

**NATIONAL INSTITUTE OF WIND ENERGY
CHENNAI – 600 100**

TENDER DOCUMENT

Sub : Tender for engaging Service Provider Firm for providing Manpower for Housekeeping, Civil, Electrical, Office, Garden and vehicle maintenance and other administrative works at NIWE, Chennai.

National Institute of Wind Energy (NIWE) is an Autonomous R&D Institution under the administrative control of the Ministry of New & Renewable Energy, Govt. of India established for development of Wind Energy in India. NIWE is located in a well compounded campus at survey No.657/1A2, Velachery-Tambaram Main Road, Pallikaranai, Chennai – 600 100.

2. NIWE invites sealed competitive tenders (Dual Bid) for providing specialized, skilled, semi skilled and unskilled manpower at NIWE, Chennai. The tenders shall be submitted in accordance with condition **No.9 & 21** in a sealed cover with the name of the contract written on the envelope. The tenderers should be of reputed and experienced contractors who have undertaken work of similar nature and magnitude in Government organizations/Large scale industries/MNCs/Other reputed organizations as specified in Sl.No.2 of Annexure C “Prequalification / eligibility criteria”.

3. Before tendering, the tenderers may visit the premises of NIWE at Survey No.657/1A2, Pallikaranai, Velachery - Tambaram Main Road, Chennai – 600 100 to fully acquaint themselves with the requirements on all working days (Monday to Friday) between 10.00 a.m. and 4.00 p.m. Clarifications, if any, may be obtained from Assistant Director (F&A), NIWE.

4. Scope of Work

The scope of work generally consists of providing Skilled, Semiskilled, Unskilled and specialized manpower for 26 days per month. The requirement per day is about 100 (Hundred) numbers approximately. The detailed scope of work is enclosed in Annexure 'A'. However, in case of additional requirement the tenderer shall supply additional services at the quoted rates on prior notice. It is to be explicitly understood that the manpower deployed shall remain as manpower of the tenderer and NIWE shall have no liability whatsoever on the manpower so engaged.

A. Office/Vehicle Maintenance

- (i) Persons possessing Degree/Diploma in relevant fields with experience in the areas of financial accounting using Tally/other accounting Software[s]/Vendor Management/Stores & Purchase familiar with Govt. Procedure including knowledge of foreign purchases.
- (ii) Persons holding qualification and experience in the areas of secretarial services, Front Office Maintenance including Computer Operations and experience in EPABX/Telephone related jobs.
- (iii) Persons holding valid Driving Licence and having experience in driving and maintenance of vehicles including heavy vehicles/LMV

- (iv) Persons possessing experience in Multi task assistance
- (v) Persons possessing sufficient experience in supervising such activities mentioned above and
- (vi) Any other work identified as skilled by NIWE from time to time.

B. Civil/Electrical/Guest House Maintenance and outreach Services

Persons possessing 10th /ITI/Diploma in relevant fields with experience in the areas of Civil, Electrical, Plumbing, Lab/Guest House Maintenance, persons having experience in outreach activities and any other work identified as skilled by NIWE from time to time.

C. Messenger/Peons (Semi-Skilled)

Persons in this category will be assisting the skilled Manpower in the areas included above and other allied services including rendering assistance to various sections/units regularly. The scope of work shall be indentified and modified by NIWE from time to time. The minimum educational qualification for this category shall be pass in 8th Class from a recognized institution.

D. House Keeping/Gardening (Un-Skilled)

Persons who are capable of Housekeeping and garden maintenance as detailed in the scope of work i.e., Annexure 'A' and any other specific tasks identified by NIWE from time to time.

E. Specialized Skilled Manpower : (Project Assistants/ Official Language implementation)

Persons possessing Engineering Degree/Diploma in relevant fields and persons possessing 5 years experience in Hindi Typing/Translation Official Language Software and any other work identified as specialized skills by NIWE from time to time. The requirement of specialized skilled manpower will be intimated to the contractor as and when required and the remuneration will be fixed by NIWE commensurate with qualification and experience.

5. Earnest Money Deposit (EMD)

The tenderer shall furnish an Earnest Money Deposit of Rs.6,00,000/- in the form of Demand Draft/Pay order drawn in favour of National Institute of Wind Energy (NIWE) on any nationalized/scheduled bank payable at Chennai.

EMD will be refunded within 15 days to those tenderers who have been declared "unqualified" by a duly constituted Tender Evaluation Committee. The EMD of the successful tenderer will be retained as part of Security Deposit. EMD given by qualified

but unsuccessful tenderers will be refunded only after 15 days from the date of executing the contract by the successful tenderer. EMD will not carry any interest or whatsoever. EMD of the successful tenderer will be forfeited if he fails to commence the work as per letter of award.

6. Security Deposit

The contractor shall be required to deposit an amount equal to 5% of Annual value of the contract as Security Deposit. The amount should be remitted in the form of Demand Draft drawn in favour of National Institute of Wind Energy (NIWE), Chennai or the security deposit can be furnished in the form of Bank Guarantee valid upto 3 months beyond the period of contract obtained from the nationalized/scheduled bank. The security deposit will not carry any interest or whatsoever.

7. Form, Content & Validity

Each tenderer must submit tenders in Dual Bid system as per the format enclosed. **Tenders by FAX or E-mail cannot be accepted.** The tender shall remain valid for a period not less than 90 days after the deadline fixed for submission of tenders.

8. Period of Contract

The period of contract is one year from the date of acceptance. However, the contract may be extended for a further period of 2 years, on year to year basis, on the same terms and conditions based on annual performance review. The contract may however be terminated at any time during the contract period with two months notice by either party.

9. Dual Bid System

I. The tenders shall be submitted as follows:

- a) **Cover 1 (Technical Bid)** : Should contain the covering letter, Notice Inviting Tender (NIT) signed on all pages, Scope of work (Annexure A), Vendor Information Form (Annexure 'B'), pre-qualification criteria (Annexure C), EMD and Checklist (Annexure D) and list of Housekeeping material duly signed (Annexure E). This cover should be sealed and superscribed as "**Technical Bid**."
- b) **Cover 2 (Price Bid)** : Should contain only Price Bid (Annexure F)-This cover should be sealed and superscribed as "**Price Bid**"
- c) **Cover 3** : Covers 1 & 2 should be kept in this main cover and this cover should also be sealed, superscribed as "**Tender for providing manpower to maintenance work at NIWE, Chennai**".

The contractor shall quote their rate in Annexure F. Since the wages have already been fixed by NIWE there is no scope for any alteration/modification of wage structure by the Contractor. However, in case of any additional/specific

requirement not originally covered in the scope of work, the tenderer shall provide those services as and when need arises at the rates to be notified. The rates for supply of housekeeping materials shall be quoted according to the requirement specified in Annexure 'E'.

10. Officer in Charge (OIC)

Assistant Director (F&A) of NIWE will be the Officer in Charge (OIC) of NIWE to oversee the entire operation of the Annual Maintenance Contract. The contractor shall execute the whole and every part of the work in accordance with the direction and supervision of the OIC and in conformity with the terms of the contract.

11. Payment Terms:

a) Monthly Service Charges

The monthly payment for services shall be claimed from 26th of each month to 25th of next month and the bill shall be submitted to NIWE on or before the last working day of each month, so as to make payment by 7th of the following month. The contractor shall disburse wages to all services concerned on the last working day of the month without fail as per Para 11(d) infra.

NIWE shall deduct at prorata for each day of employee's absence. The contractor shall submit to the Officer In-Charge, one consolidated bill in duplicate with all supporting documents viz. summary statements, attendance etc., duly signed. Further, if the contractors' staff is not doing a specified job to the satisfaction of the officer in charge, NIWE shall invoke liquidated damages as stated in clause 18.

NIWE shall make payment to the contractor within 7 (Seven) days of receipt of the original bill complete in all respects from the contractor with the following documents:

- (i) copy of acquittance slip for the previous month duly signed by all services deployed;
- (ii) Copy of attendance for the current month;
- (iii) Service-wise summary statement
- (iv) List of housekeeping materials supplied duly signed by Security Officer & OIC, NIWE.
- (v) EPF/ESI/Service Tax/GST remittance challans for the previous month

- (vi) The wage bill for June should be submitted along-with copy of Annual Statement of EPF issued by Employees' Provident Fund Organisation in respect of all services.

b) Reimbursement of EPF/ESI/Service Tax/GST

The employer's portion of EPF/ESI/Service Tax should be paid by the contractor initially. The same will be reimbursed at actual on submission of proof of payment (challan along with certificate indicating the proportionate EPF/ESI/Service Tax/GST remittance with the name of persons deployed in NIWE wherever necessary).

c) Reimbursement of Bonus

The contractor shall pay the bonus to the eligible employees in accordance with the provisions of payment of Bonus Act which will be reimbursed by NIWE as per entitlement upon submission of proof of disbursement of bonus.

d) Disbursement

All disbursements to the services deployed shall be made only through direct bank credit by opening of 'ZERO' bank balance account and issue of ATM cards free of charge. The Contract Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the contractor.

12. Dismissal of Workmen

The contractor shall on the request of the NIWE immediately dismiss from the works any service deployed by him who may, in the opinion of the NIWE be incompetent or misconduct himself, and such persons shall not be again engaged in NIWE. Any claim by such workmen shall be fully discharged by the contractor.

13. Site Visit

The contractor must depute an Executive to visit NIWE periodically as per the instructions of OIC to see that all the maintenance jobs are being executed smoothly and also to get the necessary feedback from the NIWE office.

14. Holiday

All services shall be deployed on all working days (Monday to Saturday) from 8.00 am /9.00 am as the case may be to 5.30 pm. Sundays and closed holidays observed by NIWE will be holidays for the services deployed by contractor also. The Contractor shall provide necessary services on closed/public holidays also whenever there is any exigency arises which will be compensated suitably. In case of unscheduled absenteeism, NIWE would be deducting at pro-rata (per day per employee's absence) on quoted rate, based on no work no pay principle.

15. Penalty

In case contractor fails to depute suitable service for maintenance work on any day a penalty @ Rs.500/- per day will be levied in addition to the expenditure incurred by NIWE for getting the said work done through some alternate arrangement. Further, if the contractor's staff is not doing a specified job to the satisfaction of the OIC, NIWE would be making suitable lumpsum deduction from the monthly bills of the contractor towards deficiency in services.

16. Termination of contract

- a. The contract can be terminated with two months notice on either side.
- b. In case the contractor fails to respond to the instructions given by OIC even after 48 hours, the contract may be summarily terminated by NIWE without any notice.
- c. In case of violation of any of the terms and conditions under this contract by the contractor, NIWE shall terminate the contract forthwith and the security deposit shall be forfeited to the extent of loss, damage with penalty etc. In case the loss, damage, etc, suffered by NIWE is over and above the quantum of amount of security deposit, NIWE shall have the right to recover the balance amount by lawful means.
- d. In case of any default noticed in remittance of statutory dues like EPF/ESI/Service Tax by the contractor or non-compliance of provisions under the Labour Act, the contract is liable to be terminated by NIWE. Any expenditure incurred by NIWE due to default of the contractor will be adjusted out of the security deposit and NIWE shall have the right to recover balance amount by lawful means.
- e. In case of any loss suffered by NIWE due to gross negligence and dereliction of duty by the services deployed by the contractor, the contractor shall take action forthwith and make good of the loss suffered by NIWE. Besides the contractor shall terminate such services and take remedial measures to avoid such occurrences. A report on the action taken by the contractor shall be submitted to OIC within a week's time. Failure to adhere to the above, the contract shall be summarily terminated and loss will be recovered as per para 16 'c' supra.

17. Force Majeure

Neither the NIWE nor the contractor shall be considered in default in performance if such performance is prevented or delayed because of war, hostilities, revolution, civil commotion, strike, epidemic, accident, fire, wind, flood, earthquake or because of any Government action or of any act of God or of any other cause whether

of similar or dissimilar nature beyond the reasonable control of the party affected. Should one or both the parties be prevented from fulfilling their contractual obligations by a State of Force Majeure lasting continuously for a period of six months, the two parties shall consult with each other regarding the future implementation of the agreement.

18. Liquidated Damages

If the contractor could not provide the services as per the terms of contract liquidated damages @ 0.5% of annual value of contract will be deducted for every day of deficiency in performance subject to a maximum of 5% of annual value of contract intoto. This will be in addition to the recoveries for non-performance of contract terms stipulated in para 15 and 16.

19. Other Conditions

- a) The Contractor shall let in any manpower in NIWE only after acceptance by NIWE.
- b) The Contractor shall issue an appointment order to the manpower deployed.
- c) The character and antecedents of all the workers may got verified from the police by the Contractor before deployment for work.
- d) The Contractor shall communicate to the Deputy Director General (F&A), NIWE the name, residential address, age, etc. of each of the persons deployed by him.
- e) For the purpose of proper identification of the personnel of the contractor, contractor shall issue identity cards and the said personnel shall be duty-bound to display them while on duty.
- f) The personnel of the contractor shall be subject to the security checks and restrictions imposed by NIWE, Chennai.
- g) The contractor should under no circumstances engage any child or any person below the age of 18 for the performance of the work.
- h) The successful tenderer will be required to enter into an agreement with the NIWE as per the prescribed format and execute a notarized indemnity bond on non-judicial stamp paper of appropriate value equal to the annual value of the contract at his own cost to indemnify NIWE against possible or unforeseen eventualities arising out of or flowing from the contract awarded. Terms and conditions in this tender document will be part of the agreement.

- i) NIWE reserves the right to claim and recover damages from contractor in case of any loss, theft/ sabotage caused by/ attributable to the services deployed.
- j) The number of services deployed by the contractor on any day shall not be less than what has been mutually agreed to between the NIWE and the contractor.
- k) The tender has to make a declaration in writing that he is not related to any employee of NIWE, Chennai. If any relative of the tenderer is an employee of NIWE, Chennai, the name, designation and relationship of such employee shall be intimated to the Deputy Director General (F&A), NIWE while submitting the tender.
- l) Contractor shall not assign or subcontract the work in whole or in part to anybody else.
- m) The contractor has to submit a detailed report on the method of operation for each maintenance work to the OIC.
- n) The housekeeping materials used must be of standard and good quality acceptable to NIWE. The materials should be brought to NIWE at the beginning of every month and should be available for inspection.
- o) The contractor should furnish a list of services to be engaged. A brief bio-data of each service should be vetted and furnished by the contractor which includes the name of the service, age, date of birth, qualification, experience and address for communication, etc., with recent passport size colour photograph.
- p) Safety of the manpower should be taken care and necessary safety tools and gadgets to be provided by the tenderer and also should adhere to the safety procedures while on duty.
- q) The contractor should maintain the attendance register for all the services and it should be submitted to the OIC everyday for verification. The same should be made available for verification as and when required by the NIWE. In addition to this the services are required to register their attendance in the Bio-metric attendance system maintained at NIWE.
- r) The Contractor should appoint substitutes in case of any absentees.
- s) The services should strictly adhere to the places to be earmarked for their lunch breaks. No refreshments will be provided for the services.
- t) The services should not accept any jobs directly from NIWE staff. They should follow the instructions of OIC.

- u) The contractor should make necessary arrangements for first aid facility to their services. They should also make necessary arrangements for the transportation of services to the hospital during emergencies.

20. **Accountability**

It shall be the sole responsibility of the Contractor to prevent theft or damage to the property and assets – movable and immovable – of the NIWE by the services engaged by him. If there is any loss to the NIWE on account of dishonesty, connivance and/ or due to any cause attributable to such services, the Contractor shall make good the loss to the NIWE on demand.

21. **Supporting Documents / Evaluation of Tender**

The NIWE will evaluate and compare the tenders determined to be substantially responsive i.e. which are properly signed, and conform to the terms & conditions of the contract.

The tender will be treated as non-responsive if not submitted in conformity with clause 9 and along with necessary supportive documents as mentioned in Vendor Information (Annexure B) and Prequalification Criteria (Annexure C). NIWE reserves the right to verify the claim made with regard to experience and satisfactory performance of the contractor directly and the decision taken will be final and binding on the bidder.

The evaluation will be done on all aspects covered by the contractor put together. However, the component of service charge on the emoluments would constitute one of the main factors for evaluation. If the Tender Evaluation Committee considers that the service charges quoted by the tenderers is low or unworkable those tenders are liable to be rejected.

The Director General, NIWE does not bind himself to accept the lowest or any quotation and reserves the right of accepting and or rejecting the whole or any part of the quotation without assigning any reasons whatsoever.

22. **Award of Contract**

- (A) The NIWE will award the contract to the tenderer whose tender has been determined to be substantially responsive and who has offered the price evaluated as acceptable to NIWE irrespective of whether it is the lowest or not.
- (B) The NIWE reserves the right to increase or decrease the requirement of manpower indicated at the time of award of contract.

- (C) The NIWE will, prior to the expiry date of the tender, notify the successful tenderer of the acceptance of his tender for award of the contract. The terms and conditions of this tender will be part and parcel of agreement.

23. Last date and time of receipt of Bids

Sealed tenders, complete in all respects, should reach the Dy. Director General (F&A), National Institute of Wind Energy, Velachery Tambaram Main Road, Pallikaranai, Chennai – 600 100 by 1400 hours of Wednesday the 02/08/2017. Late and incomplete tenders will be summarily rejected.

24. Opening of Bids

The technical bids will be opened on the same day (02/08/2017) at 1500 hours in the presence of the tenderers who wish to be present or their duly authorized representatives. Opening of price bids of those tenderers declared as 'qualified' by the Tender Evaluation Committee will be done later on. The date and time of opening of price bids will be intimated to the qualified tenderers well in advance.

Dy. Director General (F&A)

SCOPE OF WORK

Scope of work for Housekeeping, Office/Civil/Electrical/Vehicle/Guest House/Garden Maintenance

The Contractor is required to perform his obligations under the contract as follows:

I HOUSEKEEPING

The housekeeping services shall include cleaning Guard Rooms, Reception Area, Corridors on both floors, Stairs, Seminar/Display Rooms, Conference Hall, 30 rooms, 25 Lavatories, Canteen, Guest House, Sheds, Parking Lots, Laboratories, Control Rooms, Pre-fabricated Cabins, Store Rooms, Semi-permanent Cabins and surrounding open areas, enclosures and garden. The number of services to be engaged by the contractor shall be as per norms after getting prior approval from NIWE. Record/Register for housekeeping and other maintenance should be available for verification by OIC at any time.

Services required for general Housekeeping and other office maintenance are as follows:

- a) Cleaning /Washing of toilets, wash basins, urinal basins.
- b) Cleaning & mopping of floors
- c) Cleaning & dusting of doors, windows, furniture & blinds
- d) Removal of cobwebs inside the office and open areas
- e) Cleaning of walls and partitions
- f) Cleaning of foot and floor mats
- g) Cleaning of wooden flooring and carpet flooring
- h) Scrubbing of floors
- i) Cleaning of name plates
- j) General cleaning around the building, outer walls
- k) Cleaning of water tanks
- l) Cleaning of canteen, roads & parking area
- m) Cleaning of seminar/display/conference hall
- n) Dustbin cleaning and deposit waste materials in the place allotted
- o) Shifting of materials
- p) Terrace cleaning
- q) Any other work arising from time to time

II Civil/Electrical Maintenance

The scopes of work under Civil/Electrical maintenance work are as follows:

- a) Plumbing Works
 - 1) Rectifying the defects of flush, tanks and arresting of leakages in pipe lines, wash basins etc.

- 2) Removal of blockage from PVC/Stoneware pipes (open and concealed)PVC lines and washbasins, urinals, sewerage lines, nahani trap, inspection chamber and SW pipes.
- 3) Maintenance of water pumps, RO plants and sewage pumps.
- 4) Attending to minor repairs of sewage treatment plant.
- 5) Receiving of potable water from external water suppliers procured by NIWE and checking the quantities and filling in respective water sumps(as directed by OIC, NIWE)

b) Electrical Works

- 1) Fixing of fans, lights and attending to minor repairs.
- 2) Making provision for electrical lines wherever required.
- 3) Routine maintenance of generator set.
- 4) Attending to minor repairs of all electrical gadgets and appliances in NIWE.

Materials required for plumbing and electrical works will be supplied by NIWE

III Guest House Maintenance

- 1) General upkeep and maintenance of guest house.
- 2) Changing of towels, bed spreads, pillow cover, soap etc., during the occupation of the guests and keeping the toilets and surroundings neat and tidy as directed by OIC. Any defect found requires to be intimated to OIC.
- 3) Making arrangements for laundry services for towels, bedspreads and pillow covers/chair covers etc. The amount for the laundry service will be paid by NIWE on production of original bill.
- 4) Maintenance of register for guests. Collection of charges from guest and deposit in NIWE account.
- 5) Theft or misplacement occurred or willful damage caused it will be the responsibility of the Contractor.
- 6) Assets like refrigerator, air conditioners, water heater, television set etc., placed in guest house to be maintained in good condition.
- 7) Providing necessary hospitality arrangement for the guest.
- 8) Monitor continuous supply of water / electricity.

IV Vehicle Maintenance

- 1) Driving of light and heavy motor vehicles
- 2) Transporting of men and materials locally and all over India
- 3) Cleaning, maintenance and upkeep of vehicles in good condition at all times
- 4) Monitoring vehicle insurance

- 5) Maintenance of log books
- 6) Ensure necessary fuel availability in vehicle at all times
- 7) Any other work as assigned by the Officer Incharge(Vehicle Maintenance), NIWE.

V Office Maintenance

- 1) Front Office Maintenance, EPABX maintenance
- 2) Data entry including hindi, tally accounting and administrative assistance
- 3) Vendor management, import/export management, stores and purchase Activities
- 4) Secretarial assistance
- 5) Outreach activities

Semi-skilled manpower is required for the following works

- 1) Rendering assistance to various sections
- 2) File/Paper movement internally and externally
- 3) Scanning and photo copying
- 4) Maintenance of records, files etc.,
- 5) Handing over of documents at banks, post office, income tax office and various other departments
- 6) Making arrangements for meetings, attending to hospitality needs in the office
- 7) Any other work as assigned from time to time by OIC.

VI Garden Maintenance

Garden Maintenance includes digging, excavation, tilling, ploughing & leveling soil to prepare beds, canals, burrows or patches for sowing seeds or planting saplings, weeding, manuring, watering, pest management and taking good care of the garden as a whole as directed by the OIC.

VII Specialized Manpower

- 1) Hindi Typing and Translation
- 2) Implementation of Official Language software
- 3) Finalisation of accounts and Statutory compliance
- 4) Scientific lab maintenance
- 5) Maintenance of Wind Monitoring Stations spread throughout the country and collection of data.
- 6) Scientific data processing and analysis
- 7) Preparation of Detailed Project Report
- 8) Any other work as assigned from time to time.

**TENDER DOCUMENT FOR PROVIDING MANPOWER FOR
HOUSEKEEPING/CIVIL/ELECTRICAL/GARDEN/VEHICLE/GUEST HOUSE
MAINTENANCE AT NIWE, CHENNAI**

VENDOR INFORMATION

1	Name & Address of the Tender Organization / Agency	
2	Type of the firm Proprietorship/ Partnership/Pvt Ltd/Public Ltd with Registration number (attach proof)	
3	Registered office Address	
4	Contact Person with Designation	
5	Telephone Fax Mobile E-mail	
6	Established since	
7	Registration Details PAN No. Service Tax No. EPF No. ESI Code. Gratuity Act Regn. No. Central Labour Commissioner License No. (Pls attach attested copy of certificates)	
8	Local office Address with Contact person details	

Signature of contractor with seal

9	Details of experience in the work of providing Housekeeping, Office/Civil/Electrical/Vehicle/Guest House/Garden Maintenance Services during the last 5 years with proof thereon.				
Sl. No.	Name of organizations (Mainly the Govt. organization/Large scale industries/MNCs) with complete address and telephone numbers to whom services provided	From	To	Contracted Amount per annum	If terminated, reason for the same.
Attach separate sheet duly signed if required					

Signature of contractor with seal

10	Please attach detailed balance sheet of the company, Audited statement of accounts duly certified by a Chartered Accountant for last 3 years. (2013-14 to 2015-16)	
11	Financial status of the firm. Please attach copy of last 3 years Income Tax Return (2013-14 to 2015-16) duly acknowledged by IT department.	
12	Please submit an undertaking that no case is pending with the police against the Proprietor/Firm/Partner or the Company (Agency). Indicate any convictions in the past against the Company/Firm/Partner	
13	Power of Attorney/Authorization for signing the bid documents if required.	
14	Whether you can pay security deposit @ 5% of the annual value of the contract if selected.	
15	Details of the DD/Pay Order of Rs.6,00,000/- towards EMD.	DD No: Date: Drawn on:
16	Please indicate whether any employee of NIWE is related to the contracting agency. If so furnish their name and designation.	
17	Other relevant information if any:	

Date:
Place:

Signature of contractor with seal

PRE-QUALIFICATION/ELIGIBILITY CRITERIA PROFORMA

1	Local office Address with Contact person details	
2 a)	Indicate about single contract work similar to scope of work (Annexure 'A') costing not less than Rs.100 lakhs per annum (During last 5 years) in any Govt./Autonomous /PSU/ MNC /Reputed organizations	
	(OR)	
b)	Indicate about Minimum two contract works similar to scope of work (Annexure 'A') costing not less than Rs.75 lakhs each per annum (During last 5 years) in any Govt./Autonomous /PSU/ MNC / Reputed organisations	
	(OR)	
c)	Indicate about Minimum three contract works similar to scope of work (Annexure 'A') costing not less than Rs.50 lakhs each per annum (During last 5 years) in any Govt./Autonomous /PSU/ MNC / Reputed organisations	
3	Indicate average annual financial turnover during last three years. Proof to be attached.	
4	Enclose Performance certificate from the respective employers for the eligibility claimed in Sl.No. 2 clearly stating the scope of work, number of services deployed, period of contract, annual value of contract and performance level which is subject to verification by NIWE.	

Note: Tenders submitted without certificate mentioned under point 4 will be summarily rejected.

Date:

Signature of contractor with seal

Place:

CHECK LIST FOR ENCLOSURES

Sl.No.	Description of item	Enclosed	Not Enclosed
1	Certificate of registration / license from any Government bodies.		
2	Service Tax Registration no.		
3	EPF / ESI / Gratuity / Labour Commissioner registration		
4	PAN number		
5	EMD for Rs. 6,00,000/-		
6	List of clientele during last 5 years with cost of assignment (Enclose copies)		
7	Performance Certificates from the employers for experience claimed in pre-qualification		
8	Detailed balance sheet with statement of accounts for the last three years		
9	Income Tax Returns for the last three years		
10	Power of Attorney		
11	Undertaking for point no.12 of Vendor Information		
12	Any other relevant information		

I / we hereby agree to abide by the decisions of NIWE in all matters relating to this pre-qualification.

Date:

Signature of contractor with seal

Place:

Annexure 'E'

**List of approved material by NIWE for Housekeeping services at NIWE
Campus (Approximate requirement per month):**

Sl.No.	Description of Materials	Required Quantity	Remarks
1	Soap Oil	25 Ltrs.	The items supplied should be of standard and good quality acceptable to NIWE.
2	Phenol	20 Ltrs.	
3	Room Spray	5 Nos.	
4	Cloth for cleaning (Towel)	75 Nos.	
5	Yellow Cloth	25 Nos.	
6	Garbage Bag Medium	200 Nos.	
7	Garbage Bag Large	50 Nos.	
8	Toilet Cleaner (Harpic or Equivalent)	12 Lts.	
9	Mop Refill	15 Nos.	
10	Liquid Soap (Vim or Equivalent)	5 Nos.	
11	Air Freshner (Odonil or equivalent)	50 Nos.	
12	Naphthalene Balls	1 kg.	
13	Toilet Cubes	10 Pkts.	
14	Brooms – Coconut Broom	12 Nos.	
15	Acid/Bleaching Water	15 Ltrs.	
16	Glass Cleaner (Collin or Equivalent)	6 Nos.	
17	Insecticide (Hit or Equivalent)	2 Nos.	
18	Cleaning Powder(Sabeena/Vim or Equivalent)	10 Kgs.	
19	Mop Stick	6 Nos.	
20	Toilet Roll	5 Nos.	
21	Cobweb Stick (Large)	5 Nos.	
22	Nylon Scrubber	25 Nos.	
23	Bleaching Powder	5 Kgs.	
24	Mop Bucket (Constant)	As required	
25	Sample Soap (Hamam or Equivalent)	12 Nos.	
26	Washing Soap (Rin or Equivalent)	2 Nos.	
27	Gloves	As required	
28	Toilet Cleaning Brush	3 Nos.	
29	Flask Brush	3 Nos.	
30	Bucket, Mug, Dustbin, Plastic Pan, VIPER	As required	

Note: Cost of materials list above should not exceed Rs.10,000/- p.m.

PRICE BID
WAGE DESCRIPTION

DETAILS	Skilled				Semi Skilled	Unskilled		
	A	B	C	D				
Basic Wages	Wages have already been fixed by NIWE in accordance with the Minimum Wages Act and the contractor has no scope for any alteration /modification of the wages.							
Allowances								
Approx. no. of services required	100				16	24		
1.	% of Service charges (to be quoted)							
2.	Charges for supply of Housekeeping materials for the list provided in Annexure 'E' (to be quoted)							
3.	Details of any other facilities, if any the contractor intends to provide (to be specified)							
	A.							
	B.							
	C.							
<p>Note: EPF, ESI, Service Tax and Bonus will be reimbursed after payment, on production of proof, according to the terms and conditions of tender.</p>								

Date:

Signature of the Tenderer with seal
& full address