

NORTH EASTERN ELECTRIC POWER CORPORATION LIMITED
(Mini Ratna, Category-I, Government of India Enterprise)



NIB No.NEEPCO/ND-27/362 Dated.9/07/2019

DETAILED BID DOCUMENT

For

**Tender for House- Keeping Services for NEEPCO
Transit Camp at F-18, Hauz Khaz Enclave,
New Delhi**

Co-Ordination Office, NEEPCO Ltd.,
15, NBCCTower, Bhikaji Cama Place, New Delhi -110066

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NORTH EASTERN ELECTRIC POWER CORPORATION LIMITED

(Mini Ratna, Category-I, Government of India Enterprise)

CIN No. U40101ML1976GOI001658, Website: www.neepco.co.in

**CO-ORDINATION OFFICE, 15 NBCC TOWER
BHIKAJI CAMA PLACE
NEW DELHI-110066**

NIB No.NEEPCO/ND-27/362 Dated.9/07/2019

DETAIL NOTICE INVITING BIDS (E-TENDER)

(Domestic Competitive Bidding)

1. North Eastern Electric Power Corporation Ltd (NEEPCO), (A Government of India Undertaking) having its Transit Camp at F-18, Hauz Khaz Enclave invites bides from eligible and reputed Housekeeping Agencies for a period of one year from the date of initiation of contract, for providing services of cleaning, sweeping and maintenance at NEEPCO Transit Camp at F-18, New Delhi. The Transit camp is a Multi – Storeyed Independent building (4 Storeyed). There are total 16 Bedrooms with attached toilets, cupboard, 4 Master Bedroom of Size (approx. 23’x 15’) and 12 Bedroom of size (approx. 14’x 12’). Dinning / Drawing hall Kitchen etc is available in each floor. Labour and materials required for the execution of services are to be provided by the Agency. Agencies shall have relevant experience of providing similar services to Govt., PSUs, Ministries, Academic & Educational Institutes only.

2. BIDDING PROCEDURE:

The Bidder shall submit Bids under Single-Stage Two-Envelope bidding system through online as follows. Bidder failing to submit the documents as specified will be summarily rejected :

TECHNICAL BID (ENVELOPE -1):

It shall contain the following:

- Brief profile of the bidder/applicant.
- Acceptance letter for un-conditional acceptance of the Bid conditions as per Performa given at **ANNEXURE-1**, Part-III of Detailed Bid Document.
- Confirmation by the bidder/ applicant (on the format placed at **ANNEXURE-2**, Part-III of Detailed Bid Document), duly signed and stamped by the Authorised representative.
- Documents as per check list (**ANNEXURE-3**, Part-III of Detailed Bid Document).
- Bidder shall be the proprietor of the firm.
- Proof of payment made (i.e. e-receipt of money paid) towards Bid fee.

- Any other information as required to be submitted by bidders along with the bid in accordance with the Instruction to Bidders and the Addenda, if any including all supporting documentation, as part of his Technical Bid.

PRICE BID (ENVELOPE-2): It shall contain Price Bid. Price Bids of only those Bidders who qualify in Technical evaluation shall be opened.

3. PERIOD OF CONTRACT:

Period of contract shall be 1 (one) year from the date of issue of Letter of Intent (LOI) with an option of renewal/extension of 1 (one) year on mutually agreed rates.

4. GENERAL CONDITIONS OF THE CONTRACT:-

1. NEEPCO does not bind itself to accept the lowest or any other tender and reserves the right to reject any or all the tenders. Tenders in which any of the prescribed conditions are not fulfilled, shall be summarily rejected.
2. Canvassing whether directly or indirectly, in connection with the tender is strictly prohibited and the tenders submitted by the Contractors who resort to canvassing will be liable to rejection.
3. The Contractor shall provide experienced manpower. He shall ensure discipline amongst his staff and restrict unnecessary movement/assembly of their personnel in premises etc. The Contractor shall ensure proper supervision of the duties of his staff through his own supervisor.
4. The Contractor will supply fresh sets of uniform/badges, Identity cards who shall wear the same while on work and also keep their uniform clean and one set of recent passport size photograph for records each of his employee.
5. The Contractor shall be responsible for the conduct/integrity of his personnel and will also be responsible for any act of omission and commission on their part. He will vouch for their character & integrity. He shall submit police verification reports along with the photographs and the detailed particulars of the staff provided to NEEPCO.
6. The successful tenderer shall be fully responsible and comply with all Act, Law under CL (R&A) Act 1970 and EPF & ESIC Act, Payments of Wages Act, Minimum Wages Act or other Statutory Rules, regulations with their latest amendments, by-laws applicable with regard to the performance of the work included herein or touching this Contract, from time to time and take such necessary steps as may be deemed necessary in this regard. **The tenderer shall submit a monthly report containing the details of EPF & ESI deducted and credited into individual's account with appropriate/concerned department as a Proof.** If it is noticed at any stage that EPF & ESI of any individual has not been credited properly, this department will not take any responsibility for this lapse. The tenderer will bear all the consequences, whatsoever, of the same.

7. Lum-sum material charges per month as per list to be quoted separately. However material charges per month will be paid on lowest quoted material cost by the parties.
8. The successful tenderer will accept full and exclusive responsibility for disbursement of full wages and other obligations referred to under the law now and hereafter imposed by State Govt./Local Bodies for the person(s) deployed by him. The successful tenderer should accept full and exclusive responsibility of insurance of the persons deployed by him.
9. The successful tenderer shall make regular and full payment of wages, salaries and other payment if any, due to his employee(s) and furnish necessary proof.
10. NEEPCO will have no liability whatsoever concerning the persons deployed by the tenderer for any purpose. The successful tenderer shall keep that the NEEPCO indemnified against all losses or damages or liability arising out of or imposed in the course of employment of person(s) by him or for any violation of such Acts, Laws of Regulations etc. by him/her, his/her agent or his/her staff.
11. The successful tenderer shall be solely responsible for setting/resolving any dispute/claim of his/her personnel during the pendency of the Contract. No liability shall accrue to NEEPCO under any circumstances even after expiry of the contract. No claim for continuity for service under contract or other wise will be entertained by NEEPCO.
12. The tenderer shall be responsible for payment of any compensation/settlement of any liability arising out of any death or injury caused to the persons employed by him for rendering the jobs on contract under the agreement, either under the Workmen Compensation Act or any Act in force at that time.
13. The Tenderer shall at their cost take necessary insurance cover in respect of his employee(s) and other persons employed or engaged in connection with the process of rendering the aforesaid job. The tenderer shall also comply with the provisions of relevant Acts viz Employee State Insurance Act, Workmen's Compensation Act, Wages Act, Contract Labour (Regulations and Abolition) Act and the Employee's Provident Fund and Miscellaneous Provisions Act, 1952 and the rules made there under and as modified from time to time.
14. The tenderer should deploy his authorized representative for effective and proper supervision of the maintenance and upkeep jobs under the contract.
15. Tenderer shall not sub-let or sub-contract any part of this contract/job without the expressed written consent of NEEPCO. The Contractor shall also be responsible for any act of omission or commission on the part of his supervisors/workers. Any damage done/caused to the existing structure/furniture/fitting/equipment by the workers of the Contractor Agency shall be got rectified by the Contractor at his own risk and cost.
16. The Housekeeping works are to be carried out as per standards and in such a manner that all premises always look neat & Clean, Eco friendly chemicals/ Reagents to the extent possible are used. Similarly, the waste disposal is also carried out in totally sealed manner without affecting the Environment.

17. The decision of the authorized officials of NEEPCO regarding the satisfactory standard of Housekeeping shall be final and binding on the Contractor. The Contractor shall comply with the monitoring mechanism/system as advised by NEEPCO.
18. Firm should have GSTIN Registration.

5. SCOPE OF WORK

Cleaning of rooms, corridors, toilets, Halls and open space etc.

1. There will be need for chemicals like floor cleaner, disinfectant for toilets, glass cleaner, air freshener and brasso. The consumable will include brushes, squeezes, brooms, mop, buckets, dusters and glass cleaning kits, wringer trolleys, toilet rolls and liquid hand soap. The machine will include at least wet and dry vacuum cleaner.
2. The work also includes dusting and cleaning of doors, cleaning of wash basin, cobwebs, glass panes, windows, blinds and ventilators of room and water coolers and its space, cleaning & filling water in desert coolers, removal of garbage, cleaning and inspection of drainage/sewage system.
3. Spraying/fumigation of disinfectant/insecticide in the areas.
4. Cleaning glasses of doors, windows, ceiling & wall fans, blinds, carpets, pavement, stair cases, roof of all construction area and ventilators of all areas specified above by liquid soap/chemical/detergent.
5. All works shall be carried out 24X7. However each worker shall not be engaged for duty for more than 8 hrs per shift.
6. The cleaning material etc. would be used to the satisfaction of NEEPCO. Payment may be deducted if the quantity and quality of material is not satisfactory.
7. Cleaning of all the Drains available in the premises of NEEPCO, Transit Camp.
8. Cleaning of dustbins and Removal/disposal of collected garbage/debris etc.
9. Pest control, Mosquito control & Rodent control of the entire NEEPCO Transit Camp premises area including all rooms, halls, kitchen etc. quarterly.
10. Cleaning of lighting Fixtures & Accessories, Cleaning of Air conditioners, Cleaning of portable fire extinguishers / smoke detectors / fire detectors, Cleaning of Notice boards, Cleaning of furniture provided in all rooms, Cleaning of Office equipments, Cleaning of Fire Hydrants, Fire Panels, All types of pipes, valves etc.
11. Cleaning of All Switch Boards, Panel Boards, Cleaning of all miscellaneous equipments as available or being provided from time to time.
12. Toilets need to be kept clean in all respects by sweeping, washing and mopping of floors, washing of glazed tiles on walls, urinal pots W.C. pans, sinks, wash basins and all other fittings and fixtures using disinfecting material like phenyl, vim, detergent powder, acid liquid soap etc. on daily basis.

13. Soap containers need to be kept filled at all time and naphthalene balls in urinal pots and air fresheners naphthalene ball/toilet paper etc. also needs to be provided as per requirement.
14. Additional works are to be done as per following schedule:-
 - a. Scrubbing of floors of all covered area : once in a week
 - b. The job of Spraying / fumigation of disinfectant / insecticide : once in a fortnight
 - c. The job of pest, mosquito, rodent : Quarterly
15. All rooms including toilets shall be cleaned, linens changed every morning by the house keeping boys. The successful bidder shall provide a trolley to carry all materials for this work.
16. The bidder shall take the sole responsibility for providing Un-skilled manpower on the approved wages fixed by the Govt. of NCT of Delhi for a period of one year from the date of award of Contract ..
17. The services provided by Firm/Agency shall be to the entire satisfaction of NEEPCO.
18. The Agency shall provide the details of the staff, proposed to be deployed viz., their name, fathers name, DOB, residential address, telephone number, recent passport size photograph in form of a data base in both hard & soft form.

Providing Tea/Coffee and Sugar Cubes : Tea & Supply (Include Tea Bags (2Per Room), milk sachet, sugar sachet) per day subject to occupancy

6. PROVISION OF MANPOWER

1. Sufficient manpower including supervisor will be required for cleaning and housekeeping of NEEPCO premises as per scope of work.
2. Manpower deployed by the Contractor will perform duties as per schedule of NEEPCO.
3. The Contractor will be liable to comply any instructions/order given in written or verbal for better and efficient services.

7. Registration for Participation in Bids

- a. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- b. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- c. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

- d. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- e. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- f. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

8. BID FEE

Bidders shall have to pay BID FEES (non-refundable) for participation in this instant NIB of Rs.500.00 (Rupees five hundred) plus GST @18% **NEEPCO Delhi GST NO. 07AAACN9991J1ZU**).

The bidder shall make the payment **through “SB-COLLECT” of State Bank of India .**

Payment of bid fee through other mode of payment like DD etc. will not be acceptable.

During payment of bid fee **through “SB-COLLECT” of State Bank of India**, Bidders shall clearly indicate the NIB No. against which the bid fee is paid. The bidder shall submit the proof of payment of bid fee and also indicate their GSTIN via e-mail to neepconewdelhi@gmail.com.

9. Submission and opening of Bids

- a) Bidders shall prepare and submit their bids in the electronic form in <https://etenders.gov.in>. Bidding forms will be available in the above website.
Bids will be opened on the stipulated date in the office of the Co-ordinator, NEEPCO Ltd, Delhi.
- b) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- c) The bidder shall refer to the Instruction for online bid submission given as Annexure in Part-2 of the bid document.

10. The procedure/steps for payment by SB-COLLECT of State Bank of India (for payment of Bid Fee, EMD etc.):

STEP-1	The bidder shall visit url/web page https://www.onlinesbi.com/prelogin/institutiontypedisplay.htm on any internet browser.
STEP-2	State Bank Collect page will appear. Select “ALL India” for “State of Corporate/Institution” Select “PSU” for “Type of Corporate/Institution” Click “GO”

STEP-3	In the new screen, select PSU Name as “ North Eastern Electric Power Corporation Limited ” and Submit.
STEP-4	In the new screen, select Payment Category as “ DELHI- PARTIES ”.
STEP-5	<p>New Screen will appear, here the bidder has to fill all the required information for the payment as under:</p> <ul style="list-style-type: none"> i) Under Name of Payer: The Bidder is to fill up his Name and Address. ii) Under Short Details of Payment: The Bidder shall indicate BID FEE, and EMD as applicable. In case of BID FEE and EMD payment, the Bidder shall indicate BID FEE or EMD as applicable and the NIB No. (Example: for payment of EMD against NIB No. dated DDMMYYYY, the bidder has to fill under this option as “EMD for NIB No. XX dated DDMMYYYY”). iii) Under Type of PAYER: The Bidder is to select VENDOR OR CONSULTANT whichever is applicable. iv) Under CIN in case the Payer is a company: The bidder is to fill up his CIN in case of a company, otherwise may kept blank. v) Under Payment amount: The bidder is to fill up the amount as per bid condition. vi) Subsequent information for Name, Date of Birth/Incorporation, Mobile Numbers are to be filled as required. vii) FillCaptcha. viii) Then Submit.
STEP-6	In the new screen, check the details and click “ CONFIRM ”, if correct.
STEP-7	<p>The Multi Option Payment System will be available for making the payment.</p> <p>The Bidder may select option as per convenient and make the payment.</p>
STEP-8	<p>After successful payment, the system will generate receipt.</p> <p>The receipts may also be generated from Reports - i.e. SB Collect (Request Report/ Download Report).</p> <p>This system generated receipt shall be downloaded for submission as per bid condition.</p>

11. EMD Fee : Bidders shall make payment of Rs. 20,000/- (Rupees Twenty Thousand only) as mentioned above. The Bidders shall clearly indicate the NIB No. against which the EMD is made at the above account. It shall be made through SBI Collect

For any clarification related to terms and conditions of Bid Document, bidders are requested to forward e-mail clearly stating their queries to tendering authority at e-mail id:neepconewdelhi@gmail.com

10. Bid validity:

120 (one hundred twenty) days from the date of opening of Technical Bids.

11. Tender time:

Date of Commencement of downloading of bid document from https://etenders.gov.in	20/07/2019
End date & time for downloading of Bid Document:	12:00 Hours of 16-08-2019
Last date & time for receipt of online bids:	14:00 Hours on 16-08-2019
Last date for receipt of offline documents:	7(seven) days from last date of receipt of online bids
Date & time of online opening of bids:	16:00 Hours on 19-08-2019
Date & time of online opening of Price bids:	To be intimated later on to only those Bidders, who qualify in Technical evaluation.
Reverse Bidding	To be intimated later after opening of price bid

In the event the date for receipt of offline documents and date of opening of bids are declared as a closed holiday for NEEPCO then the date of submission of offline documents and opening of Bids will be the next following working day at the appointed times.

12. The bidders are requested to adhere to the following:

- i) Obtain individual Organization Digital Signature Certificate (DSC or DC) well in advance of bid submission deadline on Electronic Tendering System (ETS).
- ii) Register your organization on ETS well in advance to comply with the stipulated tender timeline.
- iii) Get your organization's concerned executives trained on ETS well in advance to comply with the stipulated tender timeline.
- iv) There could be last minute problems due to internet timeout, breakdown, etc. Accordingly, the bidders are requested to submit the bid through online e-tendering system well before the bid submission end date and time as per Server System Clock. The Corporation shall not be responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.

7.1 For any clarification related to terms and conditions of Bid Document, bidders are requested to forward e-mail clearly stating their queries to tendering authority at e-mail id: neepcnewdelhi@gmail.com

8. Submission and Opening of Bids:

- 8.1 Bidders shall prepare and submit their bids online in <https://etenders.gov.in> as per timeline mentioned in Clause 10 below. Online bidding forms will be available in the above website. Submission of online bids is mandatory for consideration of the bids by NEEPCO.
- 8.2 Bidders may view the tender opening results of Technical and Price Bids in <https://etenders.gov.in> by marking their presence for online tender opening.

9. Bid validity:

120 (one hundred twenty) days from the date of opening of Technical Bids.

10. Bidders are requested to visit <https://etenders.gov.in>, NEEPCO website and <http://www.neepco.co.in> regularly for any subsequent notice of Addendum/ Corrigendum to this Notice Inviting Bids.
11. NEEPCO reserves the right to extend the last date and time for submission of Bid.
12. Submission of bids shall not automatically construe qualification for evaluation. NEEPCO reserves the right to reject any or all bids, or to annul the bidding process without thereby incurring any liability to the affected bidders, nor does it have any obligation to inform the bidders of the ground for the action of NEEPCO.
10. **Relaxation of Norms for Startups and Micro & Small Enterprises (MSEs) on Prior Experience - Prior Turnover Criteria.**

In line with the Policy Circular No. 1(2)(1)/2016-MA dated 10th March, 2016 of the Ministry of Micro, Small & Medium Enterprises on “Relaxation of Norms for Startups and Micro & Small Enterprises in Public Procurement on Prior Experience and Prior Turnover Criteria” and as per Section 2.1(5) of “Action Plan for Startup India” announced by the Government of India in Jan 2016, the Criteria of Prior Turnover and Prior Experience are exempted for the Startups and Micro & Small Enterprises, subject to meeting of quality and technical specifications.

Accordingly, Startup/MSE bidders shall be offered exemption from Prior Experience Criteria, provided the bidder submits document such as Startup/MSE registration certificate to prove bidder’s registration in trade similar to the tendered job.

Similarly, Startup/MSE bidders shall be offered exemption from Prior Turnover Criteria, provided the bidder submits document such as Startup/MSE registration certificate.

The definition of “Startups” is as per the Gazette Notification of the Ministry of Commerce and Industry (Department of Industrial Policy and Promotion) dated 17th February 2016 and all other subsequent directives/guidelines thereof. The Startup Enterprises shall submit startup India recognition certificate issued by Department of Industrial Policy and Promotion

(DIPP) of Ministry of Commerce & Industry in order to be considered for relaxation in prior experience and prior turn over.

11. Conditions for Micro & Small Enterprises (MSEs):

11.1 The bidders participating as Micro & Small Enterprises (MSEs) shall submit an Undertaking in the prescribed format given in Annexure – 5 of Bid Document declaring the status of their firm under the provisions of Micro and Small Enterprises along with a copy of the document/certificate issued by any of the Authority mentioned below:

- a. District Industries Centers
- b. Khadi and Village Industries Commission
- c. Khadi and Village Industries Board
- d. Coir Board
- e. National Small Industries Corporation (NSIC)
- f. Directorate of Handicrafts and Handloom
- g. MSEs having under Udyog Aadhaar Memorandum
- h. Any other Body specified by Ministry of Micro, Small and Medium Enterprises.

11.2 The registration certificate submitted by MSEs issued from any one of the above agencies must be valid as on close date of the tender. The successful bidder should ensure that the same is valid till the end of the contract period. The MSEs who have applied for registration or renewal of registration with any of the above agencies/bodies, but have not obtained the valid certificate as on close date of the tender, are not eligible for exemption/preference.

11.3 The MSEs bidder/ entrepreneurs claiming to belong to Scheduled Caste (SC) or Scheduled Tribe (ST) category, shall furnish necessary SC/ST certificate issued by Competent Authority in support of their cast/tribe in addition to certificate of registration with any one of the agencies mentioned above at Clause 11.2. MSE owned by SC/ST shall satisfy any of the following :

- (a) In case of proprietary MSE, proprietor(s) shall be SC /ST.
- (b) In case of partnership MSE, the SC/ST partners shall be holding at least 51% shares in the enterprise.
- (c) In case of Private Limited Companies, at least 51% share shall be held by SC/ST promoters.

11.4 The MSEs registered with above mentioned agencies/bodies are exempted from payment of BID FEES and EARNEST MONEY DEPOSIT (EMD). In addition, MSE bidders shall get some other preferences as detailed in Clause 17, Part-2 of Bid Document.

PART-II: INSTRUCTION TO BIDDERS

1 GENERAL

1.1 SCOPE OF BID

1. North Eastern Electric Power Corporation Ltd (NEEPCO), (A Government of India Undertaking) having its Transit Camp at F-18, Hauz Khaz Enclave invites bids from eligible and reputed Housekeeping Agencies for a period of one year from the date of initiation of contract, for providing services of cleaning, sweeping and maintenance at NEEPCO Transit Camp at F-18, New Delhi. Labour and materials required for the execution of services are to be provided by the Agency. Agencies shall have relevant experience of having provided similar services to Govt., PSUs, Ministries, Academic & Educational Institutes only.

1.2 SYSTEM DETAILS:

- a. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- b. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- c. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- d. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- e. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- f. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

2. ELIGIBLE BIDDERS:

This invitation to Bid is open to all as indicated in the Detail NIB, subject to the following:

- a) Participation is not allowed, if the Bidder is legally barred from the procurement process in India on the grounds of previous violations of regulations on fraud and corruption.

- b) Bidder shall provide such evidence of their continued eligibility satisfactory to the Corporation as the Corporation shall reasonably request.
- c) Bidder shall only be the proprietor or owner of the firm.

3. DISQUALIFICATION/ INELIGIBILITY OF BIDDERS:

The Bidders may be disqualified if they either directly in its own name or indirectly in any other name in carrying out of its business have:

- (a) been chargesheeted by any Investigating Agencies of Central/State Government or if any Criminal, Fraud, Corruption Cases or Charges that may be proceeding against them in a Court of Law as on the latest date of submission of Bid.
- (b) been involved in the Corrupt or Fraudulent or collusive or coercive Practices as defined in Clause 18.2(ii)
- (c) made misleading or false representation(s) in the forms, statements and attachments submitted in proof of the qualification requirements.

A self-certified declaration to this effect (Sl. a, b and c above) that the bidders have not been charged/indicted by any investigating agencies of Central/State Government, under prosecution or trial on charges of criminal, fraud, corruption in a court of law shall be submitted by the bidders.

4. ONE BID PER BIDDER:

Each Bidder shall submit only one Bid. A Bidder who submits or participates in more than one Bid will be disqualified.

5. COST OF BIDDING:

Bidders shall bear all costs for preparation and submission of its Bids, and the Corporation will, in no case, be responsible or liable for such costs incurred by the Bidders, regardless of the conduct or outcome of the bidding process.

6. CLARIFICATION OF BID DOCUMENT:

- i) Before the opening of Bids, the Corporation may modify the detailed Bid Document by issuing Addenda/Corrigenda, as considered necessary.
- ii) Any Addendum/Corrigendum thus issued shall form part of the Detailed Bid Document and shall be hosted in the portal <https://etenders.gov.in>. Information on issue of such Addendum/Corrigendum shall also be made available in NEEPCO website www.neepco.co.in.

- iii) Corporation may extend the date of submission and opening of Bid by issuing an Addendum/Corrigendum, if required, which shall form part of the Detailed Bid Document.
- iv) Bidders may seek clarification, if any on the Detailed Bid Document. Such request for clarification /queries shall be submitted in writing and transmitted by post / fax/ e-mail at the NEEPCO's mailing address: neepconewdelhi@gmail.com so as to reach the Corporation not later than 7(seven) days before the latest date of submission of Bids. Purchaser's response/clarification/reply to such queries (but without identifying the source of inquiry) shall be hosted in the portal <https://etenders.gov.in>, and www.neepco.co.in not later than 7(seven) days before the latest date of submission of Bids.
- v) Any modification of the Detailed Bid Document, which may become necessary and/or required to be incorporated as a result of the purchaser's response to Bidder's queries, shall be made by the Corporation exclusively through the issue of an addendum/corrigendum pursuant to Clause-6(i), 6(ii) and 6(iii) above.

7. BIDDING DOCUMENTS:

7.1 CONTENT OF BID DOCUMENTS:

The Detailed Bid Document shall comprise of the following documents, including Corrigenda/ Addenda issued in accordance with Clause 6 above.

Part-I	Detail Notice Inviting Bids
Part-II	Instruction to Bidders
Part-III	General Conditions of Contract
Part-IV	Price Schedule

8. PREPARATION OF BID:

- a) Language of BID: The Bid prepared by Bidders and all correspondences and document relating to the Bid exchanged by the Bidder and the Purchaser shall be in English only. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages into the English language and certified by approved/recognized English translator, in which case, for purposes of interpretation of the Bid and for all future purposes, the translation shall govern.

- b) Bidders shall prepare and submit their bids online in <https://etenders.gov.in> . Online Bid forms will be available in the above website. Bid documents can be downloaded from this website after vendor registration fee as mentioned in this Part of Bid Document.
- c) In the online bid submission, bidders will submit their Bids as per Bidding forms using their digital signatures.
- d) Bids must contain name and places of business of the person or persons making the bid.
- e) Every page of the bid must be signed and sealed by the duly authorised representative of the Bidder with his usual signature before scanning and uploading. The names of all persons signing should also be typed or printed below the signature.
- f) A bid by a person who affixes to his signature the word ‘President’, ‘Managing Director’, ‘Secretary’, ‘Agent’ or other designation without disclosing the details concerning the principal on whose authority he is signing the bid is liable to be rejected.
- g) Satisfactory evidence of authority of the person(s) signing on behalf of the Bidder shall invariably be furnished with the bid.
- h) The Bidder’s name stated on the proposal shall be the exact legal name of the company/firm.
- i) Erasures or other changes in the Detailed Bid Document, including the proposal documents, shall be over the initials of the persons signing the bid. Bids not confirming to the above requirements of signing are liable to be rejected.

9. INFORMATION TO BE INCLUDED IN THE BID:

9.1 MODE OF SUBMISSION:

The Bidder shall submit Bids under Single-Stage Two-Envelope bidding system through online as follows:

9.1.1 TECHNICAL BID (ENVELOPE -1):

The Bidder shall submit online the following documents/information along with their Bids, failing which the Bid shall be treated as incomplete and non-responsive.

- Brief profile of the bidder/applicant.
- Acceptance letter for un-conditional acceptance of the Bid conditions as per Performa given at **ANNEXURE-1**, Part-III of Detailed Bid Document.

- Confirmation by the bidder/ applicant (on the format placed at **ANNEXURE-2**, Part-III of Detailed Bid Document), duly signed and stamped by the Legal owner(s)/ Lease Holder(s) of property.
- Documents as per check list (**ANNEXURE-3**, Part-III of Detailed Bid Document)
- Proof of payment made (i.e. e-receipt of money paid) towards Bid fee, EMD.
- Any other information as required to be submitted by bidders along with the bid in accordance with the Instruction to Bidders and the Addenda, if any including all supporting documentation, as part of his Technical Bid.

Bidders shall submit/ upload online under Technical Bids all the above required information/ documents, duly filled up, wherever applicable, signed & stamped on each and every page by the Bidder.

9.1.2 PRICE BID (ENVELOPE-2):

Bidder shall submit “Price Schedule” as provided under “ Price Schedule –A, Price Schedule –B & Price Schedule –C” of Bid document in electronic form under “**PRICE BID (ENVELOPE-2)**” on the portal only in conformity with this Part and other relevant terms and conditions of Bid Document.

9.2 The Corporation reserves the right to request for any additional information and also reserves the right to reject the proposal of any bidder if, in the opinion of Corporation, the qualification data furnished by the bidder is incomplete or the bidder is found to be not qualified to satisfactorily render the services.

9.3 NEEPCO reserves the right to verify all the requirements/ documents as stipulated in Bid document.

9.4 In case any of the information furnished by the bidder is found to be false/ misrepresented in the bidding process, then the bid will be cancelled and banning of the concerned bidder for participating in future tenders.

10. BID PRICE:

- i) The bidder shall quote rates online as described in Price Schedule (Part-IV) of Detailed Bid Document. The bidders not quoting the rate in online Price Schedule are liable for rejection.
- ii) After evaluating of price bid, reverse bidding will be done.

11. CURRENCIES OF BID AND PAYMENTS:

The Bidder shall quote the unit rates and prices entirely in Indian Currency (INR) and all payment shall be made in Indian Currency (INR).

12. BID VALIDITY:

- i) Bids shall remain valid for the period of 120 (one hundred twenty) days from the date of opening of Technical bids.
- ii) The Corporation may request the Bidders to extend the period of validity of Bid for a specified additional period. The request and the Bidders' responses shall be made in writing or by Fax/cable/e-mail. A Bidder may refuse the request. A Bidder agreeing to the request will not be required or permitted to otherwise modify his Bid, but will be required to extend the validity of Bid for the period of the extension.

13. SIGNING AND SUBMISSION OF BID:

- (i) Bidders shall prepare and submit their bids online in <https://etenders.gov.in> by signing and sealing every page of the bid by the duly authorised representative of the Bidder with his usual signature before scanning and uploading. Online bidding forms will be available in the above website. The Detailed Bid Document can be downloaded from this website after vendor registration and payment of bid fee as mentioned in this Part of Detailed Bid Document.
- (ii) In the online bid submission, bidders will submit their Technical Bids and Price Bids using their digital signatures.

14. DEADLINE FOR SUBMISSION OF BIDS:

- i) The Bids shall be submitted online as per timeline contained in Clause 10 of Detailed NIB.
 - ii) The Corporation may extend the date for submission and opening of Bids by issuing a corrigendum in accordance with Clause-6 of this Part and the Bidders shall comply with this.
15. The bidders are requested to submit the Bid through online e-tendering system well before the Bid submission end date and time (as per server system clock). The Corporation shall not be responsible for any sort of delay or the difficulties faced during the submission of Bids online by the bidders at the eleventh hour.

15. MODIFICATION, SUBSTITUTION AND WITHDRAWAL OF BIDS:

- i) The Bidder may modify, substitute, or withdraw his bid after its submission but in any case before the official deadline for submission as per the provisions at the portal.
- ii) Any alteration/modification in the Bid or additional information supplied subsequently to the Bid due date and time, shall be disregarded.

16. OPENING AND EVALUATION

16.1 BID OPENING:

- i) The Technical Bids will be opened online on the appointed date and time as stipulated in Detail Notice Inviting Bids.

The Price Bids shall be opened online only of those Bidders whose Technical Bids have been evaluated as acceptable. The date and time of opening of Price Bids shall be intimated to the respective qualified bidders by the Corporation in due course of time after completion of evaluation of Technical bids.

- ii) The Bids of the Bidders would be analyzed and evaluate the Bids in terms of the requirements of Detailed Bid Document to the satisfaction of the Lessor.
- iii) Reverse bidding may be done after price bid opening if required.

16.2 PROCESS TO BE CONFIDENTIAL:

Information relating to the examination, clarification, evaluation and comparison of BIDS and recommendations for the award of Contract shall not be disclosed to Bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced. Any effort by a Bidder to influence the Corporation during the processing of Bids or award decisions may result in the rejection of his Bid.

16.3 CLARIFICATION OF BIDS:

To assist in the examination, evaluation, and comparison of Bids, the Corporation may, at its discretion, ask any Bidder for clarification of their Bid. The request for clarification and the response shall be in writing or by cable, telex, facsimile or e-mail. Scanned copies of letters seeking clarifications and replies thereof may also be sent through mail/fax/post.

Bidders will not be permitted to change the substance of the Bid after the Bid has been opened.

16.4 EVALUATION OF BIDS:

- i) Evaluation will be done on the basis of detailed information/data furnished by the bidders along with documentary evidence in support of such information/data furnished by the bidders as per Detailed Bid Document.

As the programme for Bid evaluation is necessarily short, the Corporation shall not accept any obligation to request clarifications or substantiating information after Bids have been submitted, although the Corporation at its discretion reserves the right to do this.

ii) The Bids will be evaluated by NEEPCO to ascertain the following in the order mentioned below:

a) General responsiveness and completeness.

General responsiveness of the Bids shall be checked and established on the basis of the contents and quality of the documents and data contained in these Bids. A substantially responsive Bid is one that conforms to all the terms and conditions of the Detailed Bid Document without any material deviation. A material deviation is one which affects, in any way, the prices, quality, quantity or completion schedule of work or which limits, in any way, the responsibilities of the Bidder or any right of the Corporation as required in these specifications and Documents or whose rectification would affect unfairly the competitive positions of other Bidders presenting substantially responsive Bids. The Corporation may waive any minor infirmity or non-conformity or irregularity in a Bid, which does not constitute material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder. The Corporation's determination of Bid's responsiveness shall be based on the contents of the Bid itself without resorting to any intrinsic/extrinsic evidences.

i) It will be determined whether each bid is of acceptable quality, complete and substantially responsive to the Detailed Bid Document. For the above purpose, examination of each bid will be carried out to ascertain whether-

i) The bid is complete and has been properly signed,

ii) The bid does contain major scope deficiencies, contradictions or ambiguities making it almost impossible to evaluate, and

iii) The bid is generally in order.

a. The non-responsive bids shall be rejected.

b. Technical acceptability of Technical Proposal,

c. Fulfilment of General Requirements,

Price Bids of those Bidders who qualify in Technical evaluation:

Bidders fulfilling a, b and c above and quoting the lowest rate per month shall be the L1 bidder and shall be considered for award.

The Price Bids shall be evaluated considering the quoted rate for the entire Scope of Bid as per Price Schedule, Part-IV of Detailed Bid Document.

iii) The evaluation of bids shall be made in conjunction with the steps as enumerated under the General Conditions of Contract ..

iv) Deviation from bid document / additional clauses:

Bidders shall not take any deviation from the Bid stipulations in any form or quote any additional clause/conditions in their Bids. All bidders are cautioned that the bids containing any deviation or additional clause/conditions shall be rejected. However, the bidders, if feel necessary, may bring out such deviations/additional clauses for consideration of the Corporation during pre-bid stage. Acceptability/Non-acceptability of the deviation from the Bid Conditions shall be judged by the Corporation. The deviations/additional clauses that are considered as acceptable shall be included in the Detailed Bid Document by issuing addendum/corrigendum. The deviations/additional clauses which are non-acceptable by the Corporation shall automatically stand withdrawn and all relevant clauses shall prevail and no claim whatsoever in this respect shall be entertained. The Corporation shall be the sole judge for assessment of acceptability/non-acceptability of deviations / additional clauses and the decision of the Corporation in this respect shall be final and binding.

17. PRICE PREFERENCE TO MICRO AND SMALL ENTERPRISES

Complying with the Public Procurement Policy for Micro and Small Enterprises (MSEs) Amendment Order, 2018, the following provisions shall prevail for award of 25 % of the total quantity of the tender to the participating Micro and Small Enterprises in a situation where L1 price is from someone other than a Micro and Small Enterprise subject to meeting terms and conditions stated in the bid document including but not limiting to Qualification criteria.

- (i) Where the tendered quantity can be split, MSEs quoting a price within a price band of L1 + 15 %age shall be allowed to supply up to 25 percent of total tendered quantity at L1 price provided they accept L1 price.
- (ii) In case the tendered quantity cannot be split, MSE shall be allowed to supply total tendered quantity at L1 price provided their quoted price is within a price band of L1 + 15 %age.
- (iii) In case of more than one such MSEs are in the price band of L1 + 15%age, who are willing to execute the work at L1 price, the work may be shared proportionately.
- (iv) Out of the 25 (twenty five) percent target for MSEs, 4(four) percent shall be earmarked for procurement from micro and small enterprises owned by Scheduled Caste & Scheduled Tribe entrepreneurs and 3(three) percent from MSEs owned by women within the 25% target. In the event of failure of such MSEs to participate in the tender process or meet the tender requirements and L1 price, the said 4 (four) percent & 3 (three) percent sub-target so earmarked shall be met from other MSEs.

18. AWARD OF CONTRACT

18.1 AWARD CRITERIA:

The Contract may be awarded initially for 1(one) year. However, extension of Contract may be considered keeping in view the satisfactory performance of the Firm/Agency.

18.2 CORPORATION'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

- i) The Corporation reserves the right to accept or reject any Bid, and to cancel the Bidding process and reject all Bids, at any time prior to the award of Contract for any justified and genuine grounds, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Corporation's action.
- ii) The Corporation requires the Bidders under this Contract observe the highest standard of Ethics during the procurement and execution of this Contract. Accordingly, the Corporation:
 - (a) will reject the proposal for award of the service if he determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the bid, in question.
 - (b) will declare a Bidder ineligible, either indefinitely or for a stated period of time, to be awarded a Contract if he, at any time, determines that the Bidder has engaged in corrupt or fraudulent practices in competing for, or in executing, the Contract.

18.3 NOTIFICATION OF AWARD AND SIGNING OF LEASE AGREEMENT:

- i) The Bidder, whose bid has been accepted for award subject to reservations, will be informed by the Corporation by issuing Letter of Intent (LOI) online within the validity period of the BID in <https://etenders.gov.in> and or by Fax/E- Mail/Registered Letter. The successful bidder shall give his acceptance of LOI in <https://etenders.gov.in> and also he may give so through Fax / E- Mail / Registered Letter. The LOI shall be treated as intention to take the offered house as rent.
- ii) NEEPCO shall enter into a Agreement with the successful bidder in a standard form.

PART-III: GENERAL CONDITIONS OF CONTRACT

1. NEEPCO does not bind itself to accept the lowest or any other tender and reserves the right to reject any or all the tenders. Tenders in which any of the prescribed conditions are not fulfilled, shall be summarily rejected.
2. Canvassing whether directly or indirectly, in connection with the tender is strictly prohibited and the tenders submitted by the Contractors who resort to canvassing will be liable to rejection.
3. The Contractor shall ensure discipline amongst his staff and restrict unnecessary movement/assembly of their personnel in premises etc. The Contractors shall ensure proper supervision of the duties of his staff through his own supervisor.
4. The Contractor will supply fresh sets of uniform/badges, Identity cards who shall wear the same while on work and also keep their uniform clean and one set of recent passport size photograph for records each of his employee.
5. The Contractor shall be responsible for the conduct/integrity of his personnel and will also be responsible for any act of omission and commission on their part. He will vouch for their character & integrity. He shall submit police verification reports along with the photographs and the detailed particulars of the staff provided to the NEEPCO.
6. The successful tenderer shall be fully responsible and comply with all Act, Law under CL (R&A) Act 1970 and EPF & ESIC Act, Payments of Wages Act, Minimum Wages Act or other Statutory Rules, regulations with their latest amendments, by-laws applicable with regard to the performance of the work included herein or touching this Contract, from time to time and take such necessary steps as may be deemed necessary in this regard. **The successful tenderer shall submit a monthly report containing the details of EPF & ESI deducted and credited into individual's account with appropriate/concerned department as a Proof.** If it is noticed at any stage that EPF & ESI of any individual has not been credited properly, this department will not take any responsibility for this lapse. The tenderer will bear all the consequences, whatsoever, of the same.
7. Lum-sum material charges per month as per list to be quoted separately. However material charges per month will be paid on lowest quoted material cost by the parties.
8. The successful tenderer will accept full and exclusive responsibility for disbursement of full wages and other obligations referred to under the law now and hereafter imposed by State Govt./Local Bodies for the person(s) deployed by him. The successful tenderer should accept full and exclusive responsibility of insurance of the persons deployed by him.
9. The successful tenderer shall make regular and full payment of wages, salaries and other payment if any, due to his employee(s) and furnish necessary proof.
10. NEEPCO will have no liability whatsoever concerning the persons deployed by the tenderer for any purpose. The successful tenderer shall keep that the NEEPCO indemnified against all losses or damages or liability arising out of or imposed in the

course of employment of person(s) by him or for any violation of such Acts, Laws of Regulations etc. by him/her, his/her agent or his/her staff.

11. The successful tenderer shall be solely responsible for setting/resolving any dispute/claim of his/her personnel during the pendency of the Contract. No liability shall accrue to NEEPCO under any circumstances even after expiry of the contract. No claim for continuity for service under contract or other wise will be entertained by NEEPCO.
12. The successful tenderer shall be responsible for payment of any compensation/settlement of any liability arising out of any death or injury caused to the persons employed by him for rendering the jobs on contract under the agreement, either under the Workmen Compensation Act or any Act in force at that time.
13. The successful Tenderer shall at their cost take necessary insurance cover in respect of his employee(s) and other persons employed or engaged in connection with the process of rendering the aforesaid job. The tenderer shall also comply with the provisions of relevant Acts viz Employee State Insurance Act, Workmen's Compensation Act, Wages Act, Contract Labour (Regulations and Abolition) Act and the Employee's Provident Fund and Miscellaneous Provisions Act, 1952 and the rules made there under and as modified from time to time.
14. The successful tenderer should deploy his authorized representative for effective and proper supervision of the maintenance and upkeep jobs under the contract.
15. Successful tenderer shall not sub-let or sub-contract any part of this contract/job without the expressed written consent of the NEEPCO. The Contractor shall also be responsible for any act of omission or commission on the part of his supervisors/workers. Any damage done/caused to the existing structure/furniture/fitting/equipment by the workers of the Contractor Agency shall be got rectified by the Contractor at his own risk and cost/cost received from by the Contractor.
16. The Housekeeping works are to be carried out as per standards and in such a manner that all premises always look neat & Clean, Eco friendly chemicals/ Reagents to the extent possible are used. Similarly, the waste disposal is also carried out in totally sealed manner without affecting the Environment.
17. The decision of the authorized officials of NEEPCO regarding the satisfactory standard of Housekeeping shall be final and binding on the Contractor. The Contractor shall comply with the monitoring mechanism/system as advised by the NEEPCO.
18. Firm should have GSTIN Registration.

SCOPE OF WORK

Cleaning of rooms, corridors, toilets, Halls and open space & etc.

1. There will be need for chemicals like floor cleaner, disinfectant for toilets, glass cleaner, air freshener and brasso. The consumable will include brushes, squeezes, brooms, mop, buckets, dusters and glass cleaning kits, wringer trolleys, toilet rolls and liquid hand soap. The machine will include at least wet and dry vacuum cleaner.
2. The work also includes dusting and cleaning of doors, cleaning of wash basin, cobwebs, glass panes, doors, windows, blinds and ventilators of room and water coolers and its space, cleaning & filling water in desert coolers, removal of garbage, cleaning and inspection of drainage/sewage system.
3. Spraying/fumigation of disinfectant/insecticide room pertains in the areas.
4. Cleaning glasses of doors, windows, ceiling & wall fans, blinds, carpets, pavement, stair cases, roof of all construction area and ventilators of all areas specified above by liquid soap/chemical/detergent.
5. The Contractor will carry out all the above on all working six days in a week (8 hours a duty) or as required by NEEPCO.
6. The cleaning material etc. would be used to the satisfaction of NEEPCO. Payment may be deducted if the quantity and quality of material is not satisfactory.
7. Cleaning of all the Drains available in the premises of NEEPCO.
8. Cleaning of dustbins and Removal/disposal of collected garbage/debris etc.
9. Pest control, Mosquito control & Rodent control of the entire NEEPCO Transit Camp premises area including all rooms, halls, kitchen etc. quarterly.
10. Cleaning of lighting Fixtures & Accessories, Cleaning of Air conditioners, Cleaning of portable fire extinguishers / smoke detectors / fire detectors, Cleaning of Notice boards, Cleaning of furniture provided in all rooms, Cleaning of Office equipments, Cleaning of Fire Hydrants, Fire Panels, All types of pipes, valves etc.
11. Cleaning of All Switch Boards, Panel Boards, Cleaning of all miscellaneous equipments as available or being provided from time to time.
12. Toilets need to be kept clean in all respects by sweeping, washing and mopping of floors, washing of glazed tiles on walls, urinal pots W.C. pans, sinks, wash basins and all other fittings and fixtures using disinfecting material like phenyl, vim, detergent powder, acid liquid soap etc. on daily basis.
13. Soap containers need to be kept filled at all time and naphthalene balls in urinal pots and air fresheners/nepthaline ball/toilet paper etc. also needs to be provided as per requirement.

14. Additional works are to be done as per following schedule:-

- a) Scrubbing of floors of all covered area : once in a week
- b) The job of Spraying / fumigation of disinfectant / insecticide : once in a fortnight
- c) The job of pest, mosquito, rodent : Quarterly

15. All rooms including toilets shall be cleaned, linens changed every morning by the house keeping boys. The successful bidder shall provide a trolley to carry all materials for this work.

16. The bidder shall take the sole responsibility for providing Un-skilled manpower on the approved wages fixed by the Govt. of NCT of Delhi for a period of one year from the date of award of Contract ..

17. The services provided by Firm/Agency shall be to the entire satisfaction of NEEPCO.

18. The Agency shall provide the details of the staff, proposed to be deployed viz., their name, fathers name, DOB, residential address, telephone number, recent passport size photograph in form of a data base in both hard & soft form.

Providing Tea/Coffee and Sugar Cubes : Tea & Supply (Include Tea Bags (2Per Room), milk sachet, sugar sachet) per day subject to occupancy

6. PROVISION OF MANPOWER

1. Sufficient manpower including supervisor will be required for cleaning and housekeeping of NEEPCO premises as per scope of work.
2. Manpower deployed by the Contractor will perform duties as per schedule of NEEPCO.
3. The Contractor will be liable to comply any instructions/order given in written or verbal for better and efficient services.

TERMINATION OF CONTRACT:-

The contract will be valid for a period of one year from the date of work order and may be extended for another period, if services are found satisfactory. In the event of services rendered being found unsatisfactory, the contract is liable to be terminated by giving 30 days notice and security deposit will be forfeited. The decision of the NEEPCO in this regard will be final.

DISPUTE RESOLUTION:-

In case of any dispute with regard to the interpretation of any clause(s) of this agreement, the same shall be referred to the sole arbitration of person appointed by NEEPCO (1st Party), whose decision will be final and binding on both parties.

DURATION / PERIOD OF CONTRACT:-

The Contract shall be awarded initially for 1(one) year. However, extension of Contract may be considered keeping in view the satisfactory performance of the Firm/Agency.

VALIDITY:-

The Tender shall be valid for a period of at least three calendar months from the date of opening of the tenders for the purpose of evaluation of tender. However, the rates quoted in the tender should be valid for the period of one year.

Governing Law and Jurisdiction:

The Agreement shall be governed by and construed in accordance with the laws of India and the courts at Delhi shall have exclusive jurisdiction over all Disputes arising under or in connection with the Agreement.

SETTLEMENT OF DISPUTES AND ARBITRATION:

Any disputes and difference of any kind, whatsoever, arising out of or in connection with this contract or carrying out of the services, shall be settled amicably. If however, the parties are not able to resolve any dispute or difference amicably, the same shall be referred for arbitration in accordance with the provisions of Arbitration & Conciliation Act 1996 and any rules made there under and to such other order or orders, instructions issued by the Government of India from time to time in this connection. The Arbitration Tribunal shall consist of a Sole Arbitrator to be appointed by the Chairman and Managing Director of NEEPCO or by his duly authorised representative out of a Panel of names of three Arbitrators, proposed by him and selected by the Legal Owner /Lease Holder of property. The venue for the arbitration shall be New Delhi / Shillong.

LAWS GOVERNING THE CONTRACT:

Unless otherwise hereinafter provided, the Contract shall be governed by the Indian Laws for the time being in force. Disputes if any shall be subject to the jurisdiction of Courts in New Delhi.

OFFICER IN-CHARGE:

The Dy. General Manager (HR),
NEEPCO,
15 NBCC Tower, UG Floor
Bhikaji Cama Place, New Delhi-110066.

ANNEXURE-1

ACCEPTANCE LETTER TO BE SUBMITTED BY THE BIDDER/APPLICANT

(PREFERABLY ON LETTER HEAD)

To,

The Co-Ordinator,
North Eastern Electric Power Corporation Ltd.,
15, NBCC Tower, Bhikaji Cama Place,
U G Floor,
New Delhi - 110066
India.

1. I/We have read and examined the documents contained in the Detailed Bid Document for submission of Bid for “House Keeping & Maintenance Services for NEEPCO Transit Camp” which is downloaded from e-tendering portal <https://etenders.gov.in>.
2. I/We hereby unconditionally accept the Bid conditions in its entirety.
3. I/We certify that the Bid submitted by me/us is strictly in accordance with the terms and conditions etc., as contained in the bid documents, and it is further certified that it does not contain any deviations to the aforesaid documents.
4. In case any provision of the bid document is found violated at any time after opening of bid, I/We agree that the bid shall be summarily rejected and NEEPCO shall, without prejudice to any other right or remedy be at liberty to act as deem fit.
5. I/We declare that all information provided in my/our bid and attachments thereof is true and correct and in line with the requirement of the Bid documents.

Thanking you,

Yours faithfully,

Witness _____

Signature in the capacity of _____

Date:

Place:

(Signature of Bidder)

(Name of Bidder i.e. signatory, duly authorised to sign the bid on behalf of the Bidder /Applicant (In block letters))

(Designation / Title of signatory with Seal, where applicable)

Postal Address of the Bidder/Applicant: _____

Phone: _____

Fax: _____

ANNEXURE-2

CONFIRMATION BY THE BIDDER/APPLICANT

(PREFERABLY ON THE LETTER-HEAD)

The Details of the bidder is as under :

Sl.No.	Description	Details (as application)
1.	Name of the Company	
2.	Address	
3.	Contact Details	
	a. Name of the contact person	
	b. Telephone No. with STD code	
	c. Mob. No.	
	d. Fax No.	
	e. e-mail	
4.	PAN No. (enclosed copy)	
	GST Registration Number	
5.	Company Registration details: (enclose certificates):	
7.	Activities of the bidder	
8. (a)	Net Profit for the last 3 years a. 2016-17 b. 2017-18 c. 2018-19 (Provide a certificate from the Statutory Auditor of the company/ or Chartered Accountant (where statutory audit is not applicable)	
(b)	Average net profit for last 3 years. [Provide a certificate from the Statutory Auditor of the company / or Chartered Accountant (where statutory audit is not applicable)	

(c)	Details of the experience with Govt, PSUs, Ministries, educational / academic organization only for last three years along with total contract value	
(f)	Has the Company been debarred by any Government / Government agency or Department of Corporate Affairs or Income Tax Department or RBI ?	
9.	Duly signed and stamped copy of Integrity Pact (to be submitted as offline document)	
10.	Any other information or remarks which the bidder things is appropriate to disclose as per the transparency norms may be mentioned here.	

Signature of proprietor of the Company

(Name In block letters))

ANNEXURE-3

CHECK LIST OF DOCUMENTS

(Please put “tick” as applicable, and submit the documents required to be submitted.)

Sl. No.	Description	Yes	No	NA
1.	Acceptance letter (as per Annexure-1)			
2.	Confirmation by the applicant (as per Annexure-2)			
4.	A self-certified declaration that the bidders have not been charged/indicted by any investigating agencies of Central/ State Government, under prosecution or trial on charges of criminal, fraud, corruption in a court of law, as per Clause 3, Part-II (Instruction to Bidders) of Bid Document			
5.	Any other information as required to be submitted along with the bids.			
		<p>Signature of the proprietor of the Company</p> <p>(Name In block letters))</p> <p>(Designation / Title of signatory with Seal, where applicable)</p>		

Consumables :: Cleaning and Toiletries (Per Month)

Annexure -4

Sl.No.	Items	Brands	Specification	Unit
1	Liquid Soap	Kimberley	Can x 5 lts	1
2	Garbage Bag Big		5 kg	30
3	Garbage Bag Small		5 kg	100
4	Tissue Box	Origami	1	15
5	Toilet Roll 100mtr		Pcs	30
6	Taski R2	Taski	Can x 5 lts	3
7	Taski R5	Taski	Can x 5 lts	1
8	Taski Spiral	Taski	Can x 5 lts	1
9	Colin 500ml	Colin	500 ml Pcs	4
10	Taski R6 500ml	Taski	500ml	6
11	Odonil	Odonil	50gms Nos.	18
12	Hit Black	Hit	250 ml Bottle	2
13	Room Freshener		Can x 300 gms	16
14	Urinal Cubes		Packets	5
15	Dettol Liquid Soap		100 ml	16
16	Duster - Floor		1.600 gms Dozen	2
17	Duster - Check	Read lining	Dozen (21x 21 cm / 700 gms)	1
18	Duster - Check	Blue lining	Dozen (21x 21 cm / 700 gms)	1
19	Duster - Yellow		Dozen (21x 21 cm / 700 gms)	1
20	Scrubber	Scotch Bright	4 x 6 – 3m in Pcs	15
21	Soft Broom		Pcs.	05
22	Dry Mop Set		Pcs.	10
23	Dry Mop Set Refill		Pcs.	10
24	Father Brush		Pcs.	10
25	Hand Gloves Plastic		Pair	10
26	Cob Web Brush Round		Pcs.	1
27	Naphthalene Ball		Pkt. (900gms)	3
28	Plastic Juna		Dozen	1
29	Dust Pan with Brush		Pcs.	4
30	Chock Clear Pump		Pcs	3
31	Spray Bottle		Pcs	4
32	Kentucky Mop	Kentucky	Pcs	6
33	Kentucky Mop Refill	Kentucky	Pcs	2
34	Squeezer - Floor with Handle		Set (24' x 8')	4
35	Floor Scraper Blade		Nos	2
36	Brush - Toilet / WC		Round	3
37	Paper towel	Kimberley	Boxes	15
38	Tooth Brush	Colgate / pepsodent etc		250
39	Tooth Paste (Small)	Colgate / pepsodent etc		250
40	Shaving Kit (Razor & Shaving Gel)			250
41	Shower Cap			250
42	Bath Soap (Small)	Lux/Pears/Liril		250

Annexure-5

UNDERTAKING FOR BIDDERS WHO ARE REGISTERED AS MICRO/ SMALL ENTERPRISE (WHEREVER APPLICABLE) WITH CERTIFICATES FROM CONCERNED AUTHORITIES

(Bidders, who are registered as Micro/Small Enterprises shall submit the instant undertaking)

1. I/We confirm that the provisions of Micro and Small Enterprise are applicable to us and our organization falls under the definition of the following Category:

i) [] – **Micro Enterprises**

ii) [] – **Small Enterprises**

Please tick in the appropriate option box [] and attach relevant documents/certificate issued by any of the Authority mentioned below as evidence to their applicability of Micro and Small Enterprises:

- District Industries Centers (DICs)
- Khadi & Village Industries Commission (KVIC)
- Khadi & Village Industries Board (KVIB)
- Coir Board
- National Small Industries Corporation (NSIC)
- Directorate of Handicrafts and Handloom
- MSEs registered under Udyog Aadhaar Memorandum (UAM)
- Any other Body specified by Ministry of Micro, Small and Medium Enterprises (MoMSME)

1. I/We also undertake to inform the change in this status as aforesaid during the currency of the Contract, if any.

Dated _____

Signature of Bidder _____

PART-IV: PRICE SCHEDULE

Bidders shall submit Price Bid online in the following form :

Price Schedule A

Sl. No	House Keeping Services	Number of Personnel	Minimum Wages	Employer Contribution of ESI in percentage (4.75%)	Employer Contribution of EPF in percentage (13.15%)	Any other Charges	Employer Contribution of ESI in Rupees	Employer Contribution of EPF in Rupees	Total
01.	House-Keeping Attendent	02							
02.	Sweeper	02							
03	Steward	03							
04.	Supervisor	01							
Grand Total									

Price Schedule B

Sl. No	Description	Amount	Total Amount
01.	Cost of Toileteries / House- Keeping Consumables per month (Details as per Annexure -4)		
02.	Consumables – Tea & Supply (includes Tea Bags (2 per Room), milk, sachet, sugarsachet0 per day subject to occupancy		
03.	Laundry		

Price Schedule C

Sl. No	Item Name	Amount in figure	GST (18%)	Total Amount in figure	Amount in Words
01.	Price Shedule A				
02.	Price Shedule B				
03.	Grand Total				

North Eastern Electric Power Corporation
Tender for House – Keeping Services for F-18, Hauz
Khazenclave Guest House, New Delhi



Detailed Bid Document