

ICMR- NATIONAL INSTITUTE OF CANCER PREVENTION & RESEARCH, NOIDA

Tender Reference No.: NICPR/BM/House Keeping/2021-2022

Dtd. 05.06.2021

Annexure-I

GENERAL TERMS & CONDITIONS

- 1) e-bids are invited in two bid system from reputed and experienced agencies for House Keeping Services at ICMR - National Institute of Cancer Prevention and Research (NICPR), I-7, Sector 39, NOIDA-201301 as per Scope of work mentioned in **Annexure-II** and eligibility criteria mentioned in **Annexure-III**.
- 2) **Document Download:** The tender form can be downloaded from the website: www.icmr.nic.in; www.nicpr.res.in and <https://eprocure.gov.in/eprocure/app> directly.
- 3) Bids shall be submitted online only at CPP portal using valid Digital Signature Certificates.
- 4) Fax/Emailed tenders will not be accepted.
- 5) The bidder may be a proprietary/ Partnership firm, Company/Corporate body (Agency) legally constituted, as per law with valid registration on the last date of submission of the bid. The Tenderer/ Bidder shall have at least 05 years' experience in the field of providing House Keeping Services.
- 6) For carrying out House Keeping Services, the vendor is required to provide 01 Supervisor (skilled), 09 Safai Karamcharis (Men, unskilled) and 02 Safai Karamcharis (Women, unskilled) on daily basis. Personnel so deployed should be competent and experienced. Vendor is also required to provide/ supply consumable items/ materials like Brooms, Liquid hand wash, Bathroom wipers, portable dustbin, and Urinal cakes/sanitary cubes etc. which are required for maintenance of House Keeping Services. Detail tentative list of these items is enclosed as **Annexure-IV**. **Payment of these items will be made as per the financial bid quoted by the L-1 bidder.** Besides, vendor is required to provide Machinery, Equipment and Tools required for Housekeeping works as per details in **Annexure-V**. **Payment in this regard will not be made by the Institute.**

- 7) All the consumable items will be properly accounted for (receipt as well as issue) and records shall be produced as and when demanded by NICPR.
- 8) The bidder should have registered office in NCR region.
- 9) The bid shall remain valid for 180 days from the date of opening of Technical bid.
- 10) There should be no case pending with the police against the Agency/ bidder and it should not have been blacklisted by any Government/ Semi-Government/ PSU/Autonomous Body to whom similar services were provided.
- 11) The tenderer should have provided Housekeeping Services to at least one Government/ Semi-Government/ PSU/ Autonomous Body during the period 2016 to till date with at least one renewal

OR

The tenderer should have provided Housekeeping Services to at least one Government/ Semi-Government/ PSU/Autonomous Body during the period 2016 to till date for an uninterrupted period of more than one year.

Detail in this regard is to be provided as per **Annexure-VI**.

- 12) The bidder must have applicable permission/ license to provide House Keeping Services.
- 13) **TWO BID SYSTEM** (i) Technical Bid (ii) Financial Bid shall be followed and therefore separate bids are to be submitted. Combined bids (Technical & Financial) will be rejected.
- 14) **EMD:** The bidder should submit Rs. 60000/- (Rs. Sixty Thousand) as EMD in the form of Demand Draft/ Pay order in favor of “Director, NICPR, Noida” Payable at Noida or certificate of MSME/SSI along with their bids. EMD should be deposited with Store In-charge of NICPR, Noida on any working day between 10 am to 4 pm before submission of final online bid. The tender without the EMD/ MSME/ SSI certificate will be rejected. No interest is payable on EMD. *Photocopy of DD/ Pay order issued to NICPR needs to be uploaded with technical bid.* The EMD without interest shall be returned to the unsuccessful bidders after finalization of contract. EMD will be exempted subject to submission of certificate of MSME/ SSI.

- 15) The Earnest Money is liable for forfeiture in the event of: (a) withdrawal of offer during the validity period of the offer, (b) Non-acceptance of orders when placed, (c) Non confirmation of acceptance of orders within the stipulated time after placement of offer or non-furnishing of Performance Guarantee and (d) Any unilateral revision made by the bidder during the validity period of the offer.
- 16) **Performance Guarantee:** Successful bidder will submit 10% of the total order value of contract agreement in the form of Bank Guarantee/ Pay order/ Demand Draft for such period as to cover one month beyond the contract period within 07 days from issue of Work Order. In case of non-submission of Bank Guarantee/ Pay order/ Demand Draft, work award shall stand cancelled and appropriate action will be taken by the Institute including forfeiture of EMD.
- 17) The Performance Guarantee shall be liable to be forfeited / enforced upon termination or recession of the Services.
- 18) **Period of Service:** The initial period of rendering the Services shall be 12 months from the date of award of work. However, the Institute reserves the right to extend period of the Services by further 02 years on the same terms & conditions, on year-to-year basis, depending upon performance and conduct of the Vendor during the initial period of Services of 12 months.
- 19) The Agreement may be terminated by either party by giving two month's notice in writing.
- 20) The vendor is required to provide requisite manpower within seven days after receipt of work award.
- 21) The Vendor before commencement of the Services shall make available to the Institute, the particulars of personnel to be deployed for rendering of the Services at the Institute. The particulars would indicate the name, age/ date of birth, permanent address, identity proof, local Police Verification Certificate etc.
- 22) The Vendor shall be responsible for getting each of its personnel verified by the local police for Character and Antecedents and shall produce/submit to the Institute the Police Verification Reports.

23) In case a personnel does not report on a particular working day, the vendor shall invariably provide a substitute hand for the same or/ otherwise penalty will be levied.

24) Conduct of Personnel:

The Vendor shall ensure proper discipline among its deployed personnel at all the times and ensure that none of them indulges in activities detrimental to interests of the Institute and/or unlawful activities.

NICPR is a No-tobacco zone. The Vendor shall also ensure that none of its personnel consumes liquor, intoxicants, tobacco/ pan masala in any form etc. while on duty or in the premises of the Institute.

The Vendor shall ensure that minors are not deployed for rendering of the Services in violation of the concerned Statute(s).

i) The Institute will have right to ask for removal of any personnel of the Vendor from the Institute due to unsatisfactory conduct/performance and unruly behavior. In such a situation, the Vendor shall be under obligation to immediately remove such a person from the services and provide a suitable replacement thereof within 48 hours of such removal.

ii) The personnel of the Vendor shall not be considered 'employee' of the Institute however they will follow security and administrative instructions issued to them from time to time by the Director/Institute.

25) While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tenderer stipulates any condition of his own, such conditional tender is liable to be rejected. Director, NICPR, Noida reserves the right to reject any tender/ bid wholly or partly without assigning any reason and is not bound to accept the lowest bid. The institute at its discretion may change the quantity / upgrade the criteria / drop any item, at any time before placing the Work order.

26) The technical committee constituted by the Director, NICPR, Noida shall have the right to verify the particulars furnished by the bidder independently.

- 27) Bidders are advised to study carefully the tender documents and the conditions before quoting their bid. Each and every page of bids must be signed with seal by the authorized representatives as a token of acceptance of all the terms and conditions of tender document.
- 28) A letter of authorization for signing the bid document should also be attached with the technical bid.
- 29) The bidders are required to give an undertaking on Agency letter head that “I/ We agree to abide by all the terms and conditions of tender document” as per **Annexure-VII**.
- 30) In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time.
- 31) Not more than one tender shall be submitted by one bidder or bidders having business relationship. Under no circumstance parents and their children or other close relations who have business relationship with one another [i.e., when one or more partner(s)/director(s) are common] be allowed to tender for the same contract as separate competitors. In case of breach of this condition, the tenders of both parties shall be rejected.
- 32) **Price Bid:**

Minimum wages notified by the Government of Uttar Pradesh from time to time will be paid by the NICPR. The revision of minimum wages is applicable as and when these are notified by the Government of Uttar Pradesh. Besides, all other statutory charges such as EPF, ESI applicable as notified by the Govt. from time to time and applicable GST charges as per Govt. norms will be paid by NICPR. Therefore, bidders are not required to quote the minimum wages, applicable statutory charges and GST in the price bid performa.

Bidders are required to upload the price bid/financial bid as per BOQ only.

Acceptance of Offer/ Tender – Price Bids of only those tenderers, whose Technical Bids are found suitable/ acceptable by the Technical Evaluation Committee of NICPR, Noida, will be opened.

For calculation of Lowest (L-1) responsive agency, the following will be taken into account:-

- (i). Total cost of monthly material as per Annexure-IV (BOQ point no. 3)**
- (ii). Total cost of yearly material as per Annexure-IV (BOQ point no. 4)**
- (iii). The quoted other charges per month (if any) (BOQ point no.1.01 to 1.05)**
- (iv). The agency service charge per month (contractor profit) (BOQ point no.2)**

In case of any tie among these parameters, the other factors of eligibility like turnover, experience etc. will also be taken into account. Decision of the Director, NICPR, Noida in this regard will be final.

- 33) Tender must contain the Total value not only in figures but also in words. In case of any Clerical/ Typing error, value written in “words” will only be considered for assessing the L-1 Bidder and subsequent process, though the Director NICPR reserves the right **not to accept** any Tender on the L-1 (lowest) criteria alone.
- 34) The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason except revision of minimum wages by the Government of Uttar Pradesh. The bid value once finalized will not be changed at any level. For assessment of lowest bidder, the total value of the price bid needs to be quoted in Indian Rupees only.
- 35) No advance payment will be given under any circumstance.
- 36) Accommodation: The Institute will not provide any accommodation to the employees deployed for Housekeeping Services. They are specifically forbidden to stay/overstay in NICPR for any purpose beyond the tour of their duty.
- 37) The personnel shall mark daily attendance as per procedure which shall be prescribed by the Institute from time to time.

38) Safety Measures:

The bidder/vendor shall carry out all works in accordance with statutory requirement of Safety Regulations and other rules/acts as applicable.

The bidder/vendor or his/her representative must take immediate corrective measures whenever any unsafe conditions/practices are detected.

- 39) The bidder/ vendor or his/ her representative shall report any accident/incident to appropriate Authority and also to the Director. The cause of all minor or major accidents that occur during their tour of duty shall be reported and remedial measures taken immediately to prevent recurrence of such accidents/incidents. The responsibility of incurring any accident due to negligence on the part of Housekeeping staff shall solely lie on the Agency/ vendor.
- 40) NICPR is a strict No-Tobacco zone. Use of matchbox, lighters, smoking, chewing tobacco, use of alcohol, any other addictive substance or any activity which may cause fire or any other accident, are strictly prohibited.
- 41) Institute shall not be responsible for any injury or for payment as compensation for any injury or loss to the staff engaged for work while performing the duties for NICPR.
- 42) The bidder/vendor shall be solely responsible for any damage to/of any property of NICPR due to negligence of the agency or any of its worker. The cost of any damage shall be recovered by NICPR from the amount payable to the agency.
- 43) In the event of any dispute or difference between NICPR and the Vendor, such dispute or differences shall be resolved amicably by mutual deliberations. If such resolution is not possible, then unresolved dispute or differences shall be referred to arbitration of the Sole Arbitrator to be appointed by the Director, NICPR. The venue of such arbitration shall be in District Gautam Budh Nagar and the language of arbitration proceedings shall be in English/Hindi. All disputes shall be subject to exclusive jurisdiction of the Competent Court / Forum in District Gautam Budh Nagar, UP, India only. The tender must be clearly typed without any cancellations / corrections/ overwriting. In case of any clarification asked by NICPR regarding the bid, the bidder has to clarify to the query within 24 (twenty-four) hours of our e-mail sent to the bidder. Technical bid should be accompanied with compliance/check list as per Annexure-VIII.

- 44) **Payment of Wages and Benefits to Personnel:** The Vendor/Agency shall be fully and exclusively responsible for releasing timely and due wages and other benefits to the personnel by the 7th of each month in respect of wages of the preceding month without waiting for clearance of their bills from NICPR. Vendor shall also ensure timely deposit of all due deductions i.e; Provident Fund; ESI; those under Workmen Compensation Act and other applicable Govt. of UP Acts/Regulations etc. as may be in existence at the relevant time and/or promulgated/made applicable during period of rendering the Services. Institute will not bear/ pay any additional charges at any level.
- 45) **Responsibility of the Institute:** The Institute shall provide the following to the Vendor, free of cost: - Water from the designated point(s); Electricity; Adequate locked/storage space for Machines, Equipment, Tools, and consumables etc. Personnel of the Vendor shall be fully responsible for safe storage of these items. The Institute will not be responsible for theft, loss etc. of Machinery, Equipment, Tools and consumables etc., if any, belonging to the Agency.
- 46) **Single Point of Contact (SPoC):** An Official/ Committee/ on behalf of the Director or the Director himself/herself shall evaluate the Services being rendered by the Vendor from time to time and point out deficiency, if any. An Official/ Committee designated above may also be asked to verify the monthly bills of the Vendor.
- 47) **Sub-letting:** The Services shall not be sub-let or assigned to any other Agency under any circumstances.
- 48) **Payment of the Vendor:** The payment for the Services rendered will be released every month against submission of pre-receipted Bill by 10th of every month in respect of wages for the preceding month. The bill should have evidence of wages paid to the deployed staff of the preceding month and also of deposition of ESI & EPF etc. The attendance sheet maintained by the vendor also needs to be submitted however, the attendance maintained by NICPR shall be taken into account for making the payment. The vendor is also required to submit bill related to actual consumption of consumables along with details of items received and used during the preceding month. The payment after applicable TDS, will, ordinarily be released within 20 working days of submission of the complete Bill(s).

49) **Penalty:** In case NICPR is called upon to pay/bear any penalty, fine, damages etc. to a private or public body arising as a consequence of the Vendor's personal/ personnels' act(s) of omission or commission, then NICPR will be entitled to recover the amount of such penalty, fine, damages etc. out of dues payable by NICPR to the Vendor. Significant violation of express terms and conditions of the Services and continued/repeated violation of terms and conditions of the contract in spite the same having been brought to notice of the Vendor shall invite penalty as decided by the Director NICPR on case to case basis. The Vendor is required to provide 01 Supervisor (skilled), 09 Safai Karamchhari (Men, unskilled) and 02 Safai Karamchhari (Women, unskilled) on a daily basis. If the agency is not able to provide the required number of personnel, a penalty for shortage of attendance will be imposed on the vendor as outlined below:

- i) 90% and above, no penalty.
- ii) 86% to 90% Rs. 50/- per day/ per person.
- iii) 81% to 85% Rs. 100/- per day/ per person.
- iv) 76% to 80% Rs. 150/- per day/ per person.
- v) 71% to 75% Rs. 200/- per day/ per person.
- vi) 66% to 70% Rs. 300/- per day/ per person.
- vii) 60% to 65% Rs. 400/- per day/ per person.
- viii) Below 60% Rs. 500/- per day/ per person.

50) **Atonement for abandonment of the Services:** If the Vendor for any reason abandons the Services or becomes incapacitated from rendering the same or fails to render any component of the Services for any reason not directly attributable to the Institute, the Vendor shall be liable to pay such damages to the Institute as may be assessed by the Institute for carrying out the Services during remaining period through alternate arrangements.

51) **Termination of the Services:** The Institute without prejudice to any other remedy available, against the Vendor, shall have the right to terminate the Services, after issuing a written notice to the Vendor to this effect in any of the following circumstances:-

- (i). If the Vendor commits breach of any of the terms & conditions of rendering the Services;
- (ii). If the Vendor is found guilty of mis-representation, concealment of material facts etc.
- (iii). If the Vendor abandons the Services

(iv). If the Vendor fails to observe or perform any of covenants of the Services and such failure or non-performance has not been remedied or set right within three days of this being brought to its notice.

(v). If the Work/Services of the Vendor from the very beginning, are of such quality/standard that the Institute, is of the opinion that the Vendor shall not be in a position to render the Services satisfactorily and subsequently also.

(vi). If the services rendered by the vendor are not found to be satisfactory by the Institute.

52) **Work Agreement:** The successful bidder has to sign the work agreement in duplicate (two copies, in original) on Rs.500/- Non Judicial stamp paper.

Scope of Work/ Services

Sweeping, moping and cleaning of entire campus of NICPR NOIDA consisting of entire Building structures, rooftops and open areas. Details are as under:-

JOBS TO BE CARRIED OUT EVERY DAY

1. Sweeping and cleaning of main entrance and roads in the campus. Removal of paper, plastics from the area between the wings and around the office and removal of mud, silt, all types of waste material and unwanted material from the location & its disposal at given location before 09:00 a.m. every day.
2. Collection & segregation of waste (biodegradable, recyclable and other material) from all dustbins in veranda/corridors, office rooms, lounges, twice a day (morning before office hours a.m. & afternoon between 2 p.m. to 4 p.m.) and storage at given location as per direction of concerned officer.
3. Sweeping, moping with floor cleaner & disinfectant and removal of mud, silt, all type of waste & unwanted material from all staircases, verandas & Corridor floor once a day.
4. Dusting and cleaning of all furniture like tables, chairs, racks, almirahs, computer table/ chair/sofa sets and electronic gadgets like computers, telephone, fax machines, photo copier machines, fans etc. Dusting of records and files kept in open shelves and rakes.
5. Cleaning of all Toilet blocks floor, dado, glasses, door panels, window panels, mirror, and plumbing fixtures. Urinals, Washbasin and W.C. pans cleaned with toilet cleaner at all times.
6. Cleaning of chairs, tables & other furniture from all office with clean wet, clean cloth by 09:00 am.
7. Cleaning of all staircases & Veranda/Balcony railings with wet & dry floor duster.

8. Shifting of furniture, files and other office equipment, whenever required.
9. Miscellaneous services including serving of drinking water / refreshment, etc., during Conference / Meetings / Seminars, Board Room meeting and Director Office meetings.
10. Cleaning of entire floor space, glasses and pantry with detergents.
11. Removal of blockages and clogging in the wash basin and other sanitary fittings for smooth outflow of waste water.
12. General maintenance and up keep of the entire office premises. The Housekeeping staffs may be engaged as Multi Tasking Staff for carrying out miscellaneous work as and when required by the office.
13. The Contractor shall be responsible for the proper sweeping, mopping and cleaning of the work place and should keep the office, other rooms, toilets etc. neat and tidy. Any breach of these conditions will result in termination of the contract.
14. Any other work related to the above, as specified by the Director.

JOBS TO BE CARRIED OUT WEEKLY

1. Hard cleaning of all toilets blocks floor, dado, glasses, door & window panels, mirror plumbing fixtures, W.C. pans, Urinals and Washbasin, piping, Hand rails and cobweb removal with required sanitary materials & High pressure cleaner, floor scrubbing & hand scrubbing machine.
2. Unwanted material and solid waste collection from building surrounding up to the fence and disposal at given location.
3. Removal of old sanicubes & Naphthalene ball from Urinals & washbasins. Checking & putting 2 Nos. Naphthalene balls & 1 No. sanicubes in each urinal & washbasin.
4. Washing of all dustbins from the corridor with disinfectant and cleaning material.
5. Removal of cobwebs from all wings at all heights in the corridor, staircase, verandas, open spaces etc.
6. All flooring to be scrubbed, washed & cleaned by floor scrubbing machines, wet & dry vacuum cleaner, High –Pressure cleaner & liquid floor cleaner as per dilution factors given on branded items & for non-branded items will be advice the dilution and use.
7. Cleaning of storm water drains by flashing with water and removing the waste material from it & disposing it as per direction.
8. Cleaning of the entire open area of the office premises, garage, roofs, corridors, etc., removal of dry leaves, cutting of jungles, bushes and dead parts of the trees.
9. Vacuum cleaning in the computer section, all computers in the office and the sofa-sets, carpets, the areas behind the almirahs, area below the furniture, etc.
10. Cleaning of roof tops of all buildings, structures.
11. Internal and external cleaning of window panes, doors and fans.
12. Cleaning of venetian blinds, ceilings, walls, AC duct, grills and beams.

Understanding Scope of Services

- The Tenderers in their own interest are advised to go through all the relevant details of the Services etc. and visit the Campus for fully comprehending the scope of Services, conditions of rendering Services etc. before submission of the Tenders.
- The Visits to the Campus can be made between 10.00 A.M. and 04.00 P.M on any working day by making visit entry in the security register after taking prior appointment.

Eligibility Criteria

Following will be the minimum pre-qualification criteria:

	BASIC REQUIREMENTS	SPECIFIC REQUIREMENTS
1.	TECHNICAL CAPABILITY/ EXPERIENCE IN HOUSE KEEPING SERVICES	The tenderer should have provided House Keeping Services to at least one Government/ Semi-Government/ PSU/Autonomous Body during the period 2016 to till date with at least one renewal OR The tenderer should have provided Security Services to at least one Government/ Semi-Government/ PSU/Autonomous Body during the period 2016 to till date for an uninterrupted period of more than one year.
2.	TURNOVER	The tenderer should have an average annual turnover of Rs. 15 lakh in related field (for providing the Service) at least for the financial years (2018-19and 2019-20) on the date of submission of tender.
3.	POSSESSION OF DOCUMENTS	The tenderer should have a valid registration, PAN in its name and also registered under GST Act, ESIC & Provident Fund.
4.	BLACKLISTING.	Bidder should not have been convicted by a Court of Law or indicted by a regulatory authority for any offence against it during 2016-till date. Bidder should not have been blacklisted by any Government/ Semi-Government/ PSU/Autonomous Body to whom similar services were provided.

Each eligible consultant should possess all the above stated pre-qualification criteria. Responses/bids without supporting documents or not meeting the minimum pre-qualification criteria will not be considered and would be rejected.

Annexure IV

Tentative list of consumable items/materials to be provided by the Vendor

(i). List of material (monthly)

S. No.	Particulars	Quantity
1.	Toilet Cleaner (Harpic, Domex or equivalent)	20 ltrs.
2.	Floor Cleaner (Lizol, Domex or equivalent)	30 ltrs
3.	Washing powder	1 kg.
4.	Glass Cleaner (Colin, Mr. Muscle or equivalent)	10 ltrs.
5.	Odonils etc.	30 pkts.
6.	Urinal cub	10 pkts.
7.	Toilet brush	5 Nos.
8.	Wiper big	12 Nos.
9.	Floor/Table Duster Big Size	30 Nos.
10.	Dry Mop (Pochha)	60 Nos.
11.	Hand wash liquid soap (Dettol, Savlon or equivalent)	15 Ltrs.
15	Toilet paper rolls	20 Nos.
16	Bleaching Powder	1 kg
17	Hard Broom	15
18	Soft Broom	10
19	Garbage Bag (26x40 cm)	5 kg
20	Garbage Bag (40"x50")	5 kg

(ii). List of material (yearly)*

S. No.	Particulars	Quantity
1	Hand Broom (Road Cleaning)	25 Nos.
2	Dust Pan/Dust Bin	12
3	Plastic Mug	12

Note* - To be provided once in a year

Detail list of Machinery and Equipment to be supplied and maintained by the Vendor free of cost

- | | |
|-----------------------------------|-----------|
| 1. Vacuum Cleaner | -Two Nos. |
| 2. Polishing machine (For Floor) | -One- |
| 3. Floor Scrubber | -One- |
| 4. Mopping Machine | -One- |
| 5. Spray machine | - One- |

Note:

1. Above machinery and equipment will be provided and maintained by the Vendor free of cost. No payment in this regard will be made by the Institute.
2. The Vendor shall ensure good working conditions of all the above mentioned machinery and equipment at all times.
3. In case of non-functioning of any of the machinery and equipment etc. beyond a period of five days may attract appropriate penalty as decided by the Director, NICPR.

Annexure-VII

Undertaking (to be submitted on letter head of Agency)

I/We agree to abide by all the terms and conditions mentioned in the tender document.

(Signature and Seal of the authorized representative)

Annexure-VIII

Compliance Sheet

S. No.	BASIC REQUIREMENTS	SPECIFIC REQUIREMENTS	SUPPORTING DOCS REQUIRED	Whether supporting documents enclosed (say yes or no)	Pl. refer page No.
1	EMD	Signed and scanned copy of EMD of Rs. 60000/- or MSME/ SSI certificate.	Signed and scanned copy of EMD of Rs. 60000/- or MSME/ SSI certificate.		
2	SIGNATURE ON EACH AND EVERY PAGE	The bidder will sign each and every page of tender document in token of acceptance of all the terms and conditions.	Signed each and every page of tender document.		
3	UNDERTAKING-TENDER ACCEPTANCE	Undertaking to be submitted on letter head of Agency with seal and signature of authorized person "that I/we agree to abide by all the terms and conditions mentioned in the tender document".	Undertaking on agency letter head. With seal and signature as per Annexure-VII		
4	LETTER OF AUTHORISATION	Letter of authorization on Agency letter head with signature and seal.	Letter of authorization on Agency letter head with signature and		

			seal.		
5	TECHNICAL CAPABILITY/ EXPERIENCE IN HOUSE KEEPING SERVICES	<p>The tenderer should have provided Security Services to at least one Government/ Semi-Government/ PSU/Autonomous Body during the period 2016 to till date with at least one renewal</p> <p>OR</p> <p>The tenderer should have provided Security Services to at least one Government/ Semi-Government/ PSU/Autonomous Body during the period 2016 to till date for an uninterrupted period of more than one year.</p>	Year wise copies of work orders/completion certificate issued by at least one Government/Semi-Government/ PSU/ Autonomous Body as per Annexure-VI during the period 2016 to till date to be enclosed.		
6	TURNOVER	The tenderer should have an average annual turnover of Rs. 15 lakh in related field (for providing the Service) for two financial years (2018-19 and 2019-20) on the date of submission of tender.	Balance sheet or certified annual report or certificate to this effect by a practicing Chartered Accountant.		
7	REGISTERED OFFICE IN NCR REGION	The bidder or/and its group firm/company should have registered office in NCR region	Self-declaration with address and supporting document.		
8.	PERMISSION/LI CENSE OF PROVIDING HOUSEKEEPING SERVICES	The bidder must have applicable permission/ license to provide House Keeping Services	Supporting document issued by the concerned Government Department.		
9.	SUBMISSION OF	The tenderer should have a valid	Signed and scanned		

	DOCUMENTS	registration, PAN in its name and also registered under GST Act, ESIC & Provident Fund.	copies of i) Registration certificate ii) PAN iii) GST iv)ESIC & PF registration with PF code number		
10.	BLACKLISTING.	Bidder should not have been convicted by a Court of Law or indicted by a regulatory authority for any offence against it. Bidder should not have been blacklisted by any Government/ Semi-Government/ PSU/ Autonomous Body to whom similar services were provided.	Self-declaration on Agency letter head with signature (current dated) and seal.		
11.	Submission of Price Bid	Ensure submission of Price bid as per Annexure Attached (excel sheet attached)	Ensure submission of Price bid as per Annexure Attached (excel sheet attached)	Only write Yes or No (upload separately)	Page number referencing not required as it is to be uploaded separately