



**NATIONAL INSTITUTE OF BANK MANAGEMENT
Kondhwe, Pune 411 048**

TENDER DOCUMENT

FOR

**PROVIDING INSTITUTIONAL HOUSEKEEPING,
MUMBAI GUEST HOUSE & DISPENSARY
HELPER SERVICES**

2018 – 2019

INDEX

Sr. No.	Particulars	Page Nos.
1.	Copy of Tender Notice	3
2.	Draft of letter to be submitted by the contractor along with the tender. Annexure – I	4
PART I – TECHNICAL BID		
3.	Details to be submitted by the contractor Annexure – II	5 - 6
4.	Eligibility Criteria Annexure - III	7 - 8
5.	General Terms and Conditions Annexure – IV	9 - 16
6.	Evaluation Sheet	17 - 19
PART II – PRICE BID		
7.	Financial / Price Bid	20 - 23

TENDER NOTICE

- 1) The Director, National Institute of Bank Management, Pune, an autonomous apex institution established in 1969 by the Reserve Bank of India, in consultation with the Government of India invites sealed tenders through advertised tender enquiry for **“INSTITUTIONAL HOUSEKEEPING, MUMBAI GUEST HOUSE & DISPENSARY HELPER SERVICES ON CONTRACTUAL BASIS”** as per the details given in the Annexure IV of the Tender Document.
- 2) The offers be submitted in TWO-BID SYSTEM (Separate Technical Bid and Financial/Price Bid) by reputed and experienced individuals/firms/agencies/companies preferably established and functioning in and around Pune city with sound financial background having valid licenses/sanctions and experience in this field for a **minimum period of five years** along with institutional /organizational performance report.
- 3) The tender document can also be downloaded from NIBM website www.nibmindia.org **(Downloaded tender document will have to be submitted with a DD of Rs.500/- drawn in favour of National Institute of Bank Management, Pune.**
- 4) The tender form and terms and conditions for **INSTITUTIONAL HOUSEKEEPING, MUMBAI GUEST HOUSE & DISPENSARY HELPER SERVICES ON CONTRACTUAL BASIS** can be obtained in person on payment from the office of the **Chief Administrative Officer (CAO), (Purchase & Procurement Section)**, National Institute of Bank Management, NIBM Post Office, Kondhwe Khurd, **Pune 411048**, on any working day between 11.00 am to 1.00 pm and 3.00 p.m. to 5.00 p.m.
- 5) **The tenderers will have to deposit the earnest money of Rs. 1,00,000/- (Rupees One Lakh only)** through Demand Draft/Pay Order drawn in favour of National Institute of Bank Management, Pune.
- 6) The Director, NIBM Pune reserves the right to award contract for the above services either to one party or more than one party. He also reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders without giving any notice or assigning any reason and not bound to accept the lowest tender. The decision of the Director, NIBM Pune in this regard shall be final and binding on all.

Important Dates:

- | | | |
|---|---|-------------------------------------|
| (i) Date of Advertisement | : | January 22, 2018 |
| (ii) Issue of tender forms | : | From January 22 to January 29, 2018 |
| (iii) Pre-bid Meeting | : | February 2, 2018 at 2.00 p.m. |
| (iv) Last date for Tender Submission | : | February 8, 2018 up to 5.00 p.m. |
| (v) The date and time for opening of Technical Bid | : | February 12, 2018 at 3.30 p.m. |
| (vi) Date for presentation/interaction by/with short-listed Vendors | : | February 21, 2018 at 2.00 p.m. |
| (vii) The date and time for opening of Financial/Price Bid | : | February 23, 2018 at 2.00 p.m. |

Director

PART – I

ANNEXURE – I

The Director
National Institute of Bank Management
NIBM Post Office
Kondhwe Khurd
Pune 411048

Dear Sir,

**SUB: TENDER FOR PROVIDING INSTITUTIONAL HOUSEKEEPING,
MUMBAI GUEST HOUSE & DISPENSARY HELPER SERVICES FOR
NIBM, Kondhwe Khurd, Pune 411 048**

Ref. : Tender Notice published in Daily newspaper dated January 22, 2018

With respect to the tender notice published in above mentioned daily newspaper/NIBM Website, I / We hereby submit my / our tender in a required format.

I / We have adhered to the requirements prescribed by NIBM Pune. I / We have carefully gone through the guidelines / terms and conditions and prescribed format and I / We accept the same without any alternations / modifications. I will ensure that all necessary rules and regulations are complied with under all circumstances.

I / We understand that you are not bound to accept the lowest or any tender you may receive.

Thanking you,

Yours faithfully,

Signature and seal of contracting agency/firm/company

Date:

Address:

PART - I
ANNEXURE II
TECHNICAL BID.

1. Earnest Money Deposit (EMD)	Demand Draft No. _____ dated _____ for Rs. 1,00,000/- (Rupees One Lakh only) drawn on (Name of the Bank) _____ in favour of National Institute of Bank Management, Pune payable at Pune (To be enclosed with Technical Bid in a separate envelope)
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AGENCY/FIRM/COMPANY PROFILE

Sr. No.	Required Information	
1	Name and registered address of the agency/firm/company	
2	Legal status (individual / proprietor, partnership firm, limited company, corporation, cooperative society, etc.	
3	Name, designation, and telephone nos. of the contact person / persons. Mob No. Fax No. E-mail id	
4	Month and Year of commencement of service business.	
5	Statutory details (Photocopies to be attached) <ul style="list-style-type: none"> • Registration number of the firm. (as per Shop and Establishment act.) • Registration number under the Contract Labour Act. • Registration number under Labour Welfare Act. • PAN No. • RPFC - Registration number • ESI – Registration number • GST – Registration No. 	

5A	Income Tax Acknowledgement for the last 3 years commencing from A.Y. 2015- 2016 along with gross taxable income declared in income tax returns.		A.Y. 2015-2016 2016-2017 2017-2018		Gross Income
6	Existing manpower deployed in such services (along with letters from these firms)				
7	List of present and past clients (Please use separate sheet for each) as per the following format. The information provided will facilitate evaluation of your Technical Bid.				
Sr. No.	Name of the organization with complete postal address mentioning Private Sector / Govt. Body / PSU / Training Institute.	Name and designation of the contact person with Tel. / Mobile No (s)	Period for which the contract was awarded	No. of persons deployed by your firm / company / co-operative society.	Nature of Work.

8	Financial Capabilities. Last three years audited statement of Accounts by C.A. from FY 2014-15 giving following details:			
	Details	2014-2015	2015-2016	2016-2017
i.	Annual Turnover			
ii.	Net Profit			
iii.	Fixed Assets / Investments, Bank (closing balance as at 31.03.2017)			
iv.	Capital Accounts (closing balance as at 31.03.2017)			
9	Any Special award or recognition / certificate from PSU / Govt. Bodies / Training Institutions.			

ANNEXURE - III ELIGIBILITY CRITERIA

- 1) The contracting agency/firm/company should have the minimum experience of five years as on 31/12/2017 in the similar type of Institutional Housekeeping & Dispensary Helper Services, out of which three years experience should be for any Public Sector Undertaking (PSU), Govt. Organisation, educational institution like college, university, or any other commercial training centers, etc. The tenders of the contracting agency/firm/company with inadequate experience as mentioned are liable for rejection.
- 2) The contracting agency/firm/company should submit Technical Bid & Financial / Price Bid in separate sealed Envelopes super scribing “Technical Bid” and “Financial / Price Bid” as the case may be.
- 3) The Technical Bid should accompany a DD / Pay Order of **Rs. 1,00,000/- (Rupees One Lakh only)** drawn on any Nationalized Bank in the Name of National Institute of Bank Management, Pune payable at Pune towards Earnest Money Deposit (EMD). Tender received without EMD or lesser amount will be summarily rejected. No exemption will be granted. The EMD shall be forfeited to NIBM Pune, if tenderer withdraws his tender after opening of the tender. An amount of **Rs.500.00 (non refundable)** towards cost of tender documents downloaded should be paid separately either in Cash or by DD / Pay Order.
- 4) The tender rates shall be valid for at least 6 months after the date of opening the financial bid. Tender valid for a shorter period shall be liable for rejection.
- 5) The tender shall be signed by the authorized person and his / her full name and status be indicated below the signature along with official stamp of the firm.
- 6) Team of NIBM Pune may visit the sites of bidders to inspect the present sites of the contract(s) to receive on the spot information regarding the quality of workmanship and services rendered, etc.
- 7) The successful tenderer will have to deposit a performance **security deposit of Rs. 3,00,000/- (Rupees Three Lakh only)** by Demand Draft. The security deposited shall be refunded after 60 days from completion/termination of contract.
- 8) The tenders of the contracting agency/firm/company not in possession of valid statutory sanctions / registrations are liable for rejections.
- 9) The successful tender will have to make an agreement with NIBM Pune on terms and conditions of the contract on a non-judicial stamp paper, the cost of which will be borne by the contracting agency/firm/company. The format of Agreement will be provided by NIBM.
- 10) EMDs would be returned to unsuccessful agencies, after the contract is finally allotted to a selected agency.

SPECIAL CONDITIONS FOR TECHNICAL AND FINANCIAL BID

Tenderer will be qualified technical bidder if he / she fulfills following conditions:

- Demand Draft / cash of Rs. 500/- for the cost of tender (if any tenderer paid money by cash to NIBM, he has to produce original copy of the receipt).
- Earnest money of deposit by Demand Draft or pay order drawn on any Nationalized Bank in favour of National Institute of Bank Management, Pune payable at Pune.
- Minimum 25 marks out of 50 marks allotted for technical criteria evaluation.
- Tenderer will not be allowed to submit any further information after opening the financial bid.
- The original copies of the document required for the purpose of tender as mentioned for technical bid as per Annexure-II will be verified by the official of the NIBM within 7 days from the date of opening of the tender, if any original document is not available for the verification then the marks for the concerned item will be subtracted by the Selection Committee.
- If any tenderer declare or file misleading statement, misrepresentation then he will be disqualified from the process of selection.
- The NIBM will prepare merit list of first three tenderers according to their marks of technical evaluation and financial evaluation of bid.
- The officials of NIBM may conduct site visit at the work place of tenderers on suitable dates for verifying the quality of services and spot feedback from the concerned employer.
- NIBM reserves right to select a tenderer on the basis of above mentioned criteria from three successful bidders as per merit list of the above.
- Although the contract period for the tender is one year as mentioned in the tender document, Director of NIBM shall have power to extend the contract upto maximum of 3 years (one year at a time) to the selected tenderer subject to satisfactorily fulfillment of contractual obligations.

ANNEXURE IV

GENERAL TERMS AND CONDITIONS OF CONTRACT

1. The contract will be for a period of one year, extendable up to maximum of 3 years, one year at a time, based on annual performance evaluation every year by NIBM. The terms and conditions of extended contract may change as deemed fit by NIBM.
2. The contract can be terminated during the operative period by giving **one** month's notice in writing by either party
3. The Institute however still reserves the right to terminate the said contract at any time on the ground of unsatisfactory services rendered by the agency or without assigning any reasons. The Institute will be the sole judge in this regard.
4. On termination of the contract, the Contractor shall discontinue the use of the premises and handover peaceful possession of the Institute's premises together with its fixtures and articles therein in good condition.
5. The agency shall fully comply with and observe all the provisions of the Contract Labour Act (Regulation and Abolition Act) 1970, the Minimum Wages Act, 1948, Payment of Wages Act, 1935, Employees Provident Fund and Miscellaneous Provisions Act 1952, The E.S.I. Act, Gratuity Act 1972, and such other statutory enactments, rules and regulations laid down by the Govt. or local body in force/coming into force which may apply to this agreement and any liability on account of non-compliance or violation thereof shall be the agency's responsibility.
6. The Contractor shall not transfer or assign or share benefit of this Agreement with any one else without the consent in writing from the Institute.
7. Any dispute arising out of the terms of this contract on the interpretation of any clause herein shall be settled by mutual discussions between the nominated authorities of the Institute and the authorized representatives of the Contractor. The Director, NIBM, will be final authority in resolving such disputes and his decision will be binding on the Contractor. In case the Director's decision is challenged, the dispute will be referred to arbitration. Any dispute arising out of the contract agreement shall come under the jurisdiction of the Hon. Courts in Pune.
8. Institute will provide the basic equipments/material to provide better services
9. The contractor shall not be allowed to carry away any material/item out of NIBM Campus without the permission of the Institute's authorised representative.
10. The contractor shall be given a suitable place during the contract period to maintain its office as well as for storing the material required to provide the services to the Institute as per the contract. The place so provided should be used only for the performance of the duties and not for any other purpose.

11. The contractor shall have no tenancy rights on the space provided. The space provided shall have to be vacated immediately on expiry/termination of the contract. Contractor should handover the vacant space and peaceful possession of the space provided.

12. The agency should possess the requisite Licenses of Shop act, ESI, PF etc. from State / Central Government departments as applicable from time to time at its own cost. The contractor will have to maintain registers / records as mentioned below as required under the provisions of various Acts and complete the formalities prescribed there under. The Institute shall not be responsible in any way for any breach of these rules and regulations by the Contractor. The contract is liable to be terminated if breach of rules and regulation is found after the award of contract.
 - a. The attendance muster cum wages register of persons engaged during the month should be duly signed by the individual employees and countersigned by the representative of the Contractor and NIBM.
 - b. All employees have to be paid wages, special allowance and HRA at rates, not lesser than the minimum rates prescribed by the Government under relevant rules.
 - c. All the employees have to be extended coverage of PF/FPF as per the eligibility under PF act.
 - d. Appropriate deductions are to be made towards coverage of PF/EPF as per the eligibility under PF act.
 - e. Appropriate deductions are to be made towards Professional Tax and Income Tax from the salary wages paid and remitted to concerned authorities if any.
 - f. All deductions are affected from the salary / wages as per the provision of the Payment of Wages Act.
 - g. The following registers are required under provisions of various Acts and to be maintained up to date in the prescribed format, kept available in the premises of the Institute for inspection of any statutory authority, on demand for example, Register of Persons Employed, Muster Roll, Register of Wages, Register of Deduction, Register of OT, Register of Fines, Register of Advances etc.
 - h. The License under the provisions of Contract Labour (R&A) Act have to be obtained / renewed and kept operative. The half- yearly /yearly returns are to be submitted in time, to the authority as per rules.

13. The agency should keep the usage of the water and electricity to a reasonable level. If it is found that water and electricity are not used properly and involves a lot of wastage, the Institute reserves the right/option to levy charges/penalty on the agency.

14. It will be the responsibility of the agency to store the materials purchased for it in a neat, tidy and hygienic manner in the space provided by the Institute. The security of such material will be the sole responsibility of the agency.

15. The agency hereby agrees and undertakes to return to the Institute all material and equipments supplied by the Institute to it on termination of the contract for any reason whatsoever.
16. A list of the establishments (with their addresses, name of the contact person and telephone numbers) where the Contractor is presently rendering its services / has rendered its services along with the performance certificate issued by such establishments **must be enclosed with the quotation.**
17. The Contractor shall have to submit an INDEMNITY BOND on non-judicial stamp paper duly registered. This indemnity bond has to be submitted by the agency to NIBM immediately on accepting the offer to provide services
18. The Contractor shall, at all times, keep the Institute effectually indemnified against all actions, suits, proceedings, losses, costs, damages, charges, claims and demands in any way arising out of or reason of anything done or omitted to be done by the agency.
19. Residential accommodation shall not be provided by the Institute to the workmen of the contractor.
20. The contractor shall cooperate with the other contractors working in the Institute's campus.
21. The contractor shall abide by all the provisions of the Contract Labour (Regulation and Abolition) Act., 1970 and Government of Maharashtra Rules, 1971.
22. The workmen engaged by the contractor shall not have any right/claim over the various facilities enjoyed by the Institute's staff members.
23. The workmen should be supplied with proper uniform by the agency at its cost.
24. All the workmen employed by the contractor should be between 18-58 years of age and medically fit to work.
25. The workmen employed by the contractor attending work of the Institute under the contract must have highest standard of honesty and should be well mannered.
26. A complete list of the workmen engaged by the contractor together with their detailed biodata and latest photograph should be submitted to the Institute by the contractor. Any changes should be informed to the Institute in writing immediately.
27. The Institute reserves the right to reject any particular person placed/employed, under the contract in the Institute's premises.
28. The contractor shall issue proper identity cards with latest photograph to all his workmen. Medical fitness certificate and police verification procedure of the

workmen should be done by the contractor and submit to the Institute whenever any new workman is employed by the contractor.

29. In case of lapse on part of the workmen of the contractor, the contractor should take corrective disciplinary action against such workmen. In case the contractor fails to take any action against the defaulter, the Institute reserves its right to take any suitable/legal action against the contractor.
30. The information regarding the monthly payment of wages, statutory benefits etc., paid to the workmen shall be submitted by the contractor to the Institute in the prescribed form along with the monthly bill.
31. Monthly bill should be submitted on 1st of every month and its payment to the workers should be released on or before 7th of every month. The Contractor may submit bills by 1st day of every month and payment will be made within 10 days from the date of receipt of the bills. Contractor should make payment to its workers on or before 7th day of the Month without fail, irrespective of receipt of monthly bills from the Institute. All deductions due to the Institute shall be made from such bills.
32. The appropriate payment of wages and other benefits to be employees of the agency shall be the Exclusive Responsibility of the Agency and persons so employed by the Agency shall have No Claim whatsoever on the Institute.
33. The payment of the service charges for the services rendered will be made on monthly basis by RTGS only.
34. While making payment of the service charges, the Institute will make the following deductions :
 - The income tax deduction at source as per the government regulations.
 - The amount equivalent to any damage/loss etc., done by the workmen employed by the contractor to carry on the job at NIBM.
 - Any other charges, fines, penalties and such other deductions.
 - Any other claims made by the employees of the contractor against the Institute in its capacity as a principal employer.
35. The contractor shall be responsible for the safety of his workmen and should follow all rules and regulations pertaining thereto. In case of any damage to property or persons, the contractor shall be responsible and should take out necessary personal insurance policies for this purpose. Contractor should indemnify NIBM for any claims arising from the above. The necessary licenses etc., as per contract labour law shall be obtained by the contractor.
36. In case of any dispute arising regarding the contract including the interpretation or the scope or working thereof, the decision of the Director of the Institute shall be final and binding on the contractor.

The rates quoted by the contractor in the tender shall be deemed to have taken into account all the conditions mentioned above.

SCOPE OF WORK AND SPECIFICATIONS

I Areas of Operation

1. Administration Block
2. Faculty Blocks I & II
3. Library
4. Lecture Hall Complex
5. Multipurpose Hall
6. Residential buildings (only staircases and passages)
7. Shopping Complex (Dispensary & External Premises only)
8. Children's Activity Park
9. Roads and Pathways
10. Common Areas in Residential Buildings
11. Vacant Houses in Residential Area
12. Other Common Areas like Pump House, Covered Parkings etc.
13. Cleaning of terraces of all office buildings, hostels, residential areas, classroom complexes, dining halls etc.
14. Cleaning of all parking roofs in office and residential areas.
15. Mailing and Courier Assistance required due to seasonal volume of work at the Institute for which appropriate assistance will be provided on monthly basis.
16. This contract will also include specific house keeping services required at Programme Office, Library, Estate Department, Computer Cell as well as Publications Department at the Institute.

II Duties and Responsibilities of the Contractor Providing Cleaning and Conservancy Services

1. Cleanliness of Rooms
2. Cleanliness of External area such as passages, foyers, staircase of all the buildings and pathways, roads within the Campus.
3. Cleanliness of Toilets in all the office buildings.
4. Locking and opening of doors of rooms/buildings before and after office hours.
5. Cleanliness and maintenance of furniture, equipment and fixtures.
6. Occasional packing and unpacking of material, loading and unloading of articles etc. as per requirement.
7. Shifting of furniture and its rearrangement as and when required.
8. The contractor shall be responsible for the replacement and shifting of garden pots and its rearrangement as and when required in each room of the office, lecture hall and other common places etc.
9. The duties of the housekeeping supervisor shall be round the clock.
10. The contractors shall be responsible for the safety and security of all internal items of furniture equipment and fixtures.
11. Cleanliness of shelves, books and periodicals in the library everyday ensuring that no dust etc. is ever noticed.
12. Cleaning of pantry, water coolers and glasses etc.
13. Cleanliness of childrens' activity park.
14. Cleanliness of common areas in the residential areas.

15. Collection of garbage from each household and institutional buildings etc. everyday and its disposal.
16. Cleaning of Multipurpose Hall.
17. Cleaning of window/door/ventilation glass panes in entire Institutional Blocks, Library, Lecture Halls and Multipurpose Hall.
18. Cleaning of wire-meshes in residential (doors and windows)
19. Any other House Keeping related responsibility entrusted by management of NIBM.

Special Instructions

1. Cleanliness is the essence of this contract. Number of times cleaning should take place shall be decided by the Institute and its decision shall be final in this regard.
2. All the cleaning material such as brooms, detergents, dusters, phenol etc. shall be supplied by the Institute.
3. All the material required for general maintenance of the equipment shall be made available by the Institute.
4. The Housekeeping Agency shall employ sufficient number of staff and supervisors to carry out these operations.
5. The Manager of the contractor should be available on the premises of the Institute during the major part of the day and should be able to take decisions.
6. The contractor shall bring to the notice of NIBM any defect observed in the sanitary plumbing, electrical installations and defects in wood works etc., so that they could be immediately set right.
7. It is available for the contractor to receive feed back from various user group regarding the services, with an idea of improving the services.
8. The contractor should ensure that in course of their activities, they should not disturb the landscape, gardens, plants, trees, shrubs, potted plants etc.
9. Fire protection equipment and facilities have been provided in the Institutional buildings. The workmen shall be trained by the contractor to make effective use of these equipments.
10. On the main internal road, internal pathways as also at some position in the open areas, facilities for collection of garbage, disposed material, etc. shall be created. It shall be the responsibility of the contractor to keep these facilities in proper conditions by regularly removing the garbage etc.
11. It shall be the responsibility of the contractor to clean the toilets blocks in common public places within the campus area.
12. The scope of work mentioned in the tender document is only indicative. However it will be suitably defined in the Agreement.

III Scope of the Work

A) 1. <u>Institutional Building</u>	:	Carpet Area (Approx.)
Administration Block	:	15,000 sq.ft.
Faculty Block – I	:	15,000 sq.ft.
Faculty Block - II	:	15,000 sq.ft.
Lecture Halls	:	6,000 sq.ft.
Library	:	11,000 sq.ft.
Multipurpose Hall, Green Room, Club House	:	5,000 sq.ft.
2. <u>Toilet Blocks in Institutional Building</u>		
Administration Block	:	6 nos.
Faculty Block – I	:	7 nos.
Faculty Block - II	:	6 nos.
Lecture Halls	:	2 nos.
Library	:	3 nos.
Multipurpose Hall	:	2 nos.
Covered Parking Toilets	:	2 nos.

The floors, walls and furniture in the above said area and toilets are to be maintained in absolutely neat and clean condition by providing daily services.

B) Following cleaning work can be done during working hours according to frequencies Mentioned.

	<u>Frequency</u>
1. Multipurpose Hall	daily
2. Club House	3 times a week
3. Covered Parkings in Campus - 4 Nos.	3 times a week
4. Roads - 98,000 sq.ft.	daily
5. G Type Block	3 times a week
6. Pathways	daily
7. Garbage Collection from Residence & Institute	daily
8. Toilet Block	
Club House - 2 nos.	Once in 15 days
G Block - 2 nos.	3 times a week
Parking - 2 nos.	daily
9. Pump House - 3 nos.	Once in a month
10. Activity Centre	3 times a week
11. Vacant House	Once in a month
Terraces of all the buildings	Once in 15 days
12.	
Above covered parkings	Once in 15 days
13.	

SCOPE OF THE WORK AT NIBM DISPENSARY

The dispensary helper services shall include providing Assistance required in Dispensary by providing a trained nurse to work under Institute's Medical Officers.

In emergency, the nurse is expected to provide nursing assistance to campus residence at their home.

The duty timings will be : 8.30 a.m. to 10.30 a.m.
1.00 p.m. to 7.00 p.m.

SCOPE OF WORK AT NIBM MUMBAI GUEST HOUSE

All NIBM Guest Houses at Mumbai

The housekeeping services for Mumbai Guest Houses shall include providing 2 Housekeepers (Male) who would be required to stay in the Guest Houses at Mumbai and look after upkeep and all related works of the Guest House Flats in Mumbai. Leave reserve arrangement will have to be provided in case of leave of regular boys.



NATIONAL INSTITUTE OF BANK MANAGEMENT, PUNE
EVALUATION SHEET

TECHNICAL BID FOR INSTITUTIONAL HOUSEKEEPING, MUMBAI GUEST HOUSE & DISPENSARY HELPER SERVICES

(Marks are Progressive)

Sr. No.	Description	Maximum Allocative Marks	Actual Marks
1.	Statutory Requirement as per item No. 5 (1 mark for each requirement)	7	
2.	Income tax acknowledgement for last 3 years with gross taxable income of individual / firm / companies / cooperative societies as per Item No. 5A	6	
	(a) Gross Taxable Income	3 Marks	
	Up to Rs. 3 lakhs	1 mark	
	Rs. 3 lakhs - 5 lakhs	2 marks	
	Rs. 5 lakhs & above	3 marks	
	(b) Income tax acknowledgement copy commencing from AY 2015-16, 2016-17, 2017-18 as per Item No. 5A	3 marks	
3.	Existing manpower deployed in services (As Item No. 6 & Item No. 7)	4 Marks	4
	Employees upto 50	1 mark	
	Employees 50-100	2 marks	
	Employees 100-200	3 marks	
	Employees 200 & above	4 marks	
4.	Highest manpower at any particular location	2 marks	2
	Upto 30	1 mark	
	30 & above	2 marks	
5.	Financial Capabilities Last 3 years audited statement of accounts commencing from financial year 2014-15, 2015-16, 2016-17(as per Item No. 8)	14	

Sr. No.	Description		Maximum Allocative Marks	Actual Marks
	i)	Turnover (average of 5 years) Upto Rs. 10 lakhs Rs. 10 lakhs to Rs. 20 lakhs Rs. 20 lakhs to Rs. 30 lakhs Above Rs. 30 lakhs	4 Marks 1 mark 2marks 3 marks 4 marks	
	ii)	Net profit (average of 3 years) UptoRs. 2 lakhs Rs. 2 lakhs to Rs. 5 lakhs Rs. 5 lakhs to Rs. 10 lakhs Rs. 10 lakhs to Rs. 20 lakhs Above Rs. 20 lakhs	4 Marks 1 mark 1½ marks 2 marks 3 marks 4 marks	
	iii)	Capital Account (closing Balance as at 31.3.2017) Upto Rs. 2 lakhs Rs. 2 lakhs to Rs. 7 lakhs Rs. 7 lakhs & above	3 Marks 1 mark 2 mark 3 marks	
	iv)	Fixed Assets / Investments Cash & Bank (closing balance as on 31.03.2017) UptoRs. 5 lakhs Rs. 5 lakhs to Rs. 10 lakhs Above Rs. 10 lakhs	3 Marks 1 mark 2 marks 3 marks	
5.		Experience in Institutional Housekeeping Services (as per Item No. 7) Experience up to 5 years 5 years to 10 years 10 years to 15 years Above 15 years Work experience in an Institute/Organisation area spread over 20 acres or more 2 years to 3 years 3 years to 7 years 7 years and above Experience in Training Institutions/ Hospitality Industry/Colleges etc.	9 Marks 3 marks 5 marks 7 marks 9 marks 3 marks 1 marks 2 marks 3 marks 3 marks	15

Sr. No.	Description	Maximum Allocative Marks	Actual Marks
	2 years to 3 years	1 mark	
	3 years to 7 years	2 marks	
	7 years and above	3 marks	
6.	Any other details like Awards/felicitation, certificates of merits / good work (At least two)	2	
Total Marks		50	

Committee Member Signature

Place:

Date:

NMBM

PART II FINANCIAL BID

RATES / QUOTATION

1. Quotation should be submitted on the letterhead of the agency.
2. On award of work the agency shall **deposit with the Institute a security deposit of Rs.3,00,000/-** (Rupees Three Lakh only) which shall bear no interest. The security deposit shall be refunded after 60 days from the date of completion /termination of the contract. This deposit shall be paid by way of cheque or demand draft. The Institute shall have the right to deduct, out of the above deposit, any amount which the agency may become liable hereunder and shall refund the balance amount if any to the agency on the termination/ completion of the term of the Contract.
3. The amounts specified herein above are inclusive of all costs, expenses, wages and other expenses including exgratia payment to workmen or payment of their legal dues that may be incurred by the agency and the agency shall not be entitled to make any other demands, monetary or otherwise, from the Institute during the term of this contract.
4. It would be preferable if the salary and benefits payable to workers/ supervisors are arranged through the Bank of Maharashtra, NIBM Branch.
5. The statutory payments such as Bonus, Leave with Wages, etc. will be paid as and when due and on submission of the bill by the Agency.
6. The Director, NIBM will be the sole authority to decide the payment of any other new statutory taxes, revision of basic wages if any, by the appropriate Government Authority; after commencement of the services.
7. Revised special allowance / variable DA /revised minimum basic wages, GST etc. depending on the Government orders, if any, will be payable with corresponding increase in all other payable items mentioned in the quotation with permission of the competent authority.
8. Income Tax as applicable will be deducted while making every payment.
9. Any correspondence made by the Institute in connection with this contract matter with the Agency will form the part of this agreement.
10. The tender should be valid for 6 months from the date of its opening of financial bid.

11. The Institute will pay the minimum rates of wages to Skilled Workers / Unskilled Workers as promulgated by Ministry of Labour and Employment, Office of the Labour Enforcement Officer (Central), 1, Kaul Building, Gurunanak Nagar, Shankarshet Road, Pune as per State Government rates per month as applicable or as amended from time to time.
12. The Institute will pay the following allowances on basic wages and special allowance / DA to all the contract workers:-

Sr. No.	Wages / Allowance
1.	H.R.A.
2.	P.F.
3.	E.S.I.
4.	Payment of Bonus
5.	Payment of Leave Wages

13. The GST is payable as per the prevailing rates and it will be revised as per Government of India orders from time to time in this regard.

DECLARATION
(To be submitted alongwith Financial Bid)

Name of Contract : INSTITUTIONAL HOUSEKEEPING, MUMBAI GUEST HOUSE & DISPENSARY HELPER SERVICES

On the basis of the work to be carried out, we estimate that it will require 18 Nos. of unskilled workmen, 02 Nos. of skilled workmen (supervisors) in NIBM daily to execute the said work. In addition to this 01 Housekeepers (male) for Mumbai Guest House and 01 trained nurse for the NIBM Campus Dispensary. We agree to provide for the above mentioned number of workmen in each category on daily basis, and also increased number of workmen, if any, as per requirement of NIBM and it shall be binding on us to pay under the Minimum Wages Act the total pay and statutory benefits to the workmen on the number of man day basis.

We shall maintain all the necessary registers, record as per the existing Labour Laws and also agree to maintain additional registers, record as directed by the Institute from time to time. All the workmen working with us in NIBM shall be given Identity Cards with photographs and it will be ensured by us that they carry the same without fail.

We also agree that in case any workmen working with us in NIBM, discontinues his service for any reason or terminated, transferred etc., it will be binding on us to report the same to NIBM immediately and there will not be any replacement unless agreed to by both the parties.

We enclose herewith our charges for carrying out the monthly work of **INSTITUTIONAL HOUSEKEEPING, MUMBAI GUEST HOUSE & DISPENSARY HELPER SERVICES** from April 01, 2018 to March 31, 2019 as per the break-up given in the attached Statement 'A'. We shall ensure that the amount which relates to the payment to be made to the workmen shall be passed on to the workmen and remitted to the concerned authorities for compliances of the necessary statutes (e.g. PF, ESI etc.)

We also agree that the charges would be paid to us on the basis of actual presence of the No. of workmen working on any given day and the man day basis charges shall be worked out on the basis of considering 26 working days in a month.

We have noted that the rise in Special Allowance declared by the Govt. Authorities in January and July each year shall be paid to the workmen along with other direct/indirect benefits by us and then reimbursed by NIBM subsequently.

We also understand that the Gratuity, Bonus, National Holiday payments and leave with wages shall be reimbursed, as per the attached Statement 'A' on actual payment basis as and when the same is incurred by us. Further, we agree to raise the bill for leave with wages in January for the previous year.

Gratuity amount regarding each workman shall be remitted to the fund prescribed by NIBM and subsequently reimbursed to us by NIBM.

We further quote that over and above the total amount of the monthly wage bill, we shall charge a lump sum of Rs. _____ as the service charges.

Date :

Contractor's Stamp & Signature

`STATEMENT A`
Institutional Housekeeping, Mumbai Guest House & Dispensary Helper Services
For Housekeeping Supervisor/Housekeeper/ Dispensary Service

Sr. No.	Particulars	Housekeeping Supervisor	Housekeeper	Dispensary Service
	A			
A1	Basic Wages (Attach documentary evidence)			
A2	Sp. Allowance / Variable DA (Attach documentary evidence)			
	Total A			
	B			
B1	HRA (___ % of A)			
B2	P.F. (___ % of A)			
B3	E.S.I. (___ % of A)			
B4	Other Statutory Payments, if any (Amount _____ and its % (____)) (Attach Govt. order/rule copy, in support) – enter details below:			
B4.1				
B4.2				
B4.3				
B4.4				
	Total B			
C	Total A + B			
D	Service Charges			
E	Grand Total (C + D)			

GST as per rules

Other Benefits to be paid Annually

1	Bonus at _____ % on A above
2	Leave at _____ % on A above
3	Gratuity at _____ % on A above
4	Paid Holiday at _____ % on A above

Note: Uniforms of good quality and washing allowance as per rules are to be provided by the contractor at his own cost to all the workmen engaged by him.