

# Two Bid Tender Document

For

**ANNUAL CONTRACT FOR SECURITY, HOUSE KEEPING SERVICES  
AND MESS SERVICES OF VAN VIGYAN BHAWAN (ICFRE CAMP  
OFFICE-CUM-TRANSIT HOSTEL) R.K. PURAM, SECTOR-V, NEW  
DELHI**

**(No. -19-1/2016-17/ICFRE/Admin/Security)**



**ICFRE  
P. O. New Forest  
Dehradun-248006**

**Notice Inviting Tenders**  
(National Competitive Bidding)

**(Indian Council of Forestry Research & Education)**

Post- New Forest, Dehra Dun – 248006, Uttarakhand,  
India

Phone: 0135-2224863; Fax: 0135-2750297

Website: [http:// icfre.gov.in](http://icfre.gov.in) Email: [poadmin@icfre.org](mailto:poadmin@icfre.org)

**TENDER NO:**

1. Online bids are invited on single stage two bid systems for the Annual Contract for security, House Keeping Services and Mess Services of Van Vigyan Bhawan (ICFRE Camp Office-cum-Transit Hostel) R.K. Puram, Sector-V, New Delhi.
2. Tender documents may be downloaded from ICFRE website <http:// icfre.gov.in> (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in tender critical date sheet as under:-

Events	Important date/time	Venue
Published Date	25.11.2016 at 5:00 P.M	Newspaper/FRI and CPP portal
Bid document download date	25.11.09.2016 at 6:00 P.M	Central Public Procurement Portal (CPPP)
Clarification Start date	03.12.2016 at 11.00 A. M.	Purchase Section Main Building, FRI
Clarification End date	03.12.2016 at 2.30 P.M.	Purchase Section Main Building, FRI
Bid submission start date	03.12. 2016 at 3:00 P.M.	CPP portal
Bid submission end date	14 .12.2016 at 2.30 P.M.	CPP portal
Opening date of technical bids	14 .12.2016 at 3.00 P.M.	Purchase Section Main Building, FRI
Opening date for financial bids	It will be decided after technical evaluation	Purchase Section Main Building, FRI

## Notice inviting tenders

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**TENDER No. 19-1/2016-17/ICFRE/Admin/Security**

### **BIDDING DOCUMENT Instructions to Bidders**

Online Tenders are invited from the reputed firms for Annual Contract for security, House Keeping Services and Mess Services of Van Vigyan Bhawan (ICFRE Camp Office-cum-Transit Hostel) R.K. Puram, Sector-V, New Delhi:

Item No.	Name of assignment
1.	Annual Contract for security, House Keeping Services and Mess Services of Van Vigyan Bhawan (ICFRE Camp Office-cum-Transit Hostel) R.K. Puram, Sector-V, New Delhi

The details of the above items and other Terms and Conditions, etc. are available in the Tender Documents. The tender forms and specifications are available at web site <http://icfre.gov.in> and CPPP site <https://eprocure.gov.in/eprocure/app>

**ADG (Admin)**

# Terms and Conditions

**Bids shall be submitted online only at CPPP website:** <https://eprocure.gov.in/eprocure/app>. Tenderer/Bidder are advised to follow the instructions provided in the “Instructions to the Tenderer/Bidder for the e-submission of the bids online through the Central Public procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>

Not more than one tender shall be submitted by one tenderer/bidder having business relationship. Under no circumstance will father and his sons(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

Tenderer/bidder who has downloaded the tender from the <http://icfre.gov.in> and Central Public procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, **shall not temper/modify the tender form including downloaded price bid template in any manner.** In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer/bidder is liable to be banned from doing business with ICFRE.

Intending tenderers/bidders are advised to visit again ICFRE website <http://icfre.gov.in> and CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum / amendment. Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet.**

## Submission of Tender

**The tender shall be submitted in Two parts, viz., Technical Bid and Price Bid.**

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

**The offers submitted by Fax/Email/offline shall not be considered. No correspondence will be entertained in this matter.**

## Technical Bid

The following documents are to be furnished by the Tenderer/Bidder along with **Technical Bid** as per the tender document:

**Important: Hard copies of Qualifying and Technical documents should also be submitted on or before the date and time of closing date of the bid in addition to online uploading in CPP portal.**

**Cover. Qualifying and technical document:**

- Signed and scanned copy of appropriate value of valid registration certificate, experience certificate as per the tender notice, PAN NO. and Tender Acceptance Letter.
- Signed and scanned copy of VAT clearance Certificate, TIN No. Certificate/Affidavit of partnership firm.
- Signed and scanned copy of audited Balance sheet of last three years and partnership deed as per the tender document.
- Signed and Scanned copy of Organization chart and plants & equipment as per tender documents.
- Earnest Money Deposit (EMD) should be submitted as crossed Demand Draft (DD) in favour of DDO, ICFRE, Dehradun by post of ADG (Admin), ICFRE, Dehradun – 248006, and the scanned copy of the same should be uploaded in the Portal. The EMD is Rs. 50,000/-
- Tender fee: The tender form downloaded from above web sites must include Rs. 568/- (including 13.5% VAT) by crossed Demand Draft in favour of DDO, ICFRE, Dehradun as tender fee along with the tenders submitted and the scanned copy of the same should be uploaded in the Portal.
- A proof of having own establishment of offset profiting with modern infrastructure and other facilities:
- A certificate stating that the bidder or the key staff responsible for designing and printing of document will remained stationed and available at Dehradun till completion of the assignment;
- A sample of paper which will be used for printing the main text of the document and the one which will be used for printing cover page of the document:
- The firm/tenderer has to submit samples of similar type of work for the evaluation.
- All certificates should be signed along with the seal/stamp on the letter head of the bidding firm/organization.
- Signed and Scanned copy of documents related to firms relevant experience for past three years.
- Signed and stamped all certificates and documents should be mentioned and provided in the technical bid along with complete technical details/specification of the pertaining to design and printing job should be provided and Brochures or write-ups should also be uploaded as proof.

**2.2 Price Bid**

- (a) The financial proposal must be submitted in the Schedule of price bid in the form of BoQ\_1.xls separate for each item. Full details of business terms and conditions, e.g. packing and forwarding, delivery period, VAT/Sales Tax/Trade Tax (whether provincial or Central), other Taxes/Charges, if any, the validity period of quotation, discount, free delivery, packing or any other information relevant to the items may please be indicated clearly. Prices must be quoted F.O.R. Dehradun.
- (b) Price bid undertaking
- (c) Schedule of price bid in the form of BoQ\_1.xls

**(a). Financial Proposal**

The financial proposal must be submitted in the format BoQ\_1.xls along with this tender document at <https://eprocure.gov.in/epublish/app>. separate for each item. Full details of business terms and conditions, e.g. packing and forwarding, delivery period, VAT/Sales Tax/Trade Tax (whether provincial or Central), other Taxes/Charges, if any, the validity period of quotation, discount, free delivery, packing or any other information relevant to the items may please be indicated clearly. Prices must be quoted F.O.R. Dehradun.

**(b). Price Bid Undertaking**

From: (Full name and address of the Bidder)

To,

Dear Sir/Madam,

I submit the price Bid for ----- and related activities as envisaged in the Bid document.

I have thoroughly examined and understood all the terms and conditions as conditions as contained in the Bid document, and agree to abide by them.

I offer to work supply the quoted item at the rates as indicated in the price Bid, Annexure IV inclusive of all applicable taxes except Service Tax.

Yours Faithfully,

Signature of authorized Representative

**(c). Schedule of price bid in the form of BoQ\_1.xls**

The below mentioned Financial Proposal/Commercial bid format is provided as BoQ\_1.xls along with this tender document at <https://eprocure.gov.in/epublish/app>. Bidders are advised to download at this BoQ\_1.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. **Bidder shall not tamper/modify downloaded price bid template in any manner.** In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with Indian Council of Forestry Research & Education.

Sl No.	Description	Price (To be filled in by Bidder)
I	Complete Scope of services as stipulated in the Technical Bid Document on price basis inclusive of all taxes and levies, direct and indirect expenses, and without any escalation, excluding service tax.	In figures-----  In words-----
ii	Taxes	As per statutory Liability applicable from time-to-time.

1. The rates will be inclusive of all taxes (except Service Tax), fees, levies, etc. and any revision in the statutory taxes, fees, etc will be the responsibility of the Bidder.
2. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
3. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

Authorized Signatory  
(Signature of the Authorized Person)

**(d). Pre-bid conference:**

A pre-bid conference will be arranged with the users for finalization of technical specifications of the equipment. Bidders are requested to take part in the Pre-bid conference at scheduled date and time. The modified specifications, if any, after Pre-bid conference will be available at the websites and also can be obtained from the office of Procurement Officer. After Pre-bid conference no changes will be accepted in the desired specifications. If no party attends the Pre-bid conference then listed specifications will be considered as final.

#### **4. INSTRUCTIONS TO THE BIDDERS**

Online e-tender are invited on behalf of Deputy Director General (Admin), ICFRE, Dehradun from reputed agencies / firms who fulfill the eligibility criteria for Annual Contract for security, House Keeping Services and Mess Services of Van Vigyan Bhawan (ICFRE Camp Office-cum-Transit Hostel) R.K. Puram, Sector-V, New Delhi. The Online Tender is invited in two bid system under e-procurement through Central Public Procurement Portal i.e. <http://eprocure.gov.in>. The tender schedule is as per tender critical dates mentioned in Table cited in **Notice Inviting Tenders**

- The complete tender in pdf format can be downloaded from the website <http://eprocure.gov.in> or [www.fri.gov.in](http://www.fri.gov.in). following documents are required to be submitted along with bids:
  - The scanned copy of the DD of the tender fee of Rs. 568/- (Rupees five hundred sixty eight only) in a form of Demand Draft in favour of DDO, ICFRE payable at Dehradun from any Commercial/ Recognized/ Nationalized Bank in India should be uploaded in **CPPP portel**.
  - The scanned copy of the DD of Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees Fifty thousand only) in a form of Demand Draft **With Minimum Twelve Months Validity** in favour of DDO, ICFRE payable at Dehradun from any Commercial/Recognized/Nationalized Bank in India. Tenders submitted without Earnest Money Deposit will be treated as invalid

- **The Bidders are required to submit Tender Fee, EMD and self certified hard copies of the tender document along with a copy of all certificates as submitted in technical bid. These self certified copies of these documents must be uploaded in CPP portal otherwise tender will be rejected.** These documents shall be sent to and received physically by the Office of the ADG (Admin), ICFRE by hand or by post before the date and time of opening of technical bid and in absence of which the technical bid of the bidder will not be considered.

The Tender may be either modified or cancelled in part or full, at the discretion of the Assistant Director General (Admin.), ICFRE, without assigning any reason thereof

- a) The tender is to be submitted in two parts viz. **‘Technical bids’** and **‘Financial Bid’** in two separate sealed envelopes and should accordingly be superscribed.
- b) The cost of tender document is Rs.568/- (Rupees five hundred sixty eight only), which is non-refundable.
- c) The duly filled in tender documents, alongwith Annexure etc. as above, are to be submitted on or before the specified last date and time of submission in sealed cover to:
 

**The Asstt. Director General (Administration),  
Directorate of Administration  
Indian Council of Forestry Research & Education (Headquarters)  
P.O. New Forest, Dehradun – 248 006**
- d) The bidder shall furnish the details of profile of the firm participation in the tender in **Annexure I**.

**Checklist for the bidders:**

- (a) **TECHNICAL BID:** The **first envelope** marked with **“Technical Bid”** must enclose following documents. **(Mandatory)**
  - i. Profile and details of tendering firm in the format given in **Annexure – I**
  - ii. Letter of acceptance of tender conditions in the format given in **Annexure - II**
  - iii. Demand Draft of Rs. 50,000/- (Rupees fifty thousand only) issued by a Nationalized Bank as Earnest Money Deposit (EMD) in favour of DDO, ICFRE payable at Dehradun. Cheques are not acceptable as EMD under any circumstances. The EMD of unsuccessful bidders will be refunded without interest, soon after placing the work order with the successful bidder.
  - iv. Demand draft/Cash receipt of Rs 568/- towards the cost of tender document.
  - v. Company Registration Certificate under Companies Act, 1956.
  - vi. EPF Registration Certificate
  - vii. ESI Registration Certificate
  - viii. Latest Labour Licence under Contract (Regulation & Abolition) Act 1970 and the establishment code.
  - ix. Up-to-date Income Tax Clearance Certificate/Income tax returns for last 3 years.
  - x. Summary of personnel’s deployed by the agency at NCR of Delhi showing monthly salary structure statement.
  - xi. Duly attested Form 6A for last three years showing the receipt seal of EPFO.
  - xii. Duly attested ESIC – Form 5 for last three years.
  - xiii. Duly attested Audited Balance sheet, Income & Expenditure Accounts and Income Tax returns showing Annual Financial Turnover of the last three years.
  - xiv. Certificate of experience of similar work with various organisations for the last 3 year.

- xv. Copy of the latest telephone bill showing address of the Head Office/Branch Office at Delhi.
- xvi. Letter of authorization/Power of attorney for the purpose in case of bidding on behalf of the firm/company.
- xvii. A certified copy (attested by a Gazetted Officer) of the “Memorandum and Article of Association of the Company”.
- xviii. Certified copy of Partnership Deed in case of partnership firm.

Bidders are required to attach certified copies of documents mentioned above from (v) to (xviii). In case of any doubt arising, original copy shall have to be produced for clarification.

- (b) **FINANCIAL BID:** The **Second envelope** marked “**Financial Bid**” must enclose the Financial Proposal in the format given in **Annexure IV**. Rates must be quoted against each specified item clearly and corrections, if any, be authenticated with initials. Rates quoted shall be inclusive of EPF, ESI and all taxes payable as per Rules. All the rates should be quoted in figures and in words. In case of discrepancy between the figures and words the amount in words shall be taken as final.
- (c) Both the envelopes for “Technical Bid” and “Financial Bid” shall be submitted together in one large envelope as mentioned at 5 above.

**8. BID EVALUATION, WORK ORDER, PERFORMANCE BANK GUARANTEE AND AGREEMENT:**

The following procedure will be adopted in evaluating the bids and issue of work order etc: -

**a. Opening of Technical Bid envelope:-**

The Technical Bid envelope in respect of all bidders as received upto the specified time and date will be opened by the Bid Evaluation Committee constituted by ICFRE for the purpose. Documents submitted therein will be checked and evaluated later on. Incomplete documents or Non-submission of required documents shall lead to the rejection of bids. BIDS THUS REJECTED WILL NOT BE CONSIDERED FOR FURTHER EVALUATION. The bidders may be present if they so wish at that time of opening the Technical bids.

**b. Marking procedure for Technical Bids:-**

Technical evaluation will be carried out for total technical score of 100 and scoring at least 70% will be the eligibility criteria for financial evaluation.

**c. Opening of Financial Bid Envelope:-**

The Financial Bid envelopes of only those bidders who qualify in the technical evaluation shall be opened as per the schedule of Tender. The Financial Bid envelopes of qualified bidders shall be opened and evaluated by the Bid Evaluation Committee.

**d. The Work Order, Performance Bank Guarantee and Agreement:**

Successful bidder shall be issued the Work Order giving 15 days time to sign the Agreement with the Assistant Director General (Administration), ICFRE and start providing services as per the Agreement. The successful bidder shall furnish, before signing the Agreement, a Performance

Bank Guarantee (PBG) issued by a Nationalised Bank in favour of DDO, ICFRE, Dehradun, having validity of minimum six months beyond the date of expiry of the Contract, for an amount equivalent to 15% of the total annual contract value. In case the successful bidder fails to provide the Performance Bank Guarantee, sign the agreement within 15 days and start providing the services as per the Agreement, the EMD of the bidder shall be liable to be forfeited and the tender will then be awarded to another party. The losses, if any, suffered in this regard will be payable by the defaulting party.

## **9. SCOPE AND SCHEDULE OF WORK**

### **(A) Broad scope of work shall include, but not limited to, the following:**

- (i) The service provider shall provide the manpower and services as per **Annexure- IIIA** during the contract period. However, ICFRE reserves the right to alter manpower deployment for services any time during the contract period and the service provider shall be bound to provide the services accordingly.
- (ii) Attending to services at the reception desk including receiving the guests Politely, looking up their reservations, filling of Guest, register, guiding the visitors/guests to their rooms, arranging carriage of their luggage to their rooms, attending to telephone/FAX at the reception desk, arranging the departure formalities for the visitors/guests, taking complaints if any in the register, receiving appropriate rent charges, maintenance/service and other charges and generally ensuring that the guests are welcomed at the VVB and their stay at VVB is hassle free and comfortable.
- (iii) Ensuring security of the VVB and the property housed in it and its premises.
- (iv) Services shall be provided by uniformed, (common uniform to be borne and provided by the Service provider at his cost, after getting the design approved from ICFRE).
- v) For providing security and other services, the manpower requirement, locations in VVB campus (not exclusive but indicative), the schedule of work and menu for mess are given in annexure III. These must be conformed to by the Service Provider. Cleaning work will be done by using good quality washing material/detergents of specified brand as specified only in Annexure-III (B) where the brand of material in Annex III B is not specified, it is expected that equivalent quality material available in the market shall be used. The quantity of material to be used for cleaning and other purposes mentioned in Annexure III (B) is only indicative and may vary for ensuring desired level of cleaning.
- (vi) Presenting Bills for services to the visitors staying at the Guest House in Van Vigyan Bhavan and receiving payments. A proper record and register will have to be prepared for record and checking purpose of authorized officer of VVB. The everyday collections of tariff amount be deposited with the authorized officer of VVB same day along with bill books.
- (vii) The service provider through his supervisor, who shall supervise the work, submit a job done report daily maintained in register based on Schedule of works as mentioned under Annexure III-C to the authorized officer of VVB, which will be presented to and checked by the authorized officer of VVB or any representative authorized by ICFRE. The register(s) for this purpose will be maintained by the contractor at his cost.
- (viii) The supervisor shall also attend to any complaints or additional need based work related to housekeeping, security and also security etc.

- (ix) All the items required for the security and housekeeping job should be provided by the Service Provider at his own cost and ICFRE will not supply them. ICFRE will only supply the items as detailed in Clause 10 of this document.

## **10. OBLIGATION OF ICFRE**

The ICFRE shall provide and maintain:

- (a) Furnishing of rooms as per requirement.
- (b) Air conditioners, voltage stabilizers, TVs, telephone instruments, geysers
- (c) Provision of curtains, blankets, looking mirror, towels, bed sheets, bedcover, pillow covers.
- (d) Telephone and extensions.
- (e) Electrical tube lights, bulbs etc. on replacement.
- (f) Payment of electricity, water, telephone bills, property tax.
- (g) Replacing items completely worn out due to normal wear and tear.
- (h) Materials supply for cleaning of rooms such as phenyl, colin, soap etc.

## **11. HANDING/ TAKING OVER**

The fittings, fixtures, furniture, furnishings, linens, gadgets and all other inventory items will be properly handed over after making separate inventory and details of each items giving specifications duly signed by representative of the ICFRE and the Service Provider. The service provider thereafter shall be wholly responsible for the security and safety of these items without any prejudice to normal wear and tear.

## **12. TERMS AND CONDITIONS**

### **(A) Terms and conditions for security and Housekeeping Services**

- i. The agreement that will be entered into shall be deemed to be an Agreement between the Indian Council of Forestry Research and Education (ICFRE) and the Service Provider.
- ii. The Service Provider shall provide the services to the satisfaction of ICFRE
- iii. The service provider shall undertake all the works as per scope and schedule of work mentioned in Clause 9.
- iv. The Service Provider shall be fully responsible for the security of the VVB, structures, installations, fittings, equipment, vehicles, buildings and all the property housed in it and inmates residing or working in or visiting the Van Vigyan Bhawan premises. It shall be binding on the service provider to compensate all losses suffered by the ICFRE in full on account of any loss or damage of above material, vehicle and any other property of the ICFRE.
- v. Besides the normal security functions, the other functions required to be performed for the safety of VVB and all the properties housed in it shall include the following:-
  - (a) To man security check post located at the main gates of the Van Vigyan Bhawan campus and at any other points specified by the ICFRE authority.

- (b) Security personnel deployed by the Service Provider shall check the material property going in/out of the building/campus through the procedure of gate pass as laid down by the ICFRE authority.
  - (c) To perform watch and ward functions day and night on all days including holidays, Saturday and Sundays.
- vi. A complete list of the security personnel, housekeeping staffs and others engaged by the Service Provider for deployment at VVB shall be furnished by the Service Provider alongwith complete address and other relevant antecedents. The Service Provider shall deploy only those personnel, whose antecedents have been verified by the police authorities. The copy of antecedents of such verified personnel deployed shall be provided to the authorized officer at Van Vigyan Bhawan for record in advance before undertaking the work at VVB. During duty hours, they should carry a photo identity card issued by the service provider.
- vii. The payment made by the service provider to persons employed by him shall not be less than rates applicable in each category under the Minimum Wages Act, 1948 and rules made there under as payable to the contract workers under Govt. of India or Govt. of Delhi, whichever is higher. The Service Provider will also ensure that the personnel deployed by him are paid the wages/salaries for the previous month on or before the 7<sup>th</sup> day of the subsequent month. It shall not be the responsibility of ICFRE to pay the service personnel. All or any dispute arising between these personnel and the service provider will be handled exclusively by the service provider.
- viii. The Service Provider shall ensure remittance of the remunerations by cheque or transfer to the bank Accounts of the personnel engaged at VVB every month and also submit a copy of Bank remittance for the previous month along with the bill due for payment.
- ix. The workers providing the services shall be employees of the service provider. The service provider shall be responsible to comply with the provision of all the statutory labour laws such as the Minimum Wage Act 1948, EPF Act 1952, ESI Act 1948, Contract Labour (Regulation & Abolition) Act 1970 and the contract Labour (Regulation & Abolition) Rules 1971.
- x. Each month, while raising the bill for payment, the Service Provider shall also submit a certificate alongwith details of EPF/ESI paid for each personnel to the authorized officer of VVB to the effect that the EPF/ESI contributions have been deposited as per law in respect of the personnel employed by the Service provider at VVB along with certified copies of remittance made towards EPF/ESI. The copy of such remittances shall be maintained by the Authorized officers at Van Vigyan Bhawan.
- xi. The ICFRE authority may fix timings of the various duty shifts. A single duty shift will have a normal duration of 8 (eight) hours without rest intervals.
- xii. The Service Provider shall submit a weekly duty chart of the security and other personnel to the ICFRE authority prior to commencement of the week. He shall also submit the daily attendance sheet of the security and other personnel for the same working day.

- xiii. The Service Provider shall not replace the security and other personnel at random. This shall be done with the prior knowledge of the ICFRE authority and full particulars of the security and other personnel so deployed shall be given to the ICFRE authority.
- xiv. The VVB premises should be manned by security personnel and housekeeping personnel on all days including Sundays and holidays. The Service Provider shall be liable to make substitute arrangements in case of the leave/absence of the security personnel and other personnel. The Service Provider shall arrange to attire with uniforms all the personnel and other categories of personnel, which require uniforms, with nameplates, on duty, smartly and neatly and ensure their good behaviour with the ICFRE establishment and visitors. They shall abstain from taking part in any staff union and association activities. The Service provider shall provide as a part of dress, appropriate woollen garments to the personnel in winter season. The personnel shall not be permitted to wear any odd wrappings. The dress shall be of uniform colour and design for different categories.
- xv. The ICFRE shall not be liable to provide any residential accommodation to the security or the other categories of personnel. No cooking or lodging shall be allowed to the Service Provider's personnel at any place inside the campus.
- xvi. In case of any problem, including damage or theft of material, it should be brought to the notice of the authorized officer of VVB. The Service Provider shall also provide to his security and housekeeping personnel at his own cost the following:
  - (a) Providing torches, batteries and other implements required for providing security to the security guards on night duty.
  - (b) Stationery for writing duty charts, job done report and registers at the security checkpoints and for making entries of the visitors, vehicles etc. The register used and those in use will be property of the ICFRE.
- xvii. Personnel deployed by the Service Provider shall be bound to observe all instructions issued by authorized officer of VVB concerning general discipline and behaviour.
- xviii. No function or party other than that of ICFRE in the premises will be undertaken or allowed by the service provider.
- xix. The following registers shall be maintained by the service provider at his own cost. These may be checked by the authorized officer of VVB or his superiors in ICFRE:-
  - a. Guest / occupancy register,
  - b. Food bill payment register,
  - c. Service feedback/acknowledgement/complaint register,
  - d. Attendance sheet of personal,
  - e. Accounts register (room charge),
  - f. Stock register on monthly housekeeping items,
  - g. Monthly break-up of EPF and ESI of VVB contractual workers.
- xx. For all intents and purposes, the Service Provider will be "Employer" within the meaning of all labour legislations in respect of personnel so deployed by him at VVB
- xxi. In case personnel deployed by the Service Provider commit any act of omission or commission constituting their/his/her misconduct or indiscipline, the Service Provider

will be liable and responsible to remove the erring personnel from the work assigned to him/her and provide substitute without any loss of time.

- xxii. The Service Provider will be responsible and liable for the implementation of all the statutory provisions as regards security and other personnel deployed by him in respect of minimum wages, Employees' Provident Funds and Employees' State Insurance etc. The Service Provider shall maintain all the statutory registers and documents required to be so maintained under the law. The Service Provider shall produce the same on demand to the ICFRE authority or any other authority under law.
- xxiii. In case the Service Provider fails to comply with statutory obligations under any Labour Laws/Workman Compensation Act, applicable in respect to personnel deployed by him, and the ICFRE is put to any obligation, monetary or otherwise, the ICFRE will be entitled to get itself reimbursed out of the bill or Performance Guarantee or otherwise, to the extent of the obligation in monetary terms.
- xxiv. The ICFRE shall not be responsible financially or otherwise for any injury or death to the personnel engaged by the service provider in the course of their performing the duties. In case, compensation is awarded by any Court of Law, it shall be the responsibility of the Service Provider to pay the compensation.
- xxv. The Service Provider shall not be permitted to transfer or assign his rights and obligations under this contract to any other person or organization at any point of time.
- xxvi. Time shall be the essence of the contract and the duration of this contract shall be for a period of twelve (12) months from the date of commencement of the contract, except in the event of earlier termination under these terms. The contract shall automatically expire on the due date unless extended further by mutual consent of the parties.
- xxvii. All personnel deployed by the Service Provider shall be bound to provide full help in extinguishing any fire that breaks out anywhere in the Van Vigyan Bhawan campus.
- xxviii. Income Tax will be deducted at source as per Income Tax Law and the TDS certificate to this effect shall be issued to the Service Provider by ICFRE. The responsibility of paying the Service Tax at the prevailing rate (Govt. levy) will be that of the Service Provider. The Service Provider will produce the proof of payment of the Service Tax (Govt. levy) of previous month to ICFRE in the subsequent months.
- xxix. The Service Provider, if in any manner defaults in the performance or in making good any losses, damages or expenses or any part thereof, then it shall be lawful for ICFRE to forfeit the said Performance Guarantee partly or wholly in and towards the liquidation of liability of the Service Provider in respect of such default. Further in case ICFRE is put to any monetary loss or liability as a result of any act of omission or commission of the Service Provider or personnel deployed by him, ICFRE shall have the right to get itself reimbursed to the extent of the liability or loss out of the bills and/or the Performance Guarantee and balance if any through due process of law.

**(B) Terms & Condition (Mess)**

- xxx. The food served by the service provider shall be wholesome, clean and conform to the standards required by the health/hygienic rules/bye laws of MCD/ Central Govt.
- xxxi. Resident Director, VVB will monitor the quality of the food and other items supplied by the service provider including services.
- xxxii. The service provider would provide sufficient number of cooks, waiters and other servants in the kitchen, dining hall and mess and shall take all reasonable precautions to see that these waiters and servant while on duty attire themselves in the uniform approved by ICFRE and are professional, civil, sober and honest in their dealings with the guests and staffs at VVB, New Delhi.
- xxxiii. The service provider shall not make any additions/ alterations in the premises provided by VVB, New Delhi for use as kitchen and allied purposes to the service provider during the currency of this agreement and/or otherwise.
- xxxiv. The service provider shall ensure to keep the premises, kitchen, room and other area connected therewith neat, clean and tide at all times and confirm to the standards required by the health/hygienic bye-laws of the MCD and the Government and further ensure that the eatable products are prepared upto the standards prescribed by the Food Adulteration Act, 1954 and the rules framed there under from time to time.
- xxxv. Notwithstanding anything contained in above clauses if any employee and/staff member of the service provider in the opinion of Resident Director, VVB, is not rendering proper service or is otherwise guilty of any misdemeanor or is found otherwise undesirable, the service provider shall forthwith remove that person from the VVB campus, with immediate effect and replace him with a suitable person.
- xxxvi. The service provider shall have no right or interest in the premises allotted for kitchen, dining hall and other allied purposes and he shall have no right or interest to remain in possession thereof at the end of agreement or on the termination thereof at any time.
- xxxvii. Service hours in Mess shall be as follows provided that the timings may be modified by Resident Director, VVB if and when considered necessary :
- |            |                          |
|------------|--------------------------|
| Bed Tea    | 06:00 a.m. to 07:00 a.m. |
| Break fast | 08:00 a.m. to 09.30 a.m. |
| Lunch      | 01.00 p.m. to 2.30 p.m.  |
| Dinner     | 08.30 p.m. to 10.00 p.m. |
- xxxviii. The service provider shall display the approved menu and rates prominently in the dining hall.
- xxxix. The service provider shall be provided by the ICFRE with necessary area i.e. one dinning-hall, one kitchen and requisite furnitures & utensil etc. and he shall be responsible for the proper maintenance of all the premises as well as the furniture utensil, cutleries provided by the ICFRE. The responsibility for proper maintenance and safety/security of all fitting and fixtures will be of the service provider.
- xxxx. The service provider shall be required to use gas only for cooking purposes.

xxxxi. The service provider shall maintain a suggestion book for recording of suggestions for improvement by the guests. Such suggestions, after having the approval of a Resident Director, VVB to be set should be forthwith acted upon by the service provider. The suggestions book should be kept open for the inspection of the guests and the Resident Director or his nominee.

xxxxii .The garbage collected from the kitchen, dining hall, dish wash area will be disposed of every morning and evening through garbage van in closed bins by separation of biodegradable waste from non-biodegradable waste. The surroundings shall be kept clean and hygienic.

xxxxiii.After every meal (breakfast, lunch and dinner) all the plates, cups, katories, water glass, spoons, forks, knives etc. are to be cleaned in soap solution and hot water and dried and kept ready for the next meal.

### **13. PAYMENT TERMS**

- i. The Service Provider will submit bill in triplicate, after having paid the wages to the persons deployed, on completion of each month, Payment will be made after the satisfactory completion of work certified by authorized Officer at VVB.
- ii. Income Tax will be deducted at source as per Income Tax Law and the TDS certificate to this effect shall be issued to the Service Provider by ICFRE. The responsibility of paying the Service Tax at the prevailing rate (Govt. levy) will be of the Service Provider. The Service Provider will produce the proof of payment of the Service Tax (Govt. levy) of previous month to ICFRE.
- iii. No claim on account of sales tax, VAT, work contract tax or any other taxes and duties presently in force for the material used for execution of the work awarded under the contract, will be entertained and all such taxes and duties shall be borne by the Service Provider himself.
- iv. In case, the previous month's challan/proof pertaining to ESI and EPF deposited, do not accompany the bill as a documentary proof, payment of bill shall be held up till such proof is produced.
- v. The bill for the month shall be accompanied with the copies of return of service tax paid; EPF&ESI paid during the preceeding month.

### **14. PENALTY, COMPENSATION, RECOVERY AND TERMINATION**

If it is found that due to any reason, whatsoever it may be, operation/functions/duties connected with the scope of work defined in the contract is not done/discharged properly and satisfactorily, recovery at the following rates shall be made from the Service provider's bill :

1. In case of not ensuring desired level of cleanliness, deduction shall be made from the payment of Service Provider as under -
  - a. of suites/rooms/office rooms Rs.100/- per room per day
  - b. of kitchen /dining hall Rs.200/- per day
  - c. Open space/ lawns etc. Rs.200/- per day
  - d. Common toilets Rs.200/- per day
  - e. Stair case/Common space Rs.400/- per day

2. If at any point of time, any security guard/ other personnel is found lacking in his duty, a sum of Rs.100 (Rupees one hundred only) shall be fined to the Service Provider for each such incident. The Service Provider shall be liable to be fined to the extent of Rs.1000/- (Rupees one thousand only) in each case for any theft in the premises: This condition is in addition to and not in restriction, of the right of ICFRE mentioned in sub clauses xxix of the clauses 12 document.
3. If at any time during the period of contract, it comes to the notice of the ICFRE that the service provider has misled ICFRE by way of giving incorrect/false information, which has been material in the award of contract to him/her, the contract shall be liable for termination besides other legal action which may be initiated against him/her under the law of the land.
4. If the quality of work is found unsatisfactory and below the desired standard in a particular job, authorized officer of VVB will have the right to get the same done through another agency. The charges borne by ICFRE on account of this shall be deducted from the payment due to Service Provider apart from any other penalty deemed appropriate.
5. Any breach of terms and conditions laid down in the contract shall lead to imposition of penalty by the ADG (Admin.) upto Rs. 2000/- (Rupees two thousand) in each case, will be deducted from the monthly bill /Performance Guarantee of the Service Provider.
6. If the Service Provider repeatedly violates any of these terms and conditions, the Performance Guarantee shall be liable for forfeiture, wholly or partly, as decided by Assistant Director General (Admin.) and the contract may be cancelled.
7. All existing statutory regulations of both State & Central governments shall be adhered to and complied with by the service provider and all records maintained thereof should be available for scrutiny by ICFRE. Failure by the service provider to comply with such statutory requirements and / or the terms of the agreement during the period of agreement or deficiency in services shall result in termination of the contract and/or forfeiture of the Performance Guarantee, wholly or partly, as decided by Assistant Director General (Admin.).
8. ADG, (Admin.), ICFRE shall have the absolute right to terminate the contract at any time before the due date of expiry without assigning any reason by giving one month's notice in advance to the service provider in writing or alternatively by making equivalent payment thereof.
9. In the event of the Service Provider desiring an earlier termination of the contract, he shall have to give three months advance notice in writing to the Assistant Director General (Administration) ICFRE.
10. In the event of any malpractice on the part of the Service Provider or his employees, contract shall be liable to be terminated.

## **15. Force Majeure**

Neither party shall be responsible for delays or failures in performance resulting from acts beyond the control of the party. Such acts shall include but not limited to acts of God, strikes, lockouts, riots, acts of war, epidemics, Government regulation superimposed after the act, communication failure, earthquakes etc.

## **16. ARBITRATION**

1. Except where otherwise provided in the contract all questions and disputes whatsoever in any way arising out of or relating to the contract or otherwise concerning the work or the execution or failure to execute the same whether arising during the progress of the contract or after the completion or abandonment thereof shall be referred to a sole arbitrator to be appointed by the Director General, ICFRE, Dehradun at the time of dispute. There will be no objection to any such appointment that the arbitrator so appointed is an employee of ICFRE, or government servant or that he had to deal with the matters to which the contract relates or that in the course of his duties as employee of ICFRE, or government servant, he had expressed views on all or any of the matters in dispute. The arbitrator to whom the matter is originally referred being transferred or vacating his office or being unable to act for any reason, shall be replaced by another person as

decided by Director General, ICFRE, to act as arbitrator in accordance with the terms of the contract. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. It is agreed that no person other than a person appointed by the Director General, ICFRE should act as arbitrator. The arbitrator shall give reasons for the award.

2. Subject as aforesaid, the provisions of the Arbitration and Conciliation Act 1996 or any statutory modifications or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause.
3. Services under the contract shall, notwithstanding the existence of any such dispute, question or controversy, continue during arbitration proceedings and no payment, due or payable by ICFRE or the Service Provider shall be withheld on account of such proceedings unless such payments are the direct subject matter of the arbitration. Reference to arbitration shall be a condition precedent to any other action at law.
4. Any dispute arising out of this agreement will be settled under the jurisdiction of Dehradun Court only.

**Assistant Director General (Admin.)**

ICFRE

## **Chapter-3: Description of the Items, Specifications**

### **a. Technical specifications of printing job**

*Nothing is mentioned*

## Chapter-4: Schedule of Price

(a) Price bid undertaking

(b) Schedule of price bid in the form of BoQ\_1.xls

## Chapter – 5: Agreement

The Supplier \_\_\_\_\_ agrees to accept the terms and conditions provided in Chapter No. (2) at item No. (2.4) of this bidding document in letter and spirit.

Name/Seal of the Tenderer

**PROFILE AND DETAILS OF THE TENDERING AGENCY**

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1. Name of the Bidder:
  
2.
  - a. Complete Postal Address:
  
  - b. Name of the Contact Person (s) with Address:
  
  - c. Name, Designation and Address of the person (s) authorized to sign on behalf of and responsible to the bidding firm herein after referred as bidder).
  
3. Other information:
  - a. Telegraphic address of the Bidder
  
  - b. Telephone Number registered in the name of the Bidder  
(Kindly enclose copy of the latest paid bill)
  
  - c. Mobile Number
  
  - d. Fax Number of the Bidder:
  
  - e. E-Mail ID of the Bidder:
  
  - f. Website Address, if any:
  
4. Sample Signature of Bidder  
  

_____	_____	_____
(1)	(2)	(3)
  
5.
  - a. Place of Headquarters of the Bidder:
  
  - b. Local/ Delhi Branch Office Address:
  
  - c. Date of Establishment of the firm:

6. Date of firms Registration of Firm/company of the Bidder with Government and Registration Number if any.
7. Profile and detailed Set-up of the Bidder: (Attach also the brochure, booklet etc. of the Company, if available).
8. List of equipment available with the Bidder to undertake the Security and House Keeping job:
9. Total number of Regular Staff Employed by the Bidder in places other than National Capital Region (NCR) of Delhi:-

<b>Regular Employees</b>	<b>No. of Officials</b>	
	<b>Ex-Serviceman</b>	<b>Civilians</b>
Bidder Office		
Field Staff		

- 10 Total number of Regular Staff Employed by the Bidder at the NCR of Delhi:

<b>Regular Employees</b>	<b>No. of Officers</b>	
	<b>Ex-Serviceman</b>	<b>Civilians</b>
Bidder Office		
Field Staff		

11. Name and Qualification (Including Professional Qualifications) and Experience of Senior Executives, Advisors and Consultants of the Bidder.

12. Financial turnover\* of the Bidder for the Past three years:

\*(Certified/Attested copies of Balance Sheet, Income & Expenditure Accounts and Income Tax Returns must be attached).

Year	Amount ( in Lakhs)
2013-14	
2014-15	
2015-16	
Total	

13. Addresses with Telephone Numbers of the Regional Offices of the Bidder in India.

14. Details of major Contract handled by the Bidder in the past three years in the following format:

Sl. No.	Customer details with address, telephone No., Fax, E-mail etc.	Nature of Contract	Amount of Contract (In Rs. Lakhs)	Duration of Contract	
				From	To

15. Exhaustive List of Present and Past Clients:

(May attach a separate list if space is insufficient)

**(a) Present (2016-17)**

Year	Name of Organization	Address	Contact person	Telephone No.

**(b) Past (prior to 2016-17)**

<b>Year</b>	<b>Name of Organisation</b>	<b>Address</b>	<b>Contact person</b>	<b>Telephone No.</b>

16. Any other information of the present or past in support of your professional capability and experience supported with documentary evidence.

**Date** \_\_\_\_\_ **Signature of the Bidder** \_\_\_\_\_

**Name of Bidder** \_\_\_\_\_

**Place** \_\_\_\_\_ **Designation of Bidder** \_\_\_\_\_

**Name of the firm/company:**

**Address and seal:** \_\_\_\_\_

## LETTER OF ACCEPTANCE OF TENDER CONDITIONS

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Bidder's Proposal Reference No. & Date: \_\_\_\_\_

Bidder's Name & Address: \_\_\_\_\_

Person to be contacted: \_\_\_\_\_

Designation: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

E-mail: Fax No: \_\_\_\_\_ Fax No. : \_\_\_\_\_

To:

The Assistant Director General (Admin.)  
 Directorate of Administration,  
 Indian Council of Forestry Research & Education  
 P.O. New Forest, Dehradun - 248006

Sub: CONTRACT FOR SECURITY AND HOUSE KEEPING SERVICES FOR VAN VIGYAN BHAWAN (ICFRE CAMP OFFICE CUM TRANSIT HOSTEL), R.K. PURAM, SECTOR-V, NEW DELHI

Dear Sir,

1. We, the undersigned Bidder(s), having read and examined in detail the tender documents in respect of Tender Notice No. 19-1/2016-17/ICFRE/Admin/Security dt -----2016, accept all the terms and conditions of the tender document.
2. All the prices mentioned in our proposal are in accordance with the terms as specified in the tender document and in accordance to the provisions of Minimum Wages Act, 1948 and are valid for the contract period.
3. We have enclosed the earnest money in the form of Bank Draft amounting to Rs 50,000/- (Rupees Fifty Thousand only),
4. We confirm having submitted documents as required by you in your tender document. In case you require any further information /documentary proof in this regard before evaluation of our bid, we agree to furnish the same in time to your satisfaction.
5. We hereby declare that in case the contract is awarded to us, we shall submit the Performance Guarantee as per terms of tender document.
6. We hereby declare that our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true to the best of our knowledge and belief.

7. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.
8. We understand that you are not bound to accept the lowest or any bid you may receive or to place part order or to reject any bid or to cancel the tender without assigning reason whatsoever.

Thanking you,

Yours faithfully,

**Date:**

**(Signature)**

**Name**

**Designation:**

**Business Address: Seal**

## REQUIREMENT OF MANPOWER, MATERIAL AND SERVICES

### A. STAFF

S No	Category of Personnel	No. of personnel required	Nature of service shall include, but not limited to, the following	Essential qualifications
1	Security Guard	04	To man the security of the Van Vigyan Bhawan premises and property housed in it.	<ul style="list-style-type: none"> <li>• Should be males between 25 years to 50 years of age.</li> <li>• Smart, with strong build</li> <li>• Should have been educated upto at least 10 standard</li> </ul>
2	Supervisor	01	<p>He shall supervise the work, submit a job report on the work done on daily basis as per Annexure-III B</p> <p>Attend to any complaints or additional need based work related to housekeeping, security etc.</p> <p>To maintain hygiene and cleanliness within Mess, Dining Hall, Rooms, Toilets, Corridors, Van Vigyan Bhawan premises etc.</p>	<ul style="list-style-type: none"> <li>• Should be between 25 years to 50 years of age, with pleasant demeanour</li> <li>• Atleast Xth pass with ability to converse fluently.</li> <li>• Should have work experience of having worked as a supervisor of workers in similarly situated service providing agencies</li> </ul>
3	Receptionist cum-office Assistant	03	<p>Receptionist has following responsibilities including cash handling -</p> <p>Recording reservation orders in register and room allotment.</p> <p>Attending to visitors, telephone calls/complaints of visitors.</p> <p>Collection of due charges from visitors, issuance of cash memo and cash remittance.</p>	<ul style="list-style-type: none"> <li>• Presentable personality with pleasant demeanour between 25-50 years of age</li> <li>• Graduate with ability to converse fluently</li> <li>• Should have working knowledge of computers.</li> <li>• Should have work experience as a receptionist</li> </ul>
4	Driver	02	To drive vehicles attached to Van Vigyan Bhawan within and outside Delhi NCR. Regular upkeep of Vehicles attached to Van Vigyan Bhawan.	<ul style="list-style-type: none"> <li>• Alleast 12<sup>th</sup> Passed</li> <li>• Holding a valid driving licence for LMV(cars and jeeps etc.)</li> <li>• Well conversant with traffic regulations.</li> <li>• Able to read and comprehend Traffic directions and instructions</li> <li>• Well conversant with roads and routes in Delhi and NCR and to follow relevant Security/Traffic Police instructions.</li> <li>• Staying near to R.K. Puram, New Delhi</li> </ul>
5	Mali	01	To maintain the garden and potted plants within Van Vigyan Bhawan and its campus.	<ul style="list-style-type: none"> <li>• Should be between 25 years to 50 years of age,</li> <li>• Alleast 8<sup>th</sup> passed</li> <li>• Work experience as a professional Mali</li> </ul>
6	Cook	01	<p>Cooking and serving of all meals (Breakfast Lunch, Dinner) as per requirement of the visitors/guests.</p> <p>To maintain hygienic conditions in the kitchen area while cooking and ensure cleanliness of food items under preparation.</p> <p>To dispose kitchen garbage properly.</p>	<ul style="list-style-type: none"> <li>• Should be between 25 years to 50 years of age,</li> <li>• Atleast 10<sup>th</sup> Passed</li> <li>• Should be perfect in cooking North Indian and South Indian dishes</li> <li>• 3 years experience as a professional cook.</li> </ul>
7	Mess helper	01	<p>To serve cooked food to the visitors/guests.</p> <p>To maintain cleanliness in the Dining area</p>	<ul style="list-style-type: none"> <li>• Should be between 25 years to 50 years of age,</li> <li>• Minimum 8<sup>th</sup> Passed</li> <li>• Experience as mess worker/helper</li> </ul>

8.	Pantry Helper	01	To assist the cook in his job listed at sl. No. 6	<ul style="list-style-type: none"> <li>• Should be between 25 years to 50 years of age,</li> <li>• Minimum 8<sup>th</sup> Passed</li> <li>• Experience as mess worker/helper</li> </ul>
9	Electrician cum Plumber	01	To maintain the electricity related services in the VVB and shall rectify all minor problems on daily basis. He shall attend all the minor complaints pertaining to electricity to maintain electrical supply to the rooms and common area in Van Vigyan Bhawan To maintain the plumbing in the VVB and shall rectify all minor problems on daily basis. He shall attend to all the minor complaints pertaining to sanitary fittings	<ul style="list-style-type: none"> <li>• Should be between 25 years to 50 years of age,</li> <li>• 10<sup>th</sup> Passed</li> <li>• Should be ITI trained Electrician with workable knowledge of Plumbing and Sanitary.</li> <li>• 3 years experience as an electrician</li> </ul>
10.	Room Boys /Service Boys	05	To attend to the visitors/guests and providing room services like ensuring rooms are in good condition with properly arranged linen, towels etc., serving bed tea or coffee, serving food at rooms in case of requirement, attending to guests at the dining hall, and any other service which the ICFRE authority ask them to perform.	<ul style="list-style-type: none"> <li>• Should be between 25 years to 50 years of age, with pleasant demeanour, presentable personality and polite.</li> <li>• Xth Pass with ability to converse fluently</li> <li>• Should have work experience of having worked as a room boy/service boy</li> </ul>
11	Persons for cleaning up the rooms and premises of VVB	06	Cleaning up of rooms and the entire VVB premises consisting of - a. Seminar Hall 01 No. b. Conference Room 01 No. c. Reception Hall 01 No. d. Kitchen & Dining Room 01 No. e. Suites with attached toilets-13 Nos. f. Rooms with attached toilets 25 Nos. g. Office rooms 03 Nos. h. Meeting room 01 No. i. Common Toilets 02 No. j. Dormitory attached toilet 01 No. k. Office cabin - 01 No. l. IT rooms - 02 Nos. m. Under Ground water tank 01 No. n. Pump house -01No. o. Store room - 03 Nos p. Store room (Cabin type) 04 Nos. q. Electric substation/ D. Gen. Room-01 No. r. Staircases s. Furniture and fittings t. Office equipments and telephones u. Parking space in the VVB campus	<ul style="list-style-type: none"> <li>• Should be between 25 years age, with pleasant demeanour</li> <li>• 8<sup>th</sup> Passed</li> <li>• With adequate housekeeping experience.</li> </ul>
12.	Data Entry Operator	3	To do office work and entry of data on computers	<ul style="list-style-type: none"> <li>• Should be between 25<sup>th</sup> to 50 years old</li> <li>• Skilled in computer working including MS Word, Power Point and Excel with one year's diploma/certification course in computers</li> <li>• Should be able to enter data in database forms</li> <li>• Proficiency in typing @ 40 words per minutes</li> </ul>

## B. Schedule of Works

S. No	Work	Jobs to be carried out daily in all the floors	Job to be carried out weekly	Job to be carried out monthly	Job to be carried out as and when required
1	Sweeping or vacuum cleaning followed by wet mopping of rooms, veranda, stairs and other areas with specified phenyl and domestic floor cleaner.	Yes			
2	Dusting and wiping all glass panes, windows, telephone, air conditioner, and all the fixtures and furniture at the Van Vigyan Bhawan	Yes			
3	Cleaning of toilet floors and tiles, WCs, urinal pans, looking mirrors and washbasins with specified cleaners.	Yes			
4.	Sweeping the areas within the compound of Van Vigyan Bhavan and the internal open space.	Yes			
5.	Cleaning of dustbin in toilets and those placed at other locations and disposing the garbage away from the premises in identified bins	Yes			
6.	Removal of rubbish/ garbage from the premises.	Yes			
7.	Removal and cleaning of stains on all floor surfaces and walls including stairs	Yes			
8.	Dusting, cleaning and removal of any stain in furniture and equipments.	Yes			
9.	Replacing used and soiled linen, pillow cover and towels in the bedroom and bathroom with washed/cleaned items.	Yes			
10	Complete cleaning/washing and scrubbing of the entire floor of common areas such as corridors, reception hall, mess including toilets and staircases by using specified soap detergents.		Yes		
11	Dusting of walls, ceiling from top downwards and air conditioner, ceiling fans.		Yes		
12	Removal of cobwebs and dusting of switchboards (electrical & telephones etc), cleaning water cooler, wiping tube lights etc.		Yes		
13	Cleaning of shaft adjoining all toilets		Yes		
14	Wet cleaning (shampooing) of upholstery of sofas, chairs.			Yes	
15	Intensive cleaning/dusting of panels, posters, paintings, light fittings, tube lights and electrical fittings.			Yes	
16	Cleaning of glass panels and windows (outside and inside).			Yes	
17	Cleaning of overhead tanks			Yes	
18	Cleaning of underground tank			Yes	
19	Cleaning and opening of choked and blocked drains and manholes of underground and vertical lines like waste water, storm water and sewer lines etc.				Yes
20	Washing/ dry cleaning of towels, blankets, bed sheets, curtains etc. of VVB (and not those belonging to the guests) at the cost of the service provider.				Yes
21	Restocking of toiletries with specified liquid soap, toilet rolls and air freshener in bathrooms and toilets.				Yes
22	Checking all electrical switches and bathroom fittings and attend any call for repair of electrical fittings and bathroom fittings through a electrician cum plumber				Yes
23	Minor general repair works, minor plumbing and electrical repairs, will be attended to by the service provider as and when required and repaired at his own cost unless it requires replacement of fittings & fixturs.				Yes

It is hereby certified that I/we have read and understood the schedule III above and shall abide by these, the scope of work given in the tender and the conditions laid down.

Signature of Bidder

Place

**Name**  
**Designation:**  
**Business**

**(C) Menu for VVB, New Delhi Mess (For approximately 30 guests)**

<b>Detailed Menu</b>		
<b>Breakfast</b>		<b>Rate (Rs.)</b>
<b>Vegetarian</b>	Bread (4 slices), jam/butter/sauce + Milk + Cornflakes + Tea	
	Stuffed* Parantha (2 Nos.) with butter / Plain Parantha (2 Nos.) with aloo-matar sabji/ Puri (4 Nos.) with dam aloo sabji/ Chhole+Bhature (2)+ Curd+Pickle + Milk Tea	
<b>Non- Veg.</b>	Bread (4 slices) + Egg Omelette (2 eggs) with butter/jam/sauce+ Milk Tea	
<b>Lunch/Dinner</b>		
<b>Vegetarian</b>	Tawa chapatti (4 Nos.) + Rice + Dal + Seasonal vegetable/Kofta+ Salad + Pickle + Papad + Curd	
	Tawa chapatti (4 Nos.) + Rice + Dal + Paneer+ Salad + Pickle + Papad + Curd	
<b>Non- Veg.</b>	Tawa Chapatti (4 Nos.) + Chicken Curry + Rice + Dal + Seasonal vegetable + Salad+ Pickle + Papad + Curd	
	Tawa Chapatti (4 Nos.) + Fish Curry+ Rice + Dal + Seasonal vegetable + Salad+ Pickle + Papad + Curd	
	Tawa Chapatti (4 Nos.) + Egg Curry+ Rice + Dal + Seasonal vegetable + Salad+ Pickle + Papad + Curd	

**Extra Snacks/Beverages**

<b>Item</b>	<b>Rate (Rs.)</b>
Tea	
Coffee	
Milk (per medium sized glass)	
Bread Pakoda (2 pieces with sauce)/Maggi /Macroni/Noodles	
Veg. Sandwich (2 pieces)	
Cold drinks	
Curd (100 gm)	
Packaged drinking water/Mineral water	
Egg Omelette (2 eggs)/Bhurji (2 eggs)/	

\*Stuffed parantha means Parantha stuffed with Gobhi, Muli etc.

\*\* Menu can be changed as per seasonal availability of vegetables in consultation with Resident Director, VVB, New Delhi.

**(Signature of the Bidder)**

**Name:**

**Designation:**

**Business Address: Seal**

## FINANCIAL BID

Duly accepting the laid down terms and conditions, we quote the following rates for providing the services on contractual basis at Van Vigyan Bhawan (ICFRE camp office cum Transit Hostel), Sector-V (Near House No. 977), R.K. Puram, New Delhi for all days of each month when contract will be in force:

<b>A Manpower</b>								
S. No	Category of personnel	Number of personnel required	Rate per personnel per month (Rs)					Total Monthly Billing Amount (Rs)
			Wages	EPF	ESI	Total	Service Tax	
1	Security Guards	04						
2	Supervisor	01						
3	Receptionist –cum Office Asstt.	03						
4	Driver	02						
5	Mali	01						
6	Cook	01						
7	Mess	01						
8	Pantry Helper	01						
9	Electrician cum Plumber	01						
11	Room Boys/Service Boys	05						
12	Persons for cleaning up rooms and premises	06						
13	Data Entry Operator	03						
							Total	
<b>B*</b>	Mess charges per month for approximately 30 guests as per Annexure – III (part C)							
<b>C</b>	Laundry charges per month as per Annexure III (Part B, clause 20)							
<b>D</b>	Service Charges @							
							<b>GRAND TOTAL</b>	

\*Please attach separately the rate as per Annexure- III, Part- C

Grand total in words Rupees.

NOTE :-

1. The wage rates may change in future as per Government Orders, under Minimum Wages Act, 1948, and are subject to revision.
2. Rate quoted per person per month are inclusive of all statutory requirement including paid holiday (Republic day, Independence day and 2<sup>nd</sup> October), overtime, relieving charges as per the Minimum wages Act of 1948, and rules made there under, and in accordance with statutory provisions and requirements laid down by all Labour Acts applicable or any other statutory requirement in force applicable at that time.
3. Rates quoted are inclusive of all taxes applicable as listed above in the table.
4. **TDS** as applicable shall be deducted at source.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature of the Bidder)

**Name:**

**Designation:**

**Business Address: Seal**