



**TATA INSTITUTE OF FUNDAMENTAL RESEARCH
TIFR CENTRE FOR INTERDISCIPLINARY SCIENCES**

Autonomous Institution of the Department of Atomic Energy, Government of India
Plot No. 21, Brundavan Colony, Gandipet Road, CBIT Post Office, Hyderabad – 500 075.
Telephone: 040-2419 5029
Email: purchase@tifrh.res.in
Website: www.tifrh.res.in

Ref No: TFR/PD/WO15-329/150207

November 4, 2015

Notice inviting tender (Two Part Tender) for the following services:

DESCRIPTION
Providing Housekeeping Services to TIFR-TCIS Transit Campus, Students Hostels and Guest Houses at Hyderabad
PUBLIC TENDER (TWO PART)



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Providing Housekeeping Services to TIFR-TCIS Transit Campus, Students Hostels and Guest Houses at Hyderabad

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TENDER ISSUED TO:

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SIGNATURE OF THE TENDERER



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Ref No: TFR/PD/WO15-329/150207

NOTICE INVITING TENDER

Sealed tenders are invited by TATA INSTITUTE OF FUNDAMENTAL RESEARCH, HYDERABAD from reputed, experienced & registered Contractors/ Agencies/ Organizations/Cooperative Societies having valid license under Contract Labour Regulation & Abolition Act, 1970 for providing Housekeeping Services to transit campus of Tata Institute of Fundamental Research, Centre for Interdisciplinary Sciences, Plot No. 21, Brundavan Colony, Gandipet Road, CBIT Post Office, Hyderabad, Student Hostels (7 Hills, SN Residency & Aparna Cyber Commune) and Guest Houses (Aparna Sarovar Flat No.'s E 902 & E 1002) at Hyderabad

The detailed tender can be downloaded from

<http://www.tifrh.res.in/tcis/contact-us/tenders.html>

Estimated cost of Tender (Approx) :	Rs. 26,00,000/-
Tender cost:	Rs. 1,000/- to be paid by DD/ BC in favour of "TIFR Centre for Interdisciplinary Sciences" (non-refundable) to be enclosed with technical bid (Part A).
Earnest Money Deposit (EMD) :	Rs. 52,000/- (Fifty Two Thousand Only) should be provided along with the technical bid (Part A) in the form of Demand Draft (DD) (or) Bankers Cheque (BC) from a Nationalized Bank and drawn in favour of "TIFR Centre for interdisciplinary Sciences, Hyderabad" and payable at Hyderabad.
Date for downloading of tender documents:	04-11-2015 to 01-12-2015 upto 13.00 Hrs.
Last Date & Time for submission of tenders:	01-12-2015 by 13.00 Hrs.
Date for opening of Technical Bids (Part - A):	01-12-2015 at 15.30Hrs. at the above address.

Sd/-
Administrative Officer



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I. INSTRUCTIONS/GUIDELINES FOR TENDERERS

1. Contractors/ agencies qualifying the requirements should submit the tender under two-bid system **PART “A” (Technical Bid)** consisting of Technical Bid & Commercial Terms and **PART “B” (Financial Bid)** consisting of only Price shall be submitted in **separate sealed envelopes** duly superscribed with the tender enquiry number, and the due date in bold letters, addressed to the Administrative Officer, Tata Institute of Fundamental Research, TIFR Centre for Interdisciplinary Sciences, 21, Brundavan Colony, Narsingi, Gandipet Road, Hyderabad - 500 075. The envelopes should be clearly marked on top as either . PART “A” or PART “B”. The two sealed covers should be further put in a master cover superscribed with the Tender Enquiry No., Due Date **“Providing Housekeeping Services to TIFR-TCIS Transit Campus, Students Hostels and Guest Houses at Hyderabad”** in bold letters, addressed to the Administrative Officer, Tata Institute of Fundamental Research, TIFR Centre for Interdisciplinary Sciences, 21, Brundavan Colony, Narsingi, Gandipet Road, Hyderabad - 500 075.
2. In case the PART “A” and Part “B” bids are not sealed in separate envelopes the tender will be rejected.
3. The technical bid should not contain any indication of the price.
4. Fax/Email/Telegraphic/Telex Tenders will not be considered.
5. All bidders/firm participating in the tender may visit the TCIS for a complete site survey for detailed discussions and clarifications, if any.
6. The bidder should be registered under the Companies Act, 1956 or a registered firm. Registration certificate to be submitted.
7. **Validity of Bids:** Quotations must be valid for a period of 180 days from the date of opening of bids. Bids with the shorter validity period are liable for rejection.
8. Rates offered should be mentioned both in figures as well as in words and offer should be typed or legibly handwritten/over writing is not acceptable.

9. Tenders containing correction, overwriting will not be considered. Late or delayed/Unsolicited quotations/offers shall not be considered. Post tender revisions/corrections shall also not be considered.
10. The bids shall be enclosed in an envelope and sealed duly marked as **“Providing Housekeeping Services to TIFR-TCIS Transit Campus, Students Hostels and Guest Houses at Hyderabad”** with tender Ref. No. Ref No: Ref No: TFR/PD/WO15-329/150207 addressed to “Administrative Officer” at the address given above. The bids are liable to be rejected if the sealed envelope is not addressed to “Administrative Officer” along with Tender Ref. No., Due date and Description. Offers delivered in person shall be delivered at the Tender Box at TIFR-TCIS, Hyderabad Office. If the bids are sent through courier/post, it should reach on or before submission Due Date and Time and TIFR-TCIS will not be responsible for the postal/courier delay. Tender submitted after due date will be rejected.
11. The Technical bid will be opened on 01-12-2015 at 15.30 Hrs. by the TIFR-TCIS Tender Opening Committee in the presence of the Tenderers or their Authorized Representatives, present if any. The persons who are representing the contractors/agencies should bring authorization letters duly signed by the competent authority on the company letterhead.
12. **Tender Cost:** A demand draft for **Rs. 1,000/- (One Thousand Only)** to be paid by DD/ BC in favour of **“TIFR Centre for Interdisciplinary Sciences”** (non-refundable) as **Tender Cost** is required to be submitted along with technical bid (Part –A) .
13. **Earnest Money Deposit (EMD):** A demand draft for **Rs. 52,000/- (Fifty Two Thousand Only)** as **Earnest Money Deposit (EMD)** should be provided along with the technical bid (Part A) in the form of Demand Draft (DD) (or) Bankers Cheque (BC) from a Nationalized Bank and drawn in favour of **“TIFR Centre for interdisciplinary Sciences, Hyderabad”** and payable at Hyderabad is required to be submitted along with technical bid (Part – A).
14. EMD shall be refunded to unsuccessful tenderer, after finalization of the tender. The EMD of the successful tenderer shall be returned to him on receipt of the Security Deposit or adjusted in the security deposit. EMD in any other form is not acceptable. Please note that tender received without EMD will be summarily rejected. No firm / organization is exempted from furnishing the EMD under any circumstances. Exemptions from Govt. if any, shall be accepted only subject to approval of Competent Authority. The EMD shall be forfeited in the event of breach of contract by the contractor in term of contract/order. Tenders submitted without EMD shall be rejected.
15. The Price bids of only those agencies/contractors who qualify in the technical bid will be opened on stipulated date and time to be communicated at a later date.
16. If any information furnished by the agency is found to be incorrect/false at a later stage, the tender will be rejected and the firm will be liable to be debarred from tendering.
17. The TIFR-TCIS reserves the right to accept or reject any or all the prospective applications in full or part thereof without assigning any reason whatsoever.
18. The tender form along with necessary enclosures duly filled in should be submitted in original on or before the due date and time. Deviation of this condition shall render the tender liable to rejection.

19. Each page of tender document should be signed by the tenderers with rubber stamp of the firm affixed on each page. Unsigned bid with rubber stamp summarily rejected.
20. This tender document/form is not transferable. Only the party to whom the tender documents have been issued shall be entitled to quote.
21. Tenders who do not comply with any of the condition are liable to be rejected.
22. No questions or items in the Annexures shall be left blank or unanswered. Where bidder have no details or answers to be provided a „NO“ or „NIL“ or “Not Applicable” statement shall be made as appropriate. Forms with blank columns or unsigned forms will be summarily rejected.
23. The Institute shall be under no obligation to accept the non-qualified /lowest or any other tender received in response to this tender notice and Shall be entitled to reject any tender without assigning any reason whatsoever.
24. Bidder should provide Acceptance of Scope of work and terms and conditions specified in these tender documents along with technical bid.
25. Please attach copies of Company profile including previous experience, Work/Purchase Orders, Completion Certificate, etc.
26. Unsealed, conditional/email tenders and tenders without Earnest Money Deposit or not on the prescribed form shall not be entertained.
27. Tenders submitted without EMD shall be rejected summarily.
28. The tenderer may inspect the areas where the services are to be provided for assessing the work involved during office working hours with prior appointment.
29. The TIFR-TCIS Hyderabad in public interest reserves right to accept or reject any or all tenders without assigning any reason and also to impose/relax any terms and conditions of the tender.
30. Techno Commercially Qualified , Lowest L1 bid will be considered after arriving at final pricing of individual offers of all the short listed firms of the technically and commercially qualified lowest firm will be awarded the contract/purchase order.
31. Deduction of Indian Income Tax Deduction at Source: The Deduction of Indian Income Tax Deduction at source (TDS) will be deducted as per IT Act. The applicable taxes at the time of actual utilization of service etc. will be deducted if any.
32. The Financial bids of only firm who qualify in the techno- commercial bid will be opened on stipulated date and time to be communicated at a later date to the respective firm.

33. **Award Of Contract:** TIFR-TCIS shall award the contract to the techno commercially eligible bidder whose bid has been determined as the lowest evaluated Financial bid. If more than one bidder happens to quote the same lowest price, TIFR-TCIS reserves the right to award the contract any techno commercially qualified lowest bidder. TIFR-TCIS reserves the right at the time of award of Contract to increase or decrease the quantity of items specified in the Schedule of Requirements without any change in price or other terms and conditions.
34. No request for extension of due date will be considered under any circumstances.
35. Bid (or) Modification to bids received after closing date and time shall not be considered. Such modified bid to gather with original bid will be summarily rejected.
36. No Agency commission will be paid as per Government of India rules.
37. The tender form along with necessary enclosures duly filled in should be submitted in original on or before the due date and time. Deviation of this condition shall render the tender liable to rejection.

II. SCOPE OF WORK/ CONTRACT

1. The contractor/agency should provide housekeeping services, on contract basis. The contractor shall himself/or through his authorized supervisor, supervise the work of the housekeeping staff deployed by him under the contract. He will be responsible for maintaining the attendance and wage register of the housekeeping staff deployed and shall report to the Administrative Officer of TIFR-TCIS as per requirement.
2. The Cleaning & Housekeeping of buildings should be carried out daily by adequate no. of trained personnel and by using machineries & equipment's. The contractor may have to use the suitable quality cleaning & washing Detergents/ Reagents like phenyl, dettol, room spray, detergent, liquid soap, etc.
3. Regular maintenance and cleaning of the rooms/cabins/stair cases and premises every day.
4. Cleaning of corridors, Garbage collection from all floors of the building and disposal to the central dump yard.
5. Cleaning of Buffet counter, tables etc. and floor etc. in the TIFR-TCIS canteen and should always be kept cleaned and arranged properly before and after breakfast, lunch and evening upto tea/snacks time.
6. Cleaning of all floors including balcony, veranda with scrubbing machine and scorch bite pad, buffing with scrubbing machine of toilet floor, glazed tiles, wash basins, urinals, water cooler locations, etc. including TIFR-TCIS canteen and dusting of all fitting and fixtures.
7. Scope of the bathroom/toilet cleaning and mopping work :- scrubbing of the entire floor area, the wall tiles and washing with appropriate chemicals.
8. Scope of the corridors cleaning/mopping work:- scrubbing of floor and wash with proper quality chemicals.
9. Removal of cobwebs from the entire area, cleaning the walls of all corridors and bathrooms once a week.
10. Cleaning of vacated flatlets:- Entire area, Toilet, Bathroom, kitchen, balcony, windows, furniture, fridge at TIFR-TCIS Student Hostels & Guest Houses.
11. Different type of floors provided for buildings shall be kept in neat & tidy condition by using Wet & Dry cleaning methods with adequate trained personnel, machines & equipment's. The Eco friendly disinfectants detergents/ liquids shall be used. The machines /equipment's & Disinfectant detergents /liquids should not destroy the surface of flooring. Cleaning & Housekeeping operations shall not cause any damage to the Buildings, Equipment's, personnel etc.
12. Different type of finishes like mosaic tile, ceramic tiles, kota stone, granite stone, acrylic polyurethane enamel paint applied on wood or metal works etc. shall be cleaned daily by using wet & dry cleaning methods with adequate trained personnel & cleaning equipment's While cleaning no damage should occur to the provided finishing works.

13. Different type of paneled or glazed doors/windows like wooden, Aluminum, Galvanized steel sheet doors, fire rated door etc. shall be cleaned by suitable (wet or dry or both) cleaning methods as per frequency. No scratches or damages shall occur on the surfaces being cleaned.
14. The Glass surface shall be cleaned gently with wet/dry cleaning methods daily. While cleaning the high raised glass surface proper care should be taken so that no cracks/breakages occur. Suitable detergent/reagents to be used for cleaning.
15. Stainless steel / mild steel/PVC hand railing provided to the stair cases/balconies etc. to be cleaned along with the balusters by wet/dry cleaning methods. While cleaning no damage shall occur to the cleaning surfaces.
16. The mirrors should be cleaned neatly with suitable methods. The due care should be taken about the breakage of mirror or deterioration of its glassiness.
17. The Ceramic jalli provided in the building should be cleaned by suitable methods. Proper cleaning equipment/trained personnel to be used for cleaning. While cleaning no portion of ceramic jalli /concrete Jalli destroyed and inconvenience to the commuter is to be caused.
18. The Lifts are to be cleaned. Basically the Lift room meant for passengers to be cleaned. The Floor, walls Electrical Fan & Light fittings are to be cleaned. The Switch panels inside and outside the lift room are also to be cleaned including indication panel & communication equipment. Similarly, Lift Doors inside & Outside are to be cleaned. All Safety precautions are to be taken while cleaning the Lifts.
19. Cleaning chart day wise to be provided by the firm and to be implemented on daily basis, contractor/supervisor should ensure the cleanliness according to the cleaning chart on daily basis.
20. The portable fire extinguishers, smoke detectors, Fire detectors wherever available in the building area are to be kept in neat condition.
21. Telephone instruments provided in all the rooms of building are to be cleaned by using suitable method. Telephone instrument should not be affected due to cleaning operations.
22. Computers and its accessories like CPU; UPS; Printer, Keyboard Monitor etc. are to be cleaned daily by suitable method. No data should be deleted or functioning of computer withheld due to cleaning operations.
23. Different types of Signage boards/Notice boards etc. provided in buildings are to be cleaned daily by suitable methods. The said boards should be kept neat & clean always.
24. The different type of furniture provided in all rooms /offices of building are to be cleaned daily by suitable methods.

25. Different types of office equipment's like Almarah's, Bookshelves, Racks etc. are to be cleaned daily.
26. Filling up of quality liquid soap container with good quality liquid soap in all wash rooms from time to time.
27. The Bathrooms & Toilets provided in the premises are to be cleaned and to be kept neat & in hygienic condition. Necessary disinfectant is to be used for cleaning of toilets/ urinals/wash basins & flooring. Liquid soap, toilet tissues, odozoires etc. to be provided on consumable basis as & when required at the cost of contractor. These items should be made available in the adequate quantity at various places in the Bathrooms & Toilets etc.
28. The blockage in the Sewage/water supply pipes shall be attended immediately. The water leakage in pipefittings i.e. Taps, Bends, Valves etc. to be attended immediately. The blockage / leakage or any type of attention required for sanitary fittings like Washbasins, Cisterns, W.C. pans etc. should be reported to the authorized person at TIFR-TCIS immediately. The over flow in water tanks shall attend immediately. Contractor should take care about no water stagnation in the premises due to leakage of pipes/overflows & spillage of water.
29. The collected garbage/debris/waste shall be disposed off to the GHMC approved garbage collector.
30. Cleaning of Overhead tank/underground water tanks provided in the area shall be cleaned with suitable cleaning agents and fresh water. The necessary arrangements shall be made to empty the water from the underground water tank. The cleaning of water tank shall be done with the approval of Employers authorized representative. No residual of cleaning agents should be left in the water tank after completion of cleaning.
31. The Contractor shall provide all consumables of standard quality such as detergents/abrasives/disinfectants/brooms/brushes/mops/duster /soap/toilet roll/ air freshener etc.
32. Contractor shall supply all material, tools and plants required for the housekeeping and maintenance works. The contractor shall also maintain the stores at site. The Contractor shall arrange all tools, equipment as well as cleaning reagents and consumables required for the work according to the specifications provided by the TIFR-TCIS authority once the contract is awarded. Nothing extra shall be payable to the Contractor on this account. The contractor should have the capacity to keep the equipment's in good fettle.

33. CLEANING & HOUSE KEEPING RECORDS

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

- A. Deployment of Man–power as per the timings.
- B. Availability of material and tools.
- C. Stock details & utilization of Chemicals / Reagents.
- D. Cleaning chart, daily activity.
- E. Details of Cleaning & housekeeping activities carried in each shift as per Cleaning & housekeeping schedule of work.
- F. Monthly summary of work carried out.
- G. Apart from the above, the Manager/Supervisor in each shift will have to sign the cleaning & housekeeping monitoring booklets which will be kept in the TIFR-TCIS office. These booklets will be also signed by the representative of the Employer in each shift. An attendance register will also be kept in the control room. All cleaning & housekeeping personnel including Team Supervisor will have to go to TIFR-TCIS office & sign in attendance register at the starting of a shift.

III. TECHNICAL BID FOR PROVIDING HOUSEKEEPING SERVICES

1.	Name of the Organization/Firm, location of Registered Office with complete address with Telephone/Fax Nos. and e-mail address. For outstation Agencies Address of Registered Local branch office and contact Nos.	
	Telephone No. (land line)	
	Fax No.	
	Mobile No.	
	Email Id:	
2.	Date of Establishment :	
3.	Company Registration Number & date (Please attach from appropriate authority):	
4.	Pre-Qualification Criteria	
A.	Single Work of Rs. 21 Lakhs (or) Two Works of Rs. 14 Lakhs each (or) Three Works of Rs. 10 Lakhs each	
B.	Present Strength of Registered Manpower with Qualification (Attach list of Technical Manpower with name, qualification age) Detailed Grade wise Manpower should be furnished	
C.	Details of present contracts, clientele list with performance certificate for past 5 years (Please attach separate list in detail)	
D.	Average annual turnover during last 3 years ending 31st March of previous financial year should be at least Rs. 25 lakhs (please attach proof in support)	
E.	Solvency certificate of an amount not less than Rs. 10 Lakhs issued by a national bank within the last six months to be attached.	

5.	Details of Tender Document Fee	DD/BC No. DD/BC Date. Drawn on Bank
6.	Earnest Money Deposit (EMD)	DD/BC No. DD/BC Date. Drawn on Bank
7.	Service tax registration Certificate (Attach Certificate)	
8.	Professional Tax Registration Certificate (Attach Certificate)	
9.	Registration with the Labour Department of the Central Govt. (Attach a copy of the registration certificate.)	
10.	Registration with local Employee Provident Fund (EPF) Authorities (Enclose the copy of same)	
11.	Registration under Employee State Insurance (ESI) Act (Attach a copy of same)	
12.	TAN of the firm (Attach a copy of same)	
13.	PAN of the firm (Attach a copy of same)	
14.	Has the firm/contractor attached acceptance to the scope of work, terms and conditions etc. duly signed on all pages?	
15.	Income Tax returns for past 5 years.	

16.	Has the firm attached an affidavit in the prescribed format to the effect that it has never been blacklisted	
17.	Any other information	

Place :

Signature of Tenderer

Date:

Full Address with Company Seal.

IV. GENERAL TERMS & CONDITIONS

1. **Definition of Terms:**

TIFR-TCIS Hyderabad means Tata Institute of Fundamental Research-Tata Centre for Interdisciplinary Sciences, Hyderabad.

Administrative Officer means Administrative Officer TIFR-TCIS Hyderabad.

2. The names, parentage, residential address, age, etc. of the persons deployed should be submitted to this office before deployment.
3. For purpose of proper identification of these employees of the contractors deployed at various points, all the Guards/Supervisor should wear name badges and carry ID Card at the time of performing duty.
4. The contractor/agency should provide housekeeping services, on contract basis. The contractor shall himself/or through his authorized supervisor, supervise the work of the housekeeping staff deployed by him under the contract. He will be responsible for maintaining the attendance and wage register of the housekeeping staff deployed and shall report to the Administrative Officer of TIFR-TCIS as per requirement.
5. The tenderer shall declare in writing that neither he nor any of his associates is in any way related to any Officer or Staff in the Institute.
6. If the contractor(s) selected for the work fails to sign the formal agreement within 15 days from the date of receipt of award of work or fails to take up the assignment or fails to commence the work on the date specified in the Award Letter, the Earnest Money Deposit amount of Rs.52,000/- is liable to be forfeited.
7. **Security Deposit:** The successful bidder should provide a security deposit @ 10% of the contract value shall be provided by the Contractor in the form of Bank Guarantee within 15 days of awarding of Contract, failing which the entire amount shall be recovered in the first 4 months' running bill. The Bank Guarantee should be issued from a Nationalized Bank for the equivalent value may be furnished for the period of agreement with 3 months grace period. If the agreement is extended the Bank guarantee will be replaced with another Bank Guarantee for equivalent value and for three months grace period beyond the extended period of the Agreement (i.e. extended period of agreement + three months grace period).
8. The contractor shall pay the minimum monthly wages (Central) fixed by the Chief Labour Commissioner (Central), Govt. of India, Ministry of Labour & Employment, vide Order No. 1/17(7)/2014-LS-II, dt. 29-09-2014 for "Employment of Sweeping and Cleaning under the Minimum Wages Act as applicable in Hyderabad.
9. The Contractor shall comply with the provisions of the payment of wages Act 1936, workmen wages act 1948, Employment Liability Act 1938, workmen compensation act 1923, Industrial dispute act 1947 and the Contractor Labour (R&A) Act 1970 and amendments thereof and other laws relating thereto and the rules made thereunder from time to time.

10. Skilled/Clerical labour should not be more than 45 years in age and UNSKILLED labour should not be more than 40 years in age. Proof of age (Photocopy) will be provided by the contractor.
11. The manpower shall have good health and proper eyesight.
12. TIFR-TCIS reserves the right to instruct the AGENCY to terminate the services in respect of individual candidate/all candidates deployed, by giving one month notice.
13. Successful bidder shall enter into an agreement/work order with TIFR-TCIS Hyderabad
14. The bidder should have their office with infrastructure in Hyderabad.
15. The AGENCY should confirm in writing that they have informed their manpower of the temporary contract nature of engagement with TIFR TCIS, that they will not litigate for claiming permanent employment with TIFR-TCIS either directly or through judicial recourse and on that specific understanding they agreed for such contractual deployment with TIFR-TCIS, on their own Volition.
16. Any recurrence of such defaults by AGENCY will be considered as 'breach of contract', in which event, TIFR-TCIS reserves the right to terminate the Contract, without considering any specific formal notice.
17. The AGENCY should undertake to deploy suitable substitutes in place of absentees immediately.
18. AGENCY should monitor the attendance and performance of the manpower so deployed on their own.
19. AGENCY shall be solely responsible and liable for compliance of all labour laws and other statutory obligations towards PF, ESI, Bonus, Insurance, Police Verification and Identity card.
20. It is the sole responsibility of the contractor to ensure that the safety measures are strictly observed by the contract labourers engaged by him.
21. Bids not accompanied by EMD will be summarily rejected.
22. Bids submitted with counter conditions will be summarily rejected.
23. The Contract shall be awarded for a period of One year. If services are satisfactory, the contract will be extended by two more year on mutual consent with the rates, terms and conditions.
24. No revision of agency rates will be entertained till completion of the contract.
25. Statutory deductions, including TDS as per IT Act, will be made from the bills payable to AGENCY

26. **PAYMENT:** The contractor should pay the wages to the contractual staff before expiry of 7th day of every month and claim for reimbursement. The bill/invoice should be submitted in duplicate supported by the Electronic Challans for ESI, EPF (duly certified by the contractor) and Bank details/statement duly certified by the bank for payment of wages along with the attendance register copy in proof of attendance, attested by the contractor in Original and countersigned by the Housekeeping Supervisor and Administrative Officer, TIFR-TCIS on each page along with a certification of satisfactory performance, unless otherwise. Service Tax challan of the month for proof of remittance should be submitted for reimbursement in the following month bill, if applicable.

27. The contractor should submit the wage bill/invoice for reimbursement as per details/table given below on his letter head latest by 10th of following month.:-

- a. Bill No. _____ Date _____
- b. Name of the company:
- b. Contract for _____
- c. Award letter Number & Date:
- d. Date of commencement of the contract:
- e. Wage bill for the month _____ date _____

Sl. No.	Name of worker	Empl. Code No.	EPF NO.	ESI No.	@ Basic/ Minimum Wage. As per GOI (C)	No. of days Work ed.	Total Wage	Employee's contribution		Take home Salary	Employer's contribution		
								EPF (%)	ESI (%)		EPF (%)	EDLI (%)	ESI (%)

Note: Deduction Schedule showing the individual details of deductions of EPF and ESI should tally with the wage bill.

28. The contractor will be responsible for the administration of persons deployed by him.

29. Penalties:

Penalty will be levied on the contractor and recovered @ Rs. 200/- per day per Labour for not providing the manpower either on initial deployment or as replacement subsequently. No wages will be paid for that day for the absence.

30. Any theft or damages caused by the Contractor's personnel shall be borne by the Contractor.

31. All personnel connected with the Contract and their bags/baggage shall be liable for physical check both at the time of entry and exit by the Security Staff.

32. The bidder should have their office in Hyderabad, Telangana to make their offer.
33. It is the sole responsibility of AGENCY to strictly comply with all statutory provisions in force pertaining to the manpower deployed, in regard to the recruitment relaxations/concessions applicable and /or notified by the appropriate Government authorities, in respect of age, community /caste, class, educational qualifications, percentage of marks, job experience, economical background etc. from time-to-time, during the currency of Contract.
34. Two sets of Uniforms & Shoes for all contract employees to be provided by the contractor.
35. Minimum Wages and statutory requirements i.e. PF, ESI, Bonus etc. at Central Govt. Rates as on date of bid for the requisite category of skilled/semi skilled/unskilled workers to be ensured.
36. TIFR-TCIS is having exemption from paying Service Tax.
37. Contractor shall supply all additional material, room spray, cleaning cloth, cleaning equipment, tools and plants required for the housekeeping and maintenance works. The contractor shall also maintain the stores at site.
38. The housekeeping staff shall perform the task of unloading/shifting of materials etc. from time to time when the material is received at TIFR-TCIS Office.
39. Bids containing erasures or alterations will not be considered, unless countersigned by the authorized signatory.
40. The total amount should be written both in figures and in words and if there is any discrepancy between the two, the lowest amount will only be accepted.
41. Bids which do not comply with the above conditions are liable to be rejected.
42. All the bills should be submitted on the contractors letter heads, duly signed and pre-receipted.
43. No Agency commission will be paid as per Government of India rules.

44. All the bids shall be in the prescribed annexure forms and bear the signature, date, name and designations of the person signing the offer and name and address of the firms. The envelope containing the bids shall be superscribed **“Tender for Providing Housekeeping Services to TIFR-TCIS Transit Campus, Students Hostels and Guest Houses at Hyderabad”** and Tender Reference No. **“TFR/PD/W015-329/150207”**

45. Quality and scope of services

A) The Contractor shall appoint trained staff having a good bearing and maintain high standards of turn out, maintain adequate staff to ensure there is no hold up of any service for any reason whatsoever. Any deficiency in the number of staff deployed will entail reduction from the compensation payable as decided by the Institute. The successful Contractor as soon as the agreement is signed shall submit a list of their workmen / supervisors / others along with copy of appointment order issued to them. As and when there is a change in the staff posted, a revised list shall be submitted along with copy of appointment order issued to the new appointee / appointees, simultaneously.

B) It is normally understood and agreed between both the parties that TIFR-TCIS will not be responsible or be liable for complying with any laws that are in force / that may come into force from time to time in respect of personnel engaged by the Contractor and he will be solely responsible for the terms and conditions of their services, safety, health, compliance with all statutory requirement, etc.

C) The Contractor shall depute such officers and supervisors as proposed by him, who shall be available on site to supervise the Contract employees and interact on daily basis with Officer-in-Charge regarding delivering the Services. It is understood and agreed that the Contractor will be held responsible for any disciplinary matters arising out of their employees and the Contractor will take appropriate disciplinary action against those employees found indulging in any act of indiscipline in TIFR-TCIS premises or in connection with the services referred to herein.

46. **Risk Clause:** Notwithstanding the other terms therein, the Institute at its option will be entitled to terminate the contract and to avail from elsewhere at the risk and cost of contractor either the whole of the contract or any part which the contractor has failed to perform in the opinion of the Institute within the time stipulated or if the same performance is not available, the best and the nearest available substitute thereof. The contractor shall be liable for any loss which the Institute may sustain by reason of such risk contract in addition to penalty.

47. **Observance of local laws:** Wherever applicable (particularly for Local vendors), the bidder / contractor shall comply with all law, statutory rules & regulations etc. The bidder/ contractor shall obtain all necessary permits / approval from the local Governing Body, Police, and other concerned Authorities as may be required under law. The bidder /contractor shall pay all types of taxes, fees, license charges, deposits, duties, tolls, royalty or other charges that may be leviable on account of any the operations connected with the execution of this work/ contract.

48. PENALTIES/LIABILITIES

- A) That the Contractor shall be responsible for faithful compliance of the terms and conditions of this agreement. In the event of any breach of the agreement, the same may be terminated and the security deposit will be forfeited and further the work may be got done from another agency at their risk and cost.

- B) That if the contractor violates any of the terms and conditions of this agreement or commits any fault or their services are not to the entire satisfaction of office authorized by the TIFR-TCIS in this behalf, a penalty leading to a deduction upto a maximum of 10% of the total amount of bill for a particular month will be imposed.

- C) The security money deposited shall be liable to be forfeited or appropriated in the event of unsatisfactory performance of the contractor and/or loss/damage if any, sustained by the Institute on account of the failure or negligence of the workers deployed by him or in the event of breach of the agreement by the Contractor.

49. ARBITRATION

Settlement of Disputes & Arbitration: All matters relating to disputes and difference of opinion shall be settled mutually as far as possible. In case of any interpretational issues arises in this tender, the interpretation/decision of TIFR-TCIS shall be final and binding on the bidder. The arbitration will proceed as per Indian Arbitration Act, 1940, as amended up to date.

- 50. The Contractor shall follow all security rules of the Institute and instructions received from time to time regarding personnel identity cards, material movement, etc., of the Contractor.

- 51. Tender received late or after the due date will not be considered. TIFR-TCIS reserves the right to accept, reject any or all tenders without assigning any reasons thereof.

V. LOCATION AND DETAILS OF TIFR-TCIS TRANSIT CAMPUS, STUDENTS HOSTELS AND GUEST HOUSES AT HYDERABAD

<p>Address & Location of TIFR-TCIS Transit Campus</p>	<p>TATA INSTITUTE OF FUNDAMENTAL RESEARCH, CENTRE FOR INTERDISCIPLINARY SCEINCES, Plot No. 21, Brundavan Colony, Gandipet Road, CBIT Post Office, Hyderabad – 500 075, Telangana</p>
<p>Address & Location of TIFR-TCIS Students</p>	<p>1. 7 Hills & SN Residency, Near TATA INSTITUTE OF FUNDAMENTAL RESEARCH, CENTRE FOR INTERDISCIPLINARY SCEINCES, Plot No. 21, Brundavan Colony, Gandipet Road, CBIT Post Office, Hyderabad – 500 075, Telangana</p> <p>2. Aparna Cyber Commune Kanchi Gachibowli Road, Nallagandla, Serilingampally, Hyderabad – 500 019, Telangana</p>
<p>Address & Location of TIFR-TCIS Guest House</p>	<p>Aparna Sarovar Flat No's E 902 & E 1002 Kanchi Gachibowli Road, Nallagandla, Serilingampally, Hyderabad – 500 019, Telangana</p>

VI. CATEGORIES OF APPOINTMENT & ESSENTIAL QUALIFICATIONS & EXPERIENCE FOR HOUSEKEEPING SERVICES

S.No	Category of Worker	Essential Qualification
1.	Skilled / Clerical Supervisor	SSC/Intermediate with 2 years' experience in housekeeping agency as supervisor
2.	Worker	Un-Skilled – No Experience, No Qualification

Note to Contractor:

It is the sole responsibility of AGENCY to strictly comply with all statutory provisions in force pertaining to the manpower deployed, in regard to the recruitment relaxations/concessions applicable and /or notified by the appropriate Government authorities, in respect of age, community /caste, class, educational qualifications, percentage of marks, job experience, economical background etc. from time-to-time, during the Contract.

VII. DETAILS OF MANPOWER REQUIREMENT FOR HOUSEKEEPING SERVICES TO TIFR-TCIS TRANSIT CAMPUS, STUDENTS HOSTELS AND GUEST HOUSES AT HYDERABAD

Total Housekeeping requirement of TIFR-TCIS Hyderabad:

1.	Housekeeping Supervisor – Skilled / Clerical	Requirement of TIFR-TCIS Total: 1 Supervisor
2.	Housekeeping Workers – Un-Skilled	Requirement of TIFR-TCIS Total: 9 Workers

Breakup of Deployment of Man Power:

S.No	Details of Work Location	Deployment of Man Power
1.	Supervisor at Transit Campus + Student Hostel Buildings (7 Hills and SN Residency) & Guest Houses (Aparna Sarovar and Aparna Cyber Commune)	1 No. of Housekeeping Supervisor – Skilled / Clerical
2.	Workers at Transit Campus + Student Hostel Buildings (7 Hills and SN Residency)	8 No's of Workers – Un-Skilled
3.	Worker at Students Hostels + Guest Houses at Aparna Sarovar and Aparna Cyber Commune	1 No. of Worker – un-Skilled

VIII. AFFIDAVIT

I/We, (Name) _____

Contractor/ Partner/Sole Proprietor (Strike out word which is not Applicable) of the (Firm)

do hereby solemnly affirm and declare that the individual firm/companies are neither blacklisted by the Union or State Government nor any Partner/Shareholder thereof is directly or indirectly connected with or has any subsisting interest in business of my/our firm.

DEPONENT:

Address: _____

VERIFICATION:

Verified that the contents of above affidavit are true and correct to the best of my knowledge and beliefs. No part of it is false and nothing has been kept concealed there from.

DEPONENT:

Place: _____

Dated: _____

(Note: To be furnished on non-judicial stamp paper duly attested by the Oath Commissioner)

IX. DECLARATION

I/We,have fully read the
tender terms and conditions and I/We, fully agree for the same.

Name & Full Address of the Contractor

Signature of the Contractor with Company Seal

X. PRICE-BID

DETAILS OF MONTHLY PAYMENT COMPONENTS FOR PROVIDING HOUSEKEEPING SERVICES TO TIFR-TCIS TRANSIT CAMPUS, STUDENTS HOSTELS AND GUEST HOUSES AT HYDERABAD

(As per Minimum Wages Act Office of the Regional Labour Commissioner (Central), Hyderabad
as applicable from time to time)

S.No	Payment Components	Housekeeping Supervisor Charges Per Head in Rs.	Housekeeping Worker Charges Per Head in Rs.
1.	Basic Wages	5,720.00	4,680.00
2.	Variable Dearness Allowance	5,460.00	4,498.00
3.	Sub Total	11,180.00	9,178.00
4.	Leave Wages @ 4.81% on S.No 3	537.76	441.46
5.	PF @ 13.65% on S.No 3	1,526.07	1,252.80
6.	ESI @ 4.75% on S.No 3	531.05	435.96
7.	Bonus @ 8.33% on S.No 3	931.29	764.53
8.	Total amount payable (3 to 7) including statutory payments	14,706.17	12,072.75
9.	Service Charges on each person In percentage (%)		
10.	Grand Total (8+9) in Rs.		
11.	Rounded off to Rs.		

12.	Chemicals rate per month (Lumpsum) in Rs. (As per the Chemicals List enclosed at Annexure - XI)	15,000/- per month
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* TIFR-TCIS is exempted from paying Service Tax.

Note:

1. The rates quoted above are as per the rates fixed by the Chief Labour Commissioner (Central) as circulated by office of the RLC (Central) Vidyanagar, Hyderabad for Employment of Sweeping and Cleaning services and is subject to revision from time to time by the Govt. However the rates will be revised and paid as and when notification to the change of minimum wage is issued by the authority.

2. The technically qualified firm with the lowest service charges on each person in percentage quoted above will be awarded the contract.
3. Service charges on each person in percentage (%) will remain same till the end of the contract (3 years).
4. The chemicals rate per month (lumpsum) (S.No 12 in Price Bid) will remain same till the end of the contract (3 years).
5. Deduction of Indian Income Tax Deduction at Source: The Deduction of Indian Income Tax Deduction at source (TDS) will be deducted as per IT Act. The applicable taxes at the time of actual utilization of service etc. will be deducted if any.

SIGNATURE OF THE TENDERER

Date:

XI. CHEMICALS LIST

S.No	Description of item	Quantity Required
1	Taski - R1	10 Litres
2	Taski - R2	15 Litres
3	Taski - R3	10 Litres
4	Taski - R4	5 Litres
5	Taski - R5	5 Litres
6	Taski - R6	10 Litres
7	Taski - D7	5 Litres
8	Taski H 100	10 Litres
9	Scented Phenyl	35 Litres
10	Odonil Cakes	3 Dozen
11	Homocol Cakes	4 Boxes
12	Naphtalin Balls Colour	1 KG
13	Mops - Mops Refills	20 No's
14	Volvo - water squeezers	5 No's
15	Green Pads 4 X 6	25 No's
16	Scribbling Brush Plastic 1 FT Hard	5 No's
17	Rolls - Dust Bin Large	2 Packs
18	Rolls - Dust Bin Small	5 Packs
19	Brushes - Key Board Brushes	10 No's
20	Mops - Mop Rods	15 No's
21	Hand Gloves	5 Packs
22	Glass Cloths	2 Dozen
23	Floor Dusters	10 No's
24	Acid	5 Ltres
25	Brooms - Ceiling Brooms Around	8 No's
26	Brooms - Soft Max Silver	15 No's
27	Brooms - Hard	15 No's
28	Brushes - Hand Brush	10 No's
29	Brushes - Toilet Brushes Round	12 No's
30	WC Brush	12 No's
31	Dry Mop	5 No's
32	Mop Trolley 20 Litres	3 No's
33	Dust Pan	10 No's
34	Nylon Scrubber	1 Pack (24 Pieces)
35	Hand Squeezer	10 No's
36	Room Spray	15 No's
37	Lappam Patti	2 Packs (24 Pieces)
38	Jumbo Duster	10 No's
39	Spray gun for air freshner	2 Packs (12 Pieces)
40	W/C Pump	5 No's
41	Blue cloth	2 Dozen

42	Green Cloth	2 Dozen
43	Red Cloth	2 Dozen
44	Yellow Cloth	2 Dozen
45	Caddy Kit	1 Set
46	Glass Cleaning Set (Separate Squeezer & Applicator)	1 Set