

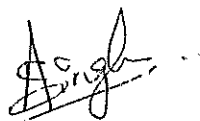
**TENDER DOCUMENT**  
**HOUSE KEEPING AND**  
**FACILITY MANAGEMENT SERVICES**  
**for**  
**Centre for Agribusiness Incubation and**  
**Entrepreneurship (CAIE), Gwalior**

Chief Executive Officer, CAIE invites sealed tenders from the interested and eligible tenderers to provide House Keeping And Facility Management Services for CAIE, Gwalior for One year which is extendable further with mutual understanding, if needed.

Name of Work	Tender Form fee	EarnestMoney Deposit(EMD)	Last Date of Receiving of sealed tenderbids
House Keeping And Facility Management Services for CAIE, Gwalior Total Area : Approx. 920 Sq. Mtr	Rs. 1000/-	Rs. 0.05 Lacs	23/06/2022 02:00 PM

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**CENTRE FOR AGRIBUSINESS INCUBATION AND**  
**ENTREPRENEURSHIP**  
**RAJMATA VIJAYARAJE SCINDIA KRISHI VISHWA VIDYALAYA**  
**GWALIOR - 474011 (M. P.)**



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CEO, CAIE

Signature of Tenderer  
with Seal

## 1. Introduction

Centre for Agribusiness Incubation and Entrepreneurship, Gwalior is a joint venture of NABARD and RVSKVV Gwalior. It is a non for profit, section 8 company. It was started in 2020 to promote entrepreneurship through Agri-startups in the Chambal region of Madhya Pradesh and extend the same on pan India basis to create wealth for the farming community through collaborations and partnerships with the technology development and start-up promotion organizations.

Bidder is expected to examine all instructions, forms, terms & conditions, and specification in the bidding document. Failure to furnish all information prescribed in the bidding documents or submission of bids not substantially responsive to the bidding documents in every respect may result in the rejection of the bid. Bidder must submit the technical and commercial bid in prescribed format without any deviation.

## 2. ELIGIBILITY CRITERIA

- The tenderer must be registered with the following statutory authorities and must also furnish attested copies of supporting documents:-
  - a. ESIC, EPF, INCOME TAX AND SERVICE TAX
  - b. Registration certificate under contract labour (R & A) Act 1970
  - c Any other registration / licence which is mandatory for such agencies stipulated by concerned authorities from time to time such as Storage of Hazardous Chemicals.
- The following documents must be submitted along with tender:-
  - a. Audited Balance Sheets of preceding three years with Income and Expenditure statement and Profit and Loss Account & Audit report of last three years.
  - b. Income tax returns of last three years.
  - c. ESIC & EPF up to date payment details for the last three years.
- The Tenderer should have sufficient employees on its rolls specifically trained for housekeeping work. Full list of the employees, viz., name, age, employee code, designation, experience in the field of housekeeping, PF, ESI details etc. should be attached with the technical Bid. Document in support of Service tax, ESI, EPF deductions and details of the health and safety measures, the tenderer takes for his workers should also be attached with the technical bid.

## 3. INSTRUCTIONS TO TENDERERS

Eligible and willing agencies are advised to visit the Incubation Centre to get an onsite assessment of the work on any working day between 10.00 AM to 06.00 PM after taking permission from the Nodal Officer, CAIE, Gwalior.

- The closing date and time for receipt of tenders will be **02.00 P.M. on 23/06/2022.**
- A: technical Bid of the Tender will be opened at **3.00 PM on 28/06/2022** at CAIE,

Gwalior and B: Financial bid (of Bidders who will qualify Technical Bid) will be opened at 4.00 PM on 28/06/2022, in the presence of the authorized representatives of the tenderers, who wish to be present at that time.

- The Tenders are to be submitted as per two bid system i.e. **Technical bid and Financial Bid**

(A) The Technical bid should contain the papers to fulfil all the eligibility criteria, certificates of experience, satisfactory performance certificates, undertaking as per instructions, work plan and list of the equipments, tools and tackles required for the job.

(B) Financial bid should contain the rates quoted for the services to be provided as per the instructions given in this tender document.

Both the bids should be submitted in two separate sealed envelopes super scribed as "A: **Technical Bid for House Keeping Services**" and B: "**Financial Bid for House Keeping Services**". An **Earnest Money Deposit** of Rs.5,000/- (Rs. Five Thousand only) in the form of Demand Draft or Bankers' Cheque only of any scheduled bank should be in third envelope along with covering letter and it should be superscribed "**Earnest Money Deposit for Housekeeping Services**". All three sealed envelopes should be put in a fourth sealed envelope and should be super scribed "**Tender for House Keeping Services**". Sealed tenders should be addressed to the Chief Executive Officer, CAIE, Gwalior.

The tender(s) must be submitted in a Sealed Cover Self addressed Envelop not in person but by designation to the **Chief Executive Officer, Centre for Agribusiness Incubation and Entrepreneurship; C/ o Directorate of Extension Services, Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya, Gwalior by Regd. Post.** The cover shall bear the address of the tenderer and shall be superscribed with the words "**Tender Form for House Keeping and Facility Management Services**".

- The Earnest Money Deposit will be refunded to the unsuccessful tenderer only after finalization of the contract. In case of the successful tenderer EMD will be refunded after receipt of the performance security deposit. **No interest will be paid on the EMD.**
- The bid shall be valid for 180 days from the date of opening of tender.
- No Tenderer will be allowed to withdraw his tender after submission during the bid validity period (180 days). In case the tenderer does not honour his bid, the EMD submitted by the tendering firm would stand forfeited.
- All entries in the Tender form should be legible and filled clearly. Any overwriting or correction which is unavoidable has to be signed by the authorized signatory.
- Each page of the Tender document and papers submitted along with, should be numbered, signed and stamped by the authorized signatory as a token of acceptance of the terms and conditions laid down by the CEO, CAIE, Gwalior
- The tenderer shall quote for all the items of Financial Bid (Annexure-IV) failing which the bid shall be considered nonresponsive, incomplete and tender will be summarily rejected.

- Tender, incomplete in any way will be rejected out rightly. Similarly, conditional Tenders will also be rejected out rightly.
- In case the successful tenderer declines the offer of Contract, for whatsoever reason(s), his EMD will be forfeited.
- A formal contract shall be entered into with the successful tenderer. In this contract, the successful tenderer shall be defined as Contractor.
- Financial bid will not be opened for bids who do not qualify Technical Bid

#### **4. GENERAL CONDITIONS OF CONTRACT (GCC)**

- The Contract shall initially be valid for a period of One year and may be extended for further period based on satisfactory performance and with mutual consent, as per the same rates, terms and conditions.
- CAIE reserves the right to terminate the contract by serving one month's notice, in writing if the services of the contractor are not found satisfactory. The Contractor may also ask for the same by giving one month's notice but he has to provide the house keeping facility till the next agency is engaged.
- The persons to be deployed by the Contractor should be properly trained, have requisite experience and skills for carrying out a wide variety of housekeeping work using appropriate materials and tools/equipments.
- The contractor will arrange all items needed for his staff viz., time keeping machine, computerized inventory of stores, computerized daily duty roster chart etc. The house keeping staff will first report to the control room and subsequently deployed for duty after having been checked for liveries, upkeep, issue of material and equipments, etc.
- The Contractor should ensure the Health and safety measures of the employees. CAIE may also conduct health check up of the staff deployed at regular intervals.
- The Contractor will be responsible for supply / installation / refilling / maintenance of all consumables, items and equipments used in all areas of the CAIE, Gwalior for housekeeping purpose, as given in "Annexure-II"
- The Contractor must employ adult and skilled labour only. Employment of child labour will lead to the termination of the contract and necessary action under Indian Penal Code also.
- The Contractor shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. The Contractor shall be fully responsible for the conduct of his staff.
- **The Contractor at all times should indemnify CAIE against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936, Minimum Wages Act 1948, Employer's Liability Act 1938, the Workmen Compensation Act 1923, Industrial Disputes Act 1947, Maternity Benefit Act 1961, Payment of Bonus Act, 1965 or any other law relating thereto and rules made there under from time to time. CAIE, Gwalior will not own any responsibility in this regard.**

- The tenderer should quote manpower charges in Financial Bid strictly in accordance with the minimum wages as decided by the Central Govt. for Gwalior City. If the rates quoted found below the minimum wages, tender will be rejected.
- **Under any circumstances whatsoever, the manpower deployed shall be paid wages not below the Minimum wages set by Central Govt.**
- All the rates quoted by the bidder shall remain unchanged during the period of contract except Manpower charges, which may be revised in case of revision of Minimum Wages by Central Govt. This revision will, however, be restricted to revised Minimum Wages only. If the revised Monthly Minimum wages remain less than the Quoted Manpower charges, no revision will be allowed.
- In case of breach of any terms and conditions attached to the contract, the Performance Security Deposit of the Contractor will be liable to be forfeited by CAIE, Gwalior besides annulment of the contract.
- **The Contractor shall:-**
  - a) Ensure Pest/Animal and Rodent free environment in the premises of CAIE, Gwalior
  - b) Provide all items and consumables to his housekeeping staff as per Annexure-II.
  - c) Ensure that their managers / supervisors are equipped with mobile phones, and are available round the clock.
  - d) Only deploy the workforce that is on his payroll.
  - e) Arrange for a garbage disposal vehicle and other equipments required for segregation and disposal of waste in a professional manner,
  - f) Plan, manage, collect, mechanically screen and segregate dry and wet garbage in the earmarked area, efficiently transport and dispose the garbage in the disposal area. The work should be carried out in an eco friendly manner. The Contractor will arrange for required resources, including manpower, machinery, disposables etc which is used by the house keeping staff.
  - g) Ensure that the garbage collection / disposal work does not adversely affect the surroundings or personnel deputed for the work. Protective gear including boots, gloves, masks etc. shall be provided by the Contractor to the housekeeping staff.
- **Scope of work and services for each of the premises:**
  - a) Details of the scope of work are enclosed at "Annexure-I".
  - b) Details of Equipments to be used, number of manpower to be deployed, consumables and items to be used at CAIE, Gwalior are given at Annexure 'II' under resource management
  - c) The number of equipments, consumable except manpower mentioned in Annexure 'II' is minimum. The contractor, however, shall provide all the resources, to meet the contractual obligations and under no circumstances whatsoever the contractor will claim anything.
  - d) **Wages of workers were credited to their bank accounts on \_\_\_\_\_**  
(Acknowledgment by bank enclosed).

- e) ESI Contribution relating to workers amounting to Rs. \_\_\_\_\_ was deposited on \_\_ (Copy of Challan enclosed with contribution sheet) EPF Contribution relating to workers amounting to Rs. \_\_\_\_\_ was deposited on \_\_\_\_\_ (copy of the Challan enclosed with contribution sheet)
- f) We are complying with all statutory Labour Laws including Minimum Wage Act.

The payment would be made on monthly basis on verification of attendance sheets, wage register, monthly ESIC/EPF/Service Tax challan/Deployment sheets/ Duty Roster/Satisfaction Report duly signed by CEO, CAIE or any other authority as decided by CEO, CAIE, documents in support of salary disbursement through ECS. Workers of contractors should get the wages on the seventh day of each month. The payment of wages shall not be linked to the payment of bill by CAIE. If the contractor fails to provide proof of payment of statutory dues, his contract shall be terminated after serving one month's notice. The Housekeeping Agency shall make payment of monthly wages (as quoted in the Financial Bid) to the deployed staffs by Electronic Clearing Service (ECS) only. Cash payment receipt will not be entertained and payment in cash will be deemed as no payment at all. If the agency does not make payment through ECS, the contract will be terminated.

- **Liquidated Damages:**

Whenever and wherever it is found that the cleanliness is not up to the mark, it will be brought to the notice of the supervisory staff of the Contractor by CEO, CAIE or any other staff of the CAIE, Gwalior and if no action is taken within ONE hour, liquidated damages @ Rs 100/- per complaint shall be imposed. The decision of Chief Executive Officer, CAIE, Gwalior shall be final in this regard.

- **Manpower**

- a. Any misconduct / misbehavior on the part of the manpower deployed by the Contractor will not be tolerated and such person will have to be replaced by the Contractor at his own costs, risks and responsibilities immediately, with written intimation to Chief Executive Officer, CAIE, Gwalior.
- b. The Contractor should ensure to maintain adequate no. of manpower as per Annexure 'II' and also arrange a pool of stand by housekeeping staff. In case any housekeeping staff absences from the duty, the reliever of equal status shall be provided by the Contractor from an existing pool of housekeeping staff. If the deputed workers found are less than the minimum required as per Annexure 'II' on any day, penalty @Rs. 100/- per worker per day will be deducted from the bill. Payment will be done only for the staff who was on duty and will be restricted to the salary paid to him/her by the contractor as per agreement. For absentees payment will not be made.

- **Materials**

Any deviation in the house keeping tools quality & quantity and other resources as

mentioned in Annexure 'II' will invoke penalty as decided by the competent authority. In case the contractor has not provided the sufficient amount of equipments, tools and tackles and requisite materials even after levy of penalty, the CAIE, Gwalior may procure it and deduct the cost from the bills of the contractor.

- **Risk Clause**

- a. The Contractor shall at all times have standby arrangements for carrying out the work under the Contract in case of any failure of the existing arrangement. CAIE reserve the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other selected tenderer at the cost, risk and responsibilities of Contractor and excess expenditure incurred on account of this will be recovered by the CAIE, Gwalior from the Contractor's Security Deposit or pending bill or by raising a separate recovery claim.
- b. All necessary reports and other information will be supplied by the contractor as per the direction of the CAIE, Gwalior Administration. Contractor and Its staff shall take proper and reasonable precautions to preserve from loss, destructions, waste or misuse the areas of responsibility given to them by the CAIE, Gwalior, and shall not knowingly lend to any person or company any of the effects or assets, under its control.
- c. In the event of loss/damage of equipments etc. at the premises of the CAIE, Gwalior due to negligence/carelessness of Contractor staff, the Contractor shall compensate the loss to CAIE, Gwalior. The Contractor or its representative/s shall meet CAIE, Gwalior representative/s regularly to take feedback regarding the Housekeeping services.
- d. The Contractor will also maintain a suggestion book and a complaint register to be produced to the CAIE, Gwalior administration or designated official on weekly basis.
- e. **The Contractor shall, in performing its part of this Agreement, ensure the safety of the building, its equipments, furniture, fixtures and the persons working in or visiting the CAIE, Gwalior premises and shall indemnify CAIE, Gwalior, for any loss or damage caused by any act of the Contractor or its employees or staff etc.**
- f. **The Contractor shall not assign or sublet this Agreement or any part thereof to any third party.**
- g. Licenses if any required for Housekeeping services at the site will be procured by the Contractor.

- **Dispute Settlement**

- a) It is mutually agreed that all differences and disputes arising out of or in connection with this Agreement shall be settled by mutual discussions and negotiations. If such disputes and differences cannot be settled and resolved by discussions and negotiation then the same shall be referred to the Sole Arbitrator appointed by the CEO, CAIE, Gwalior, whose decision shall be final and binding on both the parties.
- b) Any legal dispute will be subject to Gwalior Jurisdiction only.



## ANNEXURE-I

### SCOPE OF WORK

#### Area of work:

All open and covered area of the CAIE, Gwalior, will be in the scope of housekeeping services to be provided by the contractor.

**Total Area : Approx. 920 Sq. Mtr**

#### Cleaning Services:

The aim and objective is to provide a high level of a clean, hygienic and presentable look to the entire area. The contractor and his management team will supervise the awarded work. The Contractor has to ensure that the staff deployed is dressed in neat and clean uniform approved by the CAIE, Gwalior. Officials of CAIE will also monitor the entire work and staff.

#### General Instructions:

##### (A) Daily Services

- 1) Cleaning, scrubbing and disinfecting bathrooms, toilets, wash basins, sanitary fittings, floors etc. of all the areas including rooms, staff cabins, training halls, board rooms and all other departments/rooms at hourly basis.
- 2) The Contractor will provide, maintain, refill Hand Wash / sanitizer in all the Toilets / Rest Rooms.
- 3) Cleaning, sweeping, mopping with disinfectant
- 4) Vacuum cleaning of all carpets and upholstered furniture once in a day or as per requirement/direction.
- 5) Cleaning, dusting electrical switch boards, light fixtures, fans, air conditioner vents, name plates, door mats, firefighting equipments, computer systems, phones, doors, windows, furniture, window glasses, grills, curtains etc.
- 6) Cleaning of dust bins, waste paper baskets, cobwebs etc. and disposing off all collected refuse on daily basis at regular intervals i.e. 3 times or as per requirement/direction.
- 7) The dust bins shall be washed and garbage bags need to be placed in all garbage bins to avoid stains and clear them when it is full.
- 8) Refilling, replacing and emptying of containers at all stations.
- 9) Spraying room fresheners in all rooms on twice a day basis or as per requirement/direction.
- 10) Cleaning of all open areas between the building and boundary including sweeping of roads, lawns, paths, cleaning open drains etc or as per requirement/direction.
- 11) Any additional work assigned by the CEO, CAIE the area where the house keeping staff has been placed on duty. Once assigned an area the house keeping staff will be under

the control and supervision of the CEO, CAIE on duty of that area.

12) The deep cleaning of the entire area will be done by the Contractor once a week or as and when required or asked by authority of CAIE, Gwalior as under:-

- 1) Dusting of entire area including windows / windowpanes/ doors / ledges / elevationframes etc.
- 2) Cleaning of ceilings and high walls, removal of wash stains on walls, cleaning of roofs, porches etc.
- 3) Cleaning of sanitary fittings, toilet drain pipes etc. in the toilets with standard cleaningmaterial.
- 4) Cleaning of all windows glasses and grills with detergent/ cleaning agents.
- 5) Washing of roads, lawns, paths etc with High Pressure Jet machine or as per requirement/direction...
- 6) Clean all chrome fittings, glass frames, soap holders etc. to a shiny finish.
- 7) The Contractor will cover all the specified area of scope of work.
- 8) The Contractor will provide the duty register to CAIE as required.
- 9) The Contractor will maintain a Checklist record of all weekly services and submit.

### **ADDITIONAL SCOPE AND PARTICULAR CONDITIONS FOR CAIE, GWALIOR:**

#### **1. OVERHEAD WATER TANKS**

The Contractor shall clean & disinfect the Overhead Tank periodically after emptying the water from the tanks as per instruction of CAIE. The Contractor's quoted rates should be inclusive of this item. No extra payment what so ever will be made on this account.

#### **2. TERRACE CLEANING**

The Contractor shall clean the terrace periodically as per instruction of CAIE. The Contractor's quoted rates should be inclusive of this item. No extra payment what so ever will be made on this account.

#### **3. LOADING, UNLOADING AND SHIFTING**

The Contractor shall help CAIE in loading unloading and shifting of items whenever instructed by CEO, CAIE or competent authority. The Contractor's quoted rates should be inclusive of this item. No extra payment what so ever will be made on this account.

**IMPORTANT: Every care has been taken to cover all important scopes, aspects, areas requiring Housekeeping services, these are ,however, not exhaustive and if deemed fit, CEO may add additional scope of work, for which no additional payment whatsoever on any account will be made.**

**ANNEXURE-II**  
**RESOURCES REQUIREMENT**

**A. THE CONTRACTOR HAS TO PROVIDE THE FOLLOWINGS:**

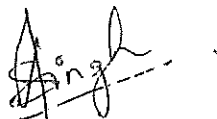
1. **ALL THE CLEANING MATERIAL, SOAP SOLUTIONS, ROOM FRESHENERS, NAPHTHALINE BALLS, DISINFECTANTS, DEODORANTS, ANY OTHER ARTICLES/SOLUTION/CHEMICAL AS MENTIONED IN THIS TENDER DOCUMENT WILL BE PROVIDED BY THE CONTRACTOR. CAIE will not pay any extra amount for the same.**
2. All the manpower, equipments, tools and tackles, their accessories /refills pertaining to housekeeping services will have to be provided by the contractor.
3. The contractor has to provide supervisory and management support by his own staff to get the maximum output from the house keeping force deployed at the CAIE, Gwalior. Teaching and training to the Housekeeping staff has to be done by the contractor. **The man and all materials needed for the management of the house keeping staff will be the responsibility of the contractor.**
4. For Pest and rodent control the contractor has to procure manpower, equipment and chemicals. The CAIE, Gwalior will only pay for the services.
5. Following equipments, tools and tackles are minimum and mandatory to be provided to the housekeeping staff by the contractor. These numbers, however, can be increased as per requirement but payment will only be done as per financial bid. Minimum No. of Equipments, tools, tackles etc have to be maintained in the CAIE, Gwalior at all times. A record of all these items should be kept by the Supervisor. All these equipments may be inspected by designated CAIE official at any time.
6. The following quantities of cleaning material and aids for a month shall be procured by the Contractor and shall be stored in the store room and issue to the staff on daily basis as per requirement. The Consumables to be used are to be got approved by CAIE Authorities. Records shall be maintained which shall be opened to the Inspection by CAIE Authorities.
7. Consumable Items or all items used for the purpose of Housekeeping and Facility Management of CAIE, Gwalior to be bought by the bidder. **The minimum Numbers of Items given below is to be kept maintained by replacement whenever required. In case if these equipments are not able to ensure an effective efficient and timely housekeeping management in the CAIE, Gwalior the Contractor will have to increase the numbers as per the requirement, no payment whatsoever will be made for these additional quantities.**

**LIST OF CLEANING MATERIALS & AIDS**

Sr. No.	Items	Qty.	Sr. No.	Items	Qty.
1	Dust Control Refill	10 Nos.	11	Brasso	15 Ltr
2	Kent Mop Refill	10 Nos.	12	Cleanzo/ Phenyl	50 Ltr
4	Vim	20 Kg	13	R1 (Bathroom Cleaner)	50 Ltr
5	Multi Cleaner Solution	50 Ltr	14	R2 (Bathroom Cleaner)	50 Ltr
6	Room Spray (Premium)	30 Bottles	15	R4 (Furniture Cleaner)	50 Ltr
7	Auto Spray	60 Nos.	16	R6 (Toilet Cleaner)	50 Ltr
8	Odonil	200 Nos.	17	Vacuum Pump	2 Nos.
9	U. Cubes	80 Nos.	18	Colin Dispenser	6 Nos.
10	N. Balls	10 Kg.	19	D7 (Stainless Steel Polish)	5 Ltr
			20	Dettol Anti Septic	20 Ltr

**Note: Aforesaid quantities are not exhaustive and may vary depending on requirement. If the above articles are not able to ensure an effective, efficient and timely housekeeping service management in CAIE, Gwalior, the Contractor will have to provide additional items as per requirement. No extra payment whatsoever will be made for these additional quantities.**

8. Uniforms of housekeeping staff, I-Cards, Covered trolleys, dustpans, mops, buckets, wipers, gloves, dusters, scrubbers, sponge, brooms, brushes, safety gear etc. to be provided by the Contractor as per requirement.



CEO, CAIE

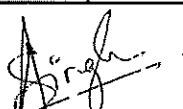
Signature of Tenderer  
with Seal

## TECHNICAL BID

### FOR HOUSE KEEPING AND FACILITY MANAGEMENT SERVICES IN CAIE, GWALIOR, GWALIOR

#### A. DETAILS OF TENDERER:

1	NAME OF TENDERER / NATURE OF FIRM	
2	NAME OF PROPRIETOR/ DIRECTORS/ PARTNER	
3	FULL PARTICULARS OF OFFICE	
(a)	Address	
(b)	Telephone No.	
(c)	Fax No.	
(d)	E-Mail Address	
4	REGISTRATION DETAILS	
(a)	PAN / GIR No.	
(b)	Service Tax Registration No.	
(c)	E.P.F. Registration No.	
(d)	E.S.I. Registration No.	
(e)	Labour Licence No.	
(f)	Licence No. for Pest control & storing chemicals	
(g)	Any other registration which is mandatory for such agencies stipulated by Concerned authorities.	

  
 CEO, CAIE

<b>5</b>	<b>DETAILS OF EARNEST MONEY DEPOSIT</b>	
(a)	Amount (Rs.5,000)	
(b)	D.D. / B.C. No. and Date	
(c)	Drawn on Bank	
(d)	Valid up to	
<b>6</b>	<b>Total Turn Over of three preceding Years</b>	
(a)	20__-__	
(b)	20__-__	
(c)	20__-__	
<b>7</b>	<b>Total Nos. of Captive Manpower as on the day of filing the tender.</b>	

  
 CEO, CAIE


Signature of Tenderer  
with Seal

**B. DETAILS OF STAFF\***

Sr.No.	Name	Employee Code	Qualification	FSI No.	P.F. No	Experience in Housekeeping (Yr.)

**C. DETAILS OF THE EXISTING CONTRACTS<sup>@</sup>**

	Name and Address of the Organisation, Name, Designation and Contact Telephone / Fax No. of the Officer concerned	Details Regarding the Contract Including total Manpower deployed	Value of Contract (Rs.)	Duration of Contract	
				From	To
				DD/MM/YY	DD/MM/YY
A					



CEO, CAIE

Signature of Tenderer with Seal

B					
C					
Additional information, if any					

\*The above format must be used to provide employee details.  
 @ The above format must be used to provide requisite details.

Date:  
Place:

Signature of Tenderer  
Name :  
Seal:

  
CEO, CAIE

Signature of Tenderer  
with Seal



**ANNEXURE-IV**

**FINANCIAL BID FOR HOUSE-KEEPING AND FACILITY  
MANAGEMENT SERVICES AT CAIE, GWALIOR**

Name & Address of the Tenderer:

<b>I. MAN POWER CHARGES</b>				
	Type of man power	Rate per Month* (Rs.)	Total Nos.	Amount per Month (Rs.)
A	Trained Housekeeping Supervisor			
B	Trained Housekeeping Staff (Male/Female)			
<b>C. Total of A+B</b>				
<b>D</b>	<b>MANAGEMENT/ SERVICE CHARGES</b> (In percentage of C above)		_____ %	
Service charges/ Management fee which should include: All expenditure on providing managerial /supervisory/administrative services by all means to get the work done through deployed housekeeping staff.				
<b>Total of C +D (Rs. / Month)</b>				

\* The manpower charges should be towards wages only to manpower including all allowances, statutory levies like ESI & EPF Employer shares, service tax, as per govt rules.

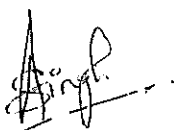
Date:

Place:

Signature of Authorised Person

Full Name:

Company's Seal:

  
CEO, CAIE

## ANNEXURE-V

### DECLARATION

1. I, ..... Son / Daughter of Shri ..... Proprietor / Partner / Director / Authorised Signatory of ..... is / am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:

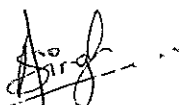
Place:

Signature of Authorised Person

Full Name:

Company's Seal:

**N.B.:** The above declaration, duly signed and sealed by the authorised signatory of the company, should be enclosed with Technical Bid.



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## CHECK LIST OF THE DOCUMENTS TO BE SUBMITTED WITH THE TENDER

Confirm the enclosure of all the below listed documents without which tenderer may not be eligible to participate in the tender.

S. No.	Items	Confirm (Yes/No)
1.	Earnest Money Deposit (EMD of Rs. 5,000/-)	
2.	Tender form with complete technical bid and Financial bid, with all pages serially numbered, signed and stamped on each page	
3.	Audited Balance sheet of last three years with details of annual turnover, profit & loss account etc.	
4.	Income tax returns of last three years.	
5.	Attested Photo copy of PAN Card	
6.	ESI Registration certificate copy with last three year payment details.	
7.	EPF Registration certificate copy with last three year payment details.	
8.	GST, PAN, Service Tax registration certificate with details of the last payment.	
9.	Registration certificate under central labour law authorities. Copy of valid labour licence.	
10.	Minimum wages payment/clearance certificate from LEO.	
11.	Documents in support of contracts fulfilled in last 3 years along with their values in support of the experience and financial credibility.	
12.	Satisfactory completion of contract certificate from previous organizations. (Minimum three required)	
13.	Declaration as per Annexure V.	

Date:

Place:

Signature of Authorised Person

Full Name:

Company's Seal:



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