

TATA INSTITUTE OF FUNDAMENTAL RESEARCH
Plot No.36/P, Gopanpally Village, Serilingampally Mandal, Ranga Reddy District.
Hyderabad - 500 046, Telangana, India.

Telephone: +91-40-2020 3040

Email: harid@tifrh.res.in

Website: www.tifrh.res.in

Date: 14-06-2022

Tender Reference No: TIFR/ADM/CF22-33/220398

**TENDER FOR PROVIDING HOUSEKEEPING SERVICES FOR TIFR HYDERABAD
CAMPUS AT GOPANPALLY, HYDERABAD**

Sl. No.	Contents	Page Nos.
1.	Certificate of tender issued to	1
2.	Notice Inviting Tender	2
3.	Instructions & Guidelines for Tenderers	3 - 4
4.	Scope of work / Contract	5 - 7
5.	Eligibility Criteria & Evaluation for TIFR Housekeeping Services	8 - 12
6.	Technical Bid (Annexure-A)	13 - 14
7.	General Terms and Conditions of the contract	15 - 22
8.	Format of Agreement	23
9.	Affidavit (Annexure-B)	29
10.	Audited Annual Turnover (Annexure-C)	30
11.	Price – Bid (Annexure-D)	31 - 32

TENDER ISSUED TO:

.....

.....

.....

**SIGNATURE OF THE OFFICER
ISSUING TENDER**

SIGNATURE OF THE TENDERER

NOTICE INVITING TENDER

Sealed tenders are invited by TATA INSTITUTE OF FUNDAMENTAL RESEARCH HYDERABAD from reputed, experienced & registered Contractors/ Organizations/Cooperative Societies having valid license under Contract Labour Regulation & Abolition Act, 1970 for providing Housekeeping Services at our campus (adjacent to Central University of Hyderabad, Gachibowli), survey No. 36/P, Gopanpally Village Serilingampally (Mandal), Ranga Reddy District, Hyderabad on contract basis. The detailed tender can be downloaded from <https://www.tifrh.res.in/index.php/commercial-tenders/>

- i. **Estimated cost: Rs. 92.00 lakh per annum.**
- ii. **Tender fee: Rs. 500/-** to be paid by DD/ BC in favour of "**TIFR Centre for Interdisciplinary Sciences**" (non-refundable) and payable at Hyderabad to be enclosed with technical bid.
- iii. **Earnest Money Deposit: Rs. 1,84,000/-** in the form of DD (or) Bank Guarantee from any of the Commercial Banks (or) Fixed Deposit Receipt (FDR) (or) Banker's Cheque from any of the Commercial Banks (or) Insurance Surety Bonds in favour of "**TIFR Centre for interdisciplinary Sciences Hyderabad**" and payable at Hyderabad to be enclosed with technical bid.

Date for downloading of tender documents:
14-06-2022 to 29-06-2022 upto 13.00 Hrs.

Last Date & Time for submission of tenders:
29-06-2022 by 13.00 Hrs.

Date for opening of Technical Bids:
29-06-2022 at 15.00 Hrs. at the above address.

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.

Late and delayed tenders will not be opened and summarily rejected. The detailed NIT and tender document are available on our website:
<https://www.tifrh.res.in/index.php/commercial-tenders>

The Centre Director, TIFR Hyderabad, reserves the right to accept or reject the lowest tender or any tender in part or full without assigning any reason and his decision on all matters in this regard shall be final and binding.

(D. Hari Prasad)
Administrative Officer
TIFR, HYDERABAD

INSTRUCTIONS/GUIDELINES FOR TENDERERS

1. The contractor/ agencies meeting all the requirements will submit tender under two-bid system. Tenders in the prescribed format duly completed in all respects and supported by relevant documents/proofs should be submitted in two separate sealed envelopes duly superscribed as “ Technical bid ” & “ Price bid ” put together in a single large envelope superscribed as “Tender for Housekeeping Services at TIFR Hyderabad Campus located at Gopanpally, Hyderabad - Due Date: 29-06-2022 by 13.00 Hrs.” addressed to D. Hari Prasad, Administrative Officer, TIFR, Hyderabad – 500 046, and should reach by registered/speed post or be dropped at our security gate located in our campus office at Gopanpally, Hyderabad on or before 29-06-2022 by 13.00 Hrs.
2. The Technical bid will be opened on 29-06-2022 at 15.00 Hrs. by the TIFR Tender Opening Committee in the presence of the Tenderers or their Authorized Representatives, present if any. However the contractors should bring the authorization letter duly signed & stamped on their letter head for attending the Technical Bid Opening.
3. **Earnest Money Deposit:**
 - i) A demand draft (or) Bank Guarantee from any of the Commercial Banks (or) Fixed Deposit Receipt (FDR) (or) Banker's Cheque from any of the Commercial Banks (or) Insurance Surety Bonds for Rs. 1,84,000/- (One Lakh Eighty Four Thousand Only) as Earnest Money Deposit (EMD) is required to be submitted in the envelope of technical bid.
 - ii) The Bid security should remain valid for a period of 45 days beyond the final bid validity period.
4. The Price bids of only those agencies who qualify in the technical bid will be opened on stipulated date and time to be communicated at a later date.
5. All tenderers are advised to contact D. Hari Prasad, Administrative Officer at 040-2020 3040, who would coordinate, for visiting the site and inspect the premises and also for acquainting themselves with the proposed work to be carried out before submission of their tenders during office hours with prior appointment.
6. 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.
7. The TIFR reserves the right to accept or reject any or all the prospective applications in full or part thereof without assigning any reason whatsoever.
8. The tender form along with necessary enclosures duly filled in should be submitted in original on or before the due date and time. Price bid shall be submitted only in the format given by TIFR. Incomplete price bid, technical bid and deviation for the conditions stipulated in the tender are liable to be rejected.
9. Each page of tender document should be signed by the tenderers with rubber stamp of the firm affixed on each page.

10. Unsealed, conditional/email tenders and tenders without Earnest Money Deposit or not on the prescribed form shall not be entertained.
11. Tenders submitted without EMD shall be rejected summarily.
12. 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. The tender will be valid for a minimum of 90 days from the date of its opening.
13. The technical Bid shall be opened at 15.00 Hrs. on 29-06-2022 in the presence of tenderers or their authorized representative who may wish to be present at that time.
14. In case the date of receipt or opening of tenders is declared a Govt. holiday then the tender will be received/ opened on the next working day at the same time.
15. 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.
16. The TIFR 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.
17. **The Tenderer/Contractor should submit all the relevant documents/information as mentioned in the Tender document. If any document/information is found missing at later stage, TIFR Hyderabad would not request for the same and such bids will be summarily rejected.**

SCOPE OF WORK/ CONTRACT

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 D. Hari Prasad, Administrative Officer of TIFR Hyderabad as per requirement throughout the year as detailed under.

1. The Cleaning & Housekeeping of building 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, R1, R3, R5, R6 etc.,
2. Regular maintenance and cleaning of the PI rooms/cabins / laboratories /stair cases/student corridors/lawn/, premises, Student Hostel Buildings I & II & Hanger Buildings I & II every day.
3. Cleaning of outside corridors, Garbage collection from all floors of the building and disposal to the central dump yard.
4. Cleaning of Buffet counter, tables etc. and floor etc. in the TIFR Hyderabad canteen and should always be kept cleaned and arranged properly before and after breakfast, lunch and evening upto tea/snacks time.
5. 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 Hyderabad canteen and dusting of all fitting and fixtures.
6. Scope of the bathroom/toilet cleaning and mopping work:- scrubbing of the entire floor area, the wall tiles and washing with appropriate chemicals.
7. Scope of the corridors cleaning/mopping work:- scrubbing of floor and wash with proper quality chemicals.
8. Removal of cobwebs from the entire area, cleaning the walls of all corridors and bathrooms once a week.
9. Cleaning of flatlets:- Entire area, Toilet Bathroom, kitchen, balcony, windows, furniture, fridge at Institute Guest Houses, Student Hostel Buildings I & II & Hanger Building - I & II.
10. 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.
11. 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.

12. 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.
13. 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.
14. 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.
15. 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.
16. 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 inconvenience to the commuter is to be caused.
17. 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.
18. 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.
19. The portable fire extinguishers, smoke detectors, Fire detectors wherever available in the building area are to be kept in neat condition.
20. 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.
21. 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.
22. 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.
23. The different type of furniture provided in all rooms /offices of building are to be cleaned daily by suitable methods.
24. Different types of office equipment's like Almarah's, Bookshelves, Racks etc. are to be cleaned daily.
25. Filling up of quality liquid soap container with good quality liquid soap in all wash rooms from time to time.

26. 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, odourizers 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.
27. The blockage in the Sewage/water supply pipes shall be attended immediately. The water leakage in pipe fittings 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 Hyderabad 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.
28. The collected garbage/debris/waste shall be disposed off to the GHMC approved garbage collector.
29. 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.
30. The Contractor shall provide all consumables of standard quality such as detergents/abrasives/disinfectants/brooms/brushes/mops/duster /soap/toilet roll / air freshener etc.
31. Contractor shall supply all material, tools and plants required for the housekeeping and maintenance works at TIFR Hyderabad Campus, Guest Houses, Student Hostel Buildings I & II and Hanger Building - I & II of the Institute. 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 Hyderabad authority once the contract is awarded. The contractor should have the capacity to keep the equipment's in good fettle.

ELIGIBILITY CRITERIA FOR TIFR HOUSEKEEPING SERVICES

General Descriptions:-

1. The bidders for this contract will be considered only from those firms (proprietorship firms, partnership firms, companies, corporations), who meet requisite eligibility criteria prescribed as under.
2. Bidders shall not have a conflict of interest. The bidders found to have a conflict of interest in this tender process shall be disqualified. Bidders shall be considered to have a conflict of interest, if:
 - a. Submit more than one tender for the work.
 - b. If bidders in two different tenders have controlling shareholders in common.
 - c. If bidders have common partner/s
 - d. If bidders having any family relation with the any employee of TIFR.
3. A firm, who has purchased the tender document in their name, can submit the tender as an individual firm only. Tender from Joint Ventures/Consortiums of firms is not allowed.
4. The Bidder must not have been blacklisted or deregistered by any central/state government department or public sector undertaking of Govt. of India & State Government during last 5 years and such black listing is not in force on the date of submission of bid. Self-declaration (Annexure - B) in this regard may be submitted along with the tender.

Minimum Eligibility Criteria :-

1. **Experience:** - The bidder will be qualified only if they have **Similar Work** experience during last **Five (05) years** preceding from **31st March 2022** and the firm should have experience of providing satisfactory housekeeping services in Central Government / Autonomous bodies / Research organizations/ reputed private sector companies where 50 or more than 50 of housekeeping personnel were deployed with one similar contract of value more than Rs. 73,60,000/- per annum OR two similar contracts of value more than Rs. 55,20,000/- each per annum OR three similar contracts of value more than Rs. 36,80,000/-each per annum should have been executed and completed during last 5 years. All the work completion certificates should be enclosed with the tender.

Similar Works Experience:- Past experience and satisfactory completion means provisioning of **Housekeeping** in the **last five (05) years** (Reckoned from preceding years from **31.03.2022**) for the Departments of the Government of India/ Any State Government /Statutory Bodies/ Autonomous Govt. Institutions /Govt. Universities / Public Sector Banks or Local Govt. Bodies / Municipalities/ PSUs.

2. **Specialist Training:** Company should have dedicated training center with trainers.
3. **Financial Criteria:** The bidders will be qualified only if their average annual turnover over for **last three (03) audited financial years** from providing of

Housekeeping Services” is not less than **Rs. 92.00 Lakhs. (Only Summary of Annual Turnover Certified by CA, to be enclosed)**

4. **Registration under Provident Fund:** The bidders will be qualified only if they are registered with **Provident Fund Office**. Bidder has to submit attested copy of the certificate of PF registration.
5. **ESIC Registration:** The bidders will be qualified only if they are registered with ESI. Bidder has to submit attested copy of the certificate of registration with **Employee State Insurance Corporation**.
6. **Goods & Service Tax Registration:** - The bidder must have a valid GST registration under the relevant act. Bidder has to submit attested copy of the certificate of registration under GST Act.
7. The firms / housekeeping service provider should have ISO Certification.
8. **Registration:-** Statutory Registration under Shop Act License certificate/Company Act/ Certificate of Incorporation (As the case may be)
9. The bidder/contract should submit a valid NSIC / MSME certificate for exemption of tender fees/EMD.

**EVALUATION CRITERIA FOR TIFR HOUSEKEEPING SERVICES BASED ON QUALITY CUM
COST BASED SELECTION (QCBS)**

The evaluation committee will be constituted by the TIFR to evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria. A Proposal shall be rejected at this stage if it does not respond to or all aspects of the Technical Qualification & Evaluation criteria.

- a) Financial Proposals will remain unopened for those Agencies which fail to meet the minimum technical criteria.
- b) Financial Proposals shall be taken up only with that firm/company who meets the technical criteria.

Tender Evaluation:

The technical evaluation carries weightage of **50% of Stage-I score & financial evaluation carries weightage of 50% of Stage-II score** at final combine scoring of the bidder.

Stage-I: Technical evaluation of Proposals: (Maximum Marks=100). Weightage=50%

On the first stage, the technical proposal will be evaluated on the following criteria. Only those applicants whose technical proposal scores minimum **50 Marks** out of **100 Marks** shall be considered for opening of Financial Bid. Maximum marks assigned for different evaluation criteria specified below:-

Sr. No.	Description of Technical Evaluation Criteria	Maximum Marks
1	<p>Average annual turnover over for last Three (03) audited financial years for FY 2019-20, FY 2020-21 & FY 2021-22 from "Providing of Housekeeping Services" Certified by chartered accountant</p> <ol style="list-style-type: none"> a) Turn over <92.00 Lakhs : 0 Marks b) Turn over ≥92.00 Lakhs < 1.84 Crore : 5 Marks c) Turn over ≥1.84 Crores <2.34 Crore : 10 Marks d) Turn over ≥2.34 Crore <2.84 Crore : 15 Marks e) Turn over ≥ 2.84 Crore <3.44 Crore : 20 Marks f) Turn over above 3.44 Crore : 25 Marks 	25
2	<p>Number of years in business from date of Incorporation Registration Certificate of Incorporation / Statutory Registration / Shop Act License certificate (As the case may be) – Period shall be considered from the date of incorporation/Shop Act Registration of bidding firm/ company.</p> <ol style="list-style-type: none"> a) No. of Year <5 : 0 Marks b) No. of Year ≥5 < 8 : 5 Marks c) No. of Year ≥8 <10 : 10 Marks d) No. of Year ≥10<12 : 15 Marks e) No. of Year ≥12 <14 : 20 Marks f) No. of Year ≥14 & above : 25 Marks 	25
3	Certified Training Centre with trainers having experience in training.	20

4	Experience of providing satisfactory housekeeping services in any Central Government /Autonomous bodies/ Research organizations during last five years preceding from 31st March 2022 with minimum manpower in single contract a) 50 - 100 : 05 Marks b) 100 – 150 : 10 Marks c) 150 – 200 : 15 Marks d) 200 and above : 20 Marks	20
5	Established Office in Hyderabad (Evidence of Address to be enclosed) and should be Operational from minimum 1 year If Yes: 10 Marks If No : No Marks	10

Stage-II. Financial evaluation of proposals: (Maximum Marks = 100)

In the second stage the financial evaluation will be carried out based on, service charges of the agency, other charges etc. The authority will determine whether in the financial proposals are complete, unqualified and unconditional. The cost indicated the financial proposals shall be deemed as final and reflecting the total cost of services. Omission or mistake in calculation of obligator payments such as ESI, PF, HRA, and LWF etc. will be disqualified. The Financial Evaluation carries weightage of **50% Financial score** shall be ranked as per the score achieved by them from lowest to highest financial score.

Illustration for Financial Evaluation

Financial Evaluation will be done as per following.

Suppose there are four bidder A, B, C & D they are quoting their financial bid as under:-

The bidder may quote cost of different items as per BOQ of Financial Bid (Section-8). During evaluation the **Total Offered Cost** of work shall be considered for evaluation.

S. No.	Name of the Party	Price Quoted by bidder (Grand Total Price in Rs.)-Financial Bid	Remark
1.	A	X1	
2.	B	X2	Suppose "B" quoted the lowest
3.	C	X3	
4.	D	X4	

The evaluation of score shall be as under:-

- i. $A = X2/X1 \times 100$
- ii. B = Price quoted by B is the lowest, he will get full 100 mark
- iii. $C = X2/X3 \times 100$
- iv. $D = X2/X4 \times 100$

Stage-III. Combined Technical and Financial evaluation: Final score shall be calculated as under:-

Technical Bid and Financial Bid. $FST = (TS \times TW) + (FS \times FW)$

FST = Final Score in Total

TS = Technical Score

TW = Technical Weightage (50%)

FS = Financials Score

FW = Financial Weight age (50%)

Weightage for Technical and Financial proposals.

Technical (T) = 0.5

Financial (P) = 0.5

The agency will be finally ranked as per Combined and final weighted score & the agency which will score highest marks, shall be proposed for award of the work.

The evaluation will be done only on service charges (total services charges for workers and supervisors) quoted by the contractor.

TECHNICAL BID

Tender for providing Housekeeping Services at TIFR, Hyderabad at Gopanpally, Hyderabad.

If the bidder meets the eligibility criteria mentioned in page nos. 08 to 12 please furnish the information below:

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.	
2.	The bidder will be qualified only if they have Similar Work experience during last Five (05) years preceding from 31st March 2022 and the firm/ bidder should have experience in providing satisfactory housekeeping services in Central Government / Autonomous bodies / Research organizations/ reputed private sector companies where 50 or more than 50 of housekeeping personnel were deployed with one similar contract of value more than Rs. 73,60,000/- per annum OR two similar contracts of value more than Rs. 55,20,000/- each per annum OR three similar contracts of value more than Rs. 36,80,000/-each per annum should have been executed and completed during last 5 years. All the work completion certificates should be enclosed with the tender. And at-least one should be a running contract. If yes, then firm should attach with the technical bid, experience certificate in original or a certified copy (duly attested by a gazette officer with name and designation) issued by such Organizations not earlier than 3 months from the date of this tender.	
3.	Details of present contracts, clientele list with performance certificate for past 5 years	
4.	Financial resources, assets in terms of firm's property (fixed and movable) held.	
5.	Goods & Services Tax and Professional Tax Registration. (Copy of the same may be attached.)	
6.	Registration with the Labour Dept. of the Central Govt. (attach a copy of the Registration Certificate.)	
7.	Registration with EPF authorities (Enclose the copy of same)	
8.	Registration under Shops & Estt. Act (Enclose the copy of same)	
9.	Registration with ESI authorities (Enclose the copy of same)	

10.	Has the firm attached acceptance to the scope of work, terms and conditions etc. duly signed on all pages?	
11.	Details of EMD of Rs.1,84,000/- in the form of DD (or) Bank Guarantee from any of the Commercial Banks (or) Fixed Deposit Receipt (FDR) (or) Banker's Cheque from any of the Commercial Banks (or) Insurance Surety Bonds.	
12.	Average annual turnover during last 3 years ending 31 st March of previous financial year should be at least Rs.92.00 Lakhs and should be certified by CA on their letterhead duly signed & stamped (As per attached format at Annexre C, Page No.30)	
13.	TAN & PAN of the firm	
14.	Solvency certificate of an amount not less than (Rs. 36,80,000/-) issued by a national bank within the last six months to be attached.	
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 (Annexure B)	
17.	Any other information	

Place:

Signature of Tenderer

Date:

Address.

GENERAL TERMS AND CONDITIONS OF THE CONTRACT

1. The contractor should provide passport size photographs of the workers designated to work in this Institute along with their Bio-data and police clearance certificate.
2. All tenderers are advised to contact D. Hari Prasad, Administrative Officer of TIFR who is the Coordinating Officer, for visiting the site and inspect the duty points and also acquainting themselves with the proposed work to be carried out before submission of their tenders.
3. **Housekeeping Supervisor & Worker:**

All the housekeeping Supervisor should have minimum qualification of **8th class** or equivalent and age below 40 years. Character assessment, the discharge certificate should indicate good to exemplary character. They should be able to read, write and speak English, Hindi and Telugu.
4. All the workers provided by the contractor should have also been trained in Fire Fighting.
5. No accommodation or departmental transport will be provided by this Institute for the contractor's staff.
6. The entire administration of the housekeeping personnel will be the responsibility of the Contractor. The contractor will provide them the uniforms, liveries etc. at his own cost. The housekeeping personnel should wear uniform as approved by the Institute while on duty, compulsorily. The contractor will abide to all norms applicable to him under the ESI Act, EPF Act and Minimum Wages Act etc. and make payment of wages as per agreed rates.
7. TIFR, however, expect that the contractor's personnel while working in our campus will be totally loyal to the Management of TIFR and will not give any room for complaint. ***And they should wear uniform as approved by the Institute while on duty compulsorily.***
8. The names, parentage, residential address, age, etc. of the persons deployed should be submitted to this office before deployment.
9. For purpose of proper identification of these employees of the contractors deployed at various points, all the Worker/Supervisor should wear name badges and carry ID Card at the time of performing duty.
10. D. Hari Prasad, Administrative Officer of TIFR or his nominee or the Housekeeping Supervisor of TIFR shall be at liberty to carry out surprise check on the persons so deployed by the contractor in order to ensure that required number of persons are deployed and that they are doing their assigned duties.
11. The contractor is required to provide a field supervisor for monitoring and supervising the contractual staff and maintain the attendance register of the contractual workers deployed under the contract. He will also take instructions from the D. Hari Prasad, Administrative Officer and accordingly issue necessary instructions to his supervisor workmen to carry out the work efficiently and smoothly without creating any problems.
12. Canvassing in any form in connection with the tender is strictly prohibited and the tender submitted by the contractors who resorts to canvassing will be liable for rejection.

13. 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 **1,84,000/-** is liable to be forfeited.
14. The tenders will be valid for a minimum period of 90 days from the date of its opening.
15. The contractor shall pay the minimum monthly wages (Central) fixed by the Chief Labour Commissioner (Central), Delhi, Govt. of India, Ministry of Labour & Employment, vide Order No.1/4(5)/2022-LS-II, dt. 31-03-2022 notified under S.O 190 (E), dated 19-01-2017 for Skilled Supervisor and Unskilled worker engaged under the Minimum Wages Act as applicable in Hyderabad.
16. **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 contractor's Housekeeping Supervisor and Administrative Officer of TIFR on each page along-with a certification of satisfactory performance, unless otherwise. Goods and Services Tax challan of the month for proof of remittance should be submitted for reimbursement in the following month bill.**
17. The contractor should submit their annual returns Online in the Shram Suvidha Portal of the Ministry of Labour is mandatory.
18. **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:-**
- Bill No. _____ Date _____
 - Name of the company:
 - Contract for _____
 - Award letter Number & Date:
 - Date of commencement of the contract:
 - 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 Worked.	Total Wage	Employee's contribution		Take Home Salary	Employer's Contribution		
								EPF 12%	ESI 0.75 %		EPF 12%	EDLI 1%	ESI 3.25%

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

19. The contract will be awarded for a period of one year which may be extended on same terms and conditions as are mutually agreed upon in second year based on the satisfactory completion of the previous year, the contract may be extended for the 3rd year on the same terms & conditions mutually agreed upon based on satisfactory completion in previous 1st and 2nd year contract. However, service charges / administrative charges quoted by the contract should be same as quoted in first years' contract.
20. Enhancement in Administrative/Service charges, on any ground will not be entertained during the tenure of the contract.
21. The contractor will be responsible for the administration of persons deployed by him.
22. The Supervisors/Workers engaged by the contractor should strictly follow the discipline/ rules of this Institute.
23. **Contractor should quote reasonable service charges in Rupees per person per month taking into consideration the Income Tax TDS and GST TDS will be deducted as applicable and not 'Zero' or 'Nil'. If the service charges are found unreasonable the tender will be rejected without assigning any reason.**
24. The successful contractor shall issue identity cards/name badges to his workers duly signed by him. The identity card shall bear
 - i) Contractor's name and address
 - ii) Name of the worker
 - iii) Validity period etc
 - iv) Photograph of employee
26. In case any of the persons so deployed by the contractor does not come up to the mark or does not perform his duties properly or indulges in any unlawful activities, riot, or disorderly conduct, the contractor shall withdraw such person from the campus within 24 hours and contractor has to deploy substitute in his place, immediately.
27. In the event of the contractor committing a default or breach of any of the provisions of the Labour Laws including the provisions of the Contract Labour Regulation & Abolition Act, 1970 as amended from time to time or furnishing any information, or submitting or filing any statement under the provisions of the said regulations and rules which is materially incorrect they shall without prejudice to any other liability pay to the TIFR, Hyderabad, a sum as may be claimed by TIFR.
28. The contractor shall keep the TIFR indemnified against all claims of whatsoever nature in respect of the employees deployed by the contractor and any financial or any other liability. In case any Labour of the contractor so deployed either during performance of the duty or removal, enters into dispute of any nature whatsoever, it will be the responsibility of the Contractor to contest the same, and TIFR will not take any responsibility whatsoever on the outcome of such disputes.
29. The contractor shall be responsible for fulfilling all their statutory obligations towards the persons deployed under law, namely, under the Minimum Wages Act. P.F. Act, ESI Act, Bonus Act, Maternity Benefit Act, Shops and Establishment Act, etc. as applicable and amended from time to time. The contractor shall be responsible for deposit of employees and Principal employer's share of statutory contribution towards ESI/EPF with the concerned department/authorities at their own level and maintenance such record as per rules. They will be required to submit a copy of ECR (Electronic Challan Receipt) of the amount deposited on account of the statutory contributions along with

the bill of subsequent month for reimbursement, failing which the payment of service charges of the following month will be with-held. The payment will be released to them towards their service charges after deduction of income tax or any other Government dues, after the submission of attested copies of Recovery Schedules and other statements in the required formats for all employees, copy of Bank Challan(s)/Scroll(s) as a proof of having deposited the said amount for the period concerned before the reimbursement of the wages bill of staff is claimed. The contractor shall ensure that the cheques issued by them should not be dishonored under any circumstances. They will also arrange to open such EPF/ESI accounts of all the employees deployed by them. The successful Contractor if operating from outside of Hyderabad but having branch office in the city will have to obtain EPF/ESI sub-codes in Hyderabad within 2 months of award of Contract for administrative convenience.

Any breach of the compliance of such formalities on more than two occasions during the currency of the contract shall invite action for imposition of penalty, apart from the cancellation of the contract without any notice. The responsibility for issuance of Annual Statements of EPF deposits and ESI cards to its employees solely lies with the Contractor.

30. The contract can be terminated on any of the following contingencies:
 - a) On expiry of the contract period.
 - b) By giving one month advance notice by TIFR on account of:
 - i) Un Satisfactory performance of the contract (as per tender terms and conditions).
 - ii) Losses suffered by TIFR due to lapse on the part of the contractor/his supervisor/workers
 - iii) For committing breach by the contractor of any of the terms and conditions of contract;
 - iv) On assigning the contractor or any part thereof or any benefit or interest therein or there under by the contractor to any third person for sub-contracting whole or part of the contract.
 - iv) On violation of any Labour laws as per Contract Labour (Regulation & Abolition) Act, 1970, as amended from time to time.
 - v) On contractors being declared insolvent by the competent Court of Law.
 - vi) The contractor provides unsatisfactory services.
31. During the notice period of termination of the contract in the contingencies contemplated above, the contractor shall keep on discharging his duties as before till the expiry of notice period.
32. It shall be the duty of the contractor to withdraw all the persons deployed by him on expiry/termination of the contract and will ensure that no person creates any disruption/hindrance or problems of whatsoever nature to TIFR.
33. **SECURITY DEPOSIT:** The successful tenderer will have to pay an amount of **Rs. 2,76,000/- (Rupees Two lakh Seventy Six Thousand only) drawn in-favour of TIFR Centre for Interdisciplinary Sciences, Hyderabad** as interest free security deposit in the form Demand Draft in favour of "Tata Institute of Fundamental Research" payable at Hyderabad from any of the Commercial Banks (or) Bank Guarantee from any of the Commercial Banks (or) Fixed Deposit Receipt (FDR) (or) Insurance Surety Bonds.

34. The Performance Security @ 3% shall be valid for a period of 60 days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.
35. **EMD:** EMD shall be refunded to:
i) Unsuccessful bidders after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.
ii) Unsuccessful bidders during Technical Evaluation etc within 30 days of declaration of result of Technical Evaluation etc.
The EMD of the successful tenderer shall be returned to him on receipt of the Security Deposit or adjusted in the security deposit.
36. All payments will be reimbursed to the contractor by E- payment mode namely Electronic Clearance System (ECS); National Electronic Fund Transfer (NEFT), Real Time Gross Settlement (RTGS); net Banking by direct credit to the account of the beneficiaries, after completion of every month on submission of bills along with pre-receipt by the contractor. Any additional conditions incorporated by the contractor in the tenders are liable to be rejected.
37. Income Tax will be recovered from the contractor's monthly bill as per the Govt. of India's order and necessary TDS certificate will be issued to him as a proof of having deducted the tax.
38. The contractor should not allow his workers to conduct any union activities in the campus of TIFR.
39. The manpower deployed by the contractor are solely employees of the contractor & they have no right to claim for any compensation or regular appointment in TIFR and does not own any responsibility / liability whatsoever either for absorption / continuation or for regularization or compensation etc on whatsoever grounds and/or reasons. The contractor should provide a copy of appointment order issued by him to the workers.
40. All disputes arising from this contract in respect of personnel posted at TIFR concerning their wages or any other matter connected with their service conditions under relevant Labour Laws are solely and wholly the responsibility of the Contractor. The TIFR will be free from all encumbrances either from the Government or from any other sources.
41. In the event of any question, difference/dispute arising under this agreement or in connection herewith (except as to matters the decision of which is specially provide under this contract) the same shall be referred for sole arbitration of Centre Director, TIFR Hyderabad or his nominee.
42. The award of the arbitrator shall be final and binding on both the parties. In the event of such arbitrator to whom, the matter is or originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever the Centre Director shall appoint another person to act as arbitrator in place of the outgoing arbitrator in accordance with terms of the agreement and the persons so appointed shall be entitled to proceed with the reference from the stage at which it was left by the predecessor.

43. That the contractor shall at his own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to TIFR and shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970; Employees State Insurance Act, Workman's Compensation Act 1923, payment Wage Act, 1936, The Employees Provident Fund (and Miscellaneous Provisions) Act, 1952; Payment of Bonus Act, 1965. The Minimum Wages Act, 1948, Employer's Liability Act, 1938, Employment of Children Act, 1938 and/or any other Rules/regulations and/or statutes that may be applicable to them and shall further keep the TIFR indemnified from all acts of omission, fault, breaches and/or any claim, demand; loss; injury and expense arising out from the non-compliance of the aforesaid statutory provision. Contractor's failure to fulfill any of the obligations hereunder and/or under the said Acts, rules/regulations and/or any bye-laws or rules framed under or any of these the TIFR shall be entitled to recover any of the such losses or expenses which it may have to suffer or incur on account of such claims, demands, loss or injury from the contractor's monthly payments.
44. The arbitrator from time to time with the consent of all the parties enlarge the time for making (and publishing) the award.
45. The arbitrator may give interim award(s) or direction(s) as may be required.
46. Subject to the aforesaid provisions, the Arbitration Act, 1940 and the rules made hereunder with any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.
47. TIFR Hyderabad GST NO is: 36AAATT3951F2ZG. GST rule will be applicable with effect from 01.07.2017 as per GST regime. The applicable TDS /other charges if any as per GST rule will be deducted.
48. The contractor should submit a valid GST Registration document / certificate etc.
49. The TIFR will reimburse Goods and Services Tax (GST), payable, if any on the bill by the contractor to the authorities concerned and it will be the responsibility of the contractor to pay such an amount only if he is liable to pay GST under the relevant Act/Rule/Orders of Govt. of India/State Govt.
50. In the event of exigencies arising due to the death, infirmity, insolvency of the contractor or for any other reasons or circumstances, liabilities of the contract shall be borne by the following on such terms and conditions, TIFR may think proper in public interest:
- Legal heirs in case of sole proprietor
 - The surviving partners in the case of a partnership firm otherwise, TIFR shall reserve the right to settle the matter according to the circumstances of the case as it may think proper.
51. That the contractor shall ensure that the persons so deployed do not allow any property of the TIFR to be taken out of the premises without a Gate Pass signed by the designated officials of the Institute. As a safeguard against any dishonesty connivance and/or ulterior motive, the specimen signature of the officials designated and authorized to sign the gate pass will be intimated in writing to the contractor along with subsequent changes, if any. D. Hari Prasad, Administrative Officer, TIFR shall take necessary steps to ensure compliance and necessary action in this respect.
52. All the bills should be submitted on his letter heads, duly signed and pre-receipted.

53. If at any later date, it is found that the documents and certificates submitted by the Contractor are forged or have been manipulated, the work order issued to the Contractor shall be cancelled and Security Deposit shall be forfeited without any claim whatsoever on TIFR and the contractor is liable for action as appropriate under the extant laws.
54. No person(s) has/have been engaged on contract basis in this Institution without the prior approval of the competent authority.
55. The Contractor shall provide replacement in case the housekeeping personnel engaged by the contractor are proceeding on leave. This will be at no additional expense to the Institute.
56. None of the housekeeping personnel engaged by the Contractor shall enter into any kind of private work at different locations of the Institute during working hours or otherwise, failing which penalty will be imposed as per rules. The employees should not be put in different shifts at other locations & they should not be employed by other agencies to do so also.
57. The Housekeeping Worker and Housekeeping Supervisors shall be normally required to work in two shifts basis. No Housekeeping Worker/Supervisor will be allowed to perform double duty/on continuous basis unless authorized by the Officer/s of the Institute.
No housekeeping personnel of the Contractor/Agency shall work for more than 26/27 days in a month or as specified by Labor Laws. Paid weekly off is mandatory.
58. These General Terms and Conditions of the Contract shall be a part of the contract Agreement signed with the contractor.

DECLARATION

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

Name & Address of the Tenderer

Signature of the Tenderer

**FORMAT OF AGREEMENT FOR HOUSEKEEPING SERVICES
AT TIFR HYDERABAD CAMPUS**

This AGREEMENT made on this _____ day of _____ between the Tata Institute of Fundamental Research, Hyderabad (an autonomous institution of Department of Atomic Energy, Government of India) of the ONE PART.

And

M/s _____ at _____

_____ (hereinafter referred to as Contractor) of the
OTHER PART.

WHEREAS the TIFRH is desirous of giving a job contract for providing the housekeeping services at the TIFR, Hyderabad Campus located at Gopanpally, Hyderabad (hereinafter referred to as Institute) and whereas the Contractor has offered to provide the housekeeping services on the terms and conditions hereinafter stated.

WHEREAS the Contractor has represented that he is a registered Contractor under the provisions of Contract Labour (Regulation and Abolition Act.), 1970 and registered with DG (Resettlement) and has further represented that he is eligible to get this contract and there is no legal or any other bar for him in this respect. Any obligations and/or formalities which are required to be fulfilled under the said Act or any amendment thereto for the purpose of entering into and/or execution of this contract shall be carried out by the contractor at his own expenses, etc. and the contractor shall report the compliance thereof to the TIFRH.

The contractor shall be solely liable for any violation of the provision of the said Act or any other Act.

WHEREAS TIFR has agreed to award the contract of work of housekeeping services as mentioned in the tender document.

AND WHEREAS the contractor has agreed to furnish to the Institute a security deposit of **Rs. 2,76,000/- (Rupees Two lakh Seventy Six Thousand rupees only)**

_____) by way of Demand Draft from any of the Commercial Banks (or) Bank Guarantee from any of the Commercial Banks (or) Fixed Deposit Receipt (FDR) (or) Insurance Surety Bonds in an acceptable form in favour of TIFR Hyderabad.

NOW THEREFORE BY THESE ARTICLES AND ON THE PREMISES mentioned above, the parties have agreed to as under:

A. GENERAL CONDITIONS

1. That it is expressly understood and agreed between the parties to this Agreement that the persons deployed by the contractor for the services mentioned above shall be the employees of the contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the contractor and in no case, shall a relationship of employer and employee between the said persons and the TIFR shall accrue/arise implicitly or explicitly.
2. That on taking over the responsibility of providing housekeeping services, the contractor shall formulate the mechanism and duty assignment of Housekeeping personnel in consultation with D. Hari Prasad, Administrative Officer of the Institute or his nominee. Subsequently, the contractor shall review the housekeeping services from time to time and advise the Administrative Officer of the Institute, for further streamlining their cleaning system. The contractor shall further be bound by and carry out the directions/instructions given to him by the Administrative Officer, Administration of the Institute or the officer designated in this respect from time to time.
3. D. Hari Prasad, Administrative Officer of the Institute or any other persons authorized by him shall be at liberty to carry out surprise check on the persons so deployed by the contractor in order to ensure that persons deployed by him are doing their duties.
4. That in case any of the persons so deployed by the contractor does not come upto the mark or does not perform his duties properly or indulges in any unlawful riots or disorderly conduct, the contractor shall immediately withdraw and take suitable action against such persons on the report of the Institute in this respect. Further, the contractor shall immediately replace the particular person so deployed on the demand of the Administrative Officer of the Institute in case of any of the aforesaid acts on the part of the said person.

B. CONTRACTOR'S OBLIGATIONS

1. That the Contractor shall provide manpower for housekeeping services at TIFR Hyderabad Campus as detailed in Tender Document as deemed fit by him in consultation with D. Hari Prasad, Administrative Officer.
2. That for performing housekeeping duties, the contractor shall deploy persons as per the timings scheduled by the Administrative Officer of the Institute. The contractor shall ensure that the persons are punctual and disciplined and remain vigilant in performance of their duty. It is further agreed that the Contractor shall engage medically and physically fit persons preferably below the age of 40 years for housekeeping duties. Only properly trained housekeeping personnel of integrity and good conduct are to be deployed by the contractor.
3. That the Contractor shall submit details of the names, parentage, residential address, age, etc of the persons deployed by him in the premises of the Institute for the purpose of proper identification of the employees of the contractor deployed at various points, he shall issue identity cards bearing their photographs/Identification, etc. and such employees shall display their identity cards at the time of duty.

4. That the Contractor shall at his own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to TIFR and shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970; Employees State Insurance Act, Workman's Compensation Act, 1923, payment of Wages Act, 1936. The Employees Provident Fund (and Miscellaneous Provisions) Act, 1952; Payment of Bonus Act, 1965. The Minimum Wages Act, 1948, Employer's Liability Act, 1938, Employment of Children Act, 1938 and/or any other Rules/regulations and/or statutes that may be applicable to them and shall further keep the TIFR indemnified from all acts of omission, fault, breaches and/or any claim, demand; loss; injury and expense arising out from the non-compliance of the aforesaid statutory provision. Contractor's failure to fulfill any of the obligations hereunder and/or under the said Acts, rules/regulations and/or any bye-laws or rules framed under or any of these the TIFR shall be entitled to recover any of the such losses or expenses which it may have to suffer or incur on account of such claims, demands, loss or injury from the contractor's monthly payments.
5. That the Contractor shall submit the proof of having deposited that amount of contribution claimed by him on account of ESI & EPF towards the persons deployed at Institute Buildings in their respective names before submitting the bill for the subsequent month. In case the contractor fails to do so, the amount claimed towards ESI & EPF contribution shall be withheld till submission of required documents.
6. That the contractor shall particularly abide by the provisions of Central Minimum Wages Act, 1948 with Rules framed there-under, as amended from time to time.
7. That the Contractor shall be required to maintain permanent attendance register/roll within the building premises which shall be open for inspection and checking by the authorized officers of Institute.
8. The Contractor will ensure that payment of wages to the contractual employees is made by the 7th of every month and wage slips are issued to every employee. The contractor shall make payment to the workers by depositing the payment towards the wages in their bank accounts and submit the bank details to the office duly certified by the bank with the bill for verification. This obligation is imposed on the contractor to ensure that he is fulfilling his commitments towards his employees so deployed under various Labour laws, having regard to the duties of TIFR in this respect as per the provisions of Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall comply with or cause to be complied with the Labour regulations from time to time in regard to payment of wages, wage period deductions from wages, recovery of wages not paid and deductions un-authorized made, maintenance of wages book, wage slip, publications of scale of wages and terms of employments, inspection and submission of periodical returns.
9. That the uniforms supplied by the contractor at his own cost to the persons deployed for this work shall include navy blue coloured trouser, sky blue colour shirt for Male Workers/Supervisor and navy blue colour Saree for Women Workers with shoes. TIFR shall have no liability whatsoever on this account. The uniform shall be approved by D. Hari Prasad, Administrative Officer of TIFR.
10. The Contractor shall take all reasonable precautions to prevent any unlawful riots or disorderly conduct or acts of his employees so deployed and ensure preservation of peace and protection of persons and property of TIFR.

11. That the Contractor shall deploy his persons in such a way that they get weekly rest. The working hours/leave for which the work is taken from them, do not violate relevant provisions of Shops and Establishment Act. The Contractor shall in all dealings with the persons in his employment have due regard to all recognized festivals, days of rest and religious or other customs. In the event of the contractor committing a default or breach of any of the provisions of the Labour Laws including the provision of Contract Labour (Regulation Abolitions) Act, 1970 as amended from time to time or furnishing any information or submitting or filing any statement under the provisions of the said regulations and rules which is materially incorrect, they shall without prejudice to any other liability pay to the TIFR a sum as may be claimed by the TIFR.

C. TIFR Hyderabad OBLIGATIONS

1. That in consideration of the service rendered by the contract or as stated above he shall be paid a lumpsum of Rs. _____ on _____ basis. Such Payment shall be made by the 10th day of the month on the basis of the bills raised by the contractor and duly certified by the officer designated by TIFR in this regard.
2. That the aforesaid lumpsum amount has been agreed to be paid by TIFR to the Contractor.
3. That payment on account of enhancement/escalation charges on account of revision in wages by the appropriate Govt. from time to time shall be payable by TIFR to the contractor.
4. That the TIFR shall reimburse the amount of GST, if any, paid by the contractor to the authorities on account of the services rendered by him. This reimbursement shall be admissible on production of proof of deposit of the same by the contractor.

D. INDEMNIFICATION

1. That the Contractor shall keep the TIFR Indemnified against all claims whatsoever in respect of the employees deployed by the Contractor. In case any employee of the contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the contractor to contest the same. In case TIFR is made party and is supposed to contest the case, the TIFR will be reimbursed for the actual expenses incurred towards Counsel fee and other expenses which shall be paid in advance by the contractor to TIFR on demand. Further, the contractor will ensure that no financial or any other liability comes on TIFR in this respect of any nature whatsoever and shall keep TIFR indemnified in this respect.
2. The Contractor shall further keep the TIFR indemnified against any loss to the TIFR property and assets. The TIFR shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the contractor under this contract.

E. PENALTIES/LIABILITIES

1. 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.

2. 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 officer authorized by the TIFR 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.
3. 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.

F. COMMENCEMENT AND TERMINATION

1. That this contract shall come into force w.e.f. _____ against awarding contract to successful contractor and shall remain in force for a period of one year. This contract may be extended on such terms and conditions as are mutually agreed upon on satisfactory completion of contract during previous years.
2. That this agreement may be terminated on any of the following contingencies:-
 - a) On the expiry of the contract period as stated above.
 - b) By giving one month's notice by TIFR on account of
 - i) Un Satisfactory performance of the contract (as per tender terms and conditions)
 - ii) For committing breach by the contractor or any of the terms and conditions of this contract.
 - iii) On assigning the contract or any part thereof to any sub-contractor by the contractor without written permission of the TIFR.
 - c) On contractor being declared insolvent by the Competent Court of Law.

During the notice period for termination of the contract, in the situation contemplated above, the Contractor shall keep on discharging his duties as before till the expiry of the notice period.

It shall be the duty of the contractor to remove all the persons, deployed by him on termination of the contract, on any ground whatsoever and ensure that no person creates any disruption/hindrance/problem of any nature for TIFR.

G. ARBITRATION

1. In the event of any question, dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is especially provided under this agreement) the same shall be referred to the sole arbitration to Centre Director TIFR, Hyderabad or his nominee.
2. The award of the arbitrator shall be final and binding on their parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the TIFR shall appoint another person to act as arbitrator in place of the out-going arbitrator in accordance with the terms of this agreement and the persons so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.

3. The Arbitrator may give interim award(s) and/or directions, as may be required.
4. Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modifications are there of from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

IN WITNESS WHEREOF the parties hereto have signed these presents on the date, month and year first above written.

For and on behalf of Tata Institute of
Fundamental Research, Hyderabad

For and on behalf of the
Contractor

WITNESS

1.

2.

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)

Audited Annual Turnover

S.No.	Financial/ Accounting Year	Profit (Rs.)	Loss (Rs.)	Annual Turnover(in INR)
1.				
2.				
3.				

Authorized Signatory with Seal

Note:

This Annexure - C should be certified by Chartered Accountant (CA) as per the format given above duly signed and stamped by the CA on the letterhead.

PRICE BID

The Contractor has to quote only the Service Charges/Profit **in Rupees Per Person Per month** in the table below:-

S.NO	PAYMENT COMPONENTS	HOUSEKEEPING SUPERVISOR PER HEAD	HOUSEKEEPING WORKER PER HEAD
1.	Basic Wages	16562.00	13598.00
2.	Variable Dearness Allowance	4394.00	3640.00
3.	Sub Total	20956.00	17238.00
4.	Leave Wages @ 4.81% on S.No 3	1007.98	829.15
5.	PF @ 13% on S.No 3	2724.28	2240.94
6.	ESI @ 3.25% on S.No 3	681.07	560.24
7.	Bonus @ 8.33% on S.No 3	1745.63	1435.93
8.	Total amount payable to worker (3 to 8) including statutory payments	27114.97	22304.25
9.	Service Charges on each person (in __%)		
10.	Grand Total (8+9)		

Contract value per annum (one year)

S.No.	Description	No's	Rate Per Person per month as above	Total amount per month	Total amount per annum
1.	Housekeeping Supervisor	02			
2.	Housekeeping Personnel	20			
	Gross Total Per Annum				
	Total Amount in Words _____ Per Annum in Rs.				

Supply of Cleaning Material:

The Contractor shall supply all the cleaning materials as stated in the Scope of Work/Contract, Clause No.31 for the housekeeping and maintenance of the total area of 1,79,051 sq. ft. TIFR Hyderabad shall reimburse the cleaning material expenses for maximum amount of Rs.40,000/- (inclusive of GST) per month or at actual invoice whichever is less.

Note:

1. The rates quoted above are as per the rates fixed by the Chief Labour Commissioner (Central) Delhi vide Notification No. S.O.190 (E), as circulated by office of the RLC (Central) Vidyanagar, Hyderabad 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. IT will be deducted at source. GST as applicable shall be reimbursed to the contractor on production of proof of having deposited the same with the GST Department.
3. Bonus amount will be reimbursable /payable by TIFR at the end of the contract period subject to eligibility/fulfillment of conditions laid down under Labour Laws/ Bonus Act, for such payment.
4. However the contractor's administrative/service charges (quoted at S.No. 9) would remain unchanged throughout the contract.

SIGNATURE OF THE TENDERER

Date:
