

**GOVERNMENT OF ASSAM**  
**OFFICE OF THE PRINCIPAL CUM CHIEF SUPERINTENDENT**  
**Tezpur Medical College & Hospital, Tezpur, Bihaguri - 784010, Assam**  
**(Under Society for Medical Education, Tezpur)**  
*Tel: 03712-241328, Website: [www.tmcassam.org](http://www.tmcassam.org), e-mail: [tmctezpur@gmail.com](mailto:tmctezpur@gmail.com)*

No. SMET/TMC/e-NIT/792/2017/3160

Date:-11/06/2018

**Notice Inviting Tender (NIT) for Annual Job Contract of Housekeeping Services in the premises of Tezpur Medical College & Hospital (TMC&H), Tezpur, Assam**

The Principal cum Chief Superintendent, TMC&H hereby invites open tenders in two bids system **through e-tendering** for providing of Housekeeping Services in the premises of TMC&H, Tezpur, Assam.

Interested bidder shall submit the bid in online mode at the e-Procurement site:<https://assamtenders.gov.in>.

The bidder is expected to examine all instructions, terms and conditions in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and may result in the rejection of its bid.

Tender should be addressed to the Principal cum Chief Superintendent, TMC&H, Tezpur, Tumuki, Bihaguri, Tezpur, Sonitpur, Pin: 784010.

Bids received offline or in incomplete shape or beyond the stipulated period shall not be entertained under any circumstances.

**CRITICAL DATES OF THE TENDER**

Date of Tender Publish	14.6.2018 (02.00 PM)
Bid Document Download Start Date	14.06.2018 (02.00 PM onwards)
Bid Submission Start Date	15.06.2018 (02.00 PM)
Last Date for manual submission of original instruments of demand drafts towards tender Fee and EMD	27.6.2018 (Upto 01.00 PM)
Bid Submission End Date	27.6.2018 (02.00 PM)
Technical Bid Opening Date	27.6.2018 (03.00 PM)
Financial Bid Opening Date	Financial Bids of the technically qualified bidders shall be opened at a later date.

## SCOPE OF WORK

The Principal cum Chief Superintendent, TMC&H seeks to hire Housekeeping Services for managing the Housekeeping of the TMC&H campus. The Built up Area is divided into Hospital Building comprising of 5 floors, College Building comprising of 4 floors, STP, faculty and staff Quarters, girl's hostel, boy's hostel, pump house, animal house, mortuary, incinerator, diet kitchen, workshop, laundry etc. and besides these buildings, there are parking lots, paved portions of open areas/roads and vast stretches of greens including gardens etc.

The campus is spread over 36.8 acres (110 Bighas) of land. Its proper cleanliness and general upkeep shall be ensured by the housekeeping agency. The approximate surface area of the campus is 1,48,923 square metre (16,03,008 square feet). The whole area is to be kept in a perfect state of cleanliness and hygienic at all times to the entire satisfaction of the TMC&H authority.

The built-up area statement of the campus is as follows:

<b>Area Details</b>	<b>Sq. Metre</b>
Hospital Building	44715
College Building	15948
Boys Hostel	4008
Girls Hostel	4008
Principal's Residence	236
Vice Principal's Residence	274
Superintendent's Residence	274
Prof. Residence	5800
Asstt. Prof. Residence	5560
Demonstrator/Physician Residence	5472
Grade III Residence	2224
Kitchen Block (Diet)	751
Laundry	226
Animal House	151
Mortuary	490
Gas Block	306
Incinerator	376
Workshop	580
Cafeteria	811
<b>Total Built Up Area</b>	<b>92210</b>

The required housekeeping services will be comprehensive in nature relating to all areas within the premises and shall include (but not limited to) the following:

- a. Sweeping, Vacuum Cleaning/Cleaning and wiping of floors of different types including carpet surfaces, Staircases, corridors, lifts and lobbies etc.

- b. Cleaning and dusting of entire furniture, partitions, wooden cabin walls, railings, doors, blinds, windows, computers, telephones, curtains, photocopiers, signages etc. with dry/wet cloth, feather brush and duster.
- c. Thorough cleaning and scrubbing of toilets, wash basins, sanitary fittings & mirrors and toilet floors. Cleaning and disinfecting all vitreous fixtures including toilet bowls, urinals, sinks, toilet seats, containers etc. Toilet blocks in hospital wards, emergencies etc. are to be manned by cleaning personnel on 24x7 basis.
- d. Replenishing all toiletries including hand towels, liquid soap, toilet rolls/GRD air freshener and tissue boxes after daily check-ups in the morning, afternoons and on call basis during daytime.
- e. Maintenance of Proper registers/records for the jobs carried out on daily, weekly and monthly basis.

Cleaning should be completed in office cited premises (except common places) prior to opening of office hours i.e. 9.30 AM so that work in office does not get interrupted in the middle for cleaning purpose. The job of sanitation and dusting in other areas is to be carried out from 8.00 a.m. to 4.00 p.m. uninterruptedly.

The purpose of housekeeping work is that all parts of the campus must look neat and clean at every time and the agency has to undertake all such jobs/activities required to maintain the premises neat and clean whether such activities are elaborated hereunder or not.

The contractor has to deploy adequate numbers of housekeeping personnel and supervise their activities to ensure that the house keeping is of very good standard, performed timely to the entire satisfaction of the client.

**Cleaning Material:** All cleaning materials e.g. brooms, detergents, dusters, Acid, Detergent Powder, Phenyl, Colin, Harpic, Acid, Naphthalene ball, Room freshener, mosquito/insect repellent, liquid soap, towels etc. for providing and cleaning, sweeping, scrubbing, washing etc. shall be provided by TMC&H.

**Equipment/Machine/Tools:** All equipment/tools/machines for carrying out the housekeeping services shall be arranged and maintained by the agency at site. The successful bidder should have the following machines & equipment in the institute premises at the time of start of the work and the same shall have to remain in working condition during the concurrency of the contract.

**Indicative Equipment List**

<b>S. No</b>	<b>Name of Equipment/Machine</b>	<b>Minimum Quantity</b>
1	Floor Scrubbing Machine	3
2	Auto Scrubber Machine	2
3	Wet/ Dry Vacuum Cleaner	4
4	Glass Cleaning Kit	2
5	High Pressure Water Jet Machine	1

6	Wringer Trolley	6
7	Caddy Bucket	8
8	Ladders	4
9	Telescopic Pole	2
10	Safety Signage	24

## INSTRUCTION TO THE BIDDERS

1) Please go through the Tender document carefully to understand the documents required to be submitted as part of the bid.

2) The entire Tendering Process is ONLINE through e-Procurement Portal of Govt. of Assam except physical submission of original instruments of demand drafts towards Tender Fee and EMD.

3) The bids shall be prepared in two parts, namely, “Technical bid” and “Financial bid”. Interested bidders shall be required to submit “Technical Bid” & “Financial Bid” in online mode only.

**“Technical Bid”:** This will consist of the supporting documents as proof of meeting all eligibility Criteria along with scanned copies of demand drafts towards EMD and Tender Fee and other required enclosures, viz. scanned copies of the following:-

- (a) Bidder’s Details Form in prescribed format as per Annexure-I.
- (b) Demand Draft towards Tender Fee.
- (c) Demand Draft towards EMD.
- (d) The entire bid documents with corrigendum/amendments, if any, in token of acceptance by the agency of all terms & conditions.
- (e) Copy of Registration of Firms/Company.
- (f) Proof of registration with ESI Authorities along with Registration Number.
- (g) Proof of registration with EPF Authorities along with Registration Number.
- (h) Registration with Government Labour Department and valid License issued by Central/State Government for providing Contract Labour under the Contract Labour (Regulation and Abolition) Act.
- (i) Trade License.
- (j) Income Tax Pan.
- (k) Registration Certificate of Goods and Services Tax clearly showing the class/classes of goods/services for which registration has been obtained along with copy of last return filled.
- (l) Copies of work orders, certificates of satisfactory performance from departments/organizations where similar services have been provided by the bidder in the past.
- (m) Copy of ISO certificate, if any, from the appropriate authority.

- (n) Power of Attorney in favour of signatory of bid, if applicable.
- (o) Income Tax Returns along with Balance Sheet and Profit & Loss A/c for last three years duly authenticated by a Chartered Accountant.
- (p) Certificate of Chartered Accountant about turnover of the bidder during past three years.
- (q) Photo-copy of proofs of deposition of ESI and EPF contributions in respect of each workman / manpower for the last six months.
- (r) Declaration for not having been blacklisted by any State Government or by Government of India as per the format in Annexure-VII of this tender document.
- (s) All other documents as may be required under terms & condition and instructions of the NIT.
- (t) The bidder may furnish any additional information which he thinks is necessary to establish his capabilities of handling the task. He is, however, advised not to furnish superfluous information.

**“Financial Bid”:** This will consist of the details of financial matters which will be submitted only in the form of BOQ\_XXXX .xls IN ONLINE MODE.

(Reference for BOQ-To be quoted in format provided on e-Procurement Portal)

S. No	Total manpower cost per month excluding employer’s shares of ESI and EPF * (Break-up of this manpower cost is to be filled-up in the prescribed format given alongside the online BOQ- Reference of this format is given in Annexure-VIII)	Overhead Charges per month**	Services Charges per month***	Total Cost Per Month excluding employer’s shares of ESI & EPF and GST

\*The minimum requirement of persons to be deployed will be Eighty (80), out of which Seventy Five (75) shall be Cleaners in Un-skilled Category, Two (2) Plumbers in Semi-skilled Category and Three (3) Supervisors in Skilled/Clerical Category. The authority considers these numbers as minimum for providing satisfactory and efficient services. If the manpower cost quoted by the bidder does not cover the minimum wages as per latest wage structure of Assam State Govt, as applicable on the minimum numbers of housekeeping personnel to be deployed, the bid will be summarily rejected.

\*\*The “Overhead Charges” to be quoted should include the cost of running and maintenance cost of the equipment/machines and other miscellaneous administrative costs involved in the service on monthly basis. However, this should NOT include the cost of cleaning materials etc. as the cleaning materials are to be provided by TMC&H in consultation with the contractor.

\*\*\*The “Services Charges” to be quoted should include the margin of profit expected by the bidder for providing the housekeeping services on monthly basis.

Note: The bidder's Quoted Total Price (QP) shall be the total annual cost of the contract including Employer's share of EPF & ESI, and GST, to be paid extra, as applicable.

4) The bid prepared by the bidder shall be written in English language. All the columns of the tender document must be filled in and no column should be left blank. "NIL" or "Not applicable" should be marked, where there is nothing to report.

5) The essence of this contract is of lump-sum nature and hence no claim on account of any variation shall be entertained. The Bidders are advised, in their own interest, to visit all the office premises mentioned to have a clear picture of the work involved before quoting rates in the Financial Bid.

6) The bidder should sign and affix his stamp at each page of the tender and all its annexure as the acceptance of the offer made by tenderer will be deemed as a contract and no separate formal contract will be drawn.

7) Amendment/corrigendum, if any in the tender document shall appear only in the website of TMC&H and e-Procurement portal only. No newspaper publication will be issued in this regard.

8) The tenderer shall fill up the information in Annexures in clear and legible terms. Necessary documentary proofs MUST be attached.

9) Name and Mobile No. of Contact Person for any clarification during the tendering process: Sh. Pranab Das, Secretary, TMC (Mobile No.8638642083).

## **TERMS & CONDITIONS**

1) Pre-Qualification Criteria:

Documentary evidence of being an agency in providing of housekeeping or similar services with certificates in support of statutory registrations like, ESI, EPF, GST etc. and possessing valid license issued by appropriate authority.

The bidder should have a minimum experience of three years in providing of housekeeping/cleaning services in Govt./Pvt. Hospitals or other Govt./Semi Govt./PSU/Pvt. organizations as on 31.03.2018.

The bidder must have undertaken at least one single work valuing minimum of Rs, 0.25 Cr (p.a.) in the housekeeping/cleaning field till 31.03.2018.

The bidder should have a minimum average annual turnover of Rs. 0.50 Cr. in the last three years (i.e. 2015-16, 2016-17 and 2017-18).

The bidder should not have been blacklisted by any Central / State Government Department / Public Sector Undertaking / Board / Corporation etc.

**Note: Provide documents in support of the pre-qualification criteria failing which the authenticity of the information may not be accepted.**

2) **Tender Fee** of Rs. 5,000/- (Rupees five thousand only) (Non-refundable) in the form of demand draft only, payable to “Member Secretary, SMET, Tezpur” and payable at Tezpur shall be required to be submitted by the bidders without which the tender will be regarded as non-responsive. **Payment will be approved only after physical receipt of the original Demand Draft.**

3) **Earnest Money Deposit (EMD)** of Rs. 2,00,000/- ( Rupees two lakh only) in the form of a Demand Draft/FDR/Bank Guarantee valid for three month issued in favor of “Member Secretary, SMET, Tezpur” and payable at Tezpur shall be required to be tendered by the bidder. The tender, if not, accompanied by Earnest money will be liable to be summarily rejected. **Payment will be approved only after physical receipt of the EMD proof in original.** The EMD of the unsuccessful bidders would be returned within 7 days after finalization of tender. However, in the case of those Bidders who fail to qualify the eligibility criteria and whose technical bids does not qualify, their EMD will be refunded within 7 days from date of finalization of technical bids. Earnest Money Deposit of the successful bidder will be returned after submission of the Security Deposit.

4) Exemption from furnishing of EMD: Exemption from furnishing of EMD will be allowed to Micro and Small Enterprises (MSEs) and SSI units provided such MSEs/SSI unit’s enclose certified copy of Valid Certificate of Registration as MSEs/SSI unit’s issued by appropriate Registering Authority and letter from such Registering Authority certifying exemption from payment of Earnest Money Deposit to such MSEs (Mere registration does not qualify the Bidders for claiming exemption from furnishing the EMD).

5) The Hard Copies of original instruments in respect of Tender Fee and EMD are to be sent to the tender inviting authority at the address indicated above on or before the due date and time.

6) Performance Security Deposit: The successful bidder shall be required to deposit a security money equivalent to 2% of the estimated annual value of the contract in the form of A/c Payee Demand Draft/ Term Deposit/Bank Guarantee within 21 days from the date of award of contract. The Performance Security Deposit will have to be valid throughout the contract period. The security money so deposited shall be released thereafter on claim, subject to adjustment if any, arising out of terms and conditions pertaining to the tender. No interest will be paid on this security deposit amount if the security deposit money is furnished through Demand Draft.

7) Bidders who meet the Eligibility Criteria shall be shortlisted as the technically qualified bidders to qualify for consideration of their price bids.

8) Clarification of bid documents by TMC&H: To assist in the examination, evaluation and comparison of bids, TMC&H may, at its discretion ask the bidder for the clarification of its bid. The request for clarification and the response shall be in writing. However, no post bid clarification at the initiative of the bidder shall be entertained after opening of the tender.

- 9) The contract is likely to commence from 01<sup>st</sup> of July 2018 or such date as may be decided by the TMC&H authority and would continue till the expiry of one year from such date.
- 10) The staff deployed under the contract will not be changed by the agency without the approval of the authority. The agency will ensure that no person is deployed on double duty, except in emergent circumstances with the prior approval of the authority.
- 11) The Agency will be solely responsible for the redressal of grievances/resolution of disputes relating to persons deployed including payment of wages in time. The authority will, in no way, be responsible for settlement of such issues whatsoever.
- 12) The cleanliness will be periodically checked by the authorized person of the institute to check the cleanliness and the agency has to abide by those criteria.
- 13) The manpower engaged by the agency shall be available all the time as per their duty roster and they shall not leave their place of duty without the prior permission of the authorized representative of the institute.
- 14) The personnel engaged have to be extremely courteous with very pleasant mannerism in dealing with the employees, students, visitors, guests of the institute especially with the female employees, students, visitors, guests and should project an image of utmost discipline.
- 15) If cleanliness is not observed up to the satisfaction of the institute, a penalty of Rs.1,000/- per day for each such incident shall be imposed.
- 16) The authority may, at its discretion, waive any minor non-conformity or any minor irregularity in a bid. This shall be binding on all bidders and the authority reserves the right for granting such waivers.
- 17) The conditions of the bidders shall not be binding on TMC&H.
- 18) Legal Jurisdiction: All disputes shall be subject to Guwahati Jurisdiction only.
- 19) Validity of bid for acceptance: The bid offers shall remain valid for acceptance for a period of 90 days from the date of opening of Price Bid.
- 20) Validity of Rates: The rate once offered and accepted by the authority, shall not be altered during the entire period of contract unless it is revised by the statutory bodies. The rate shall be considered for revision based on minimum wages or any change in taxation rates.
- 21) All the persons deployed will perform their duty in proper uniforms and will maintain a smart turn-out.
- 22) The Principal cum Chief Superintendent, TMC&H, Tezpur reserves the right to accept or reject any or all tenders without assigning any reasons.

- 23) The agency shall provide housekeeping staff that should be smart, healthy and having good character antecedent and conduct.
- 24) The agency will have to ensure satisfactory standards of its employee's competence, conduct, cleanliness and integrity. Neglect of duties, undesirable act, misbehavior and consumption of alcohol while on duty etc., shall not be condoned.
- 25) The agency should ensure that they pay minimum wages from time to time to their personnel. Failure to pay minimum wages will render termination of the contract.
- 26) The personnel engaged by the agency for this job contract will not be an employee of the Institute and there will be no employer-employee relationship between the Institute and the personnel so engaged by the agency.
- 27) Deposition of ESI and PF contributions of the personnel engaged shall be the responsibility of the agency at his own expenses and Employer's portions of such ESI and PF contributions shall be reimbursed to the agency by the Institute. For any default in compliance, the agency shall be held responsible.
- 28) Duration of Contract: The duration of the contract will be for an initial period of one year from the date of commencement of work after award of contract on the rates quoted by bidder in the Financial Bid with a provision to extend the contract for a further period of two years by one year at a time on the same rates and on the same terms and conditions on providing satisfactory and efficient services.
- 29) The functional control over the personnel deployed by the agency will rest with this office and the disciplinary administrative control will be with the agency.
- 30) This office may require the agency to dismiss or remove from the site of work, any person or persons, employed by the agency, who may be incompetent or for his/ her/their misconduct and the agency shall forthwith comply with such requirements. The Agency shall replace immediately any of its personnel, if they are unacceptable to this office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.
- 31) The manpower so engaged by the agency shall wear appropriate uniform of standard quality and wear a badge displaying of his/ her name, while on duty. The said uniform and badge shall be provided by the agency at his own cost.
- 32) The agency shall be liable to comply with all the rules and regulations in respect of all statutory obligations applicable to the workmen including safety regulations. The agency shall make all rounds statutory compliances regularly in respect of the personnel deployed under this contract. TMC&H shall not be liable for breach of any Labour Laws or any other Laws for the time being in force. The agency shall not be entitled to any other claims which are not included in the contract. Further the agency may also be asked to produce the record of compliance of

central and state labor welfare provisions and such production of documents/compliance is must and binding.

33) This office will maintain an attendance register in respect of the staff deployed by the agency on the basis of which wages/remuneration will be decided in respect of the staff at the approved rates.

34) The person or institution to whom the contract is given is bound to abide by the instructions on housekeeping matters issued by the Institute from time to time.

35) List of records to be maintained by the agency for operations in TMC&H shall be subject to scrutiny/inspection by the authorized officer of TMC&H.

**36) The rates for manpower that may be required for the proposed services shall be the rates as per latest minimum wage structure of Assam State Government as amended from time to time.**

37) The Agency should not allow its employees to participate in any trade union activity or agitation in the premises of TMC&H as the cleaning services in hospital is covered under the Essential Services Maintenance Act. The agency will be responsible for such conduct of the persons engaged by it under the contract which will be conducive for maintaining the harmonious atmosphere in the TMC&H premises.

38) Termination of Contract: The contract will be terminated in case the conditions in the agreement are not fulfilled. The Contract with the agency can be cancelled by the Institute by giving one month's notice in writing due to deficiency in service by the agency. In case the agency desires to cancel the contract, he is required to give three months notice in writing to the Institute.

39) GST, as applicable from time to time, shall be borne by TMC&H.

40) Payment conditions: The agency will be primarily responsible for disbursement of monthly wages to its worker within ten working days from the wage period without waiting for the release of the wages bill from the principal employer. Monthly wages so paid by the agency will be reimbursed to them on receipt of the fund provided by the Govt. for maintenance of housekeeping services contract.

41) Resolution of Dispute: In the event, if any dispute arises touching any of the clauses of the terms & conditions of this tender, the matter will be referred to the Director of Medical Education, Assam whose decision shall be binding on both the parties.

### **EVALUATION METHOD**

The successful bidder will be selected on combined evaluation of Technical and Financial Bid. 70% weightage will be given to Score on Technical Evaluation and 30% weightage to Score on Financial Proposal. It will be Quality cum Cost evaluation.

**The quality cum cost evaluation criteria of eligible bidders are set out below:**

**(1) Scoring on Financial Bid:**

S. No	Criteria	Max. Marks	Scoring Pattern
1	Experience in the field of housekeeping/cleaning services in Govt./Pvt. Hospitals or other Govt./Semi Govt./PSU/Pvt. organizations as on 31.03.2018. (Documentary evidence required) (Refer Annexure II) <b>(Bidders with less than 3 years of experience will not be considered as eligible bidder)</b>	20	<input type="checkbox"/> 3 years and above=5 Marks, <input type="checkbox"/> 7 years and above=10 Marks <input type="checkbox"/> 12 years and above=20 Marks
2	Enclosures of numbers of certificates in respect of client's satisfaction certificates in housekeeping/cleaning service contracts issued by the respective clients. (Documentary evidence required) (Refer Annexure III)	20	<input type="checkbox"/> 3 and above=5 Marks <input type="checkbox"/> 7 and above=10 Marks <input type="checkbox"/> 12 and above=15 Marks
3	Numbers of single work valuing Rs. 0.25 Cr and above in housekeeping/cleaning field till 31-03-2018. (Documentary evidence required) (Refer Annexure IV) <b>(Bidders who could not undertake one single work valuing minimum Rs. 0.25 Cr (p.a.) in housekeeping/cleaning field till 31-03-2018 will not be considered as eligible bidder)</b>	20	<input type="checkbox"/> 1 =5 Marks <input type="checkbox"/> 2 and 3=10 Marks <input type="checkbox"/> 4 and above=20 Marks
4	Average Annual Turnover of last 3 Years. (Documentary evidence required) (Refer Annexure V) <b>(Bidders having the Average Annual Turnover of less than Rs. 0.5 Cr will not be considered as eligible)</b>	15	<input type="checkbox"/> Rs 0.5 Cr and above==5 Marks <input type="checkbox"/> Rs 0.75 Cr and above=10 Marks <input type="checkbox"/> Rs 2.00 Cr and above=15 Marks
5	Numbers of ongoing (running) housekeeping service contracts as on 31.03.2018 (Documentary evidence required) (Refer Annexure VI)	15	<input type="checkbox"/> 5 and above=5 Marks <input type="checkbox"/> 10 and above =10 Marks <input type="checkbox"/> 15 and above=15 Marks
6	ISO Certification. (Documentary evidence required)	05	<input type="checkbox"/> If Yes =5 Marks <input type="checkbox"/> If No=No Marks
7	Bidder providing housekeeping/cleaning services with Registration/Licence issued by the Govt. of Assam.	05	<input type="checkbox"/> If Yes =5 Marks <input type="checkbox"/> If No=No Marks

Notes:

1. **Documentary proof for the above mentioned parameters must be submitted, otherwise marks will not be awarded on the given criteria.**
2. The minimum mark to be scored on Technical Bid is 30 marks out of total scoring marks of 100 for consideration of the Price proposal.
3. Explanation- If a bidder has secured 80 marks out of the total 100 marks in technical evaluation , his score on technical bid shall be considered as 56 i.e. ( 80 x 70%)

**(2) Scoring on Financial Bid:**

The price proposal with lowest quoted total price (LP) amongst the Price proposals will be given a financial score of 100 and other Price proposals shall be given financial scores that are inversely proportional to their quoted total prices (QP).

Financial Score of Firm:

$$100 \times (LP / (QP))$$

Where,

LP = Lowest quoted total Price and QP = Quoted total Price of Firm

Note: Explanation- If a bidder has secured 80 marks out of the total 100 marks in technical evaluation , the score on technical bid shall be considered as 56 i.e. ( 80 x 70%)

**(3) Final Evaluation (Quality cum Cost Evaluation):**

The total score (S) shall be,  $S = St \times 0.70 + Sf \times 0.30$ .

Where,

S = Total Score.

St = Score on Technical Bid Sf = Score on Price Proposal.

On the basis of the combined weighted score for quality and cost, TMC&H will rank the bidders in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as 1 followed by the proposals securing lesser marks as 2, 3, 4, 5 etc.

Bid with the highest total score (S) shall be considered as highest ranked evaluated bid and the contract shall be awarded to such bidder at their quoted price or TMC&H will invite the proposal securing the highest combined marks and ranked 1 for negotiations, if required and shall be recommended for award of contract.

**BIDDER'S DETAILS FORM**

<b>Sl.No.</b>	<b>Particulars</b>	<b>To be filled in by the bidder</b>
1.	Name of the Agency	
2	Details of EMD	
3	Details of Tender Fee	
4	Date of establishment of the agency	
5	Registration Details of the agency as Company/Partnership Firm etc. (Copy to be enclosed)	
6	Detailed office address of the Agency with office Telephone Number, fax Number and Mobile Number and name of the contact person	
7	Whether registered with and holding license from all concerned Government Authorities including Labour Licence/ESI/EPF, registration under Contract Labour (Regulation & Abolition) Act 1970 etc. (Copies of all certificates of registration/licence to be enclosed, as applicable)	
8	PAN/TAN/Service Tax/GST Number (Copy to be enclosed)	
9	Whether the firm is blacklisted by any Government, Department or any criminal case is registered against the firm or its owner / partners anywhere in India. (If no, a certificate is to be attached in this regard.)	
10	ISO 9001-2008 Certification	

**SIGNATURE OF THE BIDDER WITH DATE & SEAL**







**CERTIFICATE REGARDING TURN-OVER OF BIDDER'S DURING THE LAST  
THREE FINANCIAL YEARS**

I / We, M/s \_\_\_\_\_, the bidder for providing for Housekeeping Services on annual contract basis, hereby confirm that the average annual turnover of the firm/company during the last three financial years, i.e. 2015-16, 2016-17 and 2017-18 is Rs. 50 Lacs or more. The financial year-wise break-up is given below:-

<b>S. No</b>	<b>Financial Year</b>	<b>Annual Turnover for the Year</b>
1		
2		
3		

**SIGNATURE OF THE BIDDER WITH DATE & SEAL**

**CERTIFICATE BY CHARTERED ACCOUNTANT**

I/ We \_\_\_\_\_, Chartered Accountants, certify that the figures regarding Annual Turnover for the Financial Years mentioned above in respect of M/s \_\_\_\_\_ are true and found correct as per their Books of Accounts and other related records.

**SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT**



**NON BLACKLISTING DECLARATION**

**TO WHOMSOEVER IT MAY CONCERN**

I/We/Our organization, M/s \_\_\_\_\_ hereby undertake and declare that neither me nor our organization including our Partners/Shareholders/Directors were ever blacklisted/prosecuted by any government department/statutory body / Public Sector Undertaking in any State or by any Court of Law.

**SIGNATURE OF THE BIDDER WITH DATE & SEAL**

**Break-Up of Manpower Cost****(To be filled up in the format given alongside the online BOQ)**

Category of worker	Numbers of personnel to be deployed by the agency	Wage rate per worker per day	Wage rate per worker per month	Category wise manpower cost per month excluding employer's shares of ESI and EPF (Col. 2 x Col. 4)
1	2	3	4	5
Supervisors (Skilled)				
Plumbers (Semi-skilled)				
Cleaners- (Un-skilled)				
<b>Total manpower cost per month excluding employer's shares of ESI and EPF, as quoted in online BOQ</b>				