

FACILITIES SERVICES CONTRACT AT IDRBT

NOTICE INVITING TENDER

&

TERMS AND CONDITIONS OF TENDER



Institute for Development and Research in Banking Technology
(Established by Reserve Bank of India)

Castle Hills, Road No. 1, Masab Tank, Hyderabad – 500 057
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I TENDER NOTICE

Dear Sir/Madam,

Notice Inviting Tenders for providing Facilities Services to IDRBT

(Last date for Submission is extended till – 17:00 hrs, January 27, 2014)

1. ELIGIBILITY CRITERIA

- 1.1 The Company should be registered under Companies Act 1956 and should have registration with all Central and State Statutory Authorities such as ESI, PF, Labour, Welfare Department, etc. The copies of the certificates of registration should be enclosed with Part I
- 1.2 The Company should have a minimum of five years experience in providing facility management services covering housekeeping, plumbing, carpentry, gardening, pest control, etc., for a modern organization including Training Institutes / Organizations.
- 1.3 The Company with an annual turnover of Rs.1.00 crore per annum of which a single annual contract providing facility services, should not be less than Rs.40 lakhs only need to apply. Company which had earlier provided Facility services to IDRBT, need NOT apply for a period of not less than 36 months from the date of termination of the previous contract.
- 1.4 An Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One Lakh Only) in the form of Demand Draft, drawn in favour of "IDRBT, Hyderabad", should be enclosed with the Pre-Qualification Document itself. Any tender not accompanied by the EMD will be summarily rejected. This amount will be returned interest-free to the unsuccessful bidders after acceptance of work order by the successful bidder.
- 1.5 In the case of the successful bidder, the EMD will be converted to security deposit for due performance of the contract. This amount may also be furnished in the form of a Bank Guarantee from any Public Sector Bank valid up to three months beyond the term of contract. In the event of furnishing of Bank Guarantee, the EMD amount would be refunded to the successful bidder. This deposit/guarantee will be returned after three months of expiry of the contract subject to the condition that no losses are incurred to the Institute due to damages caused by the staff of the bidder and if all the dues of the bidder to the Institute and Statutory Authorities are settled.
- 1.6 Each Page of the Tender should bear the signature, date, name and title of the person signing and submitting the tender and a rubber stamp indicating the name and address of the company.
- 1.7 The Tender Papers must be signed separately by authorized signatory of the Company.
- 1.8 Please note that Part I, i.e. Pre-Qualification Document would be evaluated first to analyze the capabilities of the bidders. The price bid of only those bidders, who are found suitable as per the Pre-Qualification Document, would be considered. The Institute reserves the right to reject any tender without assigning any reason whatsoever. PLEASE NOTE THAT NO PRICE SHOULD BE MENTIONED IN THE PART I.

- 1.9 The bidder must obtain at his/her own responsibility and expenses all the information necessary including risks, contingencies and other information to enable him to submit a proper tender. She/he may examine the specifications, conditions and so on in respect of the site of work situated at Castle Hills and Begumpet staff Quarters, Hyderabad and acquaint with the local conditions, means of access to site, availability of raw material, the process of disposing of debris and all other matters pertaining there to, before submitting the tender.
- 1.10 Omission, neglect or failure on the part of the bidder to furnish the requisite information on any matter affecting his tender would not relieve the bidder from any liability in respect of the contract. Bidders who want to understand the technicalities and the type of service that need to be provided may approach Estate Department of the Institute on any working day (Monday to Friday between 9AM to 5.30PM)
- 1.11 The Institute does not bind itself to accept the lowest tender and reserves the right to reject any or all of the tenders received, without assigning any reason. The Institute further reserves the right to delete or reduce any item or section of the bills of quantities without assigning any reason whatsoever and no claim will be entertained in this regard.
- 1.12 The bidder whose tender is accepted has to execute an agreement with the Institute but his liability under the contract shall commence from the date of the written order.
- 1.13 The contract either in full or in part shall not be sublet or assigned to any other service provider by the bidder without the written consent of the Institute.
- 1.14 The Institute reserves the right to award the entire work in full or distributed areas of work to any of the bidders at its discretion.
- 1.15 The Price Bid to be submitted in a separate sealed cover must clearly indicate the rates quoted in figures and in words, and all documents must be duly signed by the authorized signatory with the official seal.
- 1.16 The Tenders should be submitted, in separate sealed covers, Part I (superscribed 'Pre-qualification document) Part II (superscribed 'Price Bid).
- 1.17 The above covers may be put in a common cover, superscribed "IDRBT Facilities Services Contract" and addressed to: The Director, IDRBT, Castle Hills, Road No. 1, Masab Tank, Hyderabad -500 057 so as to reach the Institute on or **before 17:00 hrs, on January 27, 2014**. The Tenders received after the time and date specified would be rejected.
- 1.18 Please note that falsification/suppression of information shall lead to the disqualification of the tender. Canvassing in any form entails bidder disqualification. Any bidder found influencing or intimidating other bidders is liable for disqualification.
- 1.19 Tenders should be complete in all respects and incomplete tenders and those not complying with the terms and conditions of the tender document will be summarily rejected without any notice.
- 1.20 Details of employees of IDRBT related to the bidder, if any, should be furnished in a separate sheet.

2. SCOPE OF WORK

- 2.1 The scope of work includes:-
- a) Cleaning
 - b) Carpentry
 - c) Plumbing
 - d) Gardening
 - e) Pest control
- 2.2 The objective of Facilities Services contract is to ensure that the premises and equipments of IDRBT are kept safe, neat, clean, and presentable at all times throughout the day. Bidders are advised to personally visit the sites and assess the actual quantum of work before submission of bids. The IDRBT Campus is spread over an area of 2.5 acres, four buildings (Ground + 2, Ground + 7, Ground + 1, Ground + 2), Begumpet Quarters (Two Buildings of Ground + 5), gardens, lawns, roads, compound walls. The areas to be covered also include two pumprooms, one electrical substation and one electrical meter room.
- 2.3 The office opens at 9.00 AM and the service provider is expected to complete cleaning, dusting, mopping, keeping drinking water and clean towels etc. in each room before 8.30 AM.
- 2.4 In the hostel, the common areas and staircases are to be cleaned before 9.00 AM every day. Bidders who can employ mechanical means for cleaning and sweeping will be given preference.
- 2.5 Cleaning, mopping and change of linen inside the rooms are to be carried out before the allotment of rooms to the participants and on a daily basis between 9.30 AM and 1.00 PM when the rooms are allotted. The rooms should also be cleaned and be kept in readiness state after the departure of the occupant. The Institute will inform in advance about the commencement of programmes and the number of rooms expected to be occupied.
- 2.6 Cleaning and maintenance of the areas includes dusting, brooming, mopping of all the rooms in all the buildings, corridors, cleaning of room fixtures and furniture, cleaning the toilet, wash basin, W.C. and the bathroom by using good cleaning agents, de-scaling of showers, spraying of room freshener in all the rooms, wiping all glass panels thoroughly, maintenance of check list, reporting of any fault to the Estate Department.
- 2.7 All the material and equipment required for all cleaning and maintenance purposes should be provided by the bidder.
- 2.8 The Main Entrance to the Academic Block has to be cleaned at least once in two hours or as and when required
- 2.9 Toilets in all the floors in all the buildings are to be cleaned thoroughly with disinfectant in the morning and at regular intervals of 2 hours
- 2.10 Five fountains in the Lawn/Garden is to be cleaned once in a fortnight by scrubbing and filled with fresh water.
- 2.11 Water tanks, floor area, ante rooms, stair case headroom and Lift Room are to be cleaned at least once in a month. The entire terrace area is to be cleaned once in a month and to be monitored in respect of stagnation of water, blocking of water outlets, etc.

- 2.12 Complete and thorough cleaning of critical areas like Server rooms need to be taken-up during the night hours as and when shutdown would be made at the discretion of the Institute.
- 2.13 Spring cleaning to be carried out on holidays and Sundays for all the floors
- 2.14 The following items provided by the Institute are to be placed in the Hostel Rooms daily during the occupancy of the room
 - a) Bath towel b) Hand towel c) Bed sheet d) Blanket
 - e) Bed covers
 - f) Wbolen Blankets

2.15 The service provider/ bidder should provide the following toilet kits:-

a)	VIP Kit	Lux soap(65gms), Lux soap(34gms), clinic shampoo bottle (35 ml), colgate max paste (35 gms), colgate tooth brush, godrej shaving cream(20 gms), lazer shaving blade, After shave lotion (50 ml), ponds powder (20 gms), fair and lovely (9 gms), Vaseline (7 gms), comb, parachute oil(3.7gms), VIP Kit bag and comb, tongue cleaner (all one in Nos)
b)	Gents kit	Lux soap(34 gms) 2 Nos , dove shampoo(8ml), colgate tooth paste (20gms), Colgate brush, godrej shaving cream(20 gms), lazer shaving blade, ponds powder (20 gms), comb, parachute oil(3.7gms), tongue cleaner (all one in Nos)
c)	Ladies kit	Lux soap(34 gms) 2 Nos , dove shampoo(8ml), colgate tooth paste (20gms), colgate brush, ponds powder (20 gms), comb, parachute oil(3.7gms), tongue cleaner (all one in Nos) fair and lovely(9 gms), Vaseline (7 gms) (all one in Nos)

The Institute shall reimburse on production of bills, these costs as per rates not exceeding MRP.

- 2.16 The service provider will also have to provide on their cost paper tissue rolls, naphthalene balls, liquid soap, cleaning materials including mops etc in all common toilets.
- 2.17 It is the responsibility of the bidder to get the linen washed, whenever there are occupants in the rooms. The linen includes bed sheets, pillow covers, bath towel, napkin, etc. The Institute shall reimburse these costs on actual basis.
- 2.18 Physical stock of linen will be verified quarterly by the Estate Dept of the Institute and the bidder has to bear the cost in case of shortage/ damage. The actual prevailing cost of the missing items will be deducted from the bill. Storeroom will be provided to be used as a central linen room, stock room and room for ironing etc., by the bidder.
- 2.19 Drinking water needs to be stored in all the water coolers along with water dispensers at regular intervals. Drinking water is also to be placed every day morning in the flasks provided in every room and it is to be replenished as and when required.
- 2.20 The cleaning of glasses is also to be carried out daily and while flasks are to be cleaned at least once in a week. The Institute shall reimburse the actual cost of bottled water from time to time with water dispenser (However water dispensers will be supplied by the Institute).

3. AREAS TO BE COVERED

3.1 Academic Block (Ground Floor, 1st & 2nd Floors and Terrace)

Ground Floor: Entire Floor including Security Enclosure, Main Entrance, Reception, Classroom, Corridors, Stairs, Pathways, Lifts, etc.

First Floor: Entire floor including Director's Office, Administration, Library, Server Rooms, Auditorium, all Rooms, Corridors, Stairs, Pathways, lawns, fountains, Lifts, Toilets, etc.

Second Floor: Entire floor consisting of rooms of Faculty, Chairman's Office, Board Room, Conference Hall, Lecture Halls, Computer Lab, Programme Office, Publication Office, Toilets, etc.

3.2 Executive Facility Centre (Ground + 7 Floors and Terrace)

Ground Floor to fourth floor: Entire floors including common areas, various offices and toilets.

Fifth to Seventh Floors: All the hostel rooms including attached toilets, bathrooms, bedrooms, ante-rooms, stores, etc. as detailed below.

§ V Floor: 20 single rooms to be cleaned and common areas

§ VI Floor: 20 single rooms to be cleaned and common areas

§ VII Floor: 12 single rooms and 4 VIP suites to be cleaned and common areas

3.3 Open Areas (Area of 2.5 acres)

All the roads within the compound, footpaths, pathways, garden, lawns, compound wall area, surroundings, etc.

3.4 Director's Bungalow and Guest House: (Total floor area 4,500 sft.)

Director's Bungalow, Guest House, etc., along with all the open area inside the compound and surroundings

3.5 Begumpet Quarters (L & M Blocks)

Begumpet Quarters: L & M blocks (approximately 13,000 sft.) and surrounding areas.

3.6 Terrace

Terrace area of all the above buildings

3.7 Garbage needs to be disposed every day.

3.8 The bidder needs to take care of the gardening activity of the Institute. This includes development of garden, fountain pond cleaning, excavation, planting new saplings, replanting, cutting trees, spraying pesticides and insecticides, application of manure, dumping of red soil, watering of plants, propagation of plants, cutting and trimming of plants, re-potting and arrangement of potted plants, so as to ensure a beautiful ambience in the Institute.

- 3.9 With the approval of the Institute, the bidder has to procure consumables like red soil, insecticides, pesticides, manure, plants, etc. and the actual amount incurred by the bidder will be reimbursed to him/them on production of valid bills.
- 3.10 The service provider has to take care of the Gardening, Plumbing, Carpentry and Pest Control activities of the Institute also so as to ensure that all the facilities-related needs of the Institute are met.
- 3.11 The plumbing activities of the Institute include ensuring proper water supply in the Institute's campus, replacement of spares like spindles, washers, bolts, nuts, taps, PVC Connections, drainage pipes, pillar cocks, nahani traps, waste couplings, health faucets, etc. for which material will be supplied by the Institute, undertake periodical preventive maintenance and repairs to various water supply and sanitary fittings like taps, flush tanks, flush valves, gate valves, ball valves, including water supply and drainage pipelines, and ensure proper water management in the entire Institute so that water is not wasted.
- 3.12 The pest control should be done every week (on Saturday) for the Institute and the material for the same should be supplied by the contractor.
- 3.13 The service provider has to ensure cleaning of the Computers and Key Boards at regular intervals to keep them clean and ready for use.

4. STAFF REQUIREMENT

The essence of the contract is satisfactory maintenance of all facilities of the Institute covering housekeeping, plumbing, carpentry, gardening, pest control, and all facility-related activities. To complete the work in time, the contractor may deploy adequate manpower taking into account leave reserve, festival holidays and the workload on specific days. The Facility service should be provided on all days of the week except Sunday. However, the following resources should be deployed on all days of the week.

1. Receptionist (24 x 7)
2. 4- Assistant Workers

The details of the minimum manpower required are as under:

4.1 Supervisor

A qualified supervisor to supervise the workers deployed by the Contractor and ensuring that all the works are smoothly carried out required between 7.00 AM to 4.00 PM.

4.2 Receptionist in EFC 1st Floor

The Receptionists should be well-versed in English, Hindi and local language with training in receiving the guests and with basic knowledge of operating the computer and telephone is to be provided round-the-clock in three shifts. (weekly holiday to each receptionist on rotation). Services required on all days of week.

4.3 Plumber

A Plumber having sound knowledge and experience in all the plumbing related works and the timings are 8.30 AM to 5.30 PM all weekdays.

4.4 Carpenter

A Carpenter having sound knowledge and experience in all the carpentry related works and the timings are 8.30 AM to 5.30 PM all weekdays..

- 4.5 Manpower Deployment Schedule. The contractor has to deploy sufficient number of workers after understanding the quantum and scope of work in the Institute. In case mechanical means are adopted for cleaning and sweeping, manpower may be reduced.

S No	Description	Location	Timing	Personnel
A	Supervisor	Institute	7.00 AM to 4.00 PM	1 Supervisor
B	Reception	EFC 1 st Floor	24 X 7	3 Receptionist/ Supervising Asst
C	General attenders for sweeping, cleaning, mopping etc.,	Academic Block	7.30 AM to 4.30 PM	7 General attenders/ cleaners
D	-do-	Begumpet Quarters	6 AM to 3 PM	2 General attenders/ cleaners
E	-do-	Director's bungalow and other areas	7.30 AM to 9.30 AM	2 Sweepers and 4 Garden assistants
F	-do-	EFC Building	7.30 AM to 4.30 PM	7 Attenders/ cleaners
G	-do-	Night Service and Emergency	10 PM to 6 AM	2 Attenders
H	All Plumbing works	Institute	9 AM to 5 PM	1 plumber
J	All carpentry & Glass works	Institute	9 AM to 5 PM	1 carpenter
K	Pest control	Institute	Saturday	1 Person

5. TERMS & CONDITIONS

- 5.1 Bidders are requested to study the terms and conditions of the tender carefully and then submit tenders accordingly.
- 5.2 Bidders are advised to understand the magnitude of the job involved before submitting the bids. They may even visit the Institute for the purpose. No clarification will be entertained after receiving the bids.
- 5.3 Omission, neglect or failure on the part of the bidder to obtain requisite reliable and full information on any matter affecting his tender, shall not relieve the bidder, from any liability in respect of the contract.
- 5.4 The bidder/organization should have registration with statutory authorities such as ESI, PF, Labour, Welfare Department, Service Tax, etc. The copies of the certificates of registration should be enclosed with Part I.
- 5.5 The bidder/organization must comply and implement all the statutory provisions of the State & Central Acts relating to the employment of labour, i.e, various Acts relating to payment of Minimum Wages, ESI, PF, Bonus, etc., and all other statutory benefits, as amended from time to time.
- 5.6 All payments have to be as per the prevailing minimum wages stipulated from time to time, and covering benefits such as ESI, PF, etc.
- 5.7 All rules related to the Labour Laws and applicable acts, as amended from time to time, should be strictly followed and in case of any dispute, the Institute will not be a party. The bidder has to satisfy the Institute showing adequate recorded proof that the minimum wages, ESI, contribution to provident fund as applicable under the Statutory Act are being paid to the staff by the 1st week of the month taking care about the paid leaves etc, as required under the Contract Labour Regulation Act and Minimum Wages Act as notified by the Government from time to time.
- 5.8 The bidder/contractor shall be solely and fully responsible for lapses, violation and non-compliance, if any. It will be the responsibility of the Firm/Contractor to take care of all the statutory dues and the Institute shall in no way be a party to it.
- 5.9 Penalty would be levied for the absenteeism of the workers on pro-rata basis and the same amount of penalty would be deducted from the monthly billing.
- 5.10 The bidder, whose tender is accepted, has to execute an agreement with the Institute within 15 working days but his/her liability under the contract shall commence from the date of the written order of the Institute. An amount of Rs. 1,00,000/- (Rupees One lakh only) is to be deposited by the successful bidder as Security Deposit for the due performance of the contract. This amount can also be furnished in the form of a Bank Guarantee from any Public Sector Bank and the same should be valid till the term of the contract. This deposit/guarantee would be refunded after three months from the date of expiry of contract subject to the condition that no losses are incurred by the Institute due to damage of materials like articles, crockery, cutlery, cooking utensils, etc. supplied by the Institute and that all the dues to the Institute are settled by the Contractor /Service provider.
- 5.11 The bidder, whose tender is accepted, should indemnify the Institute against any claim by any authority. In the event of the Institute having to pay any individual, statutory body, or any agency for reasons directly or indirectly attributable to this contract, the bidder should remove such claim / damages and even if the Institute is called upon to pay such damages, the Company must reimburse the same.
- 5.12 The bidder shall pay the statutory payments such as PF, ESI, for the staff employed to provide the services to the Institute, through a separate challan and it should be submitted along with the monthly bill.

- 5.13 The bidder or his authorized representative has to attend a meeting every month for discussion, evaluation of performance of the contract, and compliance to statutory issues, etc.
- 5.14 The Institute shall make payment on a monthly basis. All payments shall be through NEFT/ RTGS directly to the Company's account. While the bill of the first month shall be paid after submission of bills for the month, the payment from second month onwards shall be made subject to production of documentary evidence of having made all statutory payments such as PF, ESI, Bonus, etc., for the previous month.
- 5.15 All the payments to the staff of the Company have to be as per the prevailing minimum wages act stipulated from time to time and must cover benefits such as ESI, PF, etc. All the rules related to the labour laws and applicable acts should be strictly followed and in case of any dispute the Institute will not be a party. The bidder has to satisfy the Institute by providing adequate recorded proof that the minimum wages, ESI, contribution to provident fund as applicable under the Statutory Act are being paid to the staff before the 1st week of the month taking care about the paid leaves, etc, as required under the Contract Labour Regulation Act and Minimum Wages Act as notified by the Government from time to time.
- 5.16 The staff deployed by the bidder should be of good conduct and behavior. Staff should not smoke cigarettes/ beedis, since consumption of tobacco and alcohol products is strictly prohibited inside the Institute. The address & contact details of all the staff should be provided to the Institute.
- 5.17 The staff should be free from contagious disease. Medical check-up of all the staff should be carried by a registered medical practitioner every year and the relative medical reports be submitted to the Institute. Staff whose medical reports are not clear should be removed immediately and reported to the Institute.
- 5.18 The bidder should provide identity cards and three pairs of uniform to all the staff at his cost and ensure that all the staff wear clean uniforms, as prescribed. Strict personal hygiene has to be observed. Separate uniforms need to be provided for different categories of staff viz. Facilities, Housekeeping, supervisors, etc.
- 5.19 The Institute reserves the right to reject any or all of the tenders received without assigning any reason thereof.
- 5.20 The Institute is under no obligation to accept the lowest or any tender received in response to this tender notice and is entitled to reject any tender without assigning any reason whatsoever.
- 5.21 The bidder shall bear all costs and expenses in respect of all charges, stamp duty, etc., in respect of the agreement to be entered into.
- 5.22 The bidder shall undertake to bear taxes, rates, charges, levies or claims whatsoever as may be imposed by the State / Central Govt. or any local body or authority.
- 5.23 The review of the contract will be undertaken every year, to assess the performance of the contractor.
- 5.24 Revision of contract rates:- The request for revision in the contract rate owing to hike in statutory payments, such as minimum wages, etc. shall NOT be considered during the contract period.
- 5.25 The bidder shall devote his full attention to the assigned work and discharge his / her obligations under the arrangements most diligently and honestly.
- 5.26 The bidder shall at all times, during the continuance of the agreement, obey and observe all directions and instructions given by the Institute and its authorized officials.

- 5.27 The bidder has to bring his own staff, who are skilled and good workers. The Institute will not provide any manpower support, under any circumstances.
- 5.28 The bidder has to provide all the material and equipments required for carrying out the contract to the satisfaction of the Institute. The Institute, will not provide material and equipments, under any circumstances.
- 5.29 A Supervisor, having knowledge in general operation of the computers should be posted, in consultation with the Institute, in order to avoid any confusion regarding wrong invoicing or wrong billing or lack of understanding of the services. It may be noted that all the transactions of requisition for various services, implementation of the service, thereby generation of the bills are carried out on computers.
- 5.30 Bidder should make arrangements for leave reserve and holidays and deploy sufficient workers on rotation. Weekly off can be given to all staff on Sunday except shift receptionists with two assistant during day times and two night assistant which is to be borne by the company.
- 5.31 Workers and the Supervisors will report daily to the Security staff at the gate and would be subject to checking and also bodily search by Security at the time of Entry/ Exit.
- 5.32 The bidder or his employees shall not use the premises allotted to him / her for any purpose other than the purposes defined and shall not act in any manner as to cause any nuisance or annoyance to the Institute or the participant trainees at the Institute.
- 5.33 The cleaning materials etc., used for work should be of standard brands and should be approved before using.
- 5.34 In case, any of the service provider staff suffer any injury or damage or meet with an accident while discharging their duty, the entire cost of compensation should be borne by the bidder.
- 5.35 The bidder shall obtain adequate insurance policy in respect of his workmen to be engaged for the work, towards meeting the liability of compensation arising out of accident /death /injury/disablement at work, etc.
- 5.36 The bidder shall be deemed for all legal and contractual purposes, as the employer of the said persons and such persons will not have any claim for employment in the Institute now or at a future date. The number of such persons employed will be determined by the parties of the contract, by exchange of letters from time to time. But in any case the bidder shall have to engage the services of sufficient number of persons as stipulated by the Institute.
- 5.37 The bidder or his employees shall not aid or participate or support any anti-institutional activity under any circumstances and shall strictly restrict to the work awarded under the contract.
- 5.38 In the event of theft, pilferage or damage to the Institute's property, and if proved that the contractor / his staff are responsible; the agency should make good all the losses and remove the concerned person identified as responsible from the services.
- 5.39 Garbage collected has to be dumped in the area and the place specified by the Municipal Corporation. The responsibility of disposal of garbage would be entirely borne by the bidder. In case, the bidder fails to dispose the garbage on a daily basis, the Institute would deduct the penalty charges from the bidder and initiate suitable action as required.
- 5.40 The bidder who is awarded the work needs to submit bills for the services rendered once in a month to the Estate Department, which will scrutinize the bills and if found in order certify for payment along with the certificate to the extent that all the equipment supplied by the Institute are well maintained and are in order.
- 5.41 Payments will be made usually within ten days from the date of certification, subject to the condition that the bidder has cleared all his dues related to labour payments as required by the Labour Act and any other charges or expenses which are to be paid by him

- 5.42 In case of any irregularity in service, quality not up to the expectations, complaints received from the guests, etc., the service-provider would be penalized. The penalty would be decided by the Administration and will be directly deducted from the bill claimed by the bidder and the Institute's decision is final.
- 5.43 TDS will be deducted at source from every bill by the Institute at the rate notified by the Government from time to time.
- 5.44 The offer shall be initially for a period of 6 months on probation and based on satisfactory performance, would be renewed on a yearly basis, for a maximum all-inclusive period of three years, from the date of commencement of the contract. The contract is renewable thereafter at the discretion of the Institute on terms and conditions to be mutually agreed upon.
- 5.45 The contract may be terminated at one month notice by the Institute if any one of the stipulated conditions agreed upon by the bidder are not met to the satisfaction of the Institute. The arrangement shall stand terminated on the expiry of three years or earlier by giving six months notice to the Institute by the bidder during the currency of the agreement.
- 5.46 For all disputes arising out of non-adherence of any terms stipulated above, the GM (Admin) of the Institute is the appellant authority and his decision would be final. However, the court jurisdiction for all legal matters would be the city of Hyderabad.

6. PART – I - PRE-QUALIFICATION DOCUMENT

PROFILE OF THE COMPANY		
6.1	Date and Place of incorporation (enclose copy)	
6.2	Address of the Registered Office of the Company	
	7. Name and address of the Chairman / Managing Director	
	(b) Name and addresses of Directors along with their occupation	
6.3	Details of other trade / business / activities carried out by the Company	
6.4	Details of Annual Turnover for last three years 2010-11, 2011-12, 2012-13 (enclose copies of audited Balance Sheets along with Income Tax Returns)	
6.5	PAN of Company (Enclose Copy)	
6.6	Nb. of years of experience in the field of Facility Management Services provided to different clients giving details of services provided, period of service, quality of service, etc. and enclose certified copies of experience with the major clients.	G h
6.7	Details of employees of IDRBT related to the Tenderer, if any, should be furnished in a separate sheet.	
STATUTORY REQUIREMENTS		
6.8	Enclose copies of all the statutory registrations like PF, ESI, Service Tax, Central / State Labour authorities, etc.	
6.9	Enclose copy of latest remittance made by your Agency towards statutory payments like ESI, PF, etc.	
6.10	Details of disputes against your Company before any of the Statutory Authorities like PF Office, ESI, Income Tax authorities, Service Tax, Labour Tribunal Authorities, etc.	
6.11	Do you pay bonus? If so, what is the criterion? Enclose proof of latest disbursement.	
6.12	Any other information/ Document which may help IDRBT in assessing your Company's Agency's capabilities, may be enclosed.	/
6.13	Name & Address of Bankers – along with facilities enjoyed (Enclose Xerox copy of cancelled cheque)	:

6.14	References (from two organization / company(s))	: 1. 2.
6.15	Details of bank draft for Rs1,00,000/- submitted towards EMD	:

I certify that all the information furnished above is true to my knowledge. I have no objection to IDRBT verifying any or all the information furnished in this document with the concerned authorities, if necessary. I also certify that I have understood all the terms and conditions indicated in the Tender document and am agreeing for the same, I am signing this document as an authorized signatory in the capacity of _____.

Date: _____

Signature : _____

Place: _____

Name : _____

Designation _____

:

Seal of the Company / Agency with Address : _____

7. PART – II: PRICE BID
(IN A SEPARATE SEALED COVER)

S.No.	Facilities Service Contract Details	No. of staff to be deployed	Rate per month per staff	Total Amount
7.1	<p>Cost of Manpower charges for providing Facilities Services to IDRBT (Incl. Leave Reserve) per month as under :</p> <p>Details of Manpower deployed (Give numbers indicating Breakup)</p> <p>a. <u>Manpower (6 days of the week)</u></p> <p>a) Supervisor b) Receptionists c) Carpenter d) Plumber e) Assistant Workers</p> <p>b. <u>Manpower (7 days of the week)</u></p> <p>a) Receptionists b) Assistant Workers</p>			
A	Total Cost of Manpower			
B	Cost of Cleaning Material (Liquid soap , Naphthalene Balls, Tissue Paper etc.) & other material required p.m – Give Details			
C	Add: Service Providers Charges => (_____ %of A)			
D	Add: Service Providers Charges => (_____ %of B)			
E	Total Cost (A + B + C + D)			
	Add : Service Tax as per applicable rates (on E)=> F			
	Total Cost to IDRBT : (E + F) = > G			

Signature of the Bidder & Seal

Name & Address of the Bidder