

HOMI BHABHA CENTRE FOR SCIENCE EDUCATION
Tata Institute of Fundamental Research, V. N. Purav Marg
Near Anushaktinagar Bus Depot, Mankhurd, Mumbai – 400 088.
Tel No. 25072117/25482105/25072177
Email: purchase@hbcse.tifr.res.in Website: www.tifr.res.in

Ref: HBC/PUR/Cosmetic Services/02

October 31, 2017

Notice Inviting Tender (TWO PART PUBLIC TENDER) for the following services:

DESCRIPTION

**Providing Housekeeping & Caretaking Services for Main Building,
NIUS, Olympiad facilities & Two Hostel Buildings at Homi Bhabha Centre for Science
Education, TIFR, Near Anushaktinagar Bus Depot, Mankhurd, Mumbai - 400 088.**

PUBLIC TENDER (TWO PART)

Note:

- **Estimated Cost of Tender : Rs. 33,00,000/-**
- **Cost of EMD : Rs. 66,000/-** (Demand Draft to be drawn in favour of Homi Bhabha Centre for Science Education, Mumbai)
- **Tender Fee : Rs. 500/-** (Demand Draft to be drawn in favour of Homi Bhabha Centre For Science Education, Mumbai)
- The Tender **Technical Bid - Part “A”** and **Financial Bid - Part “B”** addressed to the Head Administration, HBCSE, Mumbai should be submitted in two separate sealed envelope duly superscribed with our Tender Enquiry No. and Due Date in bold letters. The envelopes should be clearly marked on top as either **TECHNICAL BID - PART “A”** or **FINANCIAL BID – PART “B”**.

The two sealed covers should be further put in a master cover superscribed with the Tender Enquiry No., Due Date and with heading as **“TENDER FOR HOUSEKEEPING & CARETAKING SERVICES** in bold letters, addressed to the Head Administration, Homi Bhabha Centre for Science Education, TIFR, Near Anushaktinagar Bus Depot, Mankhurd, Mumbai - 400 088.

Quotation sent by hand delivery/courier are to be deposited in the Tender Box kept at the Main Gate after obtaining stamp, date and signature of the Security Officer. More detailed, specifications, Terms and Conditions etc., are given below.

To download the tender document please visit our **Website:** www.hbcse.tifr.res.in/tenders .

- Tender should reach us on or **before 30.11.2017 by 1400 hrs.**
- The technical bid (Part A) will be opened on the same day at 1500 hrs. in the presence of attending tenderers.

To assess the nature of job at different locations, bidder must visit the HBCSE site before bidding. Bidder may seek prior appointment for site visit. The contact person is Shri. U. V. Shenoy (Tel No. 25072300/25072123/9867050411, Email: umesh@hbcse.tifr.res.in).

Due date for submitting offer is on or before 1400 hrs. on 30.11.2017

Head, Administration

CONDITIONS FOR CLEANING AND HOUSEKEEPING ACTIVITIES IN DETAIL

The Cleaning & Housekeeping of the Main Building, NIUS, Olympiad & 2 Hostel Buildings (here in after referred to as the “**Buildings**”) should be carried out daily by adequate no. of trained personnel and by using machineries & equipments and cleaning material as approved by HBCSE. The contractor may have to use the suitable cleaning & washing Detergents/ Reagents etc. of standard quality or as specified by HBCSE

1. Different type of floors provided for buildings shall be kept in neat & tidy condition by using Wet & Dry cleaning methods with adequate trained personnel, machines & equipments. The Eco friendly disinfectants detergents/ liquids shall be used. The machines /equipments & Disinfectant detergents /liquids should not destroy the surface of flooring. Cleaning & Housekeeping operations shall not cause any damage to the Buildings, Equipments, personnel etc.
2. Different type of finishes like mosaic tile, ceramic tiles, kota stone, granite stone, acrylic polyurethane enamel paint applied on wood or metal works etc. shall be cleaned daily by using wet & dry cleaning methods with adequate trained personnel & cleaning equipments. While cleaning no damage should occur to the provided finishing works.
3. Different type of paneled or glazed doors/windows like wooden, Aluminum, shall be cleaned daily.
4. Galvanized steel sheet doors, fire rated door etc. shall be cleaned by suitable (wet or dry or both) cleaning methods as per frequency. No scratches or damages shall occur on the surfaces being cleaned.
5. The Glass surface shall be cleaned gently with wet/dry cleaning methods daily. While cleaning the high raised glass surface proper care should be taken so that no scratches/cracks/ breakages occur. Suitable detergent/reagents of standard quality to be used for cleaning.
6. Stainless steel / mild steel/PVC hand railing provided to the staircases/balconies etc. to be cleaned along with the balusters by wet/dry cleaning methods. While cleaning no damage shall occur to the cleaning surfaces.
7. The mirrors should be cleaned neatly with suitable methods. The due care should be taken about the breakage of mirror or deterioration of its glassiness.
8. The mesh provided in the building should be cleaned by suitable methods. Proper cleaning equipment/trained personnel to be used for cleaning. While cleaning no portion of mesh /concrete mesh shall be harmed or destroyed and no inconvenience to the commuter is to be caused.
9. The different types of equipments available in Pump room are to be cleaned by suitable methods & equipments. No operational services should be disrupted due to cleaning operations. While cleaning, the safety has to be ensured by the cleaning personnel. Any accident, if occurs, shall be the sole responsibility of the contractor. No equipment should be damaged due to cleaning.
10. The Lifts are to be cleaned. The floor, walls, electrical fan & light fittings inside the lift are to be cleaned. The Switch panels inside and outside the lift room are also to be cleaned including indication panel & communication equipment. Similarly, Lift Doors inside & Outside are to be cleaned. All Safety precautions are to be taken while cleaning the Lifts.
11. The portable fire extinguishers, smoke detectors, Fire detectors wherever available in the building area are to be kept in neat condition.
12. Telephone instruments provided in all the rooms of building are to be cleaned by using suitable method. Telephone instrument should not be affected due to cleaning operations.
13. Different types of Signage boards/Notice boards etc. provided in buildings are to be cleaned daily by suitable methods. The said boards should be kept neat & clean always.
14. The different type of furniture provided in all rooms /offices of building are to be cleaned daily by suitable methods. All rooms in the Buildings are to be cleaned.
15. Different types of office equipments like Almirahs, Bookshelves, Racks, etc. are to be cleaned daily.
16. The Bathrooms & Toilets provided in the premises are to be cleaned and to be kept neat & in hygienic condition. Necessary disinfectant is to be used for cleaning of toilets/ urinals/wash basins & flooring.

Liquid soap, toilet tissues, naphthalene balls etc. to be provided on consumable basis as & when required at the cost of contractor. These items should be made available by the Contractor in the adequate quantity at various places in the Bathrooms & Toilets etc.

17. The blockage in the Sewage/water supply pipes, water leakage in pipe fittings should be reported to the authority immediately. The washbasins, cisterns, W.C pans etc. if overflows due to blockage or due to any defects in the fittings should be reported immediately. Contractor should take care about no water stagnation in the premises due to leakage of pipes/overflows & spillage of water.
18. The collected garbage/waste shall be disposed off to the BMC approved locations in closed condition without causing inconvenience to anybody. The garbage/waste may be required to be disposed several times in a day.
19. Cosmetic staff should help in shifting the materials/ loading-unloading, within the HBCSE premises.

20. Deployment (Daily) :-

- Garbage collection from all floors of the Buildings and disposal to the central dump yard.
- Scope of the bathroom/toilet cleaning and mopping work:-scrubbing of the entire floor area, the wall tiles and washing with appropriate chemicals.
- Scope of the corridors cleaning/mopping work: - scrubbing of floor and wash with proper chemicals.
- Removal of cobwebs from the entire area, cleaning the walls of all corridors and bathrooms once a week.
- Terrace, glass, door, windows, ceiling clean time to time.

21. Work Shifts: -General shift (9.00 to 17.30), First Shift (7:30 –15:30) & Second Shift (14.30-22.30)

- All staff will have to work in shifts (General, First &Second). They will be responsible for general upkeep and Cleanliness of these Buildings.

PENALTY FOR DEFICIENT SERVICE

1	Penalty for poor quality of work	Spot fine Min. Penalty – Rs.1000/- per day per person Max. Penalty - Rs. 4000/- per day per person
2	Penalty for short deployment of manpower	Deducted as per daily wages

The Contractor shall pay any claim made by the Institute for any deficiency (both tangible and intangible) in service. Such amount may also be deducted from bills payable to the Contractor. It may be noted that the Institute shall have the right to forfeit the Security Deposit in full or part for any due/damages caused by the Contractor. If the Security Deposit or outstanding bills of the Contractor is found inadequate, then such monetary recoveries shall be effected from any amount payable to the Contractor against this or any other contract until the dues of the Institute are fully settled. If the claim of the Institute could not be met in this manner, the Contractor shall pay up all such claims if a demand is made by **HBCSE**.

22. CLEANING & HOUSE KEEPING RECORDS

Contractor will have to maintain proper records of Cleaning & Housekeeping for each activity. Similarly, Contractor will have to make a Cleaning & Housekeeping Plan. Some of the records to be maintained are as follows:

1. Deployment of personnel in morning & evening shift.
2. Availability of material and tools.
3. Stock details & utilization of Chemicals / Reagents.
4. Details of Cleaning & housekeeping activities carried in each shift as per Cleaning & housekeeping schedule of work.

5. Monthly summary of work carried out.
6. Apart from the above, the Manager/Supervisor in each shift will have to sign the cleaning & housekeeping monitoring booklets which will be kept in the **HBCSE** office. An attendance register will also be kept in the main gate.

■ Cleaning equipment to be provided by the Contractor: Motorized floor scrubber, mopping and wet suction cleaning, high pressure water jet cleaner, dry vacuum cleaner and other suitable implements.

■ **Contractor shall supply all additional material and tools required for the housekeeping and maintenance works. The Contractor shall also maintain the stores for all his material at site.** The Contractor shall arrange all tools, equipment as well as cleaning reagents and consumables required for the work according to the specifications provided by the **HBCSE** authority once the contract is awarded. The Contractor shall have to identify sources for supply of all such cleaning reagents and consumable materials and get them approved by the Head Administration before the use. The Contractor shall submit the sample to the in-charge and shall use only after the sample is approved. Nothing extra shall be payable to the Contractor on this account. The contractor should have the capacity to keep the equipments in good fettle.

SCOPE OF WORK

- 1) Sweeping and mopping of entrance steps, including parapets, lounge (reception area) with detergent.
No. of operations per day: one
Specifications: Sweeping with soft broom, mopping with solution of water plus disinfectant / detergent - mopping to be repeated with mop using plain water.
- 2) Dusting of entrance doors, entrance lights /fixtures (using duster-Ordinary)
No. of operations per day: One
- 3) Sweeping open space like roads, courtyards, car parking areas, areas around building, sheds and structures- including removal of spilled oil, lubricants etc. bird droppings, animal waste, spits etc.
No. of operations per day: One
Specification: Sweeping with hard, coconut straw broom, removal of spilling of oil etc. using dry sand, removal of spits etc. by water.
- 4) Sweeping and cleaning including mopping of floors of internal areas – office rooms, halls, equipment’s rooms, stores, stationery room, printing room and officer’s rooms. All rooms shall be cleaned.
No. of operation: One
Specification: To be swept with soft broom first. All fans in the building exhaust fans, air conditioning units to be switched off before sweeping. The entire area to be mopped using hand operated cotton mop of standard size by dipping in water detergent solution. The mopping to be repeated with ordinary water, the mop being squeezed before use-dipped in fresh water for every 200-300 sq.ft. of mopping- mopping should be done in such a manner that no markings are visible when the area is dried. Before sweeping – all waste papers baskets to be emptied and the waste collected for disposal.
- 5) Sweeping/ dusting etc. of verandas, vestibules and staircase and cleaning of articles/ fixtures therein such as fire fighting equipments.
No. of operation per day: One

- 6) Cleaning of latrines, toilet blocks, wash basins, urinals, passages thereto, mirrors and other fixtures.

No. of operations per day: Two

Specifications: a) Toilets and urinals and glazed portions to be made wet first, application of suitable cleaning powder/cleaning agent and scrubbed with appropriate brush. Surfaces glazed plated should first be applied with a thin paste of cleansing powder/ agent/and rubbed uniformly with the help of cotton waste/hand/ plastic soft/ sponge.

Area: The Homi Bhabha Centre for Science Education is situated on a 5.5 acre plot. It has

- 1) Ground + two storied Main building with a carpet area of 4182 m² approx.,
- 2) Ground + two storied Hostel building with a carpet area of 745 m² approx.
- 3) Ground + two storied Olympiad building of 837 m² area approx.
- 4) Ground + two storied NIUS building of 2327 m² area approx.
- 5) Ground + three storied NIUS Hostel building of 3138 m² area approx.

The remaining area covers lawns and gardens.

HBCSE Main Buildings :Ground floor +2 floor	4182 Sq.m
Ground Floor :	
6 Rooms	
Auditorium	
Library	
2 toilets	
Canteen	
open area(Corridor) in side Garden area	
open area (Corridor)+	
Glass doors and Glass windows	
wall tiles	
Ceiling Fans & Tube lights	
First Floor :	
21 rooms	
4 toilets	
Canteen Terrace	
open area(Corridor)	
Ceiling Fans & Tube lights	
wall	
Second Floor:	
29 Rooms	
Tea pantry	
4 toilets	
open area(Corridor)	

Three staircase	
Terrace	
one Lift	
HBCSE Hostel : Ground floor +3 floor	745 Sq.m
Ground Floor :	
9 Rooms	
9 Toilets	
open area (Corridor)	
Glass doors and Glass windows	
Ceiling Fans & Tube lights	
First Floor :	
10 Rooms	
9 Toilets	
open area (Corridor)	
Glass doors and Glass windows	
Ceiling Fans & Tube lights	
Second Floor:	
9 Rooms	
8 Toilets	
open area (Corridor)	
Glass doors and Glass windows	
Ceiling Fans & Tube lights	
Terrace	
Third Floor:	
4 flatlets	
4 Toilets	
1 Rooms	
Glass windows	
Ceiling Tube lights	
open area (Corridor)	
Terrace	
One staircase	
Olympiad Building Ground floor +2 floor	837 Sq.m
Ground Floor :	
8 Rooms	
2 Toilets	
open area (Corridor)	
Glass doors and Glass windows	
Ceiling Fans & Tube lights	

First Floor :	
1 Room	
2 Bio Lab	
2 Toilets	
open area (Corridor)	
Second Floor:	
1 Room	
2 Chemistry Lab	
2 Toilets	
open area (Corridor)	
Two staircase	
Terrace	
one Lift	
NIUS Building Ground floor +2 floor	2327 Sq.m
Ground Floor :	
6 Rooms	
3 Toilets	
open area (Corridor)	
Glass doors and Glass windows	
Ceiling Fans & Tube lights	
First Floor :	
6 Room	
IJSO Lab	
2 Toilets	
open area (Corridor)	
Second Floor:	
2 Room	
2 Physics Lab	
2 Toilets	
open area (Corridor)	
One staircase	
Two Terrace	
one Lift	
NIUS Hostel Building: Ground floor + 3 floor (71 Rooms + 12 flatlets)	3138 Sq.m
Ground Floor :	
23 Rooms	
22 Toilets	
Canteen	
open area (Corridor)	
Glass doors and Glass windows	
Ceiling Fans & Tube lights	

First Floor :	
16 Rooms	
13 Toilets	
4 flatlets	
4 Toilets	
open area (Corridor)	
Ceiling Fans & Tube lights	
Second Floor:	
16 Rooms	
13 Toilets	
4 flatlets	
4 Toilets	
open area (Corridor)	
Ceiling Fans & Tube lights	
Third Floor:	
16 Rooms	
13 Toilets	
4 flatlets	
4 Toilets	
open area (Corridor)	
Ceiling Fans & Tube lights	
Two staircase	
One Terrace	

List of Cosmetic of Standard Quality

Sr. No.	Description
1	All Clean
2	Broom Hard
3	Broom Soft
4	Bucket Plastic (Small)
5	Colin
6	Dust Bin (Big/Medium/Small)
7	Floor Duster
8	Hand Gloves
9	Harpic
10	Liquid Soap (20 Ltr. Can) (Homacol Mfg by Nand Kishor)
11	Mop Cotton
12	Mug Plastic
13	Naphthalene Ball (1 Kg. Pkt.)
14	Phenol (5 Ltr. Can)
15	Sanitary Cubes
16	Scotch Bright
17	Scrubber
18	Supdi Plastic
19	Table Duster
20	Tissue Paper Roll (Brand - Deluxe)
21	Vim Powder (1 Kg. Pkt.)
22	Yellow Duster
23	Bucket
24	Dustbin with Flap
25	Bush with Handle, Soft for Floor Cleaning
26	Medium / large size wiper
27	Mask
28	Oodnil Air Freshener
29	Toilet Cleaning Brush
30	Dry Mop /Refill
31	Wit Mop /Refill
32	Extension Broom (For Wall & Ceiling Cleaning)
33	Bleaching powder

**PROVIDING HOUSEKEEPING AND CARETAKING SERVICES FOR MAIN BUILDING,
NIUS, OLYMPIAD & 2 HOSTEL BUILDING AT HBCSE, TIFR, NEAR
ANUSHAKTINAGAR BUS DEPOT MANKHURD, MUMBAI**

INSTRUCTIONS TO BIDDERS

1. GENERAL:-

1.1 The present tender is being invited for housekeeping and caretaking Services under which the contractor shall provide adequate no. of trained personnel / cosmetic staff for cleaning and housekeeping of the Buildings to be carried out daily by using machineries, equipments and materials provided by the contractor at HBCSE Premises. The agency shall provide required number of cosmetic staff and supervisor.

2. ELIGIBLE BIDDERS:-

2.1. All Agencies registered under Indian Partnership Act 1932/ Companies Act 1956/ as proprietorship firm, providing similar kind of services for at least last three consecutive years and having annual turnover of **Rs. 150 lacs** or above during the last financial year in the books of account.

2.2. The bidder should have experience of executing similar works (i.e. providing housekeeping and caretaking services) at the office premises/Hostel/ Guest House/ campus of Central Government / State Government Departments / Public or Private Sector Companies / Undertakings / Autonomous Bodies by deploying at least 25cosmetic staff in a single premise in the last three years. Experience of hotel management for hiring skilled caretaker shall be preferred.

2.3 The bidder should have a license under contract labour (Regulation and Abolition) Act.

3. QUALIFICATION OF THE BIDDERS:-

3.1. The Bidder, to qualify for the award of contract, shall submit a written power of attorney authorizing the signatories of the bid to participate in the bids.

3.2. The bidder shall submit full details of his Agency / Firm or Proprietorship/Partnership or a Company, including full details of ownership and name of the proprietor or partners or directors.

3.3. If the contractor is a Registered Company / partnership of two or more persons, its Directors / all partners shall be jointly and severally liable to the Institute for the fulfillment of the terms of the contract. Such persons shall designate one of them to act as authorized signatory with authority to sign. The Company / partnership shall not be altered without the approval of the Institute.

3.4. Bidder shall submit a copy of PAN card No. under the Income Tax Act and GST Registration No.

3.5. Bidder must submit copies of all documents asked for in this tender, duly self-attested, along with technical bid of the tender.

4. TENDER DOCUMENTS:-

4.1. Contents of Tender Documents.

The Tender Invitation Document has been prepared for the purpose of inviting tenders for providing Housekeeping & Caretaker Service. The Tender document comprises of:

- Important Note for Bidder (Annexure I).
- Terms and Conditions (Annexure II).
- Tender form for providing Housekeeping Services (Annexure-III)

- Check list for Pre-qualification Bid (Annexure-IV)
- Check list for Technical Evaluation (Annexure-V)
- Undertaking (Annexure-VI)
- Rates for Housekeeping Staff (Annexure – VII)
- Pre-receipt to be used for refund of earnest money(Annexure VIII)

4.2. The bidder is expected to examine all Instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender/bid not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of their bid.

5. PREPARATION OF BIDS

5.1. Documents Comprising the Bid

Tender document issued for the purposes of tendering as described in Clause 4.1 shall be deemed as incorporated in the Bid.

- The bidder shall, by the dates given in the Notice Invitation to Tender, submit his bid in sealed envelope superscribed with the name of the bidder particulars Tender No, Title. The sealed envelope shall be addressed to the Head Administration, Homi Bhabha Centre for Science Education, TIFR, Near Anushaktinagar Bus Depot, Mankhurd, Mumbai – 400 088.
- The bidder shall deposit Bid Security / Earnest Money Deposit of Rs. **66,000/-** in the form of an Account Payee Demand Draft/ Banker's Cheque/ Pay Order drawn in favour of “**HOMI BHABHA CENTRE FOR SCIENCE EDUCATION**” issued by any Nationalized / Commercial Bank along with the Tender document. Earnest Money / Bid security of the unsuccessful bidders will be returned to them at the earliest after the award of the contract without interest. The bidder shall give particulars of bank account (name of the account holder, type of account, account number, address of the bank) for drawing the cheque of EMD amount in case of unsuccessful bidders.
- The Bidder shall furnish the details regarding total number of executed & successfully completed contracts, as stated in Clause 2.1 & 2.2. and enclose copies of contract award letters and experience certificate.
- One copy of this Tender document with each page signed and stamped shall be annexed to acknowledge the acceptance of the same.

5.2. BID PRICES:-

- Bidder shall quote in the price bid, rates of wages for cosmetic personnel no less than the minimum wages and as per Minimum Wages Act as applicable for contract staff including PF, ESI and other Statutory Liabilities and any other charges. The prospective bidders who do not meet the statutory requirements are liable to be rejected.
- Conditional bids/offers will be summarily rejected.

5.3. Duration of Contract:-

The contract shall be valid for one year and the Head Administration, HBCSE reserves the right to curtail or to extend the validity of contract for further period on the same terms and conditions.

5.4. EARNEST MONEY DEPOSIT (EMD):-

- Any Tender/bid not accompanied by Earnest Money Deposit of Rs.66,000/-- shall be rejected.
- EMD of the unsuccessful bidders will be returned to them at the earliest without interest.
- The bidder shall sign pre-receipt as per Annexure-VIII to facilitate it.
- EMD shall be forfeited if the bidder withdraws his bid during the period of Tender validity.

- EMD shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to deposit the security deposit within the time frame specified i.e. within a fortnight of award of contract which can be extended by the Head Administration, HBCSE up to a maximum of further two weeks on the written request of successful bidder.

5.5. Format and Signing of Bid:-

- The bid shall contain no alterations, erasures, omissions or additions except to correct errors made by the bidder, in which case such corrections shall be initialed/signed and dated by the person or persons signing the bid. The Form of Bid shall be completed in all respects and duly signed and stamped by the Bidder / an authorized representative of the Bidder. All the details shall be clearly filled in ink legibly or typed.

6. Submission of Bids:-

- 6.1.** The tenderer should quote the rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would make the tender liable for rejection.

The bidder shall submit the Technical Bid along with Bankers' cheque /Pay Order /DD of earnest money together in a separate sealed cover and the Financial Bid in another sealed cover duly superscribed as Financial bid and all these two sealed covers are to be put in a bigger cover which should also be sealed and duly super-scribed "Tender for Providing Housekeeping and Caretaking Services at HBCSE Premises, Mankhurd, Mumbai".

- 6.2.** The sealed cover of **Technical Bid (Part A)** should consist of the following documents:-

- a) Bid Security (Earnest Money Deposit) for an amount of Rs. 66,000/- in the form of an Account Payee Demand Draft, Banker's Cheque/ Pay Order drawn in favour of HOMI BHABHA CENTRE FOR SCIENCE EDUCATION payable at Mumbai issued by any Nationalized /Commercial Bank.
- b) Self attested copy of PAN card under Income Tax Act;
- c) Self attested copy of GST Registration Number;
- d) Self attested copy of Valid Registration No. of the Agency/Firm/Company;
- e) Self attested copy of licence under the Contract Labour (Regulation & Abolition) Act 1970, of the any employer for whom the cosmetic maintenance is currently being undertaken through contract labour
- f) Self attested copy of valid Provident Fund Registration Number;
- g) Self attested copy of valid ESI Registration Number;
- h) Proof of Average Annual turnover as stated in Clause 2.1 supported by audited Balance Sheet;
- i) List of works on hand/carried out during the last 3 years. Proof of experience as stated in Clause 2.2. supported by documents from the concerned organizations;
- j) Performance Certificate from the existing clients.
- k) Duly filled and signed Annexure – III to VI & VIII.

- 6.3.** The sealed cover of **Price Bid (Part B)** should contain **Annexure-VII** i.e. Price Bid.

- 6.4.** All the sealed covers shall be addressed to the Head Administration, HBCSE and will be put in the Tender Box available at the Security Gate House of HBCSE.

- 6.5.** Quotations must be valid for a period of 90 days from last date of submission of tender.

7. Bid Opening:-

- 7.1.** The Prequalification/ Technical Bids will be opened by a Tender Opening Committee in the presence of the Bidders or of their representatives who choose to attend at the appointed place and time.

7.2. The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected.

7.3. Conditional bids will also be summarily rejected.

7.4. Financial bids of only the technically qualified bidders will be opened for evaluation in the presence of qualified bidders.

7.5. Right to accept any Bid and to reject any or all Bids:-

- HBCSE is not bound to accept the lowest or any bid and may at any time terminate the tendering process without assigning any reason.
- HBCSE may terminate the contract if it is found that the successful bidder is black listed during last 5 years by the any of the Govt. Departments/Institutions/Autonomous bodies/Local Bodies /Municipalities /Public Sector Undertakings, etc.
- HBCSE may terminate the contract in the event the successful bidder fails to furnish the Security Deposit / Performance Security or fails to execute the agreement within specified period.
 - Each page of the offer should bear the signature, date, name and title of the person signing the offer and a rubber stamp indicating the full name, address and phone no., Fax no. & Email of the firms and bear the signature, date, name and designations of the person signing the offer and name and address of the firms.
 - This tender document / form is not transferable. Only the party to whom the tender documents have been issued shall be entitled to quote.
 - The total amount should be written both in figures and in words and if there is any discrepancy between the two, the lowest amount will only be accepted.
 - Bids which do not comply with the above conditions are liable to be rejected.
 - The Institute shall be entitled to reject any tender that does not meet the requirement and specifications stated in this document without assigning any reason whatsoever.
 - HBCSE reserves the right to break the contract in parts and award them in pieces to the successful bidders or to delete the contract in parts after entering into the contract.
 - The contractor chosen may have to undertake the work within 10 days from the receipt of our Work Order.
 - Tender received late or after the due date will not be considered. HBCSE reserves the right to accept, reject any or all tenders without assigning any reasons thereof.

7.6 Required Qualification of person to be deployed:

- Supervisor qualification:-Good Knowledge of Housekeeping with one year regular work experience (Minimum) in a reputed institution/guesthouse and should possess good communication skill.
- Supervisor will also oversee the housekeeping work at the guesthouse, maintain the linen and provision stores of the guesthouse.
- Caretakers (skill) should have minimum one year experience in a hotel/guesthouse or equivalent establishments. They must have prior training in basic housekeeping skills and good communication skill.

- Once the Work Order is issued, the Contractor will receive further communications from an Officer designated (Officer-in-Charge) or his authorized nominee.
- Addition/ alterations in scope of work: Any alterations or additions to the scope of work will be communicated to the Contractor and the Contractor shall carry them out. For any reduction / increase in the Scope of work, the increase / decrease in the numbers of staff, the increase / decrease in the rates shall be negotiated and finalized simultaneously.

8. Award of Contract:-

- 8.1. The Head Administration, HBCSE will award the contract to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.
- 8.2. The successful bidder shall be required to furnish a Performance Security deposit @ 10% of contract value within 15 days of receipt of 'Letter of Award' in the form of an Account Payee Demand Draft issued from any Nationalized /Commercial Bank., in favour of "HOMI BHABHA CENTRE FOR SCIENCE EDUCATION". The successful bidder can also apportion the Earnest Money towards the security deposit subject to payment of the balance amount. The Performance Security / Security Deposit shall be returned within two months after the expiry of contract and completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall stand automatically extended.
- 8.3. Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of Bid Security.

9. Definition of Terms:

- HBCSE or Institute means Homi Bhabha Centre For Science Education, TIFR, V. N. Purav Marg, Anushaktinagar, Mankhurd, Mumbai – 400 088.
- Contractor, bidder, firm means the person who quotes against this tender notice.
- Work Order, Purchase Order or Order shall mean the Work order / contract with associated specifications executed between the HBCSE and the successful contractor(s) including any other documents agreed between the parties or implied to form part of the contract. "Contractor" or "Agency" shall mean the successful contractor or bidder

10. Quality and scope of services

- 10.1. The Contractor shall appoint trained staff having a good bearing and maintain high standards of turn out, maintain adequate staff to ensure there is no hold up of any service for any reason whatsoever. Any deficiency in the number of staff deployed (as agreed upon) will entail reduction from the compensation payable as decided by the Institute. The successful Contractor as soon as the agreement is signed shall submit a list of their workmen / supervisors / others along with copy of appointment order issued to them. As and when there is a change in the staff posted, a revised list shall be submitted along with copy of appointment order issued to the new appointee / appointees, simultaneously.
- 10.2. The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under various laws such as Minimum Wages Act, Contract Labour (Regulation and Abolition) Act 1970, EPF Act, ESI Act and various other Acts as applicable from time to time with regard to the personnel engaged by the contractor for the Institute. The offers/bids which are not in consonance of Govt. Minimum Wages Act and any other Labour laws will be treated as invalid.
- 10.3. The antecedents of Cosmetic staff deployed shall be got verified by the tenderer from local police authorities and an undertaking in this regard to be submitted to the Office Administration.

- 10.4.** It is normally understood and agreed between both the parties that HBCSE will not be responsible or be liable for complying with any laws that are in force / that may come into force from time to time in respect of personnel engaged by the Contractor and he will be solely responsible for the terms and conditions of their services, safety, health, compliance with all statutory requirement, taking disciplinary action against the employees etc.
- 10.5.** The Contractor shall depute such officers and supervisors as proposed by him, who shall be available on Site to supervise the Contract employees and interact on daily basis with Officer-in-Charge regarding delivering the specified service.
- 10.6.** It is understood and agreed that the Contractor will be held responsible for any disciplinary matters Arising out of their employees and the Contractor will take appropriate disciplinary action against those employees found indulging in any act of indiscipline in HBCSE's premises or in connection with the services referred to herein.
- 10.7.** The Contractor will immediately replace any employee found to be unfit in any manner immediately or on receipt of advice from any authorized person in HBCSE.
- 10.8.** The Contractor shall maintain proper and detailed record and documents as necessary for carrying out the work smoothly and for the job carried out by their employees. The Contractor also maintain all documents, registers, records and returns including attendance register as provided under the Contract Labour Act, Minimum Wages Act, ESI Act, PF Act and other statutes/rules/regulations as are relevant and applicable from time to time. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, should be shown. The register shall remain available round the clock for inspection by the authorized representatives of the Office.
- 10.9.** The Contractor shall be solely responsible to comply with all legal and statutory requirements that arise out of this agreement and in respect of the employees engaged by the Contractor in fulfillment of the contractual obligations stated herein. It is understood and agreed that the Contractor will provide decent uniforms, badges/ID cards with photos and safety equipment and shoes to their employees. It is Contractor's responsibility to have them periodically checked medically so as to ensure that medically fit staff only is deployed for the work.
- 10.10. a)** The deployed manpower should be covered under all statutory requirements like ESI, PF, etc. by the Contractor and the Contractor shall comply with all the formalities in this regard.
- b)** The contractor should provide the contract employees deployed at HBCSE all such information / cards as are required to be provided under various statutes (including Contract Labour (Regulation and Abolition) Act) such as PF A/c number, ESI Card, Employment card and Photo Identity Card to the contract employees deployed at HBCSE.
- 10.11.** It is clearly understood and agreed upon that neither the Contractor nor Contract employees shall have any claim on employment with HBCSE at any point of time and this arrangement is purely between the Contractor and the Institute for specific services for the period specified.
- a)** Cosmetic staff engaged by the contractor shall not take part in any staff union and association activities.
- b)** The Institute shall not be responsible for providing residential accommodation to any of the employee of the contractor.
- 10.12.** The successful Contractor shall indemnify/keep the Institute indemnified again stall proceedings, actions, claims, expenses (including legal expenses), losses arising in relation to this tender or with regard to the contract employees under this tender.
In the event the Institute has to pay any individual, statutory body or any agency/ person (legal or natural)for reasons directly or indirectly attributable to this tender, the Contractor only shall pay such

claim/ damages and even if the Institute is called upon to pay, such damages/penalties and / or cost including legal costs shall be recovered from the contractor's dues /amount payable or shall be paid by the Contractor on a demand from HBCSE.

The successful bidder shall indemnify and keep HBCSE indemnified and harmless against any all proceedings, actions, claims, expenses (including legal expenses), losses which HBCSE may suffer or incur as a result of breach of contract. The contractor shall further agree that the indemnity herein contained shall remain in full force and effect during the pendency of the contract and that it shall continue to be enforceable till all dues under or by virtue of the said contract have been fully paid and all claims are discharged or till **HBCSE** is satisfied that the terms and conditions of the joint agreement have been fully and properly carried out by the \ contractor. During such period the contractor shall not be entitled to revoke this indemnity save with HBCSE previous consent in writing. The Contractor shall execute an irrevocable indemnity bond on an appropriate stamp paper in favor of HBCSE in respect of all the above indemnities.

- 10.13.** The Contractor shall follow instructions of **HBCSE** representative in all aspects covering this tender. Material movement, entry/exit of personnel, identity card, safety, etc. shall be according to procedures existing in HBCSE as amended from time to time. All liabilities arising out of accident or death while on duty shall be borne by the contractor.

The contractor shall have his own Establishment/Set up/Mechanism to provide training of Cosmetic Staff to ensure correct and satisfactory performance of his duties and responsibilities under the contract.

11. Tenure & Termination

- 11.1.** The contract with the Institute will be initially for a period of 12 months and if the services are found to be satisfactory, the contract may be extended for a further period of 12 months. The Institute reserves the right to extend the contract to one more year on the same terms and conditions. The decision of the Institute in this regard shall be final and binding upon the contractor.
- 11.2.** Except as provided in Clause 11.6 below, the Contract could be terminated by either side by giving one month's notice in writing. If the notice period is not given or if a shorter notice is given by the Contractor, the entire security deposit will be forfeited. Any other costs and / or damages incurred by the Institute to maintain the services contracted to the Contractor, on account of such short notice will be deducted from the dues payable to the Contractor, or shall be paid by the Contractor on demand if such dues fall short of such costs.
- 11.3.** In the case of failure to complete the contract on such terms and within the contract period, as specified in the tender and incorporated in the contract and the Institute shall be entitled to get the work done from any third party at a different rate (which may be higher than the rates charged by contractor) and the Contractor shall be liable to pay the Institute the difference between existing rate and the rate of the new Contract.
- 11.4** The contractor shall not engage any such sub contractor or transfer the contract to any other person in any manner.
- 11.5. Risk Clause:** Notwithstanding the other terms therein, the Institute at its option will be entitled to terminate the contract and to avail from elsewhere at the risk and cost of contractor either the whole of the contract or any part which the contractor has failed to perform in the opinion of the Institute within the time stipulated or if the same performance is not available, the best and the nearest available substitute thereof. The contractor shall be liable for any loss which the Institute may sustain by reason of such risk contract in addition to penalty.
- 11.6. Insolvency and breach of contract:** The Institute may, at any time, by notice in writing summarily terminate the contract without compensation to the Contractor in any of the following events, i.e. to say:
- (a) If the Contractor being an individual or in case of a firm any partner in the contractor's firm is adjudged insolvent or has a receiving order or order for administration of his estate made against him or shall takes any proceedings for liquidation or composition under any insolvency act for the time being in

force or makes any conveyance or assignment of his effects or enter into any arrangement or composition with his creditors or suspends payment, or if the firm is dissolved under the Partnership Act, or

- (b) If the contractor being a company passes a resolution or the court makes an order for the liquidation of its affairs or a receiver or manager on behalf of the debenture holders are appointed or circumstances have arisen which entitle the court or debenture holders to appoint a receiver or manager, or
- (c) If the contractor commits any breach of contract not herein specifically provided always that such determination shall not prejudice any right of action or remedy which shall have then accrued or shall accrue thereafter to the Institute provided also that the contractor shall be liable to pay the Institute for any extra expenditure the Institute is thereby put to but shall not be entitled to any gain on re-tender.
- (d) In the event of inadequate or unsatisfactory performance of duties by the Contractor, the Institute shall have the right to bring to the notice of the Contractor the default (s) on their part and the Contractor shall ensure that the said default (s) is / are not repeated and/or are duly remedied, within a period of three days from the receipt of the said notice. Failing such remedial action, or in the event of the said default(s) being inadequately corrected, the Institute shall have the right to immediately terminate the agreement.

11.7. Notwithstanding any other clause herein, if there is any act or omission by the Contractor or the Contract employees which jeopardizes the safety / security of the Institute including, but not limited to

- a) Theft or pilferage of property of **HBCSE**
- b) Fire, flooding, breakage or damage
- c) Violence or physical attack on the Campus
- d) Any act or incident which may prove detrimental to the interests of **HBCSE** -
the contract would be terminated without any notice. Further, the Contractor would be levied penalties, as appropriate by the deemed authority. The decision of the Institute Director shall be final in such matters.

12 Payment Terms:

The payment would be made to the Contractor on monthly basis for actual shifts manned/operated by the personnel supplied by the contractor and based on the attendance sheets duly verified by the person appointed by the Institute with other supporting documents. No other claim on whatever account shall be entertained by the Institute. The Contractor will ensure that workers engaged by him receive their entitled wages on time. In view of this, the following procedure will be adopted.

- a) Contractor shall pay their entitled wages on the last day of the month. It shall not be linked to the payment of the bill.
- b) Payment to such workers must be made by the service providers through cheque or direct bank transfer. To ensure this, the Agency will get a bank account opened for every engaged person. Only in cases where the immediate opening of bank account is not possible due to some reason, the Agency may pay the wages by cash card / cash. Any cash payment of wages done under such circumstances or handing over of regular monthly payment cheques shall be done before a representative of HBCSE, named for this purpose by HBCSE. The payments of wages shall be carried out as per the statutory provisions.
- c) In order to ensure that such workers get their entitled wages on the last working day of the month, the following schedule will be adhered to:
 - 1. Monthly bill cycle will be from 1st day of the month till last day of the month.
 - 2. Monthly bill as per above cycle, will be submitted by the Agency on 10th of the current month.
- d) The Agency must ensure that entitled wages of the workers are credited to their bank account on the last working day of the month. Agency will not be given any relaxation in this matter.

- e) While submitting the bill for the next month, the services provider must file a certificate certifying the following
 - i) Wages of personnel were credited to their bank accounts on (date) or cheques were handed over on (date) along with copies of cheques or bank statements, salary slips duly signed by the personnel.
 - (ii) ESI Contribution relating to workers amounting to Rs. _____ was deposited on (date) (copy of the challan enclosed along with the Form showing contributions for each of the personnel)
 - (iii) EPF contribution relating to workers amounting to Rs. _____ was deposited on (date) (copy of the challan enclosed along with the Form showing contributions for each of the personnel)
 - iv) He is complying with all statutory Labour Laws including Minimum Wage Act.
- f) The Contractor should submit the bill in accordance with the above time schedule. In case, he fails to submit the bill by 10th of the month, even then he has to make the payment to the workers on the last working day.
- g) The Contractor shall compulsorily issue the salary slip to every cosmetic staff & supervisors. Along with the name and month, the days of attendance, components of the salary, the total salary payable, ESI and PF nos. and ESI, PF and other deduction details be included in the Salary Slip.

12.1 Any damage or loss caused by Contractor's persons (personnel, supervisor or any other person employed by / representing the Contractor) to the premises or the Institute's property in whatever form would be recovered from the Contractor.

- 12.2 a)** In case any of Contractor's personnel(s) deployed under the contract is (are) absent and no reliever / substitute is provided a penalty equal to (double) the wages of number of guards/supervisors absent on that particular day shall be levied by the Institute and the same shall be deducted from the Contractor's bill.
- b) In case any of Contractor's personnel deployed under the contract fails to report in time and the Contractor is unable to provide suitable substitute in time for the same it will be treated as absence and penalty of Rs. 500/- per vacant point for shift be deducted from the Contractor's bill.
 - c) In case any public complaint is received attributable to misconduct/misbehavior of Contractor's personnel & is assessed as true by Institute, a penalty of Rs.500/- for each such incident shall be levied and the same shall be deducted from Contractor's bill. Besides the Contractor shall rotate the personnel found to be involved in the incident immediately.
 - d) In case the Contractor fails to commence/execute the work as stipulated in the Tender / Order or gives unsatisfactory performance or does not meet the statutory requirements of the contract, Institute reserves the right to impose the penalty as detailed below:-
 - o 1% of annual cost of order/agreement per week, up to four weeks' delay.
 - o After four weeks delay the Institute reserves the right to cancel the contract and withhold the agreement and get this job carried out from other contractor(s) in open market. The difference if any will be recovered from the defaulter contractor and his earnest money/security deposit may also be forfeited.
 - e) In case the Agency violates any statutory provisions / rules / law, the Institute shall levy a penalty on the Agency upto 5% of the annual cost of the Order. In addition to the penalty, the Institute shall also be entitled to cancel the Contract and forfeit the Performance Security. In this regard, the decision of the Registrar of the Institute shall be final and binding on the Agency
 - f) The Contractor shall ensure that its personnel do not at any time, without the consent of the Institute in writing, divulge or make known any trust, accounts matter or transaction undertaken or handled by the

Institute and shall not disclose to any person, information about the affairs of Institute. This clause does not apply to the information, which already is in public knowledge.

- 12.3 Security Deposit:** A security deposit @ 10% of the contract value shall be provided by the Contractor within 15 days of awarding of Contract, by way of Bank Guarantee from a Commercial Bank for the equivalent value may be furnished for the period of agreement with 3 months grace period. If the agreement is extended the Bank guarantee will be replaced with another Bank Guarantee for equivalent value and for three months grace period beyond the extended period of the Agreement (i.e. extended period of agreement + three months grace period).

13 Safety, Security and Insurance

- 13.1** The Contractor shall follow all security rules of the Institute and instructions received from time to time regarding personnel identity cards, material movement, etc. of the Contractor.
- 13.2** During the pendency of the agreement, the Contractor shall be liable fully to compensate all concerned for any loss, damage of construction of works, construction, plant & machinery, person, property, etc. including third party risks arising due to causes attributable to the agreement. The decision of the Institute Director will be final & will be binding on both parties.
- 13.3** The contractor shall take Employees Liability Insurance of prescribed value for their employees. It must adequately cover all employees/workers under Workmen Compensation Act, 1928 as amended from time to time. Before starting the work, the Contractor shall produce the original insurance policy and the license of the workers where applicable to the Institute. The Contractor shall at all times ensure that a valid Insurance policy is maintained to cover all his employees for all employment related injuries.

14 Miscellaneous

- 14.1** The work mentioned in the schedule is only indicative. The Institute reserves the right to increase or decrease the quantum of work. The Contractor shall execute the work on the same terms and conditions and rates throughout the period of agreement. The Head Administration, HBCSE reserves the right to curtail or to extend the validity of contract for a further period on the same terms and conditions.
- 14.2** The Contractor / his supervisor shall meet the designated Officer of the Institute every day to receive the details of issues/complaints to be attended and after attending to these complaints, a report on the same has to be submitted to the concerned Officer.
- 14.3 Dispute and resolution:** Any dispute or differences that may arise between the parties pertaining to this tender and its terms (including interpretation) shall be referred to the sole arbitration of the Institute Director or his nominees and the Contractor shall have no right to object to the appointment of the Director or his nominee as the sole arbitrator. The decision of the arbitrator shall be final and binding on the parties. The venue for arbitration shall be Mumbai. The provisions of the Arbitration and Conciliation act, 1996 as amended from time to time shall apply. The courts in Mumbai shall have exclusive jurisdiction to deal with any or all disputes between the parties pertaining to this tender and its terms (including interpretation).

The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceedings and currency of contract, the Contractor shall not be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the Contractor shall continue to be made in terms of the contract.

- 14.4 Primacy of Documents:** The tender documents, subsequent communication exchanged and the work order as well as all Annexure shall be part and parcel of this agreement. If there is any discrepancy between the above documents, the documents shall be given primacy in the following manner (the top-most is of utmost importance and the last one being of least primacy)
- (i) communications issued after the work order;
 - (ii) any pre-order correspondence as accepted jointly,
 - (iii) work order,

(iv) tender documents and annexure thereof,

i.e. tender documents and Annexure have least primacy. For eg:- Its clauses in respect of a particular matter, which has also been dealt with later in a communication to the Contractor, shall be superseded by the subsequent communication to the Contractor.

14.5 Amendments to Work Order / agreement: The institute reserves the right to amend or modify the work order / agreement. The Institute may amend or modify terms & conditions of the work order with one week's prior notice. The Institute shall be entitled to cancel the order with one month advance notice without assigning any reasons.

14.6 Personnel to be employed:

- Contractor has to make arrangement for providing service on all government holidays and Sundays.
- The Institute shall have the right to request the Agency to change / rotate any person who is found / considered to be derelicting his duty or violating any of the provisions of the Contract / Tender. The Agency may change the personnel deployed with prior intimation to the Administrative Officer HBCSE.
- Contractor should compensate the workers appropriately for working on national holidays; Republic Day, May Day, Independence Day.
- Contractor should provide Uniform, Gloves and identity card, livery Items etc.

14.7. If as a result of post payment audit any overpayment is detected in respect of any work done by the Agency or alleged to have done by the Agency under the tender, it shall be recovered by the Institute from the agency. If any underpayment is discovered, the amount shall be duly paid to the agency by the Institute.

14.8 The Contractor will have to enclose the proof / copies of the challans showing payment of statutory dues for the previous month along with monthly bills.

IMPORTANT NOTE FOR THE BIDDER

1. The employees/ workers employed shall be trained and experienced to handle the services as per the Scope of work mentioned Pages 2 - 9.
2. The Contractor shall provide the name and details of his personnel. A list of all the names shall be submitted at the beginning of the contract, along with a copy of each appointment order and whenever there is a change. The Agency may change the personnel deployed with prior intimation to the Administrative Officer HBCSE. The Agency agrees that all the persons engaged under this tender shall be its employees and it shall be liable to take disciplinary action, if any, against such personnel.
3. The Contractor shall ensure that no contract employees nor anyone of his representatives or supervisors, use HBCSE transport to come to HBCSE or return.
4. At all times, there must be 100% workers attendance in each shift. Any absence or shortage may be managed by giving substitute. Shortage or absenteeism without substitute will be penalized including termination of the contract. Payment will however be restricted to actual number of people as physically provided in each month.
5. The rates quoted shall remain valid for 01 year from the date of Work Order.
6. The Tax Deduction at Source (TDS) shall be done as per the provisions of Income Tax Act/ Rules as amended from time to time.

GENERAL TERMS AND CONDITIONS & STATUTORY OBLIGATIONS:

The selected Contractor will strictly observe and follow the following statutory regulations/acts as well as any new rules / changes as applicable, during the period of this contract. He shall be solely responsible for failure to fulfill these statutory obligations. The Contractor shall also ensure compliance with all requirements of the Contract Labour (Regulation and Abolition) Act, especially in respect of payments, registers to be maintained and notices to be put up by the Contractor. The successful bidder shall indemnify / keep **HBCSE** indemnified against all such liabilities which are likely to arise out of the Contractor's failure to fulfill such statutory obligations. All documents, registers pertaining to this contract shall be maintained meticulously and shall be provided periodically for inspection. The salient features of the statutory regulations/acts are listed below and it is the responsibility of the selected Contractor that these regulations/acts and their amendments from time to time are strictly adhered to in totality. Even if the Contractor appointed for this contract may be exempt from any or all of the following employee-friendly legislation, it is incumbent on all Contractors to cover all their employees / workmen cover by this tender with these cover / benefits.

The Contractor shall deploy their persons in such a way that the persons get weekly rest for the working hours/leave for which the work is taken from them. The Contractor shall in all dealings with the persons in his employment have due regard to all the recognized festivals, days of rest and religious or other customs. The Contractor shall comply with the provisions of the Payment of Wages Act, 1936, Minimum Wages Act, 1948, Employment Liability Act, 1938, Workmen's Compensation Act, 1923, Industrial Disputes Act, 1947 and Contract Labour (Regulation and Abolition) Act, 1970. In the event of the Contractor committing a default or breach of any of the provisions of the relevant acts as amended from time to time or furnishing any information or submitting or filling any settlement under the provisions of the relevant acts which is materially incorrect, they shall without prejudice to any other liability pay to the **HBCSE** a sum not exceeding the amount of resultant loss in each case of default. The Contractor shall be solely responsible for ensuring compliance with all statutory obligations as may be applicable under the provisions of various labour laws and other acts of Central and State Govt. bodies.

1. The Contract Labour (Abolition & Regulations Act, 1970):

The selected Contractor shall obtain and produce license from the Labour Commissioner's office. They shall maintain and submit to us for inspection on demand such records as Muster Roll, Payment Register, Advance Register, Fines Register, etc.

2. Payment of Wages Act:

It is necessary that the Contractor's employees are paid their monthly wages payable by 7th of the succeeding calendar month. The Contractor will receive payment from HBCSE only after the Contractor has disbursed in full the wages payable to his employees. The wages shall be distributed in HBCSE premises and one of the representatives from the Institute will be nominated to witness the disbursement of the wages, and endorse the disbursement report.

3. Provident Fund Act:

The selected bidder shall cover their employees under the Provident Fund Scheme. The premia shall be paid as per existing rule partly deducted from their employees and the balance shall be from contribution from the Contractor, proof of such payment shall be submitted (including employee's and employer's contribution) every month as provided under Section 12 of the Act.

4. Employees State Insurance Scheme:

The successful bidder shall cover all their employees under Employees State Insurance Scheme as provided for under the relevant rules and shall remit the premium without default.

5. Minimum Wages Act:

The successful bidder should pay his contract employees as per Minimum Wages. However, under no circumstances, shall the successful bidder pay his contract employees less than the Minimum Wages.

6. Workmen's Compensation (ELI) :

All employees/ workers shall be covered for injury / death under Workmen's Compensation Act 1923 by an Employer's Liability Insurance in the name of the Contractor to cover all employed by the Contractor in **HBCSE**.

**TENDER FORM FOR PROVIDING HOUSEKEEPING & CARETAKINGSERVICES
IN HOMI BHABHA CENTRE FOR SCIENCE EDUCATION**

1. Names, address of firm/Agency/
Company and Telephone
Numbers. _____

2. Registration No. _____
3. Name, Designation, Address
and Telephone No. of
authorized person. _____

4. Please specify as to whether
Tenderer is sole proprietor/
Partnership firm/Private or Limited
Company. _____

5. Name, Address and
Telephone No. of Directors/partners _____

6. Copy of PAN card issued by
Income Tax Department and
Copy of previous Financial
Year's Income Tax Return. _____
7. GST Registration No. _____

Affix duly Attested
P.P. Size recent
photograph of the
prospective bidder.

8. Provident Fund Account No. _____

9. ESI Code Number _____

10. Licence number under Contract Labour (R&A) Act1970, of the employer for whom the Agency is currently undertaking the work. _____

11. Details of Bid Security/Earnest Money deposit: _____

(a) Amount: _____

(b) Demand Draft/ Pay Order / Banker Cheque No. _____

(c) Date of issue: _____

(d) Name of issuing Bank: _____

12. Any other information:

13. Declaration by the bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of the bidder)
Name and Address
(With seal)

CHECK-LIST FOR PRE-QUALIFICATION BID FOR HOUSKEEPING & CARETAKING SERVICES

Sl. No.	Documents asked for	Page number at which document is placed
1.	Earnest money	
2.	One self-attested recent passport size photograph of the Authorized person of the firm/agency, with name, designation, address and office telephone numbers. If the bidder is a partnership firm/private or limited company, name designation, address and office telephone numbers of partners/ Directors also.	
3.	Undertaking on a letter head (as per format prescribed in Annexure - VI	
4.	Self-attested copy of the PAN card issued by the Income Tax Department with copy of Income Tax Return of the last financial year.	
5.	Self attested copy of GST Registration No.	
6.	Self attested copy of valid Registration number of the firm/agency.	
7.	Self attested copy of the Licence number under contract Labour (R&A) Act 1970	
8.	Self attested copy of valid Provident Fund Registration number.	
9.	Self attested copy of valid ESI Registration No.	
10.	Proof of experiences of last three financial years as specified in clause 2.2 of the NIT along with satisfactory performance certificates from the concerned employers.	
11.	Annual turnover of last financial year duly certified by the statutory Auditors.	
12.	Any other documents, if required.	

**Signature of the Bidder
(Name and Address of the Bidder)
Telephone No.**

Checklist for Technical Evaluation

Sl. No.	Information to be provided	To be filled by the Bidder	For office use
1.	Annual Turnover (in Lakhs) for the last financial year duly certified by the Statutory Auditors.		
2.	Manpower on roll		
3.	Experience of running Housekeeping services (in years)		
4.	No. of Supervisory staff, skilled caretaker and experienced cosmetic staff	Cosmetic staff = Supervisor = Caretaker =	
5.	Details regarding Institute Experience.		

Note: Photocopies of all necessary documents duly self attested must be attached for verification of the information provided.

Signature of the Bidder
(Name and Address of the Bidder)
Telephone No.

(TO BE TYPED ON A LETTER HEAD OF THE HOUSEKEEPING AGENCY)

UNDERTAKING

To

The Head Administration,
Homi Bhabha Centre for Science Education
TIFR, V. N. Purav Marg,
Near Anushaktinagar Bus Depot,
Mankhurd, Mumbai-400 088.

Subject: **Tender for providing Housekeeping Services (tender no. dated)**

Sir,

1. I/We hereby agree and undertake to abide by all terms and conditions laid down in tender document.
2. I/We have read and fully understood all the terms and conditions and instructions contained in the bid / tender and have signed the bid / tender documents in acceptance of the these terms, conditions and instructions.
3. I/We shall abide by the provisions of all applicable statutes, rules and regulations including Minimum Wages Act, Contract Labour Act, Provident Fund Act and ESI Act. I / We shall pay the wages / allowances and pay wages and allowance as per Minimum wages and further pay applicable Bonus, Gratuity and any other statutory charges applicable from time to time. I/We shall be fully responsible for any violation of any laws pertaining to this tender/bid such as the Contract labour Act, the Minimum Wages Act, the EPF Act, the ESI Act, the Payment of Bonus Act, etc. I / We shall indemnify and hold the Institute harmless from and against all claims, damages, losses and expenses (including legal costs) arising out of violation of, or resulting from an omission on my/our part to adhere to and abide by the relevant provisions of law and statutory requirements including omission to make any statutory contributions or payments. I/We shall indemnify and hold the Institute harmless from and against all claims, damages, losses and expenses (including legal costs) arising out of, or resulting from any claims made by my/our (Agency's) employees against the Institute including claims in respect of employment, payment of salary/allowances or any matter which pertains to the employment with or employment terms with me/us.
4. I/We do hereby undertake that the Housekeeping & Caretaking Services for Main Building, NIUS, Olympiad facilities & Two Hostel Buildings shall be ensured by me / our Agency, as well as any other assignment considered by the Institute administration. I / We undertake to perform all the duties/responsibilities that may be assigned by the Institute from time to time.

(Signature of the Bidder)

Name and Address of the Bidder.

Telephone No

PRICE BID

TENDER FOR COSMETIC STAFF

RATES FOR COSMETIC STAFF AS PER MINIMUM WAGES RATES OF GOVERNMENT

Sl. No.	Particulars	Cosmetic Staff	Supervisor	Caretaker
1.	Wages (Should not be less than that notified by Appropriate Govt.)			
2.	Special DA/ VDA HRA Total – I			
3.	Employer Contribution of ESI			
4.	Employer Contribution of EPF			
5.	Bonus Any other charges (details to be provided)			
6.	Agency Charges			
7.	Total – II			
8.	GST			
9.	Grand Total			

**(Signature of the Bidder)
Name and Address of the Bidder.**

ANNEXURE – VIII

PRE-RECEIPT

Received Rs. _____ (rupees _____ only) towards refund of earnest money vide
Ch. No. _____ dated _____ in respect of tender security
services published in _____ newspaper dated _____.

(Signature of the Bidder)
With stamp.

Revenue

Stamp



HOMI BHABHA CENTRE FOR SCIENCE EDUCATION
(Tata Institute of Fundamental Research)
(PURCHASE SECTION)

General Terms and Conditions

1. **PART “A” (Technical Bid) consisting of Technical Bid & Commercial Terms and PART “B” (Financial Bid) consisting of only Price** shall be submitted in **separate** sealed envelopes duly super scribed with the tender enquiry number, and the due date in bold letters, addressed to the Head Administration, Homi Bhabha Centre for Science Education. The envelopes should be clearly marked on top as either PART “A” or PART “B”. The two sealed covers should be further put in a master cover super scribed with the Tender Enquiry No., Due Date in bold letters, addressed to the Head Administration, Homi Bhabha Centre for Science Education, TIFR, Near Anushaktinagar Bus Depot, Mankhurd, Mumbai 400 088. The sealed master envelop has to be delivered by hand/courier at the security Gate Officer of HBCSE on or before 1400 hrs on the due date specified. The technical bid will be opened in the presence of attending tenderers at 1500 hrs on the due date at Purchase Section, HBCSE Mumbai. Tenders submitted after 1400 hrs. on due date will not be considered
2. **In case the PART ‘A’ and Part ‘B’ bids are not sealed in separate envelopes the tender will be rejected.**
3. **The technical bid should not contain any indication of the price.**
4. After scrutiny of Technical Bids, Financial bids of only those bidders who are shortlisted on technical basis will be opened on later date. The opening date, time and venue will be intimated to the technically successful bidders.
5. After downloading the documents , Bidders shall provide their company / firm / proprietorship details such as name, address, telephone nos., contact person and email address etc. by email to us.(purchase@hbcse.tifr.res.in) to enable us to inform prospective bidder for any corrigendum/changes if any; in the Tender document before due date.
6. Quotations must be valid for a period of 90 days from the due date.
7. Tenders containing correction, overwriting will not be considered. Late or delayed/Unsolicited quotations/offers shall not be considered at all. These will be returned to the firms as it is. Post tender revisions/corrections shall also not be considered.
8. Tenderer should sign on all the pages of the technical bid and the price bid.
9. In case of any interpretational issues in this tender, the interpretational decision of the HBCSE shall be Final binding on the bidder.
10. HBCSE reserve the right to ask for or to provide any clarification, changes after the release of this tender.
11. HBCSE reserve the right to cancel the tender even after the receipt of tender, and in such case the EMD would be refunded without any interest to the bidding parties.

12. Tenders who do not comply with any of the conditions are liable to be rejected.
13. The Institute shall be under no obligation to accept the lowest or any other tender received in response to this tender notice and shall be entitled to reject any tender without assigning any reason whatsoever.
14. HBCSE reserves the right to place the order for part/reduced quantity than what is specified in the tender.
15. The Micro & Small Enterprises (MSE) registered with National Small Industries Corporation (NSIC) are eligible for the following benefits:
 - (a) Issue of tender document free of cost.
 - (b) Exemption from payment of Earnest Money Deposit.
 - (c) Price preference upto 15% over the quotation of large scale units.

Head Administration
HBCSE, Mumbai.