

सिपेट: सेन्टर फॉर स्किलिंग एण्ड टेक्निकल सपोर्ट (सी एस टी एस)

**CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS)**

(रसायन एवं पेट्रोसायन विभाग, रसायन एवं उर्वरक मंत्रालय, भारत सरकार)

Department of Chemicals & Petrochemicals (Ministry of Chemicals & Fertilizers, Govt. of India)

प्लॉट न जे 3/2, एम आय डी सी औद्योगिक क्षेत्र, चिकलथाना औरंगाबाद 431 006

Plot No J-3/2, MIDC Industrial Area, Chikalthana, Aurangabad - 431 006

दुरभाष : 0240- 2478304/305 , फ़ैक्स: 0240- 2478333 ई-मेल [aurangabad@cipet.gov.in](mailto:aurangabad@cipet.gov.in)



## **E-Tender (online) DOCUMENT FOR PROVIDING HOUSEKEEPING SERVICES**

E-Tender Doc. No: CIPET: CSTS/AWB/HOUSEKEEPING/18-19/20 Dated: 9<sup>th</sup> March, 2019

Last Date of Submission 22<sup>nd</sup> March, 2019 up to 15.00 hrs.

### **TENDER NOTICE FOR**

**Providing Housekeeping Services at Plot No J-3/2, P-81 (Boys and Girls Hostel) and Meltron Building  
Hostel, MIDC Industrial Area, Chikalthana, Aurangabad - 431 006**

### Notice InvitingTender

CIPET: CSTS, Aurangabad invites online Tenders from registered and authorized contractors in two Bid Systems (Part 1 Technical and Part 2 Financial) for Housekeeping Services at Plot No J-3/2, P-81 (Boys and Girls Hostel) and Meltron Building Hostel, MIDC Industrial Area, Chikalhana, Aurangabad - 431 006

### Important Information and Dates

Sl. No	Description	Details
1	Purchaser	CIPET: CSTS, Aurangabad
2	Tender No	Tender Doc. No: CIPET: STS/AWB/ HOUSEKEEPING/ 18-19/20 Dated: 09 <sup>th</sup> March, 2019
3	Online Tender submission of bid	<a href="http://www.tenderwizard.com/CIPET">www.tenderwizard.com/CIPET</a>
4	Online Tender information available at	<a href="http://www.cipet.gov.in/">www.cipet.gov.in/</a> / <a href="http://www.eprocurement.gov.in/cppp">www.eprocurement.gov.in/cppp</a>
5	E-Tender Fees (including GST)	Rs. 2,950/- (Two thousand nine hundred fifty only)
6	Earnest Money Deposit EMD (in Rs.)	Rs. 1,00,000 (One Lakhs only)
7	Security Deposit (in Rs.)	Rs.2,50,000 (Two Lakhs Fifty Thousand only)
8	Date of E-Tender Publication	9 <sup>th</sup> March, 2019
9	Date of Time of Issue or download Tender	9 <sup>th</sup> March, 2019 10.00hrs onwards
10	Last Date and Time for sale of Tender	22 <sup>nd</sup> March 2019 up to 11.30Hrs
11	Last Date and Time for Submission of Tender	22 <sup>nd</sup> March 2019 up to 15.00Hrs
12	Date, Time and place of opening of Technical bid	22 <sup>nd</sup> March 2019 16.30Hrs CIPET: CSTS, Aurangabad Plot No J 3/2, Chikalhan, Industrial area, Aurangabad 431 006
13	Date and Time of opening of Financial bid	Opening of financial bid date, time, and venue will be conveyed to the technically qualified tenderers by post/telephonically.
14	CIPET: CSTS, Aurangabad online Bank Details	State Bank of India Branch: Industrial Area Branch Branch Code: 03449 IFSC Code: SBIN003449 MICR: 431002006

### Notice InvitingTender

**Tender Doc. No: CIPET: CSTS/AWB/MANPOWER/18-19/20 Dated: 09<sup>th</sup> March, 2019**

The prescribed Tender Form containing the details may be obtained from website [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET), [www.cipet.gov.in](http://www.cipet.gov.in) and [www.eprocurement.gov.in/cppp](http://www.eprocurement.gov.in/cppp) up to 22.03.2019 up to 11.30 Hrs. The Tender Fee and EMD will be accepted in Online Transfer RTGS/NEFT State Bank of India "CIPET AURANGABAD Current A/c No- 11162576624 IFSC: SBIN0003449

The online bidding documents (Technical bid, EMD and Financial bid) duly filled in as per the instructions of the e-tender document submission online latest by 15.00hrs on 22.03.2019 and **offline tender document shall not accepted it may be treated as rejected.**

The Tender-bidders have to quote only online bid (Part 1 Technical and Part 2 Financial) providing housekeeping services Technical Bid shall be opened on 22.03.2019 at 16:30hrs in the presence of Tender Committee Members & Tender-bidders in Conference Hall. The Institute reserves right to reject any or all the tenders without assigning any reasons, thereof

The tender documents giving full details terms and conditions can be downloaded from Web Site [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET), [www.cipet.gov.in](http://www.cipet.gov.in) and [www.eprocurement.gov.in/cppp](http://www.eprocurement.gov.in/cppp). The offers will be submitted in online which will contain three envelopes as follows:

Content of Bidding Documents

**Envelope 1** List of Documents to be uploaded online

01. Upload Paid E.M.D. & Tender fess scan copy (Directly Online Transfer on CIPET A/c No- 11162576624 IFSC SBIN0003449)
02. Profile of the Manpower supply Contractor on letter head.
03. Name of the owners/partners/director of the firm/company /corporation and their addresses.
04. Valid license copy of registration of the firm /company.
05. Valid copy Labour registrion.
06. Valid copy GST, PAN, PF and ESIC registration.
07. Work order copy of similar work in last 3 years as copy.
08. Name and addresses of bankers with whom the account is maintained.
09. Last three years balance sheet with Income Tax Returns (2015-16, 2016-17, and 2017-18).
10. Last three years Average Annual Turnover of Rs. 50 lakhs (2015-16, 2016-17, and 2017-18).
11. Number of disputes arises with clients, reasons of disputes and present position of disputes of detail. (on company letter head)

**Envelope 3:** Financial Bid Details -As per online Schedule

Price bid of the tenderers whose Tender cost, EMD and Technical bid found in order, shall be opened. Director& Head, CIPET:CSTS, Aurangabad reserves all right regarding enhance or reduce the work and to cancel all the tender or any tender without assigning any reason thereof. Conditional Tender will not be accepted.

**Note: The Tenderers are requested to go through the instructions carefully and complete all formalities as required and submit along with bid.**

Director& Head  
CIPET: CSTS, Aurangabad

**ELIGIBILITY AND SELECTION CRITERIA**

1. A registered company, firm or agency having:
  - a. Experience of at least Three Years in providing the Housekeeping Services in any Govt./Semi-Govt./Central Autonomous bodies/any other organization.
  - b. Minimum Annual Turnover of Rupees 50 Lakhs and more only for Housekeeping services service during the last three financial years and carried out at least one Housekeeping services contracts of 10 or more Housekeeping personal in one contract.
2. The Tenderer should be registered License under contract labour (Regulations & Abolition) Act, 1970 should have PAN, GST, PF & ESI registration,
3. The Tenderer shall have well established office in Aurangabad since last 3 years and having client in Aurangabad (Enclosed the Proof of establishment and client list).
4. The Tenderer should not have been blacklisted by any Govt./Semi-Govt./Central Autonomous bodies/any other organization.
5. The Tenderer must submit duly filled Tender form specified in Annexure 2 to 5 (as Technical Bid) of this document.
7. Certificate of registration, MOU in case of partnership firm, article of association etc shall be attached.
8. The Tenderer submit Work Done Certificate/ Work Order on letter head of client for last 3 Year for Turnover and carried out 10 or more Housekeeping personal in each contract.
9. The Tenderer without the qualifications as mentioned at Sl. No.1 to 8 above and Tender without all the required documents shall be rejected. Tenders incomplete in any form are liable to be rejected out rightly.
10. Tenders received after due date/time and without EMD Shall be rejected.
11. Canvassing in any form is prohibited and the tenders submitted by the contractor who resort to canvassing is liable for rejection.
12. In case any person sign the tender/agreement on behalf of a limited company or firm, letter of authority/resolution passed by the company /firm empowering him/her to sign the documents on behalf of company or firm shall be enclosed in the tender document.
13. CIPET: CSTS, Aurangabad does not bind himself to accept the lowest tender and reserves the right to accept or reject, in part or full, any or all the tenders received without assigning any reasons.

### **Scope of the Work**

1. Cleaning of Administration block, Overall Building, Students & Staff Canteen, Boys & Girls Hostel, Shop floor area at Tool Room and Processing, Testing department, Training and Planning cell, Security Cabin, Electrical Room, Gym, Toilets, Bathrooms and every area in CIPET: CSTS, Aurangabad campus from inside and outside.
2. The cleaning job require, dusting, collecting wastage & garbage and dispose of it at a fixed place in the campus or outside the campus.
3. Cleaning of doors, floors, windows, ceiling fans, tube lights/bulbs, switch boards and roofs once in a month.
4. Cleaning of wash rooms (toilets and bath rooms), water drinking places and wash basins with material such as acid, detergent, pesticides etc. and keeping soaps, ordinal in the toilets as per requirement.
5. Cleaning the dirtiness spreader by birds and animals on regular basis and cleaning the roofs, chajjas and passages at least once a month. Removing and disposing outside the bodies of animals and birds etc died in the campus if any.
6. Cleaning the water storage tanks - overheads and grounds tank with chemicals in every three month.
7. The supervisor has to maintain a register in which he shall mention the details of the work carried out every day and take signature of the concerned section head for work performance. CIPET may penalise by enforcing suitable penalty which shall be deducted from the payable amount, in case the workers are not performing satisfactory.
8. In case of absence of the supervisor or the sweeper/worker, the tenderer has to provide replacement in two hours. Absence of any Housekeeping person will lead to penalty of Rs. 1,000 per day + salary of that housekeeping person.
9. In case if the supervisor or any worker/sweeper is found misbehaving with the CIPET Staff, the same shall be viewed strictly and strict action will be taken against him.
10. The cleaning workers shall be responsible for cleaning and clearing the choked manholes, sanitary lines and septic tank and maintained it functional all the times. However in case, cleaning tanker is required to clean the septic tanks, the actual charges shall be borne by CIPET: CSTS, Aurangabad.
11. The cleaning workers shall wash the reception floors, lobby, stair case, and other public utility areas once in a week. Cleaning of water purifiers once in week.
12. The cleaning workers shall carefully clean the carpets with vacuum cleaner as and when required on receipt of instructions from CIPET officials.
13. Cleaning of the furniture of office and classrooms every day before 9.00 AM. Cleaning of the Roads and porches every day in the morning
14. The cleaning workers shall clean the wastage and garbage accumulated between main road and institute wall at least once in a week and maintained it in good condition.
15. The cleaning worker should ensure that the collected garbage should be thrown out of CIPET I campus on daily basis. Accumulation of waste by housekeeping staff shall lead to penalty.
16. CIPET reserve the right to deduct wages of workers from the contractor's bill for not executing cleaning work as per the terms and conditions mentioned in this document. Any order passed to this effect by the centre head shall be final and binding on the contractor.
17. The contractor shall request for the materials required for cleaning such as brooms, detergent, soap, liquid soaps, Brush, Phenyl, room freshener, Cleaning cloth, baskets, Odonil, Poocha etc. every month in advance. The prescribed material shall be purchased by CIPET and handover to the contractor/Supervisor on monthly basis from stores department.
18. The contractor shall be responsible for compensating loss and damage occurred to the property of the Institute due to negligence of the workers.
19. The payment of contractor shall be paid on monthly basis as per the attendance of the workers. The bill should not include the period of absence of the workers.
20. The Supervisor and Cleaning workers should be in proper uniform I-Card provided by the contractor for which

no extra charge shall be paid by CIPET for cleaning of roof and fascade cleaning.

21. Mopping of Toilet and cleaning of front office area 1 times in 1st Half & 1 times in 2nd half. Any other work assigned by the management.

### **Special Terms & Conditions**

1. The Housekeeping agency shall provide trained & well disciplined Housekeeping personnel on all 07 days of a week to maintain & upkeep the Institute and Hostel premises.
2. The agency shall provide experienced Housekeeping Supervisor to control the team of Housekeeping personnel. The Supervisor shall be responsible to monitor the duties / functions of Housekeeping personnel and report to the management for any lapse immediately.
3. The Housekeeping Staff shall be good physique, properly trained and should be able to communicate in Marathi & Hindi. Only the Housekeeping Supervisor (Age: Not more than 50 years) and Housekeeping personnel (Age: Not more than 45 years) approved by the Director & Head, CIPET: CSTS. Aurangabad or his authorized Officer shall be posted on duty and for the Housekeeping Services not approved but posted on duty no payment shall be admissible.
4. The Housekeeping agency shall be responsible for properly carrying cleaning satisfaction of the institute and Hostel premises.
5. The Housekeeping agency shall provide the necessary Tools viz. spate, sprinkles, Hedge cutters, lawn movers, scissors and other required Gardening Tools.
6. The Housekeeping personnel so deployed should not be changed frequently without the consent of CIPET Management.
7. If at any time additional personnel are required on temporary basis, the agency shall arrange the required personnel. The additional Housekeeping personnel shall be paid on the prescribed rates on pro rata basis.
8. The agency shall ensure that the personnel deployed are disciplined and do not participate in the activity prejudicial to the interest of the Institute/Govt.
9. The agency shall be solely responsible for enforcement of the provisions of various labour laws such as payment of wages and allowances, provident funds, ESI, etc related to the Housekeeping personnel deployed in CIPET.
10. The Housekeeping agency shall solely be liable for payment of wages and other dues to the Housekeeping personnel deployed in CIPET. In the event CIPET makes any payment or incurs any liability towards these personnel, the agency shall indemnify the amount so paid to CIPET.
11. An agreement will be required to be entered for a period/periods, as may be mutually agreed upon with the terms and conditions. For the extension of the contract period, the agreement may be renewed accordingly.
12. The agency selected should follow the instructions given by the management of CIPET from time to time and in case of violation of the instructions, the agreement can be cancelled without any reference or notice.
13. To watch habitual offenders and mischief-makers (inside/outside) and to inform the management immediately, if anything unusual is noticed.
14. The services of the agency can be terminated without assigning any reason by giving 30 days notice on either side.
15. During the period of operation of the contract, CIPET will have full authority to recover the losses incurred by the institute due to the negligence of the manpower employed by the housekeeping agency for housekeeping and other purposes. The decision of the Director & Head with respect to calculate the losses will be final and binding.
16. The offer will be accepted subject to verification of documents and satisfactory quality of security services provided by the agency to the other clients. In case any document submitted by the agency is found false, the offer shall be rejected without assigning any reasons.
17. To extend all courtesy to Visitor, Customers and CIPET Employees and their families while maintaining integrity, orderliness and discipline. The Housekeeping personnel shall be responsible for orderly and disciplined behavior and take suitable action for misconduct against his employees as per instructions of the Institute
18. The Housekeeping Agency owner/authorized representative shall visit the CIPET Campuses / premises once in a week whenever specially called by the Institute and ensure that all the Housekeeping personnel are carrying out their duties efficiently, diligently and to the satisfaction of the institute.
19. The Housekeeping Agency shall not use the CIPET premises for handling their dispute between the Housekeeping personnel. They shall resolve dispute in their office only.
20. The Housekeeping Agency shall provide mobile phone facility to the Security Guards for communication in the event of any emergency.

I/we hereby agree to the above terms and conditions.

Signature of the Contractor With date and seal

General Terms and Conditions

1. Period of Contract: The contract period will be initially for a period of Eleven Months extendable on satisfactory performance and mutual consent on same terms and conditions on Eleven Months basis by another two time and/or it can be terminated by the Director & Head by giving on month notice to the agency.
2. Tenders received without prescribed Tender fee & Earnest Money Deposit (EMD) shall not be considered.
3. **Latest Minimum wages as notified by State Government (Maharashtra) revised from time to time shall be paid.**
4. Bidder register under Micro & Small enterprise (MSEs) as defined in MSE procurement policy issued by department of MSME or register with central purchase organisation will also submit bid but they shall deposit the tender fee, & EMD for initial process. NSIC Certificate will not be considered for relaxation of EMD & Tender fees.
5. Agencies must have its own local Office in “Aurangabad” & in this office there must be minimum 2-3 staff who can handle the problem related to Security.
6. The tenderer whose tenders have been selected have to deposit the Security deposit of Rs. 2, 50,000/- (Rs. Two lakh Fifty Thousand only) in the next working day after the acceptance of the tender. Earnest Money Deposit amount of Rs. 1, 00,000/- (Rs. One lakh Fifty thousand only) shall be forfeited if in case of refusal of deposit the security deposit immediately or fails to implement the requirements of the tenders. The EMD of unsuccessful tenderers shall be returned.
7. CIPET: CSTS, Aurangabad reserves all rights to accept or reject in part or full any or all the offers without assigning any and/or to withdraw/relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage
8. The bill shall be submitted by the Housekeeping Agency in duly supported by proof of attendance; payment of statutory charges i.e. P.F. & ESI/subscription payment will be made by cheque. Payment will be made against monthly bills supported by requisite documents.
9. The rates and prices toward the service charges quoted by the bidder shall be fixed for the whole duration of the service contract and shall not be subject to adjustment on any account.
10. The tenderer shall have to execute an agreement with CIPET: CSTS, Aurangabad on a Non Judicial stamp paper of Rs.100/- after issue of work order.
11. The agency should abide by rules laid down by any statutory authority relevant to the deployment of Housekeeping personal.
12. The successful tenderer/agency shall not engage any sub-agency or transfer the contract to any other person/firm/agency in any manner. The agency shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.
13. The payment for the services rendered would be paid within 10 days from the date of receipt of invoice.
14. The agency should get it registered the Housekeeping personal in the EPFO and CIPET will randomly check through the portal about the credit of the employers P.F. in the accounts of Guards.
15. If a New Housekeeping is taken, the agency should provide ESI and P.F. member to the name of the Housekeeping personal from the date of appointment.
16. Any misconduct/misbehaviour/indiscipline of security team will not be tolerated and such persons will have to be replaced immediately and for such act the contractor is sole responsible to resolve the issue, if any. CIPET: CSTS, Aurangabad Management reserves the right to take all appropriate actions under such circumstances.
17. The Contractor shall solely be liable for payment of wages and other dues to the Housekeeping personal deployed in CIPET.
18. The contractor shall be responsible for depositing provident fund contribution and employees share of special contribution for ESI in respect of the personnel engaged by him. He will also be responsible for collection the employee’s contribution.
19. The charges as mutually agreed upon would be followed for the entire period of the agreement and the contractor shall not make any claim or additional charges other than expressly agreed to in this agreement.
20. CIPET: CSTS, Aurangabad is not responsible for any disability or casualty incurred by the workers doing the work for the contractor. It is the responsibility of the contractor to comply with the statutory requirements of safety and compensation.

21. The Housekeeping personal provided for the job shall have adequate insurance coverage during the period of the contract work by the contractor.
22. The payment of wages should be disbursed on or before 7<sup>th</sup> of every month and register should be maintained in this regard. agency shall have to pay the Housekeeping personal salary through bank account and salary is to be credited every month. Enclosed the copy of Bank Statement as proof.
23. Tax as applicable shall be deducted from the monthly bill of the agency.
24. Earnest Money will be forfeited if the contractor fails to commence the work as per the award letter for the work.
25. The agency selected should follow the instructions given by the management of CIPET from time to time and in case of violation of the instructions, the agreement can be cancelled without any reference or notice.
26. The payment of Bill shall normally be paid within Ten days from the date of submission.
27. In case of non-compliance with the contract, the CIPET reserve its right to :-
  - a. Cancel/revoke the order; and
  - b. Impose penalty up to 5% of the total value of the contract.
28. During the period of operation of the contract, CIPET will have full authority to recover the losses incurred by the institute due to the negligence of the manpower employed by the Housekeeping agency. The decision of the Director & Head with respect to calculate the losses will be final and binding.
29. CIPET reserve the right to cancel any or all items without assigning any reasons and the decision of management shall be final and binding in all cases.
30. CIPET reserves the right to consider/reject any or all tenders the tender process without assigning any reasons/notice. The management decision in this regard will be final in all respect and shall be binding on the Tenderer.
31. Each page of the Tender documents is required to be signed by the tenderer. The Tender documents must be filled in English or Hindi and all the entries must be hand written in ink. If any of the documents are missing or unsigned, the tender may be considered as invalid. Overwriting of figures is not permissible.
32. The Contractor shall solely be liable for payment of wages and other dues to Housekeeping personal supplied by the contractor deployed in CIPET: CSTS, Aurangabad. The payment of wages should be disbursed on or before 7<sup>th</sup> of every month and register should be maintained in this regard
33. The offer will be accepted subject to verification of documents and satisfactory quality of services provided by the agency to the other clients. In case any document submitted by the agency is found false, the offer shall be rejected without assigning any reasons.
34. **EVALUATION AND COMPARISON OF SUBSTANTIALLY RESPONSIVE BIDS**

Only those bid which qualified for the Technical part will be considered for examination in the financial part.  
After opening of successfully qualified in the technical bid inspection team of CIPET: CSTS, Aurangabad verify the sites/Office of the tenders.  
The evaluation and comparison of responsive bids shall be on the rate for the services offered.  
If there is a tie, the bid scrutiny committee decides the awarding the contract depending their service in earlier organization.  
The decision of Director & Head shall be final in this regard.
35. **CONVASSING AND OTHER OUTSIDE INFFUENCE**
  - a. No bidder shall bring outside influence to the contracting authority on any matter relating to its bid, from the time of the bid opening till the time the contract is awarded.
  - b. Any effort by a bidder to modify his bid or influence the contracting authority in its bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.
  - c. If there is any dispute with any of the earlier contracts CIPET will not be responsible and will be free to take any decision for the entering / entered contract will regard to this dispute.
36. **SUMMARY REJECTION OF BIDS**

Any one or more than one of the following actions / commissions are likely to cause rejection of Bid:

  - a. Any bid, received late without conclusive proof that it was dropped in the box before the specified closing time.
  - b. Any bid not accompanied by required bid security or received with shorter validity period or insufficient amount of security. Any bid received offline. Any conditional bid.
  - c. Any bid in which rates have not been quoted in accordance with specified formats / details as specified in tender document.
  - d. Any bid received not signed by duly authorized signatory at all appropriate places.
37. All legal matter will be under Aurangabad Judiciary only.



I/we hereby agree to the above terms and conditions.

Signature of the Contractor With date and seal

EARNEST MONEY DEPOSIT AND SECURITY DEPOSIT

1. The earnest money deposited by the tenderer will be forfeited if
  - a. After opening the tender, the tenderer revokes his tender within the validity period or increases / alters his earlier quoted rates.
  - b. The tenderer does not commence the work within the period as provided in the letter of intent / contract.
2. The EMD will be refunded to the unsuccessful tenderers after award of work to the successful tenderer. EMD will not carry any interest.
3. EMD of the successful tenderer shall be returned after the deposit of Security deposit.
4. The tenderer whose tenders have been selected have to deposit the Security deposit of Rs. 2, 50,000/- (Rs. Two lakh fifty thousand only) in the next working day after the acceptance of the tender. Earnest Money Deposit amount of Rs. 1, 00,000/- (Rs. One lakh only) shall be forfeited if in case of refusal of deposit the security deposit immediately or fails to implement the requirements of the tenders. The EMD of unsuccessful tenderers shall be returned within 7 days. The DD/Banker's Cheque shall be drawn in favour of CIPET Aurangabad payable at Aurangabad only.
5. Security Deposit will be taken from the successful tenderer before the commencement of work.
6. Security Deposit will not carry any interest.
7. Security Deposit will not be refunded to the contractor except in accordance with the terms of contract.
8. The Director & Head, CIPET, Aurangabad reserves the right to accept or reject any or all tenders without assigning any reasons whatsoever and in such case no tenderer shall have any claim arising out of the action by the CIPET.

**CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT Aurangabad****TENDER APPLICATION FORM FOR RUNNING HOUSEKEEPING**

To be submitted in Envelope -1 (Technical-Bid)

**TO BE FILLED UP BY THE CONTRACTOR**

Technical Bid should indicate following information along with the self-attested photocopies of supporting documents:

**DECLARATION BY THE CONTRACTOR**

S. No.	Details of Information/Data	Details
1	Name of the Firm	
2	Address of the Firm with Pin code.	
3	Name of Contact Person(s)	
4	Contact Details: a. Landline Phone No. b. Mobile No. c. E-mail ID.	
5	Establishment Registration no. & Date	
6	Proof of Registration with the labour commissioner	
7	Labour License Registration no. & Date	
8	EPF Registration no. & Date	
9	ESI Registration no. & Date	
10	GST Regn. No. & Date	
11	PAN Details	
12	Tender Fees Rs. 2950/- Details Draft/Pay Order No. Date & Name of the Bank Amount (in Words) Due Date of Draft/Pay Order	
13	EMD Details Rs. 2, 00,000/- Draft/Pay Order No. Date & Name of the Bank Amount (in Words) Due Date of Draft/Pay Order	
15	Average Annual Turnover of Rs. 50 Lakhs and above Details of Last three Financial years (Please enclose copy of audited Balance Sheet and Profit & Loss Account of last three years) (2015-16, 2016-17, 2017-18)	
16	Income Tax Details of Last three Financial years (Please enclose copy of audited Balance Sheet and Profit & Loss Account of last three years) (2015-16, 2016-17 2017-18)	
17	Experience of similar services offered by your firm for not less than 25 persons. (Enclosed Certificate) List of Existing Clients (Please use Separate Sheet if required)	
	Whether the firm has any legal suit/criminal cases pending against it. If yes, please furnish details.	
21	Any other information, bidder wishes to provide in support of their credentials, details, if any, to be furnished.	

I/We have carefully read the terms and conditions of contract as contained in Tender and agree to abide by these terms. If, I/We fail to fulfill any of the terms and conditions of the contract, then CIPET: CSTS, Aurangabad has the right to cancel the contract without any further correspondence and no financial liability.

I/We promise to pay the compensation or fine in case of such default.

Signature of Bidder)  
Name & Designation Seal of the firm

Place: \_\_\_\_\_

Date: \_\_\_\_\_

## Work done in last 3 years (all details should be supported by the documents)

(Use separate sheet, if required)

Name of organisation	Nature of Work	Work Order No. And Date	Value of Work done	Number of Workers	Period (Duration)	Date of Completion	Annexure Page No

Note: Work done Certificate on clients letter hand as proof for Ton over and carried out at least one Housekeeping personal contracts of 10 or more in each contract

Authorized Signature

(Person of Agency)

**Undertaking**

I/We, Mr. Ms ..... Son/ Daughter/Wife of  
 .....(Address).....  
 ..... on behalf of my/ our firm, hereby declare and undertaking that

1. The rates quoted in the price schedule includes Agency Service Charges and all statutory levies like ESI,EPF, Licence Fee, Administrative Charges, etc. The rates also include the expenditure towards uniforms and other essential items. No other charges will be claimed from the Institute.
2. We will follow all the statutory rules like Minimum Wages Act, Contract Labour (Regulation and Abolition)Act,1970,etc. as applicable to contract labour and take complete responsibility for settlement of disputes for labour problems arising due to any reason.
3. In case of any default on our part, CIPET shall be at liberty to recover the amount of penalty from the security deposit.

I/We further do hereby certify that no legal suit/criminal case is pending against me/us/my/our firm/agency for violating the laws related to Income Tax, GST, EPF, ESI, Minimum Wage Act, Contract Labour (Regulation and Abolition)Act,1970,etc.

I/We do hereby certify that the information furnished in this document are true and correct to the best of my/our knowledge. I/we will be liable for prosecution if any information above is found to be incorrect or misleading. I have read the Terms & Conditions contained in the tender and have understood them fully.

Signature &amp; seal.....

Date:

Name.....

Place:

Business Address.....

**LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING**  
(TO BE PRESENTED TO THE BID OPENING COMMITTEE)

To,

The Director & Head  
CIPET  
Aurangabad

Shri.....whose specimen signature is given below is hereby authorized to attend the bid opening on..... at.....

1. Specimen Signature

Signature of Bidder

Of the person authorized  
To attend the Bid

Name:.....

Name of Firm:.....

.....

2. Name.....

Date:.....

**CERTIFICATE**

I / We hereby declare that NONE of my / our relative(s) is / are employed in any capacity in any unit of CIPET, Aurangabad. I / We shall also intimate the name of the person(s), who is / are working with us in any capacity or is / are subsequently employed by us and who are near relative to any officials in the CIPET. I / We am / are aware that any breach of this condition shall result in immediate termination of the contract / cancellation of the existing contract(s) and also forfeiting of my/our security deposit.

(‘Near Relative’ means Wife / Husband / Parents / Grand Parents / Children / Grand Children / Brothers / Sisters / Uncles / Aunts / Cousins and their corresponding in-laws)

Place:.....

Seal &amp; signature of Bidder

Date:.....

Name:.....

Address:.....

.....

.....

## FINANCIAL BID

(Shall be submitted by the bidder on official letter head)  
Please fill rates in appropriate columns in Indian Rupees)

## I) Housekeeping Services

Sl. No.	Details of Monthly Wages	Housekeeping Supervisor (1 nos.) (Rate per person per month) (Rs.)	Housekeeping Personal; (1 nos.) (Rate per person per month) (Rs.)
1	Monthly Wage _____		
2	Add: EPF @ ___% on Rs _____		
3	Add: ESI @ ___% on Rs _____		
4	Sub: Total (1+2+3)		
5	Agency Charges @ ___% on Rs. _____		
	Total		

Note: GST will be paid extra as applicable.

Signature of the Bidder \_\_\_\_\_

Date: Name of the Bidder \_\_\_\_\_

Place: Business Address \_\_\_\_\_

Seal

## NOTES:

1. The quoted rates/amount is for complete items in all respect. It will be deemed to include all incidental charges, supervision, uniforms, transport, contractor's profit and establishment/overheads, all risks & insurance liabilities, compliance of labour laws and other obligations set out or implied in the contract.
2. Income Tax and other statutory deductions as applicable will be deducted from every bill.