and

(c) Number of experienced Managers: 1 Manager.

This requirement is indicative. iCED may require deployment of the housekeepers and managers/supervisors in 3 shifts on certain days/occasions.

**Reduction in manpower requirement during non-training days should be indicated by the contractor.**

(3) The service provider (contractor) will deploy the 35 housekeepers and 04 supervisors daily in such a way that the entire work is completed satisfactorily and timely and deployment of extra personnel may not be required. However, iCED may require in writing to increase the number of housekeepers and other category (Supervisors) in special/emergent cases on extra and proportionate payment at the same rates of remuneration being paid to the contractor for its other personnel of each category as per break-up of the quoted rate furnished by the contractor.

(4) In case, lesser number of housekeepers, supervisors and/or managers are deployed or less quantity of materials, equipment, etc. is used by the contractor, the amount of payment will be reduced proportionately as per relevant wage/material/other components. The iCED authorities reserve the right to inspect/verify the attendance of contractor's personnel, use of materials and work done at any time in iCED campus. The attendance register/sheet, list of materials used and detailed check lists of the housekeeping/cleaning done in various blocks/places will be prepared by the contractor daily and copies thereof will be submitted to iCED Administration daily.

(5) It is reiterated that issue of consumables will be jointly managed by iCED and the contractor.



(6) Rate may be given in the following proforma:

Category	No.	Daily Rate	For 26 days	EPF	ESI	Amount per person	Monthly payment
Manager	1	506	13156				
Supervisor	4	420	10920				
Housekeeper	35	359	9334				
Total wages							
Material							
Admn. Charges							
Total charges before tax							
GST							
Total payment							

Note:-

- (1) iCED will make payment of Minimum wages as indicated above. In addition, amount of VDA to be declared in future will also be paid. Minimum wages payment will be revised automatically whenever revised by the Government.
- (2) Other payments will include payment of EPF and ESI at applicable rates from time to time.
- (3) Annual Bonus as per applicable rates will also be paid.
- (4) GST at applicable rate will be paid extra.

Notes: In case of any discrepancy in the rate quoted in figures and words by the bidder, the rate quoted in words will be treated as the correct/ final rate quoted by the bidder. Any corrections/alterations made in the entries are to be duly attested by the bidder/authorised signatory.

### UNDERTAKING

I/We hereby solemnly undertake and certify that:

1. The payment to my/our personnel will be made as per rates prescribed from time to time under Minimum Wages Act and applicable statutory payments on account of EPF, ESI, etc. We will also be responsible for discharging all the statutory and tax liabilities in respect of our personnel and the services provided to iCED.
2. I/We have gone through the terms and conditions stipulated in the Tender (Bid) Document, it's Annexures I to II & this Annexure-III (Financial Bid) and confirm to abide by the same.
3. No other charges would be payable by iCED.

Dated:

Signature of the Authorized Signatory of the Bidder  
With official seal/Stamp