



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2023/B/4317591
Dated/दिनांक : 09-12-2023

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	21-12-2023 10:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	21-12-2023 10:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	60 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Social Justice And Empowerment
Department Name/विभाग का नाम	Department Of Empowerment Of Persons With Disabilities
Organisation Name/संगठन का नाम	N/a
Office Name/कार्यालय का नाम	National Institute For Empowerment Of Persons With Multiple Disabilities (niepmd), Chennai - 603112
Item Category/मद केटेगरी	Custom Bid for Services - Housekeeping and Other Manpower Services
Contract Period/अनुबंध अवधि	5 Year(s) 2 Day(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	1000 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	5 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No

Bid Details/बिड विवरण

Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	25000000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	1000000

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	3.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	14

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

Director
National Institute For Empowerment Of Persons With Multiple Disabilities (niepmd), Chennai - 603112,
Department of Empowerment of Persons with Disabilities, N/A, Ministry of Social Justice and Empowerment
(Director, Niepmd)

Splitting/विभाजन

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

[OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.

4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

5. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Introduction about the project /services being proposed for procurement using custom bid functionality:[1702090764.pdf](#)

Instruction To Bidder:[1702090771.pdf](#)

Pre Qualification Criteria (PQC) etc if any required:[1702090777.pdf](#)

Scope of Work:[1702090782.pdf](#)

Special Terms and Conditions (STC) of the Contract:[1702090790.pdf](#)

Service Level Agreement (SLA):[1702090796.pdf](#)

Payment Terms:[1702090802.pdf](#)

Penalties:[1702090809.pdf](#)

Quantifiable Specification / Standards of The Service/ BOQ:[1702090815.pdf](#)

Project Experience and Qualifying Criteria Requirement:[1702090821.pdf](#)

Educational Qualification including Profile of SME/Consultants /Professional Resources /Technical Resources if they are part of Project .:[1702090826.pdf](#)

GEM Availability Report (GAR):[1702090833.pdf](#)

Buyer's Competent Authority Approval:[1702090839.pdf](#)

Any other Documents As per Specific Requirement of Buyer -1:[1702090845.pdf](#)

Any other Documents As per Specific Requirement of Buyer -2:[1702090851.pdf](#)

Buyers are requested to upload the format for price breakup of the lumpsum offering to be provided by the service provider (Please provide the format if financial upload required is selected as "Yes" while creating Bid):[1702090857.pdf](#)

This Bid is based on Least Cost Method Based Evaluation (LCS). The technical qualification parameters are:-

Parameter Name	Max Marks	Min Marks	Evaluation Document	Seller Document Required
Single work with maximum Annual Turnover from past 5 years	25	5	View file	Yes
Work experience at following Bodies from past 5 years	10	5	View file	Yes
Single contract with maximum Employment in past 5 years	15	5	View file	Yes
Total Employee Strength from past 5 years	15	5	View file	Yes
Certification (Minimum 03 years)	15	5	View file	Yes
Work Quality and Reporting	5	1	View file	Yes
Quality of Security Services	5	1	View file	Yes
Response and Support	5	1	View file	Yes
Legal Compliance	5	1	View file	Yes

Total Minimum Passing Technical Marks: 65

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
15-12-2023 12:00:00	NIEPMD Conference Hall 3rd floor

Custom Bid For Services - Housekeeping And Other Manpower Services (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Housekeeping and Other Manpower Services

Specification	Values
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
Addon(s)/एडऑन	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	Additional Requirement/अतिरिक्त आवश्यकता
1	Prabha Kant Tripathi	603112,National Institute for Empowerment of Persons with Multiple Disabilities (NIEPMD), East Coast Road, Muttukadu, Kovalam (Post)	1	N/A

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Generic

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

3. Payment

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

4. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

AS per ATC Document

A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

5. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name

Director, NIEPMD

Account No.

761297290

IFSC Code

IDIB000K122

Bank Name

Indian Bank

Branch address

Kovalam

. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

6. **Buyer Added Bid Specific Scope Of Work(SOW)**

File Attachment [Click here to view the file.](#)

7. **Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

8. **Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

9. **Service & Support**

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

10. **Service & Support**

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

11. **Service & Support**

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---



राष्ट्रीय बहुदिव्यांगताजन सशक्तिकरण संस्थान (दिव्यांगजन)

National Institute for Empowerment of Persons with Multiple Disabilities (Divyangjan)

Dept. of Empowerment of Persons with Disabilities, MSJ&E, Govt. of India

ECR, Muttukadu, Kovalam Post, Chennai 603 112, Tamil Nadu

Fax: 044-27472389 Tel: 044-27472104, 27472113, 27472046

Website: www.niepmd.tn.nic.in E-mail: niepmd@gmail.com



NIEPMD/Pur4 (71)/Housekeeping/2023-24

08th Dec 2023

TENDER NOTIFICATION

(Through GeM portal only)

The Director, NIEPMD, Chennai invites tender from eligible bidders through the GeM portal in two bid system (**Part 'A' Technical Bid and Part 'B' Commercial Bid**) in **LCS (Least Cost Selection)** format from reputed Housekeeping and other man power service providers to provide Housekeeping and other manpower services for various categories at NIEPMD & Its other Campuses in Tamilnadu. Service charges to be quoted **in percentage inclusive of all taxes as applicable.**

Tender Schedule

Downloading of Tender documents from GeM portal	As per GeM Bid
Last date for tender enquiry	As per GeM Bid
Pre-Bid meeting	As per GeM Bid
Tender submission last date and time	As per GeM Bid

Sd/-

Deputy Registrar (Admin)
08th Dec 2023

Sd/-

Director
08th Dec 2023



राष्ट्रीय बहुदिव्यांगताजन सशक्तिकरण संस्थान (दिव्यांगजन)

National Institute for Empowerment of Persons with Multiple Disabilities (Divyangjan)

Dept. of Empowerment of Persons with Disabilities, MSJ&E, Govt. of India

ECR, Muttukadu, Kovalam Post, Chennai 603 112, Tamil Nadu

Fax: 044-27472389 Tel: 044-27472104, 27472113, 27472046

Website: www.niepmd.tn.nic.in E-mail: niepmd@gmail.com



NIEPMD/Pur4 (71)/Housekeeping/2023-24

08th Dec 2023

Terms and conditions

1. The bid documents should be uploaded in GeM portal only on or before the due date.
2. The tender bid should be valid for **60 days** from the due date. **NIEPMD, Chennai will not take any responsibility for any technical issues.**
3. **Earnest Money Deposit (EMD): Rs. 10,00,000/- (Rupees Ten Lakhs only)** The (EMD) shall be denominated in Indian Rupees and shall be paid in to NIEPMD account as per details mentioned in tender document. Payment to be uploaded with technical bid. The tenders without EMD shall be summarily rejected. **No Interest will be paid on this EMD Deposit. All statutory rules as applicable for EMD shall be followed.**
 - a. The EMD shall not bear any interest and will be refunded to
 - i. Successful Bidder on receipt of Bank Guarantee/Security Deposit.
 - ii. Unsuccessful Bidders upon finalization of the contract and award of contract to Successful Bidder.
 - iii. All the Bidders if the tendered service is cancelled or retendered.
4. The tender documents and all correspondence's relating to the bid should be in **Hindi or English language only.**
5. The tenders submitted without relevant information asked for are summarily rejected.
6. Any tender which proposes any alterations to any of the conditions laid down or proposes any other conditions of any description whatsoever shall be summarily rejected.
7. The accepting officer reserves the right to place the order as a whole or part of any services only as deemed fit.
8. Any addendum or Corrigendum pertaining to tender will be uploaded on our website and GeM portal. Bidder must refer to our website for addendum or corrigendum if any, before submitting the Technical Bid / Price Bid.
9. The duration of the contract is for One year. The contract may be extended to further years based on the performance, as per tender terms and conditions.
10. **Price Bid:** Tender bids without price bid will be rejected. Price Bid should be Annual Contract for House Keeping and other Services at NIEPMD campus. Only Service charges has to be quoted **in percentage inclusive of all taxes as applicable. The minimum service charges for procurement of manpower services has been revised to 3.85% inclusive of transaction charges. Such charges should not exceed 07% including transaction charges in any case**
11. Any information / clarifications required by the Bidder can be obtained from NIEPMD Purchase Depart number 044-27472113 Extn. 413 only during working hours on any working day till the date of opening of Technical Bid and for the pre-bid clarification obtained by mailing to niepmd@gmail.com & cc to asponiepmd@gmail.com.



राष्ट्रीय बहुदिव्यांगताजन सशक्तिकरण संस्थान (दिव्यांगजन)

National Institute for Empowerment of Persons with Multiple Disabilities (Divyangjan)

Dept. of Empowerment of Persons with Disabilities, MSJ&E, Govt. of India

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NIEPMD/Pur4 (71)/Housekeeping/2023-24

08th Dec 2023

12. Any clarifications required by the Bidder related to Financial Bid can be obtained before the date of submission of the financial bid through GeMPortal.
13. Should a bidder find any discrepancies or omissions in any of the Technical Bid Documents or should be in doubt as to their meanings shall alone address the authority inviting the tender for clarification. Every endeavor is made to avoid any error which can materially affect the basis of the tender, but the successful bidder shall take upon himself to provide for the risk of any error which may be subsequently discovered and shall make no subsequent claim on account thereof.
14. Notice inviting Tender issued, any corrigendum / addendum issued, minutes of the Pre-Bid Meeting, replies given to clarifications raised by the bidders will form part of the Tender Document.
15. The work is estimated to be around Rs. 02.50 Crores (Rupees Two Point Five Crores only) per annum as per present rates of minimum wages as per Central Govt. minimum wages act.
16. **The Agency should be registered with appropriate Statutory Authority at Chennai / Tamilnadu and have at least 05 years' experience in providing similar services to Government / Semi-Government / Public Sector / Private Organization/ Multi-National Companies/ Hospitals as on 31.03.2023. Attested copies of Experience Certificates must be enclosed.**
17. The bidder should have minimum annual financial turn-over of Rs.10 Crores (Ten Crores) or above during the last three financial years. Audited balance sheet with profit & loss account of last 03 financial years (2020-21, 2021-22 & 2022-23) duly authenticated by a Chartered Accountant/ Cost Accountant in India should be uploaded with technical bid. The net worth of the Bidder firm should not be negative as on 31st Mar 2023' and also should have not eroded by more than 20% (Twenty percent) in the last three years, ending on 31st Mar 2023.
18. The bidders have to remit EMD as per General Terms & Condition of GeM & is compulsory for the bidders such as State / Central Government / Statutory Bodies / Undertakings etc.
19. **The Earnest Money Deposit shall be forfeited:**
 - A. If the bidder withdraws from the Tender after tender opening during the period of tendervalidity;
 - B. In the case of a successful bidder, if the bidder fails within the specified time limit to
 - (a) Sign the Agreement; and/or
 - (b) Furnish the required Bank Guarantee / Security deposit; and/or
 - (c) Deploy the required Security Personnel.
20. **RETURN OF EMD:**
 - A. **Unsuccessful Bidders:**

The Earnest Money Deposit (EMD) will be returned to the unsuccessful bidders through RTGS/NEFT after the issue of Work Order to the successful bidder.
 - B. **Successful Bidder:**
 - EMD of the successful bidder will be returned on submission of the necessary Bank Guarantee (Security Deposit) with 3% (or as applicable) of the value of work order valid for a period of 01 year plus two months within 10 days after the receipt of work order.



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National Institute for Empowerment of Persons with Multiple Disabilities (Divyangjan)

Dept. of Empowerment of Persons with Disabilities, MSJ&E, Govt. of India

ECR, Muttukadu, Kovalam Post, Chennai 603 112, Tamil Nadu

Fax: 044-27472389 Tel: 044-27472104, 27472113, 27472046

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- In the case of extension of the contract for a further period as per term of GeM Bid, a separate Bank Guarantee should be submitted each year at 3% (or as applicable) of the contract value of that particular year.
 - Contract value for the subsequent year subject to extension of contract will be arrived at considering the increase in the wages for that period as per the Government of India Notification. The Bank Guarantee submitted for the first year will be returned to the bidder immediately after submission of the Bank Guarantee for the further year.
21. In case, the bidder, after quoting, withdraws from the tender or refuse/delay in commencing the work before finalization of the tender, the EMD will be forfeited.
 22. In case the bidder stops the work abruptly the security services, the Bank Guarantee Submitted will be forfeited.
 23. Release of final payments and retention monies (if any) outstanding on the expiry or Completion of the contract including extended period shall be subject to the Bidder furnishing satisfactory proof of re-deployment or retrenchment, as the case may be, of employees who were deployed by the Bidder pursuant to the contracts to work within the premises of NIEPMD.
 24. No interest will be paid on any deposit made by the bidder.
 25. The financial bids of only technically qualified bidder(s) will be opened.
 26. Incomplete details of the technical bids will be rejected summarily.
 27. Non-compliance of any of the conditions set forth herein above will result in the tender being rejected.
 28. Bidders shall not contact the Client on any matter relating to their bids from the time of opening of the Technical Bid till the contract is awarded. If a bidder wishes to bring additional information to the notice of the client, it should do so in writing at the address indicated. Any effort by the bidder to influence the Client in the Client's Proposal evaluation, Proposal Comparison or Contract Award Decisions may result in the rejection of the bidder's Proposal.
 29. The successful bidder is requested to enter into an agreement within 15 days on the e- stamp paper as per the format which will be provided. The value of the e-stamp paper will be intimated after the award of work to the successful bidder.
 30. The nature of the tender is Two Bid System i.e. Technical Bid and Financial Bid. The rates are to be quoted in the Online Closed Financial Bid, as per the system provided in GeM portal.

Note: Note: The rates (i.e. percentage number) are to be quoted only online. The hard copy of the Financial Bid containing the rates will be summarily rejected.
 31. The Technical Bid Document, Financial Bid Document, Minutes of the Pre-Bid Meeting, Corrigendum and any other documents which form part of the Tender Document shall be signed by the same person with the same seal.



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32. The Director NIEPMD reserves the right to reject any or all the tenders without assigning any reasons therefore and the Director's decisions shall be final and binding on all the bidders.
33. None of the terms and conditions of the bidder shall be applicable to the service contemplated hereunder, irrespective of it being attached to any documents to be provided to NIEPMD. Such exercise shall have no meaning and binding effect unless the same is accepted by NIEPMD in writing.
34. Any dispute arising out of this will be subject to the jurisdiction of the Court in Chennai.

TECHNICAL BID CONDITIONS OF ANNUAL CONTRACT FOR SECURITY SERVICES AT NIEPMD, MUTTUKADU, KOVALAM, CHENNAI - TAMILNADU

The Bidders are requested to submit the following in the '**TECHNICAL BID**'.

1. Essential Criteria:

- A.** The bidder should have single contract of employing minimum of **200** House Keeping and other Services personnel in last five years from any reputed Private / Government Organization. Satisfactory certificate must also be enclosed in respect of the contract. **The Technical Bids of those bidders who do not satisfy this condition or who do not furnish the certificate will be summarily rejected.**
 - B. Financial position:** The bidder should have annual financial turn-over of Rs.10 Crore (Ten Crore) or above during the last three financial years. (enclose copies of Audit Report certified by Chartered Accountant).
 - C.** The bidder should have the valid Labour License. Copy of the same should be submitted along with Technical Bid.
 - D. ESI & EPF Registration Copies:** Bidder should have PAN No & should fulfill all statutory compliances like PF, ESI registration. The bidder must be registered under PF Act, ESI Act and Shops & Establishments Act. Copies of registration papers along with the code numbers attached to the bidder/company should be provided. The copies of the same should be furnished along with the Technical Bid. Bidders failing to provide any document shall summarily be rejected.
 - E. Copy of Registration with Labor Commissioner:** The vendor should submit the copy of the Central/State Registration Certificate.
2. After submission of the Technical Bid, the supporting documents will be verified for satisfaction of Essential Criteria. The Bid Documents of only those bidders who satisfy all the requirements of Essential/Eligibility Criteria will be evaluated as per the statement.
 3. Customer Feedback (independently verified) regarding the bidders shall be given due consideration during the technical evaluation of the bids.



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4. Eligibility Criteria:

- The bidder should have experience in the said work and shall submit the documentary evidence for the same as mentioned below, **failing which the bidder will not be qualified for the Technical Bid / Offer.**
- Notwithstanding anything stated in the tender document, NIEPMD reserves the right to assess the bidder's capability and capacity to perform the contract, should the circumstances warrant such an assessment in the overall interest of NIEPMD and the decision of NIEPMD in this regard shall be final and binding.

c. Technical Bid Evaluation and Selection Criteria:

Bidders who fulfill essential criteria will be evaluated based on the following as per LCS parameter:

All the Experience should be related to House Keeping and other Services as per TENDER

Sl.No	Eligibility Criteria	Marks	Maximum Marks	Total Marks	Proof of Document
A	Single work with maximum Annual Turnover from past 5 years		Maximum Marks	25	Relevant CA balance sheet for the outsource Turnover. Audited balance sheet with profit & loss account duly authenticated by a Chartered Accountant/ Cost Accountant
1	More than INR 10 Crores & above per annum	25			
2	More than INR 08 Crores & less than 10 crores per annum	20			
3	More than INR 06 Crores & less than 08 crores per annum	15			
4	More than INR 04 Crores & less than 06 crores per annum	10			
5	More than INR 2.5 Crores & less than 04 crores per annum	05			
B	Work experience at following Bodies from past 5 years		Maximum Marks	10	Relevant work done certificate with reference PO & Satisfactory Certificate
1	Work Experience in Central-Govt./State Govt./Central Autonomous body/ Central PSUs/PWDs/CPWD/MES/Railways/Public sector/ IISC/IIM etc., 03 years & above	10			
	Work Experience in Central-Govt./Central				



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2.	Autonomous body/ Central PSUs/ PWDs/ CPWD/MES/ Railways/Public sector/ IISC/IIM etc., above 02 years & below 3 years	07			
3	Work Experience in Central-Govt./Central Autonomous body/ Central PSUs/PWDs/ CPWD/MES/Railways/Public sector/ IISC/IIM etc., above 01 year & below 2 years	05			
C	Single contract with maximum Employment in past 5 years		Maximum Marks	15	Relevant Document of PF and ESI of employees
1	Employees more than 400 for min 2 Years	15			
2	Employees more than 300 & less than 400 for min 2 years	10			
3	Employees more than 200 & less than 300 for min 2 years	5			
D	Total Employee Strength from past 5 years		Maximum Marks	15	Relevant Document of PF and ESI of employees
1	More than 500 for min 2 years	15			
2	More than 300 & less than 500 for min 2 years	10			
3	More than 200 & less than 300 for min 2 years	5			
E	Certification (Minimum 03 years)		Maximum Marks	15	
1	OHSAS 45001:2018	5			Attach copy of Certificates
2	SA 8000:2014	5			
3	ENISO14001:2015	5			
F	Work Quality and Reporting		Maximum Marks	05	
1	Very Good	05			
2	Good	02			
3	Normal	01			
G	Quality of Security Services		Maximum Marks	05	
1	Very Good	05			
2	Good	02			
3	Normal	01			
H	Response and Support		Maximum Marks	05	
1	Very Good	05			
2	Good	02			
3	Normal	01			
I	Legal Compliance		Maximum Marks	05	
1	Very Good	05			
2	Good	02			
3	Normal	01			
	Total			100	



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5. The technical bid document submitted by the bidders will be evaluated on a maximum of 100 marks. Against this technical marking, only those bidder's financial bids who secure 65 marks or more shall be considered for further process.

6. **Customer Feedback:** The bidders should send the references of minimum **three clients (As per the Statement given in Proforma- G):** The evaluation will be done on the following criteria:

Sl. No	Particulars
1	Work Quality and Reporting
2	Quality of Security Services
3	Response and Support
4	Legal Compliance

Only those bidders who satisfy all the above Essential Criteria will be considered for further processing.

7. The bidders shall coordinate for the site visit of their qualifying works with their clients. NIEPMD will visit the sites of any two of the three clients of the bidder.

8. Other Conditions:

a) The bidder should possess GST Registration Certificate and furnish the copy of the same along with the Technical Bid.

b) Bidders who are debarred/ blacklisted in other utilities in India will not be considered. The bidder shall submit the certificate to the effect that the bidder is not blacklisted by any Central / State Government organization / PSU /Hospitals during the last two years. Certificate should be in the company letter head. *(Please refer Proforma in NIT)*

c) The bidder shall submit all the necessary documentary evidence such as:

a. Details of Banker and Cash Credit limit

b. Details of constitution of the company (Proprietorship/ Limited/Pvt. Ltd. along with details)

c. Memorandum & Articles of Association of the Company

d. Organization Chart of the company

e. Details of infrastructure in Chennai / Tamilnadu (offices, No. of employees etc.).

f. The staff deployed by the vendor should possess Aadhar Card, any other valid Age Proof and proof of police verification of each staff. The copies of the same shall be submitted on demand from NIEPMD.

g. The bidder should have an operational office in Chennai / Tamilnadu. Documentary evidence in this regard should be submitted for verification.

h. Additional Conditions:

I. Bidder should provide information regarding any current litigation in which the bidder is involved.

II. If the application is made by a Limited company or a Limited Corporation, it shall be signed by duly authorized person holding the power of attorney which power of



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attorney shall accompany the application. Such Limited company or corporation will be required to furnish satisfactory evidence of its existence for a minimum of 05 years as on 31.12.2022

III. MOU shall not be considered.

9. Price Bid:

Bidders who score 65 & above score in Technical Evaluation will be allowed for participating in the financial as per LCS format. The contract will be extended for further years with the minimum wages as per Government of India Notification as on date.

10. Award of Contract

The Contract will be awarded to a bidder finalised through LCS process as per GeM process.

In case of "TIE" in financial bid, bidder who has already serviced NIEPMD will be given priority.



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Bid Part-II

GENERAL CONDITIONS OF CONTRACT

A. **Scope of Work:** Providing Housekeeping & other services at NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS WITH MULTIPLE DISABILITIES (NIEPMD) (Ministry of Social Justice & Empowerment, Govt. of India) Muttukadu, Kovalam, Chennai-603 112, as per following terms and conditions.

1. The tenderer shall be fully responsible for the Housekeeping and other allied works of entire campus of the Institute consisting of Service, Programme and Administrative, building, G+7 Building, Special Education block, Hostels, Guest houses and the existing all the buildings situated at NIEPMD, Muttukadu.

2. The tenderer shall deploy Housekeeping & other services personnel should below the age of 60 years only for the purpose of this contract. The tenderer shall have all documentary proof for the identity and residential address of persons employed The fact shall be verified by Institute's Authority and only those personnel shall be deployed by tenderer on duty in whose case documentary proof has been rendered to the Institute's satisfaction.

3. **Identity cards:** The contractor will issue identity cards to his workers/Supervisors after getting them verified by NIEPMD, Chennai. Copy of the identity cards, handed over to Security Department of NIEPMD Any worker or Supervisor/s found without identity card will not be permitted to enter the premises

4. Workers assigned work at NIEPMD should not be involved in any police case or any case should not be pending against them. Police verification certificate for the persons deployed for work to be submitted.

5. In addition to this, if any of the House keeping or other personnel engaged is found to be unsatisfactory, he/she shall have to be withdrawn by the Tenderer within 24 hours from the campus. A complete list of the House Keeping and other personnel engaged by the Tenderer for engaging in the Institute shall be furnished by the Tenderer along with complete addresses and other antecedents. The Tenderer shall engage only those, whose antecedents have been verified by the police or any authorities. Further, for safety and security reasons the Tenderer should ensure engaging of such personnel only who are not residing in the proximity/close vicinity of the Institute.

6. The rates payable to the Tenderer which will be agreed for Housekeeping and other personnel to be engaged viz. Driver, attender, Gardener, and Electrician etc. are required to be quoted separately in Minimum wages for the Driver, attender, Plumber, Electrician and any other technical person will be treated as those for skilled category. The wages payable for office assistant shall be treated as semi-skilled and for Cleaning Personnel and Gardener shall be treated as unskilled within the meaning of Minimum Wages Act, 1948 and will be based on the current rates laid down by the State Labour Department under the Minimum Wages Act (MWA), 1948. EPF & ESI will be paid and deposited by Tenderer. It shall be the responsibility of the Tenderer who will have to ensure that the House Keeping and other Personnel engaged by him, at no point of time, will be paid less than the minimum rates of wages as prescribed and revised from time to time for the respective categories. In case of revision/increase of rate of Minimum wages by the Government only the excess amount pertaining to Minimum wages, EPF & ESI will be paid by the Institute.



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The Institute may check and ensure that the personnel engaged by the tenderer, at no point of time, will be paid less than the minimum rates of wages as prescribed and revised from time to time by Central Labour Department under MWA-1948, for the respective categories. No other charges will be paid in addition to the above. The Tenderer will follow all statutory requirements as per labour laws prevailing during the contract period and will be wholly responsible for breaking any such law. Any increase in wages, bonus etc. by the Govt. will be implemented immediately.

The Tenderer will be paid on monthly basis. Bill shall be raised by the Tenderer in accordance with these rates on every 1st day of the succeeding month and bills will be submitted for payment along with the EPF and ESI deposition and details of service tax paid to the Institute's authority. The number of personnel required can vary subject to the requirements. However, rotation of the personnel so deployed/deputed by the Tenderer will be at his discretion only.

B. Eligibility Criteria:

1. The bidder may be proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted, empaneled/ registered with appropriate authority who possess the required licenses, registrations (such as Private Security Agencies Regulation Act 2005) etc. as per law valid at least for 12 months from the date of the opening of tender.

2. Blacklisting: The bidder must not have been blacklisted by any Organization, certificate in this regard should be submit.

3. The bidder shall have at least five year experiences for providing House Keeping and other Services as required in NIT to the Government organizations/ Institute/ Central Autonomous Bodies Etc.

4. The bidder should have a registered and operational office in proximity of Chennai (Registered date should be prior to the date of tender submission). Address proof with GSTIN of Tamilnadu State should be uploaded with technical bid.

5. There should be no case pending with the police against the Proprietor/Firm/Partner or the Company (Agency). Under taking should be submitted.

6. A copy of each of the following shall be enclosed along with the Technical Bid. Any tender documents without these shall be invalid and rejected.

i. Partnership Deed / Articles and Memorandum of Association / Certificate of Incorporation, as applicable.

ii. Copy of Registration Certificate issued by Labour dept. of State / Central Govt.

iii. PAN Number.

iv. ESI, EPF, GST No. and service tax registration details

v. Turn Over Certificates duly signed by the Chartered Accountant with balance sheet and profit and loss statement as asked in tender document.

vi. Customer Satisfactory Performance Report from organizations served during last 5 years. (mandatory).

7. The Director, NIEPMD, Chennai reserves the right to:

(i) Reject any or all the tenders without assigning any reason whatsoever;

(ii) Not bind himself/herself to accept the lowest or any tender.

(iii) Accept the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted



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C. Information and Conditions relating to Submission of Bids.

1. The contract will be for a period of **one year initially** with a trial period of 3 (three) months. If the services during the trial period are satisfactory, the contract will be renewed for the remaining period of 9 (Nine) months. In case the services during the trial period are not satisfactory, the contract will be terminated with two weeks' notice. The NIEPMD, Chennai may renew/extend the contract to such further period (s), as it may deem proper and in any case **not exceeding Five years from the date of commencement of work.** However, extension beyond initial period i.e. One years will be on discretion of Director, NIEPMD, Chennai. it is not binding for either side to extend the contract beyond one year any party can refuse to extend the contract beyond one year without assigning any reason. Vendor cannot claim for extension on expiry of contract.

2. The NIEPMD reserves the right to terminate the contract without assigning any reason by **giving a notice of 15 days**, where feasible. The requirement of giving notice of 15 days will be dispensed with if the circumstances so warrants. **The contractor will have to serve a notice of three months, if he wishes to terminate the contract.**

3. The contractor should not be an employee of NIEPMD, Chennai, or any other central/state Government. **He should submit a declaration to this effect.**

4. In the event of local problems arising while discharging the functions at NIEPMD, Chennai, the contractor will deal with them appropriately and he will not bring NIEPMD on the scene for such matters.

5. The interested agencies are required to go through the all the terms and conditions and the scope of works mentioned in this tender

6. **All the pages of the tender should be signed by the owner of the firm or his Authorized signatory.** In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/authorization may be enclosed along with tender.

7. A copy of the terms and conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms and conditions.

8. **Submission of bid:** The bids should be submitted through GeM portal only in two bid system with the following:

(i) **Earnest money deposit (EMD) & Tender fee:** The agency shall deposit EMD amount as indicated in GeM bid through NEFT/RTGS in NIEPMD account and payment receipt to be uploaded with the technical bid. Technical bids without EMD and tender fee shall not be consider for further evaluation. Exemption in EMD as per Govt. norms will be permitted subject to uploading proper documentary evidence with technical bid. NIEPMD Bank details are here under.

A/C No.761297290

Type of Account: Saving Bank

Name of the bank: Indian Bank. Kovalam branch IFS code: IDIB000K122

Branch code: 01176

Note: please ensure that you need to mention the correct beneficiary account number and IFSC code as mentioned above while making payment via RTGS/NEFT. In the event of funds remitted to wrong beneficiary account number, NIEPMD, Chennai or its bank would not responsible for the same.

(ii) Bidder shall upload the scanned copies of following:

- Labour license – duly obtained from the Regional labour commissioner
- EPF registration copy
- ESI registration copy
- Service Tax registration copy
- Firm registration copy
- Five years' Experience certificate for providing House Keeping and other Services.



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g. Proof of Financial Turnover per year Rs.100 lakhs for last 03 FYs.

9. If the last date of opening of the Tenders coincides with a holiday, then the next working day shall be the opening date. However, Director NIEPMD, Chennai reserve the right to extend last of tender, opening of tender without assigning of any reason. Decision of Director, NIEPMD will be final and binding.

10. **Bid validity:** Bid shall remain valid for a period of 60 days from the date of opening of bid.

11. **Bid evaluation:** Bids will be evaluated based on LCS (Least Cost Selection) process. The contractor has to quote service charge only that takes care of TDS, Uniforms, Supervision, office maintenance, all the statutory charges relating to this contract, etc.; and reasonable margin thereafter. Wages will be as per Central Govt. minimum wages act.

12. NIEPMD Chennai reserve the right to cancel the tender process without assigning any reason whatsoever at any stage.

13. **Performance Security:** The vendor selected would be required to furnish a Performance Security equal to 3% (or as applicable) of the annual cost of the supply order in the form of Demand Draft/ FDR/ Bank Guarantee from any Scheduled Bank in favour of "Director, NIEPMD, Chennai" payable at Chennai. In case the Performance Security is submitted in the form of Bank Guarantee, the same should be valid for a period of 60 days after the date of expiry of the contract. NIEPMD reserves the right to ask for performance guarantee extension if contractual obligations are not fulfilled. **No tenderer is exempted from paying of performance security.**

14. NIEPMD, Chennai reserves the right to accept/reject any Tender in part or full, without assigning any reason whatsoever.

15. **Liquidated Damages:** NIEPMD shall without prejudice to its other remedies under the contract, deduct from the Contract price, as Liquidated Damages a sum equivalent to 2.5% of the price of delayed Goods or unperformed services for delay of each day until actual delivery or performance, up to a maximum deduction of 20% of the contract price. Once the maximum is reached, NIEPMD may consider termination of the contract and can forfeit the Performance Guarantee amount.

16. **Option Clause:** The contract will have an option clause, wherein the Buyer can exercise an Option to procure an additional 50% of the original contracted quantity in accordance with the same terms & conditions of the present contract. This will be applicable within the currency of contract. The Bidder is to confirm the acceptance of the same for inclusion in the contract it will be entirely the discretion of the Buyer to exercise this option or not.

17. **Risk & Expense clause.** In the event of the failure of the contractor to provide tendered manpower as requisitioned under the contract, Institute shall hire similar type of Manpower at his discretion from other sources at the risk and expenses of the contractor on the prevailing market rates. Such hiring from alternative sources shall be binding on the contractor. Due to shortage of time, no prior information can be given to the contractor or such security services. **Expenses incurred on hiring, shall be debited from the security deposit / PBG of the contractor.** Any excess of the expenditure incurred on hiring of services over the contract price appropriate to such default shall be recoverable from the SELLER / Service provider.

18) Force Majeure condition – The term force majeure as employed herein shall mean acts of God, war, revolt, terrorist acts, accident, fire, flood and acts and regulations of respective Government/s of the two parties. Upon occurrence of such cause and upon its termination, the party alleging that it has been



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rendered unable as aforesaid thereby, shall notify the other party in writing within 72 hours, the full particulars and satisfactory evidence support of his claim. Time for purpose of the relative obligations suspended by the force majeure shall then stand extended by the period of delay, which is directly caused by force majeure event.

SPECIAL CONDITIONS OF CONTRACT

Type of Manpower	Category	Resource Req.
Gardener	Un-Skilled	11
Sweeper	Un-Skilled	16
Multi Task Worker	Un-Skilled	9
Poultry farm Helper	Un-Skilled	1
Kitchen Helper	Un-Skilled	1
Multi Task Worker	Un-Skilled	01
Multi Task Worker	Un-Skilled	01
Multi Task Worker	Un-Skilled	01
Multi Task Worker (Madurai)	Un-Skilled	02
General House Keeping and other related estate works	Un-Skilled	02
Hostel Warden	Semi-Skilled	01
DEO	Semi-Skilled	02
Electrician Helper	Semi-Skilled	01
Plumber	Semi-Skilled	01
Carpenter	Semi-Skilled	01
Carpenter helper	Semi-Skilled	01
STP operator	Semi-Skilled	01
G+7 supervisor	Semi-Skilled	01
STP Supervisor	Skilled	01
STP operator	Skilled	02
Driver & Attender	Skilled	07
Office Assistant	Skilled	01
Plumber	Skilled	02
Electrician	Highly-Skilled	02
STP Supervisor	Highly-Skilled	02
Plumbing operator	Highly-Skilled	01
Total;		72 Nos.

Requirement of manpower mentioned here are tentative only, however it may increase or decrease as per Institute requirements.

No claim for minimum hiring will be entertained under any circumstances, decision of NIEPMD authorities will be final and binding.

1. The number & categories of employees required will be as per Institute requirement. The number of employees may be reduced or increased according to the requirement, will be reviewed bi-monthly basis.
2. The agency shall ensure that the House keeping & other personnel deployed are healthy and not more than 60 years of age. The agency will get their antecedents, character and conduct verified.
3. The employees of the service provider shall not claim any



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benefit/compensation/absorption/regularization of services from Director, NIEPMD under any statutory provisions.

4. The full particulars of the personnel to be deployed by the agency including their names and addresses shall be furnished to the institute along with testimonials before they are actually deployed for the job.
5. The service provider shall make sure that the employees deployed by them shall decently display photo ID cards with tag whenever they are on duty for NIEPMD. The ID Cards must display the logo and full address of the service provider apart from the basic details of the employee. The ID card to be issued to the employees deployed by the agency shall be approved by NIEPMD, Chennai.
6. The agency shall not deploy or shall discontinue deploying the persons(s), if so desired by the institute at any time without assigning any reason whatsoever. Institute will carry out the interview of personal before deployment and institute decision in this regard will be final & binding.
7. The service provider shall engage such number of required employees as required by NIEPMD, Chennai from time to time.
8. The agency shall deploy Housekeeping & others trained in all facets of the works including over tank cleaning, treatment plant cleaning and etc... The Agency shall provide necessary undertaking and documentary evidence in this regard.
9. The personnel engaged by the service provider should not have any criminal cases pending against them. The service provider shall make adequate inquiries about the character and antecedents of the person whom they are recommending.
10. The service provider should also ensure that the personnel engaged are healthy and medically fit to work in the proposed role. Medical Certificate might be provided when called for.
11. The contractor or his representative shall daily report to the NIEPMD office, to supervise the work under the contract and take instructions every day from Incharge Housekeeping for the work on a Book/Register maintained by the contractor exclusively for the purpose. He shall preserve the said book and produce the same as and when required.
12. The contractor shall ensure that his workers will be present in the premises and carry out duty for entire eight hours of a shift excluding lunch recess in shifts / staggered duties as assigned by him/Supervisor of contractor.
13. The contractor shall ensure that workers maintain highest discipline and behave politely with the faculty, staff, students and guests. They should not argue with anyone.
14. The services of employees of Contractor should be made available on all days on six- day week basis irrespective of holidays and on Sundays if required.
15. **The contractor shall maintain area-wise maintenance registers.** The register should specify the work allotted and completed with date and time duly signed by the Supervisor of the contractor. The registers should be submitted to housekeeping Incharge for perusal and signature on daily basis.
16. **The contractor is required to post (at his own cost) his authorized representatives** at the site of the work who shall receive the instructions from the officer (to be nominated by the Director, NIEPMD, Chennai). All such instructions received by the authorized representatives on behalf the contractor shall be deemed to have been received by the contractor within the scope of this work order. The Supervisor/s employed by the Contractor shall be responsible to ensure efficient and timely execution of the contract (daily work completion sheet, grant of weekly off, discipline, extract work, manage work, and for interaction with office-in-charge for the upkeep of the complex). He should maintain account of materials taken outside the premises and brought back. These materials



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can be taken outside only with the approval of Officer In-charge or higher authorities. The Supervisor shall also be responsible to allocate duties and extract the work from the workers.

17. The site Supervisor/s shall daily report (Monday to Saturday) to the Housekeeping Incharge to supervise the work under the contract and take instructions every day from him for the work on a book/Register maintained by the contractor exclusively for the purpose. He shall preserve the said book/Register and produce the same as and when required.
18. A senior level representative of the Agency shall visit the institute premises at least once-a-week and review the service performance of its personnel. During the weekly visit, Agency's representative will also meet the institute officer dealing with service under the contract for mutual feedback regarding the work performed by his personnel and removal of deficiencies, if any, observed in their working.
19. The Agency shall ensure that any replacement of the personnel, as required by the institute for any reason specified or otherwise, shall be effected promptly without any additional cost to the institute. If the agency wishes to replace any of the personnel, the same shall be done with prior concurrence of the institute at Agency's own cost.
20. **Uniform and Liveries etc.:** For each year, Contractor shall provide its/his/her workers with [1] Two sets of uniform (with emblem & name badges) consisting of Terri coat Pant and Shirt for Male and two branded sarees with blouse pieces and sleeve less coat including stitching charges for Female workers, [2] Each year one pair of shoes for male and Good chappal with buckle for female workers, [3] Identity Cards. Samples and/or specifications of the Uniforms and Liveries need to be approved by NIEPMD. Uniforms and Liveries are to be supplied to NIEPMD office with proper records and challans for distribution to staff in presence of housekeeping Incharge and contractor. Tenderer will provide these material its own cost, however sample and quality will be approved by NIEPMD. Cost for providing these material should be included bidders service charges.
21. The contractor has to quote service charge that takes care of TDS, Supervision, all the statutory charges Uniforms, office expenses, relating to this contract. All the mandatory provisions mentioned above should have to compliance by the bidder under the NIEPMD supervision
- 22.
23. The agency shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to interest of the institute /Govt. of India/ any State or any Union Territory.
24. The day-to-day functioning of the services shall be carried out in consultation with and under direction of the institute. Proposals for efficient functioning of the House keeping & other systems shall be discussed considered and implemented from time to time by the agency with approval of the institute.
25. The agency shall be solely responsible for compliance to the provisions of various labour and industrial laws, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc. relating to personnel deployed by it at the institute or for any accident caused to them and the institute shall not be liable to bear any expenses in this regard. The Agency shall also be responsible for the insurance of its personnel.
26. The House keeping & other agency shall specifically ensure compliance of various Laws/Acts, including but not limited to with the following and their re-enactments / amendments / modifications.
 1. The payment of Wages Act 1936



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- II. The Employees Provident Fund Act, 1952
 - III. The Factory Act, 1948
 - IV. The Contract Labour (Regulation) Act, 1970
 - V. The Payment of Bonus Act, 1965
 - VI. The Payment of Gratuity Act, 1972
 - VII. The Employees State Insurance Act, 1948
 - VIII. The Employment of Children Act, 1938
 - IX. The Motor Vehicle Act, 1988
 - X. Minimum Wages Act, 1948
27. The manpower engaged by the service provider shall be polite, cordial, positive and efficient while handling the assigned work so that their actions promote good will and enhance the image of NIEPMD in front of the stake holders and the general public at large. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by them.
 28. In case of any loss or damage that might be caused to the institute due to lapse on the part of the House keeping & other personnel deployed by agency, the responsibilities will be borne by the Agency and in this connection, the institute shall have the right to deduct appropriate amount from the bill of contracting agency to make good such loss to the institute besides imposition of penalty. In case of frequent lapses on the part of the House keeping & other personnel deployed by the contractor, the institute shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
 29. In the event of any Housekeeping & other personnel being on leave/absent, the agency shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities, the agency shall make provision for leave reserve.
 30. As and when the institute requires additional Housekeeping & other strength on temporary or emergent basis, the agency will depute such Housekeeping & other personnel under the same terms and conditions. For the same, a notice of two days will be given by the institute. Similarly, if the House keeping & other personnel deployed by the agency any time are found absent from duty or sleeping or found engaged in irregular activities, the institute shall deduct the requisite amount at the pro-rata rates from the bill of the agency besides imposition of penalty for non-observance of the terms of contract.
 31. The agency shall arrange to maintain at the House keeping & other desk/booth, the daily shift-wise attendance record of the House keeping & other personnel deployed by it showing their arrival and departure time. The Agency shall submit to the institute an attested photocopy of the attendance record and enclose the same with the monthly bill. NIEPMD shall maintain an attendance register as well as a bio-metric attendance machine in respect of employees deployed by the service provider.
 32. The monthly salary payable to each employee is inclusive of statutory obligations such as EPF & ESI, etc., in case of applicable categories and all other statutory deductions in case of other categories, as per rules. The service provider shall be wholly responsible for compliance of these statutory obligations. The proof of remittance of EPF by way of electronic transfer (ECR' challan) remittance details of exclusive for the employee engaged by the agency at NIEPMD should be produced every month.
 33. The institute shall pay the agreed amount on production of monthly bill. No other charges of any kind shall be payable.
 34. Agency will issue salary slip to all staff deployed for NIEPMD duties and copy of pay slip will be shared with NIEPMD with salary bill.
 35. Agency will release the salary of staff on or **before 05th day** of the commencing month and



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subsequently bills will be claimed, proof for salary release, EPF, ESI etc. should be attached with bills, under no circumstances advance payment will be released. Delay in staff salary will result is penalty to tenderer as per provisions.

36. GST, statutory levies etc., if applicable, will be paid as per rules in force from time to time.
37. Month means 26 days. Rate of Basic Wage shall not be less than the rate notified by Govt. Contractor's Service Charges & profit should not be less than TDS. Separate rate or amount should not be quoted for uniform/liveries and footwear failing which the tender stands automatically disqualified (Pl refer annexure "A"). Taxes, statutory levies, if applicable will be paid as rules in force from time to time.
38. Bonus: The amount of bonus will be reimbursed as per the Payment of Bonus (Amendment) Act 2015 or any amendment after, issued by Govt. of India.
39. Contractor's profit and work charges establishment should not be included in the bill of Bonus payment; NIEPMD will reimbursed only the actual Bonus payment to the eligible Housekeeping and other engage staff only; Bonus payment made to the Supervisors will not be reimbursed by NIEPMD, Chennai; Bonus paid or payable to Supervisors is liability of the Contractor
40. There would be no increase in rates payable to the Agency during the Contract period except reimbursement of the statutory wages revised by the Government.
41. TDS and any other Government levies applicable on bills as per Government instructions/ notifications issued from time to time shall be applicable and deducted from Service Provider's bills.
42. The House keeping & other personnel deployed by the agency shall have at least minimum qualification and license etc. as per govt. norms for each category.
43. In case of non-compliance/non-performance of the services according the terms of the contract, the institute shall be at liberty to make suitable deductions from the bills without prejudice to its right under other provisions of the contract.
44. The agency shall be solely liable for all payment/dues of the Workers employed and deployed by it. The agency shall fully indemnify the institute against all the payments, claims, and liabilities whatsoever incidental or directly arising out of or for compliance with or enforcement of the provisions of any of the labour or other laws to the extent they are applicable to establishment/work in the institute premises/facility.
45. The transportation, Food, Medical, residence and statutory requirements in respect of each employee of the service provider shall not be the responsibility of NIEPMD.
46. No wage/remuneration shall be paid to any staff for the days of absence from duty.
47. NIEPMD, Chennai shall not be liable for any loss, accidents, damage or theft of any personal belongings, equipment or vehicles of the employees or to the employees engaged by the service provider.
48. The service provider shall indemnify NIEPMD against any loss or damage of goods/Materials/Equipment etc., on account of negligence or fault of any employees engaged by the service provider.
49. In the event of any question, dispute or difference arising under this NIT or in connection there with except as to matter the decision of which is specifically provided under this NIT, the same shall be referred to an arbitrator to be appointed by the Director, NIEPMD, Chennai and the decision of the arbitrator will be binding on both parties of this NIT.
50. The acceptance of the tender rests with NIEPMD. The Institute is not bound to accept the lowest tender bid and reserves the right to accept or reject any or all the bids without assigning any reasons thereof. NIEPMD also reserves the right to modify and/ or relax, any terms & conditions of this



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tender document to safeguard its interest. The Director, NIEPMD can extend last date of tendering and can change the date of bid opening without assigning any reason.

51. The service provider shall not assign, transfer, pledge or sub contract the performance of service without the prior written consent of this office.
52. The decision of the institute in regard to interpretation of the Conditions of contract and the Agreement shall be final and binding on the Agency.
53. There shall be no master & servant relationship between the employees of the service provider and NIEPMD, Chennai.
54. The employees of the service provider shall not form/join any labour union or resort to strike or demonstration or any other agitation of this nature.
55. The employees deployed by the service provider must not act against the interest of NIEPMD. The employees shall not divulge or disclose to any person, any details, of office, operational process, technical know-how, security arrangements and administrative/organizational matters.
56. NIEPMD reserves the right to cancel the tender process without assigning any reason whatsoever, at any stage.
57. In case of any dispute between the Agency and the institute, the institute shall have the right to decide. However, all matters of jurisdiction shall be at the local courts located at Chennai only.
58. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.
59. An agreement shall be signed with the successful bidder.
60. The service providing agency will not claim / recover / deduct any service charge; registration charge; monthly maintenance charge; Or any other charges from its employees engaged at NIEPMD NOR this Institute (NIEPMD, Chennai) will bear any such charges. If any complaint or breach of any conditions is noticed; NIEPMD shall immediately take action to terminate the contract at the cost and risk of the contractor and the EMD/Security deposit will be forfeited.
61. Either party can terminate the agreement by giving 2 months' notice in advance. On expiry of the agreement, the agency would withdraw all its' employees and clear their accounts by paying all their dues.
62. The service provider shall be contactable at all times and message sent by phone/e-mail/fax/special messenger from NIEPMD should be promptly responded to in fulfillment of the contract from time to time.
63. The contract shall be interpreted and have effect in accordance with the law of India and any suit or other proceedings related to this contract shall be fixed.
64. **Non-disclosure of Contract documents:** Except with the written consent of the Buyer/Seller, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.
65. **Transfer and Sub-letting :** The Seller has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.
66. In case of any dispute touching any of the clauses of the agreement, the decision of Director, NIEPMD shall be final and binding on both the parties.
67. **Breach of Terms and Conditions:** NIEPMD may terminate the contract without any notice in case the vendor commits a breach of any of the terms of the contract. NIEPMD's decision that a breach has occurred will be final and shall be accepted without demur by the vendor.
68. **PENALTY FOR INADEQUATE PERFORMANCE ON THE PART OF CONTRACTOR:**



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Sl. No.	Type of lapse	Penalty in Rupees
01	Failure on part of contractor to ensure his workers are deployed with uniform at NIEPMD premises (per workman)	100 per workman per day
02	Maintaining Improper/Wrong attendance record by contractor	500 per day
03	Lapse in maintaining wash room (per wash room)	200 per day
04	Shortfall in staff in a day	500 per day per person
05	Failure to ensure proper behaviour and discipline of his workers at NIEPMD premises	200 per person in addition to taking civil & criminal proceedings as per rule
06	Any incident of Rowdiness and/or rioting in campus on part of workers of contractor showing failure on part of contractor to ensure proper behaviour of his workers.	500 per person in addition to taking civil & criminal proceedings as per rule
07	Inaction of supervisor to complaint by NIEPMD/ Officers of NIEPMD	100 per complaint
08	Damage to the Institute property due to negligence	Book value + 10% of the book value towards installation & for causing inconvenience

Note:

The penalty shall be deducted from the Service Charge of the Contractor from the monthly Bills or from the Security Deposit.

For any act of inadequate performance of contract not specifically stated herein, the person authorised by the Institute will determine the penalty based on the merits of each act after providing an opportunity to the contractor.

In case of Sl.No.5 the person(s) involved should be adequately warned by the contractor and in case of second occurrence, the person should not be assigned duty at NIEPMD.

In case of Sl.No.6, the person(s) involved should be adequately warned by the contractor and in case of second occurrence, the person should not be assigned duty at NIEPMD.

The person(s) involved in theft and/or carrying item unauthorisedly should not be assigned work at NIEPMD.

These terms and conditions are part of the Contract / Agreement as indicated in the Agreement between the institute and the Agency and any non-compliance shall be deemed as breach of the Contract /Agreement.

(Signature of Authorised Signatory of the agency with seal)

Name:

Seal:

Address:

Phone No:



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Declaration by the Tenderer:

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of Tenderer with seal)

Name:

Address:

Seal:

Date:



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UNDERTAKING BY CONTRACTOR

I/We hereby certify that:

Full manpower will be engaged on daily basis for the Services sought under this contract on rotation basis (if required) as per given schedule or as per instructions issued by NIEPMD, Chennai. On holidays also deployment will be facilitated if desired by NIEPMD.

I/we have made the site visit in order to evaluate their level of services to be rendered and quoted accordingly.

I/We have specified the number of persons to be engaged daily (man-power) to execute all the works as mentioned above at NIEPMD, Chennai.

I/We agree that the payment will not be made for the work not carried out in any of the above areas.

I/We will provide staff for shifting of furniture and small equipment as and when required by NIEPMD, Chennai.

I/We agree to pay minimum wages, EPF, ESI, bonus, and other statutory payments on or before 5th day of every month. Further, I/We agree to submit proof of payment of wages i.e. ECS statement and challans, ESI and EPF contributions along with the bill for the current month. We further undertake to abide by all the provisions of law, enactments, notifications and circulars issued by the competent Authorities. We shall keep the Institute fully indemnified and continue to keep the Institute indemnified for all the consequences arising out of our non-compliance of the provisions of law.

Substitute workers/Supervisor will be made available as and when required. Extra manpower if any called during conference/meetings, shifting of materials from one location to another, etc. will be provided even at short notice.

Two sets of Uniforms, Identity Card, and 01 pairs of footwear will be issued to all the workers within 15 days of engagement of workers and it will be replaced as and when required and all the expenditure will be borne by me/us.

We shall protect the interest of the Institute in respect of this contract agreement as well as against the action of any of our employees.

(Signature of Tenderer with seal)

Name:

Address:

Seal:

Date:



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LETTER OF CONSENT

Date: _____

To

**The Director
NIEPMD, Chennai - 603112**

Tender Ref. No. _____

**Name of Work: Providing manpower for Housekeeping and other services, at
NIEPD, Chennai**

Sir,

I/We understand the nature and quantum of work to be carried out. I/we have read the various conditions to tender including general conditions and hereby agree to abide by the said terms and conditions. I/We also agree to keep this tender open for acceptance for a period of 60 (Sixty) days from the date fixed for opening the Part I and in case the tender is withdrawn within the validity period or the contract if awarded is not accepted, I/We understand that my/our "Earnest Money Deposit" submitted along with the tender to NIEPMD, Chennai will be liable for forfeiture. The rate quoted is firm and I/we will execute the work as per the rates quoted in the attached schedule and hereby bind myself/ourselves to carry out the work during the entire contract period as per the letter of acceptance of the tender/contract. I/We also hereby agree to abide by the rules and regulations of the NIEPMD, Chennai, general conditions of the contract as amended from time to time and to carry out the work according to the conditions of the contract laid down by NIEPMD, Chennai.

Earnest Money in the has been paid as per instructions in tender document (if not exempted). The full value of the Earnest Money shall stand forfeited without prejudice to any other right to remedies if:-

- i) I /We do not execute the contract documents within 7 (seven) days after getting information from NIEPMD, Chennai, or
- ii) I / We do not commence the work within 15 (fifteen) days after getting information from NIEPMD, Chennai.



राष्ट्रीय बहुदिव्यांगताजन सशक्तिकरण संस्थान (दिव्यांगजन)

National Institute for Empowerment of Persons with Multiple Disabilities (Divyangjan)

Dept. of Empowerment of Persons with Disabilities, MSJ&E, Govt. of India

ECR, Muttukadu, Kovalam Post, Chennai 603 112, Tamil Nadu

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Until a formal agreement is prepared and executed, acceptance of this tender shall constitute a binding contract between us subject to modifications, as may be mutually agreed between us and indicated in the letter of acceptance of my/our offer for this work.

Signature of Tenderer(s) with Stamp, Address:

(Note: No change should be made by the tenderers except filling-up details mentioned in the formats meant for Technical Bid. In case any change is made in the content of the formats, except filling-up details, it shall be treated as unauthorized and such tender will stand automatically disqualified.)



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Rate Analysis for calculating service charges

(Reference to calculate service charges)

Sl. No.	Heads	Justification
1	Uniform with Company Emblem (Shirt and Pant for Male and Saree with Blouse pieces and sleeve less coat including stitching charges for Female) (Yearly 2 sets)	To be calculated for 02 pairs
2	Shoes for Male & Chappals for Female (Yearly 01 pairs)	To be calculated for 01 pairs
3	Cost for providing ID cards	Initially one. After as per requirement.
4	Cost for engaging supervisor	By the bidder his own cost.

Service charges should be calculated by keeping all above parameters in consideration.



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CHECK-LIST FOR MANDATORY PRE-QUALIFICATION CRITERIA BID FOR PROVIDING HOUSE KEEPING & OTHER SERVICE AS PER TENDER DOCUMENT:

Sl. No.	Particulars	YES/ NO
1.	Whether a copy of the Establishment in Chennai/ Tamilnadu Registration Certificate for providing Security Services is enclosed	
2.	Whether a copy of valid Trade/BBMP License/Shops & Commercial Establishment Certificate, Pan card, Tan certificate, Aadhar card, incorporation certificate & GST certificate is enclosed	
3.	Holding valid office at Chennai/Tamilnadu with registration certificate (as per Annexure -III)	
4.	Whether a copy of the valid Registration/License obtained with the Labor Department is enclosed.	
5.	Whether a copy of the AADHAR Card/ Udyog AADHAR Card/ MSME in enclosed	
6.	Whether a copy of last 3 years IT returns filed by the establishment duly attested by the Chartered Accountant is enclosed	
7.	Whether a copy of the valid Goods and GST Registration Certificate and Returns from July 2017 to till date	
8.	Whether a copy of the valid E.P.F. Registration Certificate and Challans for past 5 years.	
9.	Whether a copy of the valid E.S.I. Registration Certificate Challans for past 5 years.	
10.	Whether copy of the valid Professional Tax registration certificate/ challan for past 5 years	
11.	Proof of having minimum 100 employees on roll for the last 05 years (EPF paid challan)	
12.	Whether copy of Financial Statements like Profit & Loss Account, Balance Sheet etc., in support of financial turnover at least 05 Crores Per Annum of the establishment at least for 3 years is enclosed	
13.	Whether copy of Statement of Bank A/C for the last financial year in the name of the Establishment is enclosed	
14.	Whether, the Service Provider/Bidder have executed similar nature of Contract in Central/State Government Department/ Hospital for the last 5 years (Proof should be enclosed) Single work Done Certificate.	
15.	Whether the Annexure-II (Declaration by the Service Provider/Bidder regarding Court Cases) is duly filled in and signed	
16.	Whether the Annexure-III (Details of the Bidder's Establishment) is duly filled in and signed	
17.	Whether Earnest Money Deposit as per the Tender is enclosed	
18.	Whether the Offer is valid for 60 days from the date of opening of the Tender	



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19.	Whether the certificate regarding “NO NEAR RELATIVE” duly attested by Notary Public/Executive Magistrate in Rs.200/- Non-Judicial Stamp Paper attached. (Annexure-I)	
20.	Work order will be issued after the successful completion of the tender process.	
21.	Valid Solvency Certificate specific to NIEPMD issued from Nationalized Bank for Rs.50 Lakhs.	
22.	Holding of Bank Account for minimum of 5 years in the name of the bidder	
23.	Customer Feedback as per Proforma- G	
24.	i) ISO 9001:2015 followed at least Last three years	
25.	Company Background Verification from the Police Department. Issued by Commissioner of Police (Tamilnadu)	
26.	Copy of online Police Verification certificate of the authorized person/Managing Director/Proprietor/Director/Secretary/President. Issued by Commissioner of Police(Tamilnadu)	
27.	Declaration regarding Non-blacklisting/Debaring from taking part in tender bidders who are debarred/ blacklisted in other utilities in India will not be considered. The bidder shall submit the certificate to the effect that the bidder is not blacklisted by any Central/State Government organization/PSU/Hospitals during the last three years should be in Rs.200 the stamp paper and to be notarized. (As per proforma in NIT)	
28.	Whether a valid Central/State Labour License obtained for at least 100 employees	
29.	Organization Chart of the Company Details of infrastructure in Bengaluru (offices, No of employees etc.,)	

Note: If any document listed above is not supplied, Tender is liable to be rejected.

Signature of the Bidder:

Name:

Address:

Contact No:



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Annexure-I

PROFORMA FOR NO NEAR RELATIVE(S) CERTIFICATE *

I _____ S/o Shri/Smt. _____ on behalf of _____ hereby certify that none of my/our relative(s) as defined in point no 20 of the check list for WorkPackage is/are employed in NIEPMD . In case at any stage, it is found that the information given by me/us is false/incorrect, the NIEPMD shall have the absolute right to take any action as deemed fit, without any prior intimation to me/us.

(Signature of Authorized Signatory
of the Service Provider/Bidder with Seal)

Name in full :

Date :

Place :

* To be executed on Rs.200/- Non-Judicial Stamp Paper & attested by Notary Public/Executive Magistrate by the Bidder.



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Annexure – II

DECLARATION BY THE BIDDER REGARDING COURT CASES

(To be provided by the Bidder with EoI/Tender On the letter head of the Bidder)

I/We hereby undertake that our establishment do not have any legal suit/criminal case either pending against me/us/Partner(s)/Proprietor or any of our Directors (in the case of Company) or being contemplated and have not been earlier convicted on the grounds of moral turpitude or for violation of laws in force.

OR

I/We hereby undertake that our establishment is having the following legal suit/criminal case pending against me/us/Proprietor/Partner (s)/Directors (in the case of Company), of which the details are furnished below:

Sl. No.	Case Number and the details of the Honorable Court	Nature of the Case	Name of the Parties involved
1			
2			
3			

Note : Strike out whichever is not applicable.

Date (Signature of Authorized Signatory with Seal)

Place : Name in full :



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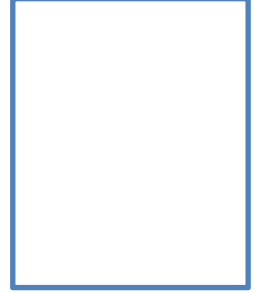
Annexure- III

DETAILS OF THE BIDDER'S ESTABLISHMENT

(To be provided by the Bidder with Tender)

PASSPORT SIZE PHOTO OF THE PERSON SIGNING Tender

TO BE PASTED HERE



1	Name of the Bidder/Tendering Company/Firm/Agency	
2(a)	Full Address of the Registered Office	
2(b)	Telephone No. & Mobile No.	
2(c)	Fax No.	
2(d)	E mail address	
3	Full Address of Operating Branch Office, if any	
3(a)	Telephone No. & Mobile No.	
3(b)	Fax No.	
3(c)	E mail address	
4	Indicate the Organizational status of the Service Provider	
5	Under which Act/Rule the Service Provider/Bidder/Tendering Company/Firm/Agency is registered	
6	Registration No. & Date of Registration	
7	Name of the Proprietor/Manager/ President/Secretary/Chief Executive with address and contact phone No.	



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8	Name of Partners/Shareholders/ Directors/Executives/Officers of the Service Providers as defined under clause c under 11. Other Conditions and II under 12. Additional Conditions				
9	Whether any of the persons mentioned in serial No.7 & 8 are being included as a part of the work force				
10	Whether any near relative of the Proprietor/Office bearers is/are working in NIEPMD, if so details (Please see Annexure-I)				
11	Whether any known employee (other than above) is working in NIEPMD (give details)				
12	Copy of the Memorandum of Association & Bye-Law of the Company/Society/Firm/ Establishment in full.				
13	Valid PAN No. & Year				
14	Valid TAN No. & Year				
15	Valid AADHAR Card No./Udyog AADHAR Card No.				
16	Valid Goods & GST Registration No. & Year				
17	Valid EPF Registration No. & Year				
18	Valid ESI Registration No. & Year				
19	Bank Account Details of the Service Provider Name of the Bank Account No. IFSC Code				
20	The details of the Works of similar nature handled by the Security firm/Agency during the last 05 years to any CPSU/State PSU shall be submitted in the following format and documentary proof should be attached.				
Sl. No	Details of Client along with Address, Telephone & Fax No.	Value of Contract (Rupees in Lakhs)	Contract period		
			From	To	
(a)					
(b)					
(c)					
(d)					
21	Details of GST collected and remitted during the last 05 years or for applicable years if less than 05 (documentary proof should be attached)				
Sl. No.	Details of Client along with Address, Telephone & Fax No.	Contract period		Amount of GST Collected in Rs.	Amount of GST remitted to Government in Rs.
		From	To		
(a)					
(b)					



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(c)					
22	Whether the Service Provider/ Bidder provides work-force to any Establishments in Tamilnadu other thanNIEPMD. If so, give the details				

Note: If any of the above columns are kept unfilled and not supported by documentary proof,such EOIs/Tenders will be summarily rejected by the Service Receiver.

DECLARATION

I/We hereby declare that the information furnished above are true and correct to the best ofmy/our knowledge and belief.

Date..... (Signature of Authorized Signatory with Seal)

Place :..... Name in full :



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PROFORMA – A

ACCEPTANCE OF TERMS AND CONDITIONS

(Please submit this acceptance letter in your letter head with technical bid)

To

The Director,
NIEPMD, ECR, Muttukadu, Kovalam (Post)
Chennai – 603112, Tamilnadu

ANNUAL CONTRACTOR FOR SECURITY SERVICES AT NIEPMD, CHENNAI

CONSIDERATION FOR ACCEPTANCE OF THE TERMS & CONDITIONS:

I/We have read and examined the Notice Inviting Tender and all its components the draft agreement to be entered with the NIEPMD and understood all other relevant particulars.

I/We are fully qualified to do the said work and have understood the scope of work, terms and conditions, NIEPMD time schedule and the rates will be quoted separately in "**Financial-bid**" furnished.

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

I/We agree that until a regular agreement is executed, this document with the NIEPMD written acceptance thereof shall constitute a binding contract between us.

DATE:

Signature of the Bidder



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**PROFORMA- B
AGREEMENT WITH THE BIDDER
(Format will be provided for the successful Bidder)**

**PROFORMA-C
UNDERTAKING LETTER**

(Please submit this undertaking letter in your letter head with technical bid)

To

The Director,
NIEPMD, ECR, Muttukadu, Kovalam (Post)
Chennai – 603112, Tamilnadu

**ANNUAL CONTRACTOR FOR HOUSEKEEPING & OTHER SERVICES
AT NIEPMD, CHENNAI**

Dear Sir,

This has reference to your above Notice inviting the tender No _____
published in through GeM portal.

We hereby state that we M/s _____

have submitted the above tender documents duly filling at the appropriate places withoutmaking
any alterations, corrections, omissions in the tender issued by the NIEPMD.

Signature & Name of the Bidder



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PROFORMA-D

DETAILS REQUIRED FROM THE BIDDERS

(Please submit this in your letter head with technical bid)

SI No	Detail	
1	Please quote your ESI No. [Enclose the copy of certificate issued by ESI Authorities]	
2	Please quote your PF No. [Enclose the copy of certificate issued by PF Authorities]	
3	ECS Code No.	
4	MICR No.	

Authorized Signatory



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PROFORMA-E

VENDOR BANK DETAIL FORM

(Please submit this in your letter head with technical bid)

The Director,
NIEPMD, ECR, Muttukadu, Kovalam (Post)
Chennai – 603112, Tamilnadu
Dear Sir,

I / We hereby request you to remit our payments to our bank account as per the details furnished below:

Sl.No.	Particulars	Particulars
1	Name of the Bidder/Organization	
2	Complete Address	
3	Name of the Contact Person	
4	Contact Numbers E-mail id	
5	Savings /current account number	
6	Name of the Bank	
7	Name of the branch with complete address	
8	IFSC Code	
9	PAN Number	
10	GST Number	

I / We hereby declare that I /we are authorized to sign this form and that the particulars furnished above are correct and complete in all respects. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I /We shall not hold NIEPMD responsible.

Please find enclosed a cancelled cheque for your reference.

Authorized Signatory:

Name:

Designation:

Date:

Signature attested by banker

Name:

Designation:

Date:



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PROFORMA- F

DECLARATION LETTER

(Please submit this in your letter head along with technical bid)

To

The Director,
NIEPMD, ECR, Muttukadu, Kovalam (Post)
Chennai – 603112, Tamilnadu

ANNUAL CONTRACTOR FOR HOUSEKEEPING & OTHER SERVICES AT NIEPMD, CHENNAI

Dear Sir,

Please find herewith enclosed the Technical Bid document comprising of Terms & conditions, General & Special Conditions and Safety Code relating to the works specified in the Technical Bid Document hereinafter set out and having acquired the requisite information relating thereto as affecting the Technical Bid, I / We hereby offer to execute the works specified in the said document in accordance with the conditions, scope of work & instructions in writing referred to in conditions of Technical Bid, articles of agreement, general conditions of contract, annexures, safety conditions and in all other respects in accordance with such conditions so far as they may be applicable.

The document being read and understood all the contents of the Technical Bid document do hereby accept all the Terms and Conditions laid down in the said Technical Bid document and will abide by the same on acceptance and award of work.

Yours faithfully,

For M/s _____



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PROFORMA G

Work experience shall be submitted in the following format
(for previous five years)

Sl. No.	Year	Name of the client with complete Postal Address and Contact Number Email Id	No of Security Services provided	Contract Value	Performance Certificate issued by the client (Yes/No)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

Information provided above should be supported with proper testimonials and documentary evidence.

The performance Certificate must have the following Grading

Work Quality and Reporting:	Very Good / Good / Normal
Quality of Security Services	Very Good / Good / Normal
Response and Support	Very Good / Good / Normal
Legal Compliance	Very Good / Good / Normal



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PROFORMA- H

DECLARATION REGARDING NON BLACKLISTING / DEBARRING FROM TAKING PART IN TENDER

(To be executed and attested by Public Notary / Executive Magistrate on Rs.200/- non-judicial stamp paper by the Bidder)

I / We.....(*name of the bidder*) hereby declare that the bidder / bidder namely

M/s.....(*name of the bidder of the bidder*) has not been blacklisted or debarred in the past by Union / State Government or organization from taking part in Government tenders in India and should not have any litigation in any of the labour courts.

OR

I / We(*name of the bidder*) hereby declare that the bidder / bidder namely M/s.....(*name of the bidder of the bidder*) was blacklisted or debarred by Union / State Government or any organization from taking part in Government tenders for a period..... The period has been completed bidder on / bidder is entitled to take part in Government tenders.

In case the above information is found false, I / We are fully aware that the tender / contract will be rejected / cancelled by the Institute and the EMD submitted by the bidder will be forfeited.

In addition to the above, Institute will not be responsible to pay the bills for any completed / partially completed work.

DEPONENT

Attested:

(Public Notary/Executive Magistrate)

Name:

Address: