



सत्यमेव जयते

# भारतीय भाषा संस्थान

(मानव संसाधन विकास मंत्रालय, उच्चतर शिक्षा विभाग, भारत सरकार)

मानसंगोत्री, मैसूरु – 570 006 कर्नाटक, भारत

## CENTRAL INSTITUTE OF INDIAN LANGUAGES

(Ministry of Human Resources Development, Dept. of Higher Education, Govt. of India)  
Manasagangotri, MYSURU-570 006, INDIA

F.No.7/2-4/16-17/Estate/H.K

06/06/2016

### E-TENDER FOR THROUGH E-PROCUREMENT

1. WAX/PVC sealed tenders are invited by the Director, CIIL, Mysore from the Registered Contractors / Firms who have registered with Regional Labour Commissioner and having experience in the concerned field for undertaking contract for “ **House-Keeping and Room Boys Services**” at various spot of CIIL as per the following terms and conditions.
2. The WAX/PVC sealed tenders along with Earnest Money Deposit of ₹ 25,000/- (Rupees Twenty five thousand only) drawn in favour of The Director, CIIL, Mysore by way of demand draft should be enclosed.
3. The WAX/PVC sealed tenders should be address to The Direct, CIIL, Mysore and sent on or before **22/06/2016** tenders as well as tenders without the proof of EMD will not be considered.
4. Separate tender document is to be prepared for Technical and Financial bids as per the details explained below:-
  - a) Technical bid in WAX/PVC sealed envelope should contain all the sheets of tender document and certificated as per Annexure-I.
  - b) The Financial bid in the separate WAX/PVC sealed envelope should contain complete information as per Annexure-II.
  - c) The above 2 said covers should be placed in a common cover duly WAX/PVC sealed.
  - d) Contact period : One year may be extended by mutual consent.

Sd/-

Assistant Director (Admn.) i/c



# भारतीय भाषा संस्थान

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## **Tender Documents**

**For**

**House-Keeping and Room Boys Services**

**2016-2017**

## TERMS AND CONDITIONS

1. CIIL reserves the right to reject/accept any part or full tender without assigning any reason whatsoever.
2. CIIL reserves the right to change the specifications at any stage before commencement of the said work.
3. The work under this contract involves execution of work listed in (4) below, which should be carried out on the same day and the work should not under any pretext be postponed.
4. The Contractor has to carry out the following works in various places of CIIL Main Building/ Guest House and Printing Press.
  - a) The House Keeping job involves keeping clean and tidy the whole building including toilets, urinals, wash basins and water closets, the parking lot, the quadrangle and the roads on the campus. Cleaning would include not only sweeping and swabbing, but also dusting of furniture, cleaning the walls, the ceilings, cobwebs and other kinds of dirt and grime, dusting the grills et.
  - b) While the floors have to be cleaned once a day, toilets, urinals washbasins and water closets have to be cleaned twice a day.
  - c) Window glasses have to be cleaned once in 15 days. The entrance portions of the building including steps have to be cleaned with water once in a week.
  - d) The roads on the campus have to be cleaned once in 15 days.
  - e) The roads on the campus have to be cleaned daily, including the roads, leading to and inside the Director's quarters.
  - f) Mats and rugs on the floor have to be cleaned daily.
  - g) The working hours shall be **8** hours a day every day of the week except on Sundays and National Holidays. The names and address of persons who are deployed are to be furnished.
  - h) The Sweepers deployed for housekeeping job should attend to the above work systematically and to the satisfaction of the Institute. In case the number of sweepers deployed on any given day is less than the number stipulated, the amount towards labour charges would be deducted on pro-rata basis from the monthly amount payable to the Contractor/Tender
  - i) The Institute will oversee the house keeping job. Lacunae, if any, will be brought to the notice of the Contractor.
  - j) The Institute will have no responsibilities with persons deployed by the Contractor/Tender and will not be responsible for any legal disputes.
5. The period of contract is **one year** from the date of approval and may be extended for six months, if required.
6. It is the responsibility of the Contractor to carry out all the works stipulated in para (4) above in all the rooms/sealing/corridors/toilets and surroundings of the floors of CIIL Building, Guest House and Printing Press including adjacent roads. The exact area may be inspected by the tenderer before submitting the tender.
7. The successful tenderer should deposit a sum of **One Month Salary** of Labours and Supervisor(25+1) to the CIIL as security deposit in addition to EMD of **`25,000/-**. It will not carry any interest and will be returned only on satisfactory completion of contract.
8. The accepted amount will be paid to the tenderer on completion of one month's work on production of bills with the certificate and pass order from the concerned unit Officer.

9. Sufficient Quantity of required materials for House Keeping will be readily available in the custody of Contractor i.e in the room provided to him.
10. Security Deposit amount of successful Tenderores fails to carry out the job after acceptance of the Tender in accordance with the Terms and Conditions of the tender as mentioned in the schedule of works.
  - a) If the successful tenderer fails to carry out the job after acceptance of the Tender in accordance with the Terms and Conditions of the tender as mentioned in the schedule of works.
  - b) If the tenderer withdraw from the work during the currency of the tender period.
  - c) Any damages caused to any of the property of the CIIL and delay in carrying out the work as per Tender Terms.
  - d) If the tenderer fails to remit Security Deposit within the due date from the date of intimation.
11. The Contractor should strictly abide by the provisions of various Acts of the State in force in connection with the employment of Contract Labour viz., **Contract Labour R & A Act, 1970. Workmen's Compensation Act and EPF Act.** It is the responsibility of the Contractor to ensure minimum wages, as per **minimum wages Act** as fixed by the District Commissioner of the revenue District concerned to the persons employed and **ESI if applicable** and his quotation of rates shall reflect this responsibility. The tenderer is solely responsible for all the payments applicable under **Minimum Wages Act and Workmen's Compensation Act.** He should not wait for CIIL payment to pay to his staff. Service Tax as applicable shall be paid by the Tenderer.
12. The Tenderores should **strictly adhere to the statutory regulation viz., Minimum Wages Act, EPF Act, Contract labour (R&A) Act 1970 and Rules 1971 and any other regulation covered under Labour Act.** The tenderer should submit the attested copies of the following certificates along with the tender documents.
  - a) Registration Certificate for the Agency/Firm.
  - b) EPF Registration Certificate with EPF Code No.
  - c) Experience Certificate in the concerned field for last two years. (In the form of a letter from the Organization where they have supplied the labourer).
  - d) License from the Regional Labour Commissioner Bangalore/Mysore.
  - e) PAN Number Certificate from IT Department and IT Returns for financial year.
  - f) Service Tax Registration Certificate.

The Tenders submitted without enclosing copies of the above mentioned Certificates will be rejected straightway.

13. The payment will be made at the accepted rates to the Contractor on completion of a month's work in normal way as and when funds are available. Proof of disbursement of wages to workers at the rates quoted and for remittance of ESI and PF should be submitted every month.
14. The successful Tenderer will be required to execute an agreement in a stamped paper of ` 100/- to abide by the terms and conditions stipulated in the tender form before any order is placed.

The Contractor shall submit a certificate that he has paid the wages, EPF/ESI and Service Tax completely for the previous month. Without these copies, the bills will not be considered for payment.

### **CONTRACT RATES TO BE QUOTED FOR**

Rate should be quoted for one calendar month in the enclosed sheet for carrying Out the works listed in Terms and Conditions.

The rates should be quoted both in words and figures. If any cutting and overwriting is found in the rates quoted, the tender will not be considered. In case of discrepancy, the rates quoted in words will be taken as valid.

### **ARBITRATION**

Any dispute between the Tenderer and CIIL, Mysore regarding commercial and other terms and conditions are to be referred to the Arbitration as per Arbitration and Conciliation Act 1996.

### **JURISDICTION OF COURTS/VENUE OF ARBITRATION:**

1. The courts of the place will be at Mysore to decide any dispute arising in respect of the contract. The venue of arbitration shall be at Mysore.
2. Any attempt to negotiate directly or indirectly on the part of the Tenderer or any endeavor to acquire any interest for an actual prospective Tenderer or influence by any means, the acceptance of the particular tender will not be considered.
3. To accept the lowest tender and reserve the right to reject any or all the tenders without assigning any reasons thereof. The decision of the Director, CIIL, and Mysore will be final and binding on all the Tenderores.
4. It is not binding upon the Director, CIIL to

## **RESPONSIBILITY OF THE CONTRACTOR :**

- 1) The Contractor shall be responsible for the discipline of persons. If at any time, it is found that the persons are indulging in any act of misbehaviour or misconduct etc, the Assistant Director (Admn.) CIIL, Mysore or his representative shall have the right to have him/her replaced by the Contractor.
- 2) He shall maintain complete personal data of persons employed by him such as Name, Father's/Husband's Name, Permanent address, Village, Taluk, District, Police Station concerned, Signature and Finger prints etc. The incumbent should have undergone character and antecedents verification through the police.
- 3) The Contractor should be responsible for the welfare of his persons as per the various State and Central Government Acts and regulation such as **Minimum Wages Act, EPF Act, ESI Scheme** if applicable and any other regulations covering Labour contract.
- 4) No Child Labour will be permitted. The Contractor should employ the labourers between the **age group of 21 and 50 years only**.
- 5) The Contractor will be solely responsible for the payment of salaries, allowances and other benefits to his employees and CIIL shall in no way responsible for the same. He should not wait for the CIIL payment to pay to his staff. He should make payment **On or before 5<sup>th</sup>** of the following month positively in the presence of concerned CIIL Officer.
- 6) The Contractor is responsible to maintain all required records, registers etc., as contemplated by the provision of concerned Acts of the State/Center. The tenderer should strictly adhere to statutory regulations of **Contract Labour (R&A) Act 1970** and should submit copies of Registration Certificates in respect of the above.
- 7) The agency should have experience in "House Keeping and allied works".
- 8) The Contractor should issue Employment Card and wage slips to all the labourers engaged by him as per the format vide Form-XIV & Form-XIX clearly indicating te contributions made towards EPF. ESI etc. by the Contractor.
- 9) In case, if it is found by the CIIL that any property or materials of the CIIL is lost or put to loss/damage due to the negligence of the agency, the agency will be held fully responsible and should reimburse the cost of loss/damage so incurred in addition to that of penalty. The decision of the CIIL as to the quantum of loss and negligence is final.
- 10) In case any workman of the agency suffers injury/damage or meets with any accident during the discharge of duty, the entire cost of compensation should be borne by the agency and the CIIL will stand indemnified against any claims/damage/compensation.
- 11) Minimum wages as fixed by the Central Government (Ministry of Labour and Employment, New Delhi) should be paid Tender quotation should confirm to the minimum wages as envisaged by Central Government. Hence the tenderer should take this fact into account while quoting rates for various works. If the rate quoted is not meeting the **minimum requirement it will be summarily rejected**.
- 12) It is the responsibility of the Contractor to provide amenities to his staff.
- 13) Halt after duty hours inside the building is not permitted.
- 14) All the bills should be sent within 10 days of the succeeding month after getting the certificates. The bills received after 15<sup>th</sup> will not be considered. The Contractor shall statement of both employer and employee's contribution must be submitted every

**II.FINANCIAL / PRICE BID:**

01.	No. of personnel required:- 1 + 11 = 12 persons	Rates should be as per Employment Labour Ministry and law. Notification No : <b>1/13(3)/2016-LS-II</b> Date : <b>31/03/2016</b>			
	<b>i)Supervisor: 01No</b>  Rs	<b>ii) House Keeping Labour:25 No</b>  Rs		<b>ii) Room Boys: 06No</b>  Rs.	
02.	Basic Rate per head (26 days)	<b>Supervisor</b>	<b>House Keeping Labour</b>	<b>Rooms Boys</b>	<b>Grand Total</b>
a)	ESI @ <b>4.75%</b>				
b)	EPF @ <b>13.36%</b>				
c)	Bonus @ <b>₹ 8.33% of ₹ 3500/-</b>				
d)	Service Charges				
e)	Service Tax <b>14.5%</b>				
d)	Material cost :-				
<b>Total</b>					

03. EMD amount of Rs.25, 000/- (Rupees Twenty Five Thousand only D.D.No. ....)

Dated ..... Drawn on ..... Bank .....

Place:

Date:

Signature of the Contractor/ Firm/ Agency with seal

# **TECHNICAL BID**

## **ANNEXURE – I**

**Attested copy of:-**

- a) Registration Certificate for the Agency/ Firm**
- b) Experience Certificate in the concerned field for last Five years.**
- c) Registration with Regional Labour Commissioner Bangalore/Mysore.**
- d) EPF Registration Certificate with EPF Code No.**
- e) Service Tax Registration and ST Code No.**
- f) PAN Number certificate from IT Department and IT Returns Form.**
- g) ESI Registration Certificate with Code No.**

**Signature of the Tenderer with seal**



# TECHNICAL BID

## ANNEXURE – II

### HOUSE KEEPING AND ROOM BOYS SERVICES-TECHNICAL BID-II

#### 1. THE FIRM

a) Name \_\_\_\_\_

b) Regd. Address \_\_\_\_\_

c) Address of Office \_\_\_\_\_

d) Contract person's \_\_\_\_\_

i. Name and design \_\_\_\_\_

ii. Address \_\_\_\_\_

iii. Tel.No. Landline \_\_\_\_\_ Mobile \_\_\_\_\_

iv. Email ID \_\_\_\_\_

#### 2. Type of Firm: Private Ltd./Public Ltd., /Cooperative/ NGO/PSU

(Please tick and enclose copy of memorandum/ Articles of Association/ Certificate of Incorporation)

\_\_\_\_\_ enclosed

(Please Specify)

#### 3. PAN/GIR NO.

(Please enclose photocopy)

#### 4. Service Tax Registration. No.

(Please enclose Photocopy)

#### 5. EPF Registration No

(Please enclose photocopy)

#### 6. ESI Registration No.

(Please enclose photocopy)

#### 7. Annual Turnover for the last 3 years:

(Should be more than ₹ 6.00 lakh) 2012-2013, 2013-2014 and 2014-2015

(Please enclose copies of ITR/ audited balance sheet and P & L A/c / etc.)

\_\_\_\_\_ enclosed

(Please specify)

#### 8. Experience of similar work in the field during the last two years

9. Earnest money details: DD No. \_\_\_\_\_ dated \_\_\_\_\_

Amount ₹ 25,000

Drawn on \_\_\_\_\_

Signatures of authorized signatory

Name \_\_\_\_\_

Designation \_\_\_\_\_

## TECHNICAL BID

### ANNEXURE – III

**Minimum wages as per Central Government to be quoted.**

Sl.No.	Description	Rate per month (per person)
1	Basic Rs.                      VDA Rs.	
2	ESI	
3	EPF	
4	Gratuity/ Bonus	
5	Uniform & Washing All	
6	Total Cost per Head	

Sl.No.	Description	Rate per month
1	Rate for 25 Labourers	
2	Rate for Supervisor	
3	Service Charges	
4	Total	
5	Service Tax	
6	Total	
7	Cost of Materials	
8	Grand Total	

**(Rupees ..... only)**

I hereby declare that I have read the tender conditions and agree to the Tender conditions and accordingly quote the above rates.

Date:

Place:

**Signature of the Tenderer with seal**