



राष्ट्रीय गतिशील दिव्यांगजन संस्थान

National Institute for Locomotor Disabilities (Divyangjan)

(दिव्यांगजन सशक्तिकरणविभाग, सामाजिकन्याय एवं अधिकारिता मंत्रालय, भारत सरकार)

Department of Empowerment of PwDs (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India

B.T. ROAD, BON-HOOGHLY, KOLKATA-700090

बी.टी. रोड बनहूगली, कोलकाता-700090

Phone: 2531-0279, 2531-0610/Tele Fax: 2531-8379/E-mail: mail@nioh.in and web: www.niohkol.nic.in

TENDER DOCUMENT FOR HOUSE KEEPING SERVICES

S N o	Nature Of Work	EMD	Performance Security	Period of Sale of tender document	Last date for submission of tender	Pre Bid Meeting	Date of Opening of Technical Bid
1	Housekeeping & up keeping services. (Area specified in Annexure –II)	62,000.00	10% of the Annual Contract value	24-02-2017 To 16-03-2017 up to 10.00 am	16-03-2017 up to 10.00 am	06-03-2017 at 3.30 pm	17-03-2017 at 10.00 am



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No. Housekeeping/2177/E.O/2014/NIOH/

24th February, 2017

TENDER DOCUMENT FOR HOUSEKEEPING SERVICES

National Institute for Locomotor Disabilities (Divyangjan) (NILD) invites online tenders through www.eprocure.gov.in from reputed and experienced Housekeeping Service Agencies for providing Housekeeping Services at the above address. The agencies shall contact with Estate Office for inspection of site, work or clarification, if any. The interested agencies are required to go through this Tender Documents with Terms & Conditions and Scope of Work of the Contract before submitted the Tender.

Cost of Tender Paper: **Rs. 1000.00(Rupees one thousand only)** in favour of "National Institute for the Orthopaedically Handicapped", payable at Kolkata, in the form of DD/Pay Order.

Cost of EMD: **Rs.62000/-(Rupees sixty two thousand only)** in the form of Demand Draft/Pay Order in favour of "National Institute for the Orthopaedically Handicapped" payable at Kolkata. Tender Cost and EMD are to be submitted before bid opening date in bellow mentioned address.

"National Institute for Locomotor Disabilities (Divyangjan),
B.T.Road, Bon-hooghly,
Kolkata-700090".

The completed Tender documents along with credentials i.e. Registration, Trade License, P.Tax/VAT, IT/ST Clearance etc. shall be submitted online on or before **16-03-2017 at 10.00 a.m.** Scan copy of cost of EMD, Tender Paper should be uploaded along with quotation. This Institute reserves the right to accept or reject any or all the tender papers without assigning any reason, what so ever.

GENERAL TERMS & CONDITIONS

A) Eligibility Criteria:

1. The bidder should have satisfactorily executed and completed Housekeeping Works in last five years ending 31st March, 2016 as.

i. One similar work contract of Rs. 25 lacs or more;

OR

ii. Two similar work contracts of Rs. 19 lacs or more;

OR

iii. Three similar work contracts of Rs.13 lacs or more

b) Similar works means HOUSEKEEPING SERVICE works done by the bidder for Institutional Buildings / Educational Institutions, Private Offices or Offices of Government undertakings.

c) The bidder should have average annual financial turnover of Rs.1.00 Crore each year from similar service during the last three years ending 31st March 2016 (to be ascertained from the audited P&L A/c and Balance Sheet as submitted in IT Return).

1. The Tenderer may be proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted, empanelled/registered with appropriate authority who possess the required licenses, registrations, etc.,

2. The Tenderer shall have at least **10 (Ten)** years experience of providing Housekeeping Services to any Govt./Private Sectors.

3. The Tenderer should have an office in proximity of Kolkata.

4. EPF Registration

5. ESI Registration

6. Service Tax Registration

7. Valid Trade License Registration

8. PAN Card

9. VAT/Sales Tax Registration

10. Earnest Money Deposit:

The tenderer should have to submit ₹ **62,000.00** in the form of Bank Draft/Pay order in favour of "NATIONAL INSTITUTE FOR THE ORTHOPAEDICALLY HANDICAPPED" payable at Kolkata. All Tenders must be accompanied with earnest money deposit as indicated above. Tenders without EMD will be summarily rejected. The EMD will be returned to all the unsuccessful tenderers within 15 days after the opening of tender. No interest will be paid for EMD.

11. Performance Guarantee:

The successful tenderer will be required to furnish performance guarantee of 10% (ten percent) of the tendered amount, within 7 days from the issue of work order. The EMD submitted by the successful tenderer will be adjusted with the Performance Guarantee. The rest of the amount of this guarantee shall be Demand Draft of any scheduled bank/Pay order of any scheduled bank in favour of "NATIONAL INSTITUTE FOR THE ORTHOPAEDICALLY HANDICAPPED" payable at Kolkata. The Performance Guarantee shall be released after satisfactory completion of the entire contract period without any interest.

B) Information and conditions related to submission of Tenders:

1. The interested agencies/parties shall visit the site and inspect/enquiry the works about housekeeping services with Estate Office in all working days/hours.
2. The initial period of contract shall be for 12 months, which may be extended up to 6 (six) months depending upon performance of the agency and at discretion of the Institute.
3. All the pages of the tender documents should be signed by the owner of the firm or his authorized signatory. In case the tender proposals are signed by the authorized signatory, a copy of the power of attorney/authorization may be enclosed along with tender.
4. A copy of the General Terms & Conditions as **Annxure-1** shall be signed on each page and submitted with Tender documents/proposals as token of acceptance.
5. The Tenderer shall pay Tender Security Deposit as EMD Rs.62,000/- in the form of Demand Draft/Pay Order in favour of “**National Institute for the Orthopaedically Handicapped**” payable at Kolkata and drawn on any Nationalized/Scheduled Bank. The tenders documents/proposals received without Earnest Money Deposit (EMD) shall stands rejected and thus shall not be considered for evaluation etc., at any stage.
6. The Tender Security Deposit (EMD) amount shall be returned to the unsuccessful Tenderers after finalization of the Work Order/Contract without any Interest.
7. The successful Tenderer’s EMD amount will be deposited in this Institute as Security Deposit, which will be refunded without any Interest after completion of satisfactory Work/Contract.
8. The EMD shall be forfeited, if successful agency fails to undertake the works or fails to comply with any of the terms and conditions of the contract.
9. The Competent Authority of this Institute will decide about the agency to which the offer shall be granted based on the Technicality & quoted rates and any other credibility, etc., the decision of the competent authority shall be final.
10. Affidavit in Rs.50 Stamp Paper that the agency/ Firm has not been blacklisted by any Government/ Semi-Government organization.
11. Affidavit in Rs.50 Non Judicial Stamp Paper that no criminal case registered against the firm/ agency or its owners/ partners anywhere in India.
12. The agency shall check the antecedent of their employees deployed at NILD, Kolkata and ensure that the employees have no past criminal or similar records with the police and with their previous employees.
13. Subletting of contract is not allowed. NILD, Kolkata shall have the right to terminate the contract if contractor sublet the job.

C) Terms & Conditions to this Tender:

1. The Successful Tenderer should be awarded with work and in such case; they have to enter into an agreement with this Institute on amount **Rs.100/-** non-judicial stamp paper (to be provided by the Tenderer) for providing mentioned services.
2. The agency shall submit the order copies of increasing minimum wages as per Govt. of India rules from time to time to the Institute.

3. No child Labour will be entertained. If, the successful agency is not willing to take up the work after finalization, the EMD amount will be forfeited.
4. Any dispute or difference arises between the parties in respect of this Agreement or any matter arising out of this Agreement, the same will be settled across the table.
5. The deployed staff working hours from 7.30 a.m. to 4.00 p.m. in between there will be at 30 minutes Lunch break from 11.30 a.m. to 12.00 p.m.
6. Institute has reserves right to increase or decrease of manpower if any need.
7. If any emergency, the deployed staff shall be do the cleaning for needful as per the requirement. Institute if any need in housekeeping services beyond closed holidays or Sundays or office hours, the agency must deploy the housekeeping labors as per requirement. Institute will pay that extra duty payment as per minimum wage of Govt of India rule after submission of the relevant bill from the agency.
8. There will be sufficient penalty for your services by yours deployed staff, if found any unsatisfactory services.
9. However, the Authority of this Institute reserves the right to cancel this Agreement at any stage in the event of poor/dissatisfactory performance without assigning any reason what so ever.
10. There will be round the clock service in Indoor Ward by deploying 2 sweepers (01 Male & 01 Female) to upkeep the same.at each shift.
11. The personnel of Contractor should have observe only 09 closed days in a calendar year irrespectively of the holidays by the Institute as per the list given by the Institute from time to time . The 09 closed holidays normally cover Republic day, Independence Day, Deepavali, Christmas, Bakrid, Gandhi Jayanthi , Maha Astami, Vijay Dasami and Holi.
12. The contract can be terminated by either party i.e NILD, Kolkata or the contracting agency ,by giving three month notice , extendable by mutual agreement till alternate arrangements are made. However, NILD, Kolkata reserves the right to terminate the contract without giving any notice in case the contractor commits breach of any of the terms of the contract.NILD,Kolkata's decision in such a situation shall be final and binding on the contractor.

13. Arbitration :

- a) If any dispute , difference, controversies or claims of any kind whatsoever shall arise between the parties in connection with or arising out of in relation to this Agreement including any question regarding its existence, validity or termination of services, whether before or after the term abandonment, suspension, frustration or breach of this Agreement , the Parties shall seek to resolve any such dispute or difference by amicable mutual consultation and deliberation in good faith within 21 days from the date of intimation of such dispute , difference, controversies claims by one party to the other.
- b) If the parties fail to resolve such dispute or difference, controversies or claim by mutual consultation, then either party may give the other a formal notice in writing that the dispute, difference, controversies or claim exist specifying its nature, the points in issue and its intention to refer such disputes, differences, controversies or claims to arbitration under the arbitration and conciliation Act 1996. It is agreed between parties that both parties shall have the right to appoint arbitrators.
- c) Arbitration shall be held in Kolkata, India and the arbitration proceedings shall be conducted in the English language. The arbitrators will be requested to give their award in 60 days time. The award shall be reasoned award and the same shall be final and binding on the parties. The award shall be entered in the courts at Kolkata and such courts may order enforcement of the ward against the parties and their respective successors and permitted assignees.

- d) The cost and expenses of the arbitration (including, without limitation, the fees of the arbitration, and fees of the arbitration Tribunal) shall be borne by the parties in the manner as specified by the Arbitration Tribunal in its Final Award. In the course of arbitration, both parties shall continue to execute this Agreement in so far as is reasonable practical means. This clause shall survive termination or expiry of this Agreement.
- e) The courts in Kolkata shall have the exclusive jurisdiction.
- f) **Labour License :**
On successful award of the tender the contracting agency has to acquire /arrange for the required labor license at its own cost & responsibilities. However the Institute will only assist by providing necessary document & certification.

14. Firm Rate :

THE RATES QUOTED IN THE FINANCE BID IS FULL AND FINAL NO REQUEST OF UPWARD REVISION OF THE RATES WILL BE ENTERTAINED DURING THE TENURE OF THE CONTRACT.

15. The contracting agency will ensure payment of wages to the staff deployed by it at the Institute campus by **seventh day of every month**, irrespective of the fact whether the payment of its bill submitted to NILD, Kolkata has been released by the Institute or not by that date. If seventh day of particular month happen to be holiday , the agency may be required to make payment to wages to its staff on a working day prior to the seventh day of such month.

16. COMPLIANCE OF STATUTORY OBLIGATIONS :

- a) The contraction agency will be required to comply with all statutory obligations from time to time emanating from this contract, such as but not limited to, (i) payment of wages as per Minimum Wages Act 1948, and rules thereof in force from time to time; (ii) contributions towards employees provident fund; (iii) registration and contributions towards ESI; (iv) Service Tax, or any other statutory/mandatory requirement from time to time.
- b) In the event of violation of any contractual or statutory obligations by the contracting agency, the agency shall be fully and solely responsible for the same. Further , in the event of any action, claim, damages , suit initiated against the Institute by any individual , agency or government authority due to acts of the contracting agency, the agency shall be liable to make good/compensate/indemnify such claims or damages to the Institute. As a result of the acts of the contractor, if the Institute is required to pay any damages to any individual, agency or government authority, the agency would be required to reimburse to the Institute such amount along with other expenses incurred by the Institute or the Institute reserves the right to recover such amount from the payment(s) due to the agency while settling its bills or from the amount of security deposits of the contractor lying with the Institute.

17. Penalty for inadequate performance :

SI	Type of Lapse	Penalty in Rupees
1	Worker not in Uniform (per Person)	100 per person per day
2	Wrong Attendance Record	500 per day
3	Lapse in maintaining wash room (per wash room)	200 per day
4	Shortfall in staff by more than 10% in a day	200 per day
5	Rude and unpleasant behavior of contractor's personnel with Faculty/Staff/Visitor.	200 per day
6	Rowdiness and/or rioting in campus	500 per day
7	Theft and/or carrying of items unauthorized	500 per day
8	Inaction of supervisor to complaint	100 per complaint
9	Damage to the Institute property due to negligence	Property value
10	If the garbage is not lifted as per defined mode & scheduled	Rs. 500/- on each failure occasion
11	If it is found that no action is been taken within One hour after the complaint of Un-clean premises and improper housekeeping	Rs. 200/- Per complaint
12	Shortage of materials in a month	Deducted as quoted materials value

Payment:

- 1) The payment will be made on monthly basis after the satisfactory work, upon presenting the bills along with reports of satisfactory services and attendance of deployed staff as agreed.
- 2) The payment would be made by A/c Payee Cheque after deducting statutory levies/security deposits as applicable, if any.
- 3) The payments related to Salary, Minimum wages, EPF, ESI, Bonus, or any to your deployed staff shall be maintained by the agency, the relevant receipt copies shall be enclosed along with your monthly Bill.
- 4) No advance payment would be made in any case.

Scope of Work

i) Area to be covered by the Agency:

- a) **Main Building:** All Rooms, Toilets, Class Rooms, Canteen, Laboratories and Corridors, OPD areas and etc. of all floors and Indoor Patient's Wards (round the clock service). The OPD & patients Service Departments shall be cleaned minimum 2 times and Toilets shall be cleaned 3 times in a day as per schedule.
- b) **Hostels:** The buildings, where accommodations are provided to the students both Boys & Girls. There are several buildings & part of the buildings where accommodations are provided to the Boys & Girls students. The work involves to cleaning and sweeping of all Rooms, Toilets, Common areas and surroundings of the buildings including drains.

c) **Residential Areas:** the work involves to cleaning and sweeping of surroundings of Staff Quarters, common areas, plinth protection, connected Drains & Roads, etc., including Director's Bungalow in the campus.

d) **Others:** Generator Room, Pump Room, Parking Place, Railing of the Main Building, Security Room at Main Gate, and other common used places.

ii) Job responsibilities:

- 1) Cleaning and sweeping of all Rooms, Toilets and its premises, Common space and surroundings of the building including drains. The agency will have to arrange for storing materials his/her own cost.
- 2) Cleaning of Walls, Ceilings, Fittings & Fixtures, Glass-panes, Cupboard, Dusting of Furniture and Swabbing/Cleaning of floor and Toilets with Acid & disinfecting agents. Naphthalene balls are to be provided to the urinal, basin/sinks etc. once in a week.
- 3) Removal of dirt & dusts cobweb etc including waste materials and dispose them off in Garbage dumping place. All disposal lines are to be kept clear from the foreign object and blockage and Cleaning of choked/blocked lines must be done (when the chock/blocking problem is minor) as and when required to keep the sewer line running smoothly.
- 4) Sweeping and cleaning of common areas, office and service departments are to be swept and cleaned before office hours. The residential Buildings along with Generator Room, Pump Room, and Panel Room should be done regularly. However, the some specified rooms may be cleaned after opening those offices.
- 5) Roofs, walls and Lintels of the premises of the main building, Hostels and Staff Quarters are to be kept free from growth of saplings/sooth/plants etc.
- 6) Removal of carcass i.e. dead dog, dead cat etc. should be removed whenever found in the campus with the help of local Municipality, if required. Removal of spider nets/cobweb from the wall corners, beam corners or any other places in main building, hostels and common areas of residential quarters on regular basis.
- 7) Removal of the water logged at ground floor of the main building as well as whole campus due to heavy rain and otherwise and make usable condition at the earliest. Proper measures for exigent management of water logging in the monsoon to be taken before hand.
- 8) The chemicals for Mosquito treatment should be used in entire campus twice in a week and register should be maintained showing date and areas covered under the treatment.
- 9) The agency should use most up to date method to control cockroaches and other crawling insects and to protect the carpets from the attack of carpet beetles, cloth, moths etc. under the expert pest control once in a week.
- 10) Daily sweeping and cleaning of the offices, canteens, and student Hostels (both Boys & Girls), Class Rooms, Toilets, staircases, corridors etc., in the Institute building of all floors are to be done in regular intervals at daily.
- 11) All the urinals, WC, Commodes will have to be cleaned with chemical detergent including cleaning bathrooms, dadoes, skirting with soap water perfectly every day in the building and Hostel (Boys & Girls).
- 12) Dirtiness of bibcock, pillar cock/stops cock fitted where ever in the main building and hostels should be removed after properly cleaned. Dirtiness of MS Grills where ever applicable should be removed.

- 13) All the furniture and office equipments including pelmets and wooden partitions should be cleaned before office hours.
- 14) On weekly holidays and other holidays all the glass panes, door panels, ceiling fans should be cleaned neatly in the main building and hostels with soap water, spirit or such materials as required.
- 15) All the materials to be used for the purpose of sweeping and cleaning shall be supplied and handed over to Estate Office by the Agency. The same will be received as & when required basis from Estate Office for work.
- 16) The materials of approved quality should be used in order to keep the Institute disinfected. Quantity of materials should be sufficient so that the entire work can be completed regularly. If it is found that due to insufficient quantity of materials the work is suffering, the necessary steps will be taken by this Institute and the cost will be deducted from monthly bill of Agency.

iii) Deployment of personnel/Staff:

- a) Whenever departments remain closed on holidays or any other reason, the service of working personnel should be utilized in other areas in consultation with Estate Office.
- b) The Agency should deploy the experienced and knowledgeable Supervisor to supervise the work properly.
- c) The minimum Qualifications for Supervisor for Housekeeping works are 10th Standard. Copy of certificate has to be produced after receiving work order.
- d) Uniforms, Shoes along with identity cards should be provided to the staff deployed at the Institute by the Agency at their own cost.
- e) A detailed list of workers/Staff deployed for different zones/shifts should be maintained by the agency and the same should be made available to the authority of this Institute.
- f) The staff deployed by the Agency shall perform their duties strictly in accordance with their duty roster, shall comply with the rules and regulations in force from time to time as applicable. They should not have any history of association with antisocial element and or criminal conviction.
- g) No staff suffering from any communicable / infectious diseases and alcoholic / drug addicted will be allowed in the campus.
- h) The agency should have adequate manpower for replacement, in the event of absence, leave or unavoidable circumstance.
- i) The agency must deploy the **06 (Six)** sweepers for round the clock services on rotational basis at Indoor Wards/Patients Wards that means One male and Female sweeper in each shift at around the clock.
- j) The agency must deploy the **12 (Twelve)** sweepers for general shift and **One Supervisor** which was mentioned in the serial Number (b).

Approximately Area break up furnished as below:

<u>Type of Bldgs.</u>	<u>Floor Area</u>	<u>Out side Area</u>	<u>Rooms/Halls</u>	
<u>Toilets</u>				
Main Bldg (Gr.Floor)	3420 Sqm	10 Mtrs all around	40/30	14
Main Bldg (1 st .Floor)	2314 Sqm	-Nil-	30/25	11
Main Bldg (2 nd .Floor)	2314 Sqm	-Nil-	30/25	11
Girls Hostel	440 Sqm	02 Mtrs all around	48/02	16
Annex Bldg	286 Sqm.	02 Mtrs all around	10/06	07
Boys Hostel	940 Sqm	05 Mtrs all around	50/07	10
Annex Bldg.	760 Sqm	02 Mtrs all around	34/04	04
Common Bldg.	440 Sqm	02 Mtrs all around	48/02	16
Staff Qrts. Bungalow	200 Sqm	05 Mtrs all around the Staff Qrts. including Director		

Dy.Director (Admn)Offg.

DELCLARATION

1. I , ----- Son / Daughter of Shri.-----
----- Perpetrator / partner / Director / Authorized Signatory of -----
----- is / am competent to sign this declaration and execute this tender documents.

2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.

3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/ we, am / are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of Authorized Person
Full Name

Date:
Place:

Company's Seal

N.B: The above declaration, duly signed and sealed by the authorized signatory of the company, should be enclosed with Technical Bid.

Annexure – IV

LIST OF TENTATIVE HOUSEKEEPING MACHINES/RESOURCES REQUIREMENT:

The Housekeeping Agency should have the following machines and equipments at NILD Kolkata premises for handling day to day Housekeeping/Cleaning Operations efficiently.

Sl. No.	Description	Tentative Nos. required
1.	SCRUBBING MACHINE (SINGLE DISC MACHINE)	01 No.
2.	AUTO SCRUBBER DRY MACHINE	01 No.
3.	VACCUM CLEANER HEAVY DUTY	01 No.
4	LADDER ALUMINUM 10 FEET HEIGHT	01No.
5	GARBAGE COLLECTION SS TROLLEYS	01 No.
6.	MOSQUITO SPRAY MACHINE	01 No.

Purpose of Equipments:

Sl.No. 1 & 2 : To be used as floor cleaning purpose .

Sl.No. 3. : To be used as cleaning carpet and etc

Sl.No. 4: To be used as Jule cleaning purpose.

Sl.No. 5.: To be used as disposal of canteen and Institute Garbage at daily purpose.

Sl.No. 6: To be used as spraying Mosquito spray at all around the campus at weekly twice. The Good insects should be provided like hit for preventing flies, mosquitoes, cockroaches, lizards and ants (all kinds of pests).

**Signature of the authorized
with seal**

Required Materials per Month

SN	Name of Item	Unit	Qty
1	Acid	Litre	25.00
2	Taski R 6 (Bathroom Cleaner)	Litre	15.00
3	Urinal Cubes (200 gms)	Packet	25.00
4	Vim Powder	Kg	25.00
5	Hit (Mosquitos)	Pcs	10.00
6	Hit (Cockraches)	Pcs	10.00
8	Odonil	Pkts	20.00
9	Phenoyl (Black)	Litre	30.00
10	Phenoyl (White)	Litre	50.00
11	Scotch Brite (Big Size)	Nos	14.00
12	Scotch Brite (Small Size)	Nos	15.00
13	Nylon Scrubber - 3.00 Feet	Nos	7.00
14	Nylon Scrubber - 1.5 Feet	Nos	6.00
15	Taski R 11	Litre	25.00
16	Room Spray	Nos	15.00
17	Bleaching Powder (Lime)	Kg	25.00
18	Hard Broom (Bamboo Jhadu)	Nos	15.00
19	Soft Broom (Phool Jhadu)	Nos	20.00
20	Jule Jhadu	Nos	15.00
21	Mop Stick with Mop Refill	Nos	15.00
22	Table Duster	Nos	20.00
23	Dust bin cover bags	Packet	3.00
24	Hand Gloves	Nos	05.00
25	Carbolic Acid	Litre	5.00
26	Plastic Mug (small size)	Nos	5.00
27	Plastic Bucket (20 litre)	Nos	5.00
28	Lime Powder	Kg	30.00
29	Heavy Duty Toilet Brush (Long)	Nos	07.00
30	Scrapper 4-0 feet	Nos	06.00
31	Plastic Dust Bin (small size)	Nos	15.00
32	Mosquito Spray oil	Litre	10.00
33	Liquid Handwash (Branded)	Nos	20.00
34	Dry Mop	Nos	10 Nos

**Signature of the authorized
with seal**



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(दिव्यांगजन सशक्तिकरणविभाग, सामाजिकन्यायएवंअधिकारितामंत्रालय,भारत सरकार)
Department of Empowerment of PwDs (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India
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FINANCIAL BID FOR HOUSEKEEPING SERVICES AT NILD, KOLKATA
(Fill the BOQ)

I. MAN POWER CHARGES FOR GENERAL SHIFT			
SI No	Components of Wage	Semi-Skilled Supervisor/month*	Un-Skilled workers/month*
1	Minimum Wages plus VDA for 26 Days as per Govt of India		
2	EPF 13.36% as per Govt of India.		
3	ESI @ 4.75% as per Govt of India		
4	Bonus @ 8.33% on Rs.3500.00 as per Govt of India.		

• Month means – 26 days.

II. MAN POWER CHARGES FOR SHIFT DUTY (24 hrs x 365 days)		
SI No	Components of Wage	Un-Skilled worker
1	Minimum Wages plus VDA for 26 Days as per Govt of India	
2	EPF 13.36% as per Govt of India.	
3	ESI @ 4.75% as per Govt of India	
4	Bonus @ 8.33% on Rs.3500.00 as per Govt of India.	
5	Reliver Charges	
6	National Holidays Charges	



राष्ट्रीय गतिशील दिव्यांगजन संस्थान
National Institute for Locomotor Disabilities (Divyangjan)
(दिव्यांगजन सशक्तिकरणविभाग, सामाजिकन्यायएवंअधिकारितामंत्रालय,भारत सरकार)
Department of Empowerment of PwDs (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India
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III. MACHINES, TOOLS, EQUIPMENT & CONSUMABLES CHARGES
(Amount per month)

Charges for providing and maintaining machines, equipment, tools and consumables (refer Annexure – IV & V) / month	
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Charges for Garbage disposal (Amount per month)

IV.

Charges for garbage disposal of Canteens of Girls ,& Boys Hostel and Staff Canteen / month	
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V. MANAGEMENT / SERVICE CHARGES/MONTH

Service / Management fee which should include: All expenditure on providing managerial / supervisory / administrative services by all means to get the work through deployed housekeeping staff. (Total of I+II+III+IV+V).	Rate
Total in figures	
Total in words	

Note:

1. Only one bid value shall be quoted and it shall not be bifurcated in any manner.
2. As per the Govt. Notification 06/2014 dated 11/07/2014 educational Institute in exempted from the ambit of Service Tax for Housekeeping & Cleaning Services.
3. There is no exclamation in the service charge in the entire contract period.
4. Separate rate or amount should not be quoted for uniform and shoes failing which the tender stands automatically disqualified.
5. The quoted rates shall not be less than existing Minimum wages of Govt. of India.
6. Evaluation of financial bid will be considered for total amount quoted only.

Date :

Place:

Signature of the authorized

with seal

