



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2023/B/3663517  
Dated/दिनांक : 07-07-2023

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	17-07-2023 19:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	17-07-2023 19:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	30 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Statistics And Programme Implementation
Department Name/विभाग का नाम	Na
Organisation Name/संगठन का नाम	N/a
Office Name/कार्यालय का नाम	Indian Statistical Institute Kolkata
Item Category/मद केटेगरी	Hiring of Sanitation Service - Labourer; 6; All Areas; All Areas; Daily; 2 , Hiring of Sanitation Service - Facility Manager; 6; All Areas; All Areas; Daily; 2
Contract Period/अनुबंध अवधि	1 Year(s) 1 Day(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	1000 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No

**Bid Details/बिड विवरण**

<b>Type of Bid/बिड का प्रकार</b>	Two Packet Bid
<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	2 Days
<b>Estimated Bid Value/अनुमानित बिड मूल्य</b>	31284346.032
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation

**EMD Detail/ईएमडी विवरण**

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	1000000

**ePBG Detail/ईपीबीजी विवरण**

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	10.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	14

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

**Beneficiary/लाभार्थी :**

Chief Executive  
Indian Statistical Institute, 203, B T Road, Kolkata-700108  
(Admin And Finance)

**Splitting/विभाजन**

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

**MII Compliance/एमआईआई अनुपालन**

MII Compliance/एमआईआई अनुपालन	Yes
-------------------------------	-----

**MSE Purchase Preference/एमएसई खरीद वरीयता**

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
---	-----

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
5. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**Additional Scope of Work and Size of Areas to be Serviced:**[1688735754.pdf](#)

**Additional Machinery and Cleaning Agent Requirements (If any on a Monthly Basis):**[1688735759.pdf](#)

**This Bid is based on Least Cost Method Based Evaluation (LCS). The technical qualification parameters are:-**

Parameter Name	Max Marks	Min Marks	Evaluation Document	Seller Document Required
Firm's existence as per tender clause 6.1(a)	20	5	<a href="#">View file</a>	Yes
Average annual turnover of the previous three financial years (2019-20, 2020-21, 2021-22) as per tender clause 6.1(d)	20	5	<a href="#">View file</a>	Yes
Number of years' experience in Providing housekeeping services as per tender clause 6.1 (e)	20	5	<a href="#">View file</a>	Yes
Operational Housekeeping Contracts in Kolkata	20	5	<a href="#">View file</a>	Yes
Feedback of satisfactory performance from the Operational Contracts	20	5	<a href="#">View file</a>	Yes

Total Minimum Passing Technical Marks: 70

### **Hiring Of Sanitation Service - Labourer; 6; All Areas; All Areas; Daily; 2 ( 88 )**

#### **Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Category of Resource	Labourer
Number Of Working Days in Week	6
Type of Area	All Areas
Area Inclusions	All Areas
Cleaning Cycle	Daily
Cleaning Frequency	2
Cost of consumables/Equipments	Only consumables to be provided by buyer
Machinery and Cleaning Agents	Pre Defined List
<b>Addon(s)/एडऑन</b>	
Garbage Lifting and Disposal (Per Ton Cost)	No

#### **Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources	Additional Requirement/अतिरिक्त आवश्यकता
1	Subhasish Basu	700108, Indian Statistical Institute Kolkata 203 B T Road, Kolkata - 700108	88	<ul style="list-style-type: none"> <li>Minimum Wage Per Month Per Resource (Including ESI, PF, ELDI, PF Admin Charge, and relieving charges if applicable) in INR exclusive of GST : 23302</li> </ul>

### Hiring Of Sanitation Service - Facility Manager; 6; All Areas; All Areas; Daily; 2 ( 3 )

#### Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
<b>Core</b>	
Category of Resource	Facility Manager
Number Of Working Days in Week	6
Type of Area	All Areas
Area Inclusions	All Areas
Cleaning Cycle	Daily
Cleaning Frequency	2
Cost of consumables/Equipments	Only consumables to be provided by buyer
Machinery and Cleaning Agents	Pre Defined List
<b>Addon(s)/एडऑन</b>	
Garbage Lifting and Disposal (Per Ton Cost)	No

#### Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

#### Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources	Additional Requirement/अतिरिक्त आवश्यकता
----------------	---	-------------	---------------------	--

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources	Additional Requirement/अतिरिक्त आवश्यकता
1	Subhasish Basu	700108,Indian Statistical Institute Kolkata 203 B T Road, Kolkata - 700108	3	<ul style="list-style-type: none"> <li>Minimum Wage Per Month Per Resource (Including ESI,PF,ELDI, PF Admin Charge, and relieving charges if applicable) in INR exclusive of GST : 25623</li> </ul>

## Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

### 1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

### 2. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

Indian Statistical Institute  
payable at  
Kolkata

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

### 3. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

**INDIAN STATISTICAL INSTITUTE 2  
03 BARRACKPORE TRUNK ROAD  
KOLKATA 700108**

## 1. INTRODUCTION

The Headquarters of ISI is located in Kolkata and additionally, there are four centres located in Delhi, Bangalore, Chennai and Tezpur.

The Institute is looking for a reputed agency with sound technical and financial capabilities, for providing **Housekeeping Services** to its premises at Kolkata for a period of one year. However, the contract will

be reviewed on yearly basis and extended up to **two years subject to the satisfactory performance of the contractor and on the mutual consent of both the parties.**

Interested agencies are advised to study the Notice Inviting Tender (NIT) carefully and to visit the Campus of the Institute at Kolkata to familiarize themselves with various elements with quality levels of services that are required to be rendered. It would be deemed that the agency has studied the NIT with full understanding of its implications and requirements of the Institute before filling the tender.

Bids (technical and financial) must be uploaded to the **Government e Marketplace (GeM) Portal** within the due date mentioned in this document. Bids received after the due date will not be considered for this tendering process.

The Institute reserves the right to accept or reject any or all the offers without assigning any reasons, whatsoever. Any legal disputes relating to this tender is subject to jurisdiction of Calcutta High Court only.

**Disclaimer:** *This Tender is not an offer by the Indian Statistical Institute but an invitation to receive offers from agencies. No contractual obligation whatsoever shall arise from the tender process unless and until a formal contract is signed and executed by competent authority of the Indian Statistical Institute with the selected agency.*

## 2. FACT SHEET

Sl. No.	Particulars	Details
2	Objective	To find a reputed Service Provider for <b>Housekeeping Services</b> to the Premises at ISI Kolkata
3	Estimated Requirement of Housekeeping Personnel	Maximum Number = 91 (Unskilled- 88, Semiskilled- 03)
4	Estimated Tender Value (Estimated Annual Cost)	₹ 31284346/-
5	Tendering Platform	<b>GeM</b>
6	Earnest Money Deposit (EMD)	₹ 10,00,000/- (Rupees Ten Lakh only) through NEFT/ RTGS
7	Security Deposit	10% of Value of Contract in the form of Bank Guarantee issued by a commercial bank, valid for 14 Months
8	Nodal Officer for Correspondence and Clarification regarding NIT	Convener, Housekeeping Tender Committee e-mail: estate@isical.ac.in Phone : 8240385037/ 8617288462

## 3. ABOUT ISI KOLKATA CAMPUS

ISI Kolkata (Headquarters) Campus comprises of a number of academic & administrative buildings, one guest house, one canteen building, five student hostels and a few staff quarters distributed in 202, 203, 204, 205, 206 B. T. Road, 169 G.L.T. Road (Deluxe Garden) and Gooptu Niwas (R. C. Bose Centre for Cryptology & Security). Note that 202-204 B.T. Road and Gooptu Niwas are primarily academic campus whereas 205-206 B. T. Road and 169 GLT Road are primarily residential campus. A brief description of the campus is furnished below.

### 3.1. Academic & Administrative Buildings

<b>203-204 B. T. Road Campus</b>				
<b>Sl. No.</b>	<b>Name of the Buildings</b>	<b>No. of Floors</b>	<b>Covered Area</b>	<b>Floor Area</b>
1	R. A. Fisher Bhavan	07	61,432 sft.	57,285 sft.
2	S. N. Bose Bhavan	10	1,81,479 sft.	1,54,257 sft.
3	Kolmogorov Bhavan	08	34,000 sft.	28,900 sft.
4	Platinum Jubilee Building	08	50,750 sft.	50,000 sft.
5	P. N. Haskar Bhavan	04	36,022 sft.	30,619 sft.
6	Rani Bhavan (Canteen)	03	21,750 sft.	18,487 sft.
7	E. M.U & E.M.L. Shed	01	8,000 sft.	6,400 sft.
8	EPABX Building + HT Room	01	2,755 sft.	2,204 sft.
9	Transport Unit	01	3,800 sft.	3,040 sft.
10	Amrapalli (PCM Museum)	02	15,000 sft.	12,000 sft.
11	ISIWO Office	01	1,500 sft.	1,200 sft.
<b>202 B. T. Road Campus</b>				
1	C. D. Deshmukh Bhavan	06	52,165 sft.	41,730 sft.
2	Flume Laboratory	01	2,000 sft.	1,600 sft.
<b>205 B. T. Road Campus</b>				
1	Guest House	03	22,856 sft.	19,420 sft.
2	Medical Welfare Unit	01	6,050 sft.	4,800 sft.
<b>Gooptu Niwas Campus</b>				
1	RCBCCS Academic Bhavan*	08	87,188 sft.	69,750 sft.

\*: under construction

### 3.2. Student Hostels



<b>206 B.T. Road Campus</b>				
<b>Sl. No.</b>	<b>Name of the Buildings</b>	<b>No. of Floors</b>	<b>Covered Area</b>	<b>Floor Area</b>
1	Neils Bohr Hall	04	33,923 sft.	28,834 sft.
2	Meghnad Saha Hall	03	32,084 sft.	27,271 sft.
3	C. V. Raman Hall	04	57,607 sft.	48,626 sft.
4	I. J. Curie Hall	04	21,634 sft.	18,389 sft.
<b>Goptu Niwas Campus</b>				
1	RCBCCS Hostel	08	46,462 sft.	37,170 sft.

### 3.3. Staff Quarters

<b>205 B. T. Road Campus</b>				
<b>Sl. No.</b>	<b>Name of the Buildings</b>	<b>No. of Floors</b>	<b>Covered Area</b>	<b>Floor Area</b>
1	B-5	4	8,495 sft.	6,796 sft.
2	B- 6	4	8,495 sft.	6,796 sft.
3	A-1	4	11,982 sft.	9,586 sft.
<b>169 G. L. T Road (Deluxe Garden) Campus</b>				
1	Block A	4	7,360 sft.	5,888 sft.
2	Block B	4	7,360 sft.	5,888 sft.
3	Block C	4	7,360 sft.	5,888 sft.
4	Block D	4	7,360 sft.	5,888 sft.
5	Block E	4	7,005 sft.	5,604 sft.
6	Block F	4	7,005 sft.	5,604 sft.
7	Block G	4	7,336 sft.	5,869 sft.
<b>Goptu Niwas Campus</b>				
1	Faculty Quarter*	11	53,477 sft.	42,782 sft.
2	Staff Quarter*	05	12,309 sft.	9,847 sft.

\*: under construction

### 3.4. Security cum Reception Rooms

<b>Sl. No.</b>	<b>Location</b>	<b>Covered Area</b>
----------------	-----------------	---------------------

1	203 B. T. Road Gate	820 sft.
2	204 B. T. Road Gate	76 sft.
3	205 B. T. Road Gate	140 sft.
4	G.L.T. Road Gate	74 sft.
5	169 G. L. T Road (Deluxe Garden) Gate	74 sft.

### 3.5. Electric Substations

Sl. No.	Location	Covered Area
1	203 B. T. Road	1,465 sft.
2	202 B. T. Road (N)	2,600 sft.
3	205 B. T. Road	754 sft.

## 4. SCOPE OF WORK

The Institute intends to enter a Service Level Agreement (“SLA” or “Agreement”) with a reputed licensed agency (Human Resource Outsourcing Service Provider) having appropriate credentials for providing sweeping and cleaning services in the Headquarters of the Institute at Kolkata. The Service Provider would provide the required personnel and equipment as per the requirements of the Institute.

The agreement will initially for a period of one year from the date of signing the contract. However, the contract will be reviewed on yearly basis and extended annually up to three years’ subject to the satisfactory performance of the agency and on the mutual consent of both the parties.

### 4.1. Area of Work

All covered and open area within the boundaries of the Headquarters of the Institute at Kolkata (as mentioned in section 3) will be the scope of housekeeping services to be provided by the service provider. The objective of the agreement is to provide a high level of a clean, hygienic and presentable look of the campus. A broad description of the required housekeeping services is now furnished.

Office Area		
Sl. No.	Nature of Work	Frequency
1	<b>Cleaning of floor:</b> (a) By sweeping with light broom or by machine followed by wet mopping with water mixed with floor cleaner cum disinfectant by wiper of suitable size (b) Area not accessible manually are to be cleaned with vacuum cleaner	Daily (by 11:00 AM)  Once in a week
2	<b>Cleaning of curtains, doors and windows</b> by feather duster followed by vacuum cleaner	Once in a week
3	<b>Cleaning of door mat and waste paper basket</b>	Daily

4	<b>Cleaning of wash basin, sinks, taps, mirror, soap tray</b> etc. by soft and mild detergent	Daily
5	<b>Cleaning of wall ceiling</b> by light broom/ brush of suitable size followed by mopping with dry soft cloth	Once in a month
6	<b>Cleaning of fans, light fittings</b> by mopping with soft dry cloth	Once in a month
<b>Stairs &amp; Corridors</b>		
1	<b>Cleaning of floor:</b> (a) By sweeping with light broom or by machine followed by wet mopping with water mixed with floor cleaner cum disinfectant by wiper of suitable size (b) Cleaning with mild detergent (c) Polishing and cleaning with mild detergent using floor mounted and hand held floor polishing machine	Twice in a day  Once in a week Once in a month
2	<b>Cleaning of wall, ceiling, door and window, light fittings</b> by light broom/brush etc. followed by mopping with dry soft cloth.	Once in a week
3	<b>Cleaning of side railing</b> by light broom/brush etc. followed by mopping with dry soft cloth	Daily

<b>Bathrooms &amp; Toilets</b>		
Sl. No.	Nature of Work	Frequency
1	<b>Cleaning of floor:</b> By sweeping with light broom or by machine followed by wet mopping with water mixed with floor cleaner cum disinfectant in sufficient quantities	Twice a day
2	<b>Cleaning of urinal pots, wash basin &amp; counter</b> by hand held brush using soft and mild detergent	Twice a day
3	<b>Cleaning of WC's seats &amp; flushing cistern</b> by hand held brush using soft and mild detergent	Twice a day
4	<b>Cleaning of WC's</b> by hand held brush using toilet cleaner	Once in a week
5	<b>Refilling of hand wash/ sanitizer</b>	Twice a day
<b>Lifts</b>		
1	(a) <b>Cleaning of floor:</b> By sweeping with light broom or by machine followed by wet mopping with water mixed with floor cleaner cum disinfectant	Daily
	(b) <b>Cleaning walls and ceiling</b> with light fittings by wiping and polishing with soft cloth with powdered French chalk	Once in a week
	(c) <b>Polishing of walls and ceiling</b> by waxpol and dry soft cloth	Once in a week

<b>Guest House and Canteen</b>		
1	<b>Cleaning of floor:-</b> (a) Sweeping by light broom or by machine followed by wet mopping with water mixed with floor cleaner cum disinfectant (b) Cleaning with mild detergents (c) Polishing and cleaning with mild detergent using floor mounted and hand held floor polishing machine	Twice a day (morning and post lunch)  Once in a week  Once in a month
2	<b>Cleaning of wall ceiling, door and window, light fitting</b> by light broom/ brush etc. followed by mopping with dry and soft cloth	Once in a week
3	<b>Cleaning of side railings</b> by light broom/ brush etc. followed by mopping with dry soft cloth	Twice a day (morning and post lunch)
4	<b>Cleaning of all service containers, kitchen counters, kitchen counters top and side walls</b> by mopping with wet soft cloth followed by drying with soft cloth.	Twice a day (morning and post lunch)
<b>Common Area of Quarters</b>		
1	<b>Cleaning of</b> Staircases & Common Passages	Daily
2	<b>Cleaning of</b> Chajjas and Terraces	Twice in a month
<b>Roads, Open Areas &amp; Drains</b>		
1	<b>Sweeping and cleaning of all roads, open areas</b> including lawns, green areas, play grounds, parks inside campus	Daily
2	<b>Sweeping and cleaning of all surface drains, pits</b> etc. inside campus and spreading of disinfectant like Bleaching powder etc.	Twice in a week
3	<b>Cleaning of all sewage pipelines, pits</b> etc. inside campus and spreading of disinfectants like Bleaching powder etc. by poking with rod, bamboo stick etc.	Once in 3 months and as and when required (in case of clogging or blocking etc.)

<b>Roof Surfaces, Chajjas, Terraces etc.</b>		
1	<b>Sweeping of all roof surfaces</b> to keep free from garbage, waste, dust, dry leaves, branches, vegetation etc. in order to ensure effective roof drainage	Once in a week
2	<b>Sweeping of all Chajjas and Terraces</b> to keep free of unwanted vegetation, dry leaves or any other foreign substances	Twice in a month
<b>Subways</b>		
1	<b>Cleaning of</b> 202 Subway	Daily
2	<b>Cleaning of</b> 204 Subway	Daily

<b>Security cum Reception Rooms</b>		
1	<b>Cleaning of floor</b> by sweeping with light broom followed by wet mopping with water mixed with floor cleaner cum disinfectant in sufficient quantities by wiper of suitable size	Daily
<b>Electric Substations</b>		
1	<b>Cleaning under the supervision of Electrical Maintenance Unit</b>	Once in 3 months and as and when required

## PONDS

<b>1</b>	<b>Cleaning of Ponds in 202, 203, 204, 205 &amp; 206 of ISI Campus (Removal of Weeds and Plants)</b>	<b>Twice a year</b>
----------	--	---------------------

## TREES

1	Cutting of Trees & branches obstructing the open areas	Twice a year
2	Removal of Shrubs & Plants from the rooftop, walls & building basements	Monthly basis
3	Removal of Honey comb on the Tree trunk if harming inhabitants.	Once in a year

### 4.2. Housekeeping Equipment

- All housekeeping equipment and tools with their accessories pertaining to housekeeping services will have to be provided by the service provider.
- The Institute will not pay the cost with regard to equipments and their operational charges (including refills, fuels etc.) i.e., the Institute will pay only the management fee with regard to housekeeping services.
- Following housekeeping equipments and tools are minimum and mandatory to be provided to the housekeeping personnel by the service provider, and those are to be maintained (in good condition) in the Institute at all times during the contract period. A record of all these items should be kept by the supervisors of the service provider. All these equipments may be inspected by designated official of the Institute at any time.

<b>List of Essential Equipments and Tools</b>		
<b>Sl. No</b>	<b>Particulars</b>	<b>Minimum No. of Machine Required</b>
1	Grass/Brush Cutter (Honda)	4

2	Lawn Mower (Honda)	2
3	Vacuum Cleaner (wet & Dry)	4
4	Floor Scrubbing Machine	4
5	Scythe/sickle	60
6	Shovel	5
7	Upholstery Vacuum Cleaner	1
8	Drainage Chock Remover	2
9	Spade	5
10	Axe & Tree Cutter	2
11	Iron feck hoe	6
12	Rake	20
13	Crocodile steel hoe head	10

### 4.3. Housekeeping Monitoring and Control

- **Toilet Checklist** (monthly basis) is to be attached on the back of each of the toilet door. It is to be filled up by the housekeeping personnel each time after completing service.
- **Complaints Report:** There must have an email account to receive suggestions and complaints related to services or deployed personnel from the employees of the Institute. The supervisors need to reply back mentioning actions taken by the service provider to the complainer in consultation with the service provider and the designated officer of the Institute.
- **Important: Every Care has been taken to cover all scopes, aspects, areas requiring housekeeping services. However, these are not exhaustive and if deemed fit, Institute may add additional scope of work, for which no additional payment on any account will be made.**

### 4.4. Manpower Requirements

Campus	Unskilled	Semi-Skilled	TOTAL
202-204 B. T. Road + Deluxe Garden	54	01	<b>55</b>
205-206 B. T. Road	27	01	<b>28</b>
Goptu Niwas*	4	01	<b>05</b>
Miscellaneous Services	03	00	<b>03</b>
<b>TOTAL</b>	<b>88</b>	<b>03</b>	<b>91</b>

\*: This campus is now under construction. Hence, actual manpower requirements may be less initially. If situation demands, the no of manpower may be increased or decreased to the extent of 25% of the estimated no. of manpower proposed in the bid document.

#### 4.5. Estimated Staff Salary (in ₹)

Particulars	Unskilled	Semi-Skilled
Basic (per day)	523.00	579.00
VDA	213.00	237.00
Total (per day)	736.00	816.00
Monthly Salary (26 days*)	19136.00	21216.00
Bonus (8.33% of monthly salary)	1594.03	1767.29
ESI (Employer Contribution: 3.25%)	621.92	689.52
EPF on Rs 15000/- (12% is the rate & 1% as Admin Charges)	1950.00	1950.00
<b>Total Cost to Agency for each staff</b>	<b>23301.95</b>	<b>25622.81</b>

ESI (Employee Deduction- 0.75%)

\*: maximum 6 days in a week

**Note-1:** The above calculations are based on present Minimum Wages rates of Government of India. The values will be changed with the amendment of Minimum Wages Act & Bonus Act by the Government of India.

**Note-2:** A deployed personnel is to be paid following "No Work No Pay" scheme, i.e., the amount of monthly salary will be decided depending on the number of days worked in a month and following the guidelines of the above table.

#### 5. EARNEST MONEY DEPOSIT (EMD)

a) The bidders need to submit **EMD of ₹10,00,000 (Rupees Ten Lakh only)** through NEFT or RTGS or Bank Transfer at the following account along with their bids, and transaction details are to be furnished as per Annexure-I.

Beneficiary : **Indian Statistical Institute**  
Account No. : **20571463899**  
Bank : **Indian Bank**  
Branch : **Dunlop Bridge**  
IFSC Code : **IDIB000D682**

b) As per clause 4, Section xiii, Sub-section 'm' of GeM GTC, vendors are exempted from submission of EMD. However, they have to enclose valid self-attested certificate(s) along with the tender to this effect.

c) EMD of all unsuccessful bidders (if any) will be returned after finalization of the tender. EMD of the successful bidder will be returned only after receipt of Security Deposit towards Performance Bank Guarantee as per clause no. 12.

d) The amount of EMD (if any) is liable to be forfeited, if the tenderer withdraws from the off

er after submission of the tender or after the acceptance of the offer and fails to remit the Performance Security Deposit.

e) No interest will be paid on the EMD (if any).

## 6. ELIGIBILITY CRITERIA

### 6.1. Technical Criteria

Bidders have to comply all the following eligibility and technical requirements and they have to submit the required supporting documents along with their bids. No deviations are acceptable. The detailed format is attached at Annexure-VI. The bidder is to complete the same in all respect and submit accordingly.

- a) The bidder must have been registered on or before March 31, 2018 in the similar line of business. *A copy of incorporation/ establishment certificate is to be submitted.*
- b) The bidder must have a full-fledged service office at Kolkata or its adjacent areas (in Howrah, Hooghly and in North 24 Parganas and South 24 Parganas districts). *A copy of the address proof is to be submitted.*
- c) The Bidder should be neither blacklisted by any Government Dept., nor is any criminal case registered/ pending against the bidder or its owner/ partners anywhere in India. *A duly completed notarized certificate to this effect is to be submitted as per Annexure-II.*
- d) The average annual turnover of the previous three financial years (2019-20, 2020-21 & 2021-22) should **be at least ₹10.00 Crore. Duly completed Annexure-III along with copies of duly signed profit & loss accounts and audited balance sheets are to be submitted.**
- e) The bidder should have experience of successfully completed housekeeping contracts during the last seven years in PSU/ Government Bodies/ Autonomous Bodies/ Multi National Company/ University/ Board/ Academic Institutions as follows:-
  - three similar contracts valuing not less than ₹1.0 Crore per annum; OR
  - two similar contracts valuing not less than ₹1.5 Crore per annum; OR
  - One similar contract valuing not less than ₹3.0 Crore per annum.

*Duly completed Annexure-IV along with copies of work orders and work completion certificates issued by the clients are to be submitted. The work completion certificate should mention the details of work executed, the value of work done, the date of commencement and date of completion of the work.*

- f) **The bidder should have at least three numbers currently running contract of housekeeping work out of which at least one contract should be in Kolkata or its adjacent areas (in Howrah, Hooghly and in North 24 Parganas and South 24 Parganas, Nadia districts) (Duly completed Annexure-V along with copies of work orders and work completion certificates issued by the clients are to be attached.)**
- g) The bidder must produce minimum 2 no of satisfactory feedback of the Operational Contracts from the Principal Employer as per Annexure- VIII.
- h) The bidder must participate as a single entity. No consortium or group of companies will be allowed. Any deviation from this will be considered as a breach of contract and ISI will have non- negotiable liberty to take necessary action against such activities.
- i) The bidder, if selected, shall be single point of contact with ISI and shall be solely responsible for the execution and delivery of the work.
- j) The bidder should have all relevant facilities and logistics available to execute the work.
- k) Any revelation at a later date regarding suppression of facts will be considered to be a breach of contract and the Institute will have full liberty to take appropriate action against the bidder concerned.

### 6.2. Technical Documents



### 6.2.1. Statutory Documents

Following documents are to be provided.

- a) Firm Incorporation/Establishment Certificate
- b) PAN details
- c) GSTIN
- d) EPF Registration
- e) ESI Registration
- f) Labour License
- g) Address Proof of Bidder's Office in **Kolkata** or its adjacent areas (in Howrah, Hooghly and in North 24 Parganas and South 24 Parganas districts).

### 6.2.2. Non-Statutory Documents

- a) Duly completed Annexure-I (Self-declaration for acceptance of all terms & conditions of tender documents)
- b) A duly completed Annexure-II (notarized certificate stating neither blacklisted nor having any criminal case registered/ pending against the bidder)
- c) A duly completed Annexure-III (annual turnover details) along with supporting documents
- d) A duly completed Annexure-IV (experience details) along with supporting documents
- e) A duly completed Annexure-V (running contact details) along with supporting documents

**N.B.: If there is any deficiency in the Statutory or Non-statutory documents, the tender may be summarily rejected. During evaluation, the committee may summon bidders and seek clarification/information or additional documents or original hard copy of any of the documents already submitted. If these are not produced within the stipulated time frame, the bid may be liable for rejection.**

## 7. EVALUATION OF BID

The service provider would be selected on the basis of ranking and evaluation of Technical and Financial Bids by a Committee, and Committee's decision would be final. The Committee will decide on the parameters to be used for determining the suitability and adequacy of the bids.

**The process of selection of the successful bidder would be determined as under:-**

### 7.1. Stage - 1: Verification of Technical Eligibility (as per clause 6.1)

**Only those bidders who satisfy the required technical criteria would be considered eligible for Stage - 2.**

### 7.2. Stage - 2: Technical Criteria Evaluation (as per clauses 6.2.1 & 6.2.2)

Following parameters **carrying 100** marks will be used to evaluate the Bidder's technical credentials.

Sl. No.	Particular	Marks Breakup		Allocation of Marks		
				Min.	Max.	Actual
1.	Firm's existence as per tender clause 6.1(a)	5 to 7 Years	5	5	20	
		> 7 to 10 Years	10			
		> 10 Years	20			
2.	Average annual turnover of the previous three financial years (2019-20, 2020-21, 2021-22) as per tender clause 6.1(d)	10.00 to 15.00 Crore	2	2	20	
		> 15.00 to 25.00 Crore	5			
		> 25.00-50 Crore	10			
		>50.00 crore	20			
3.	Number of years' experience in Providing housekeeping services as per tender clause 6.1 (e)	5 to 7 Years	5	5	20	
		> 7 to 10 Years	10			
		> 10 Years	20			
4.	Operational Housekeeping Contracts in Kolkata	1 to 3 Contracts	5	5	20	
		4 to 6 Contracts	10			
		> 6 Contracts	20			
5.	Feedback of satisfactory performance from the Operational Contracts	2 to 5 Feedbacks	5	5	20	
		6 to 10 Feedbacks	10			
		> 10 Feedbacks	20			
	<b>Total Marks of Stage -2 Evaluation</b>	<b>Maximum Marks Qualifying Marks</b>	<b>100</b>			
			<b>70</b>			

Note: Feedback of satisfactory performance regarding the services of the bidder as per the Annexure- VIII must be obtained from the Principal Employer Operational Contracts and uploaded with the bid for technical evaluation.

## 8. TERMS AND CONDITIONS

### 8.1. Termination for Insolvency

- a) The Institute may at any time terminate the Contract by giving a written notice to the awarding firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.
- b) The courts of Kolkata alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this purchase. It is specifically agreed that no court outside and other than Indore Court shall have jurisdiction in the matter.

### 8.2. Force Majeure

If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge the obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to, if any, or seven days, whichever is more, either party may at its option terminate the contract.

### **8.3. Arbitration and Jurisdiction**

- a) That in case of any dispute between party of first part and the party of other part arising out of or in relation to the agreement, the dispute shall be referred to arbitration of a sole arbitrator to be appointed by the Director, ISI. The award of the said arbitrator shall be binding on both parties.
- b) The courts at Kolkata shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

### **8.4. Technical Terms and Conditions**

#### **i. The service provider shall maintain daily attendance which is to report to the designated official of the Institute on daily basis.**

- ii. The service provider shall follow all the rules and guidelines decided by the Institute authorities.
- iii. In case any person engaged by the service provider is found to be inefficient, quarrelsome, and infirm, found indulging in unlawful or illegal activities, the service provider will have to replace such person with a suitable substitute at the direction of the competent authority.
- iv. The Institute has no binding to provide any accommodation/ transportation to the personnel deployed by the service provider. No cooking/ lodging/ washing clothes by the housekeeping personnel will be allowed on the premises of the Institute at any time.
- v. It is the responsibility of the service provider to ensure that all the personnel deployed by the service provider shall be medically fit and their antecedent will be verified before the deployment in the Institute.
- vi. Deputed personnel cannot be changed without prior approval from the Institute. Similarly, if the performance of any service personnel is not found satisfactory, the Institute shall have the option to ask the service provider to change the concerned personnel.
- vii. The service provider shall be liable to comply with all the rules and regulations in respect of all statutory obligations applicable to the workmen including safety regulations.
- viii. The service provider is liable for the payment of all existing taxes of the Central or State Government or of any other authority with respect to the contract or services rendered pursuant thereto.
- ix. The service provider shall be responsible for proper maintenance of all registers, records and accounts so far as it relates to compliance of any statutory provisions/ obligations. The service provider shall be responsible for making the records pertaining to Payment of Wages Act and also for depositing the PF and ESI contributions, with the authorities concerned and shall produce related documents as and when required.
- x. The service provider shall be responsible and liable for all the claims of its employees.

- xi. The execution of cleaning of housekeeping will be with suitable and uniformed janitors with mechanized equipment and chemicals (to be provided by the Institute), wherever required.
- xii. The cleaning and housekeeping works are to be carried out as per highest norms/standards and in such manners that all premises always look neat and clean.
- xiii. It will be the sole responsibility of the service provider that the personnel engaged are trained and the Institute will not be liable for any mishap, directly or indirectly.
- xiv. All the consumables and disposables required for cleaning and housekeeping will be provided by the Agency as per Annexure-VIII
- xv. Mechanized equipments, wherever required, will be procured/ arranged and maintained by the service provider.
- xvi. Every employee so engaged by the service provider shall wear uniform, while on duty. The said uniform shall be provided by the service provider at his own cost. It will be mandatory by the service provider to provide winter uniforms /Rain coat ,shoes and accessories which is required for execution of their work.**
- xvii. The service provider shall engage the personnel whose age shall be between 18-50 years.
- xviii. The personnel engaged by the service provider shall be available all the time as per their duty roster and they shall not leave their place of duty without the prior permission of the designated officer of the Institute. Adequate supervision will be provided to ensure correct performance of the said sanitation services in accordance with the prevailing assignment instructions agreed upon between the two parties. In order to exercise effective control & supervision over the housekeeping personnel, the supervisory staff will move in their areas of responsibility.
- xix. The service provider shall be responsible to provide immediate replacement to take place of any staff engaged by him, who is not available for duty at the place of posting and such other additional staff as may be required for additional area for which prior information have been given.
- xx. The service provider shall be liable and responsible to provide all the benefit viz. Provident Fund, Bonus, to the personnel deployed by him. As far as EPF is concerned, it shall be the duty of the service provider to get PF code number allotted by RPF C against which the PF subscription, deducted from the payment of the personnel deployed and equal employer's amount of contribution should be deposited with the respective PF authorities within seven days of close of every month giving particulars of the personnel deployed for the housekeeping service, **the copy of submission/deposit receipt may be given to Estate Office as well.** In any eventuality, if the service provider failed to remit employee/ employer's contribution towards PF subscription etc. within the stipulated time, the Institute is entitled to recover the equal amount from any money due or accrue to the contractor under this agreement or any other contract and will be deposited with RPF C on behalf of the service provider.
- xxi. The Institute shall have the right to ask for the removal of any housekeeping personnel, who is not found to be competent and orderly in the discharge of his duty.
- xxii. The service provider shall not deploy any sub-contractor or transfer the contract to any other person in any manner.
- xxiii. The antecedents of staff deployed shall be got verified by the service provider from local police authority and an undertaking/ Police Verification Certificate in this regard to be submitted to the Institute.
- xxiv. The service provider will maintain a register on which day to day deployment of personnel will be entered. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, if any, should be produced.
- xxv. All liabilities arising out of accident or death while on duty shall be borne by the contractor and the Institute is not responsible in whatsoever matter .**
- xxvi. The service provider shall be responsible to maintain all property and equipment of the Institute entrusted to it. Any damage or loss caused due to willful act or negligence by service provider's persons to the Institute in whatever shape would be recovered from the service provider.

- xxvii. The service provider will not be held responsible for the damages/sabotage caused to the property of the Institute due to the riots/ mobs attack/armed dacoit activities or any other event of force majeure.
- xxviii. That in the event of any loss occasioned to the Institute, as a result of any lapse on the part of the service provider which will be established after an enquiry conducted by the Institute, the said loss can claim from the service provider up to the value of the loss. The decision of the Head of the Institute or his authorized representative will be final and binding on the service provider.
- xxix. The service provider shall abide by and comply with all the relevant laws and statutory requirements covered under various laws such as Labour Act, Minimum Wages Act, Contract Labour (Regulation and abolition) Act, EPF and various other Acts as applicable from time to time with regard to the personnel engaged by the contractor for the Institute.
- xxx. The Institute through its officers, reserves the right of altering the specifications of works of adding to or omitting any items of work or of having portions of the same carried out in the Institute by others and such alterations and variations shall not violate this contract.
- xxxi. The service provider shall indemnify and hold the Institute harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the service provider.
- xxxii. The service provider shall ensure that the employees deployed shall not take part in any staff union and association activities.
- xxxiii. The Institute shall not be under any obligation for providing employment to any of the housekeeping personnel during or after the expiry of the contract. The Institute does not recognize any employee-employer relationship with any of the housekeeping personnel. The housekeeping personnel will not be treated as employees of the Institute in any manner
- xxxiv. The service provider shall provide the copies of relevant records of all the services during the period of contract or otherwise even after the contract is over whenever required by the Institute.

## 8.5. Obligations of the Service Provider

- a) The service provider shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The service provider shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the Employer fully indemnified against liability of tax, interest, penalty etc. of the service provider in respect thereof, which may arise.
- b) The Institute will deduct Income Tax at source as per applicable Income Tax Act. From the contractor at the prevailing rates of such sum as income tax on the income comprised therein.
- c) The service provider is required to post his authorized representative at the site of the work who shall receive the instructions from the designated officer of the Institute from time to time. All such instructions received by the authorized representative on behalf of the service provider shall be deemed to have been received by the service provider within the scope of this work order.
- d) The service provider shall be personally responsible for the conduct of his staff and in case of any complaint against any of his staff; the service provider will be under an obligation to change the worker concerned when instructed by Institute. The service provider shall observe all the laws and will be responsible for any prosecution or liability arising from breach of any of those laws. The Institute will not have any responsibility with regard to housekeeping personnel whatsoever.
- e) The services of housekeeping personnel should be made available on six day week basis (excluding Sundays).
- f) Daily Attendance Registers will be maintained by the service provider at the designated office of the Institute to keep record of personnel on duty.
- h) The service provider shall provide following items to its service personnel from out of its maintenance fee:
- **Uniform** (two sets),
  - **Shoe** (one pair),
  - **Identity Cards**, and
  - **Safety items** like Mask, Gumboot, honey beehive Mask etc. whenever required.
  - All the consumables and disposables required for cleaning and housekeeping **are to be supplied by the Agency.**

- The housekeeping personnel deployed by the service provider shall maintain personal hygiene and wear prescribed uniform while on duty.

## 8.6. Dispute Resolution

- a) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Director of the Institute.
- b) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time. The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall 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. Arbitration proceedings will be held at Kolkata only.

## 8.7. Other Conditions

- a) In case the bidders/successful bidder(s) are found in breach of any condition(s) at any stage of the tender, Earnest Money/Performance Security shall be forfeited.
- b) The Institute reserves the right to accept or reject any or all the tenders in part or in full or may cancel the tender, without assigning any reason thereof.
- c) The Institute reserves the right to relax/ amend/ withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any inquiry after submission of the quotation will not be entertained.
- d) The Institute reserves the right to modify/change/delete/add any further terms and conditions prior to issue of purchase order.
- e) The Institute may issue amendment/corrigendum to tender documents before due date of submission of bid. Any amendment/corrigendum to the tender document if any, issued by the Institute will be posted on GeM Portal. For the bidders, submitting bids on downloaded tender document, it is 'bidders' responsibility to check for any amendment/ corrigendum on the website of the Institute or check for the same GeM Portal before submitting their duly completed bids.**

**SD/-**

*Chairman*  
Housekeeping Tender Committee Indian  
Statistical Institute  
203 B. T. Road  
Kolkata 700108.

e-mail: [estate@isical.ac.in](mailto:estate@isical.ac.in)

Phone : 033-2575-2401

**ANNEXURE - I**  
**UNDERTAKING**

To  
Date:  
The Chief Executive (Administration & Finance) In  
dian Statistical Institute

203 B. T. Road

Kolkata 700108.

Sir,

Ref : - Tender No. GeM/2023/B/3663517 dated 07<sup>th</sup> July, 2023  
(Notice Inviting Tender for Housekeeping Services in ISI Kolkata Campus)

1. I/we hereby submit our tender for Housekeeping Services in ISI Kolkata Campus along with other required documents.
2. I/we are enclosed herewith the following in favour of Indian Statistical Institute towards EMD.

Particular	Amount	Transaction No. & Date	Bank Name
EMD	₹ 10,00,000/-		

3. This is to certify that I/we before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
4. I/we shall provide trained housekeeping workers. Full manpower will be engaged on daily basis for the Services sought under this contract as per given schedule or as per instructions issued by Indian Statistical Institute.
5. I/we have made the site visit in order to evaluate their level of services to be rendered and quoted accordingly.
6. I/we agree that the payment will not be made for the work not carried out in any of the above areas.
7. I/we agree to pay minimum wages, bonus, EPF, ESI, and other statutory payments on or before 07<sup>th</sup> day of every month.
8. Substitute housekeeping personnel will be made available as and when required. Extra manpower if any called during conference/ meetings etc. will be provided on 24 hours' notice.
9. Two sets of uniforms, identity card and one pair of shoes will be issued to all the housekeeping personnel within 15 days of award of work and it will be replaced as and when required and all the expenditure will be borne by me/us.
10. I/we abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Bonus, PF, ESI, uniform and other allowance thereof and any other charges applicable from time to time. I/we will time and shall be fully responsible for any violation.

Thanking you

Yours faithfully,

(Authorized Signatory with Seal)

Name: Design  
ation: Contact  
No.:

**ANNEXURE - II**

**NOTARIZED AFFDAVIT on Judicial Stamp Paper of Rs 50/-**

Ref : - Tender No. GeM/2023/B/3663517 dated 07<sup>th</sup> July, 2023  
(Notice Inviting Tender for Housekeeping Services in ISI, Kolkata Campus)

I hereby certify that the our firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm shall be blacklisted.

Apart from the amount payable to us by the Principal Employer as per the contract value, which includes the labour payments, GST, service charge and any other statutory charge which is legally admissible under the contract, I/ we shall not claim any amount either from the Principal Employer or the workers deployed under the contract. I/ we shall neither charge any registration fee or any other undue amount from the said workers nor deduct any such amount from their wages besides the statutory payments deductible under the law. I/ we hereby undertake to transfer the monthly wages to the bank accounts of the said workers directly within the 7th of every month irrespective of whether the monthly bill has been released by the Principal Employer or not. I/ we also undertake to contribute timely to the PF and ESI accounts of the deployed workers and submit the challan on monthly basis to the Principal Employer. The Principal Employer should not be held responsible and shall remain indemnified by me from all future claims which may arise in the matter of labour payments and statutory claims in respect of the subject contract.

It is understood by me that in the event of failure on my part to abide by the above during the execution of the contract, the contract agreement will be terminated forthwith with forfeiture of security deposit and the Principal Employer will recover the money from the pending bills, if any. In addition, the Principal Employer will be free to initiate legal/ penal actions against me as deemed fit and proper under the circumstance."

Date:

Authorized Signature



Place:

Name: Design  
ation: Contact  
No.: Email:

Seal

**ANNEXURE - III**  
**ANNUAL TURNOVER D**  
**ETAILS**

Ref : - Tender No. GeM/2023/B/3663517 dated 07<sup>th</sup> July, 2023

(Notice Inviting Tender for Housekeeping Services in ISI Kolkata Campus)

<b>Bidder's Annual Turnover for last three Financial Years</b>		
<b>Sl. No.</b>	<b>Financial Year</b>	<b>Turnover in ₹</b>
1	2021-22	
2	2020-21	
3	2019-20	

**Note: Supporting documents (copies of duly signed profit & loss accounts and audited balance sheet)**

**are to be attached along with the Annexure-IV.**

Date:

Authorized Signatory

Seal

Name: Design  
ation: Contact  
No.:  
Email:

Place:

**ANNEXURE - IV**  
**EXPERIENCE DETAILS**

Ref: - Tender No. GeM/2023/B/3663517 dated 07<sup>th</sup> July, 2023  
(Notice Inviting Tender for Housekeeping Services in ISI Kolkata, Campus)

<b>List of Completed Housekeeping Service Contracts</b>					
Sl. No.	Name of the Client with contact details	Order No . & Date	Duratio n		Contra ct Val ue
			From	To	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**Note: Supporting documents (work order and work completion certificate issued by the clients) are to be attached along with the Annexure-III.**

Date:

Authorized Signatory

Name: Designation:  
Contact No.:

Seal

Email:

Place:

**ANNEXURE - V**  
**RUNNING CONTRACT DETAILS**

Ref : - Tender No. GeM/2023/B/3663517 dated 07<sup>th</sup> July, 2023

(Notice Inviting Tender for Housekeeping Services in ISI Kolkata Campus)

Sl. No.	Name of the Client with Contact Details	Order No. & Date	Contract Value
1			
2			
3			
4			

5			
6			
7			
8			
9			
10			

**Note: Supporting documents (work order issued by the clients and performance certificate from clients) are to be attached along with the Annexure-V.**

Date:

Authorized Signatory

Name: Designation: Contact No.:

Seal

Place:

Email:

**ANNEXURE - VI  
ELIGIBILITY AND TECHNICAL COMPLIANCE SHEET**

Ref : - Tender No. GeM/2023/B/3663517 dated 07<sup>th</sup> July, 2023  
(Notice Inviting Tender for Housekeeping Services in ISI Kolkata Campus)

Sl. No.	Particulars	Compliance by the Bidder (Yes / No.)
1	Scope of Work as per tender clause no. 4	
2	EMD as per tender clause no. 5	
3	Incorporation/Establishment Certificate as per tender clause no. 6.2.1(a)	
4	PAN Card as per clause no. 6.2.1(b)	

5	GST Registration Certificate as per clause no. 6.2.1(c)	
6	EPF Registration as per tender clause no. 6.2.1(d)	
7	ESI Registration as per tender clause no. 6.2.1(e)	
8	Labour License as per tender clause no. 6.2.1(f)	
9	Address Proof of Kolkata Office as per clause no. 6.2.1(g)	
10	Undertaking as per tender clause no. 6.2.2(a) [Annexure-I]	
11	Certificate as per tender clause no. 6.2.2(b) [Annexure-II]	
12	Annual Turnover details as per tender clause no. 6.2.2(c) [Annexure-III]	
13	Signed Profit & Loss Accounts and Audited Balance Sheets of previous three years as supporting documents of Annexure-III	
14	Experience details as per tender clause no. 6.2.2(d) [Annexure-IV]	
15	Work Orders and Work Completion Certificates as supporting documents of Annexure-IV	
16	Running Contract as per clause no. 6.2.2(e) [Annexure-V]	
17	Work Orders and Performance Certificates as supporting documents of Annexure-V	

Date:

Authorized Signatory

Name: Designation: Contact No.:

Seal

Place:

Email:

**ANNEXURE - VII**  
**COMPANY PROFILE**

Ref : - Tender No. GeM/2023/B/3663517 dated 07<sup>th</sup> July, 2023  
(Notice Inviting Tender for Housekeeping Services in ISI Kolkata Campus)

Name of the Party		
Date of Incorporation/ Establishment		
PAN Number		
GST Identification Number		
EPF Registration		
ESI Registration		
Labour License		
Office Postal Address		
Local (Kolkata) Office Address		
Authorized Signatory Details (Company/Firm Authorization by the competent authority, to be attached)	Name	
	Designation	
	Email	
	Phone	
Details of Contact other than Authorized Signatory	Name	
	Designation	
	Email	
	Phone	
Contact Details of the In-charge of Kolkata Office	Name	
	Designation	
	Email	

	Phone	
--	-------	--

Date:

Authorized Signatory

Name: Designation: Contact

No.:

Email:

Seal

Place:

-  
-  
**ANNEXURE - VIII**

**To Whom It May Concern**

Ref: GeM/2023/B/3663517 dated 07<sup>th</sup> July, 2023

This is to certify that M/s ..... (name of the vendor) is having a running contract (as per Clause No. 6.1.f & 6.1.g) with us vide Contract No.....dated ... with Contract value Rs..... & providing housekeeping service at ..... (name of the organisation & location) since .....(date).

Performance of the vendor is satisfactory/ unsatisfactory to the best of my knowledge in terms of service level agreement of the contract.

(Signature with Office Seal of the Officer)

Principal Employer Operatio

## nal Contracts

### 4. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

### **Disclaimer/अस्वीकरण**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो।बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी



गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

**---Thank You/धन्यवाद---**