

**National Health Systems Resource Centre**  
NIHFW Campus, Baba Gang Nath Marg  
New Delhi – 110067  
Tel. +91-11-26108983, 84, 92,. Fax: +91-11-26108993, 94  
NHSRC Website: [www.nhsrindia.org](http://www.nhsrindia.org)

NHSRC/19-20/Tenders/Manpower/01

Date: 24/02/2020

**SUBJECT: Tender for Annual job contract for manpower for Electrician, Housekeeping, Security Services and General duty workers (MTS) at NHSRC**

**Tender Fee –Rs. 500/-**

On behalf of the Executive Director, NHSRC, sealed tenders are invited for **Annual job contract for Outsourcing staff of Electrician, Housekeeping, Security and General duty workers (MTS) at NHSRC** in two bid systems from eligible experienced and interested firms for providing Housekeeping services/General duty workers at National Health Resource Centre, NIHFW Campus, Baba Gang Nath Marg, Munirka, New Delhi - 110067 for a period of one year from the date of contract, which may be extended subject to terms and conditions attached therewith. The bidder/interested firms should have experience as mentioned in the terms and conditions enclosed may sent the quote to The PAO, NHSRC, NIHFW Campus, Baba Gangnath Marg, Munirka, New Delhi – 110067 as per date and time mentioned below:

**Schedule to the Invitation of Tender**

|    |   |   |   |
|----|---|---|---|
| 1. | Tender document download/Sale date/time                           | : | 1000Hrs. onwards 26 Feb 2020.   |
| 2. | Tender document download/sale end date/time                       | : | 1200 Hrs. on 18 Mar 2020  |
| 3. | Pre-Bid Meeting   | : | 1600 Hrs. on 06/03/2020   |
| 3. | Last date and time for receipt of bids                            | : | 1500 Hrs. on 18 Mar 2020  |
| 4. | Date and time for opening of Prequalification - cum-technical bid | : | 1600 Hrs. on 18 Mar 2020  |
| 5. | Service to be provided  | : | <b><u>Annual job contract for Outsourcing staff of Electrician, Housekeeping, Security and General duty workers(Peon) at NHSRC</u></b>  |
| 6. | PERIOD/EXTENSION OF CONTRACT                                      | : | Up 31 <sup>st</sup> March 2021 (Except Security Guards) from the date of award of contract with an option of extension for a further period up to three year (but annually) at the same terms and conditions for a period of three years subject to provision of satisfactory services and at the sole discretion of NHSRC. |
| 7. | Validity of tender offers   | : | 180 days from date of opening of prequalification - cum-technical bid.  |
| 8. | Bid Security (EMD) total estimated value                          | : | INR – 50,000.00   |
| 9. | Performance Security total cost of Bid (for                       | : | 10% of the total cost of annual value by way  |

|  |                        |   |
|--|------------------------|---|
|  | Finalised Bidder only) | of DD/ Fixed Deposit Receipt (FDR)/Bank Guarantee from a commercial bank from finalised bidder. |
|--|------------------------|---|

1. The tender documents & other details are available in the NHSRC website [www.nhsrcindia.org](http://www.nhsrcindia.org) . Where forms have been downloaded from the website tenderer shall enclose along with the tender a separate D.D. for Rs. 500/- drawn in favour of “**National Health Systems Resource Centre**” payable at Delhi towards the cost of tender documents in a separate sealed envelope super scribing on an envelope ‘THROUGH WEBSITE’.
2. The duly completed sealed tender in the manner prescribed should be submitted to PAO, NHSRC concerned, at the above mentioned address up to 15.00 HRS till 18.03.2020 and the Technical Bid shall be opened on the 18/03/2020 at 16.00 HRS in the presence of tenderer or their authorized representative (only one) who may wish to be present.
3. The offers shall remain open for acceptance for 180 days from the date of opening of the Technical Bid. Any tenderer not keeping offers open for the prescribed period; the same shall be summarily rejected.
4. If the date of opening of the tender is declared as holiday the tender will be opened on the next working day at the same time and venue.
5. The tender must accompany the **EMD of Rs. 50,000** (Rupees Fifty Thousand only) in the form of demand Draft/ Bankers cheque in favour of “**National Health Systems Resource Centre**” payable at Delhi drawn on any Nationalized or scheduled Bank of Indian origin.
6. Tenders not accompanied with prescribed earnest Money will be summarily rejected.
7. The earnest money would be refundable to unsuccessful tenderer on finalization of the tender and shall carry no interest whatsoever.
8. Incomplete offer/offers not conforming strictly to the manner prescribed /offer not submitted on prescribed tender from **or late/delayed** tender shall not be considered and stand summarily rejected
9. The offers submitted would be governed by all the terms & conditions laid down in the prescribed tender form in addition to the terms & conditions indicated herein.
10. The Original copy of the tender along with documents required under technical bid is to be kept in one sealed envelope super scribed “**A**” – **Technical Bid** and the price Bid will be kept in another sealed envelope super scribed “**B**” - **Financial bid**. Both the bids then will be kept in a sealed cover and duly sealed and super scribed “**Annual job contract for Housekeeping Services, and General Duty workers (MTS) at NHSRC**” with Tender number and date indicated thereon.
11. NHSRC reserves the right to terminate the contract/tender at any time without citing any reasons and also amend or withdraw any of the terms and conditions contained in the tender document or scrap the tender enquiry at any stage without assigning any reason and NHSRC will not be liable for any costs and consequences incurred by the intending Tenderers.

**Terms & Conditions:**

1. The firms/companies/agencies should have registered/Branch office in Delhi/NCR.
2. The bidder shall have at least three years' experience in Outsourcing Housekeeping/MTS/Electrician/ Security Guards in Ministries/Departments of GOI/PSUs/Autonomous bodies etc. The details of the contract viz. name and address of the Ministries/Departments/Public Sector Undertakings/Autonomous bodies with telephone no. and copies of the agreement/work order must be enclosed with the tender.
3. The bidder should have at least three running contracts of Housekeeping/MTS/Electrician/ Security Guards as on date of closing of tender with annual contract value of Rs.25,00,000/- (Rupees ten lacs)
4. The bidder must be registered with EPF, ESIC and Service Tax Department for supply of manpower for housekeeping job/ providing General duty workers and Guards.
5. The bidder should not have been blacklisted by any Government Organisation/PSU/Autonomous bodies. A self-certificate on the letter head to this effect should be enclosed with the technical cum financial bid.
6. The bidder shall have a valid labour license and a license under sub-section (1) of section 7 of the private Security Agencies Regulation Act 2005 read with Rule 3 of Delhi Private Security Agencies (Regulation) Rule 2009 to the Controlling Authority (Notified as per Notification dated 08-10-2009), Home Department, Govt. of National Capital Territory of Delhi.

**Evaluation Criteria – Technical Bids**

7. The Tender must be accompanied by an Earnest Money Deposit (EMD) of Rs.50,000/- in the form of Demand draft/Pay Order from a commercial bank drawn in favour of “ National Health Systems Resource Centre”. It shall remain valid for a period of six months. The tender not accompanied with EMD shall be rejected summarily. The EMD shall be refunded to the unsuccessful bidders after finalization of the contract. It shall be refunded to the successful bidder on receipt of Performance Security Deposit. No interest is payable on the EMD.
8. All entries in the Technical bid in the Proformas at Annexure ‘A’ should be legible and filled up clearly. No overwriting or cutting is permitted in Financial bid. However, cuttings, if any, in the Technical Bid must be initialled by the person authorised to sign the technical bids. Conditional bids will not be considered and will be rejected outright.
9. The bidder shall submit following documents with Technical Bid:-
  - (i) Copy of EPF registration Certificate
  - (ii) Copy of ESIC Registration Certificate.
  - (iii) Copy of Service Tax Registration Certificate (if applicable).

- (iv) Copy of GST Registration Certificate
  - (v) Copy of PAN Number.
  - (vi) Self-Certificate to the effect that the firm is not blacklisted.
  - (vii) Copies of experience certificate/work order with Central Govt. departments/Public Sector Undertakings/Autonomous bodies for last three years.
  - (viii) Copies of at least three similar running contracts with Central Govt. departments/Public Sector Undertakings/Autonomous bodies.
  - (ix) EMD for Rs.50,000/- in the form of Demand draft/Pay Order from a commercial bank drawn in favour of “National Health Systems Resource Centre” payable at Delhi.
  - (x) Copy of labour license and license under sub-section (1) of section 7 of the private Security Agencies (Regulation Act 2005) from Home Department, Govt. of National Capital Territory of Delhi.
10. The bidder at all times should indemnify NHSRC against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936; Minimum Wages Act, 1948; Maternity Benefit Act, 1961; Delhi Shops and Establishments Act as per latest amendments or any other law relating thereto and rules made thereunder from time to time. NHSRC will not own any responsibility in this regard.
  11. The closing date and time for receipt of tenders will be 1500 Hrs. on **18 Mar 2020**.
  12. The contract shall be finalized within a maximum period of three months from the date submission of Bids. No bidder will be allowed to withdraw after submission of the Technical Bids otherwise the EMD submitted by the bidding firm would stand forfeited.

#### **Evaluation Criteria – Financial Bids**

13. The bidder shall quote per worker rate of wages as per minimum wages prescribed by the Govt. of NCT of Delhi, EPF, ESIC, Service Tax (wherever applicable), Service charges etc. in proforma of financial bids. (Table ‘A’ & Table ‘B’).
14. Any increase in the wages of manpower deployed in NHSRC will be considered in accordance with revision of minimum wages by Govt. of NCT of Delhi from time to time.
15. The service charges shall increase or decrease depending upon the increase or decrease of manpower as per actual requirement. However, it will increase on increase of wages by Govt. of NCT of Delhi and or other statutory provisions. As per Government of India TDS and GST on TDS will be deducted during release of payment.

**Other terms & Conditions**

- 16 The bidder must employ adult and un-skilled labour. Employment of child labour will lead to the termination of contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. A list of such persons along with their police verification report should be submitted within 15 days of award of contract.
- 17 The bidder shall deal with and settle the matters related with workers unions and shall make sure that no labour disputes/problems are referred to NHSRC. It shall be totally indemnify NHSRC in this regard.
- 18 In case, the successful bidder declines the offer of contract, for whatsoever reason(s), his EMD will be forfeited.
- 19 The successful bidder will have to deposit a Performance Security Deposit @ 10% of annual contract value by way of Fixed Deposit Receipt (FDR)/Bank Guarantee from a commercial bank and hypothecated in favour of “**National Health Systems Resource Centre**” and valid for 60 days beyond the expiry period of one year contract. In case of extension of contract, fresh Performance Security Deposit will have to be deposited.
- 20 The successful bidder will have to commence the work within 15 days of award of contract. Otherwise the contract will be cancelled and EMD will be forfeited.
- 21 The salary of the workers should be paid by 7<sup>th</sup> on the following month for which wages have become due. NHSRC will have right to verify directly from workers employed in NHSRC regarding payment of wages.
- 22 The contract shall initially be valid till 31<sup>st</sup> March 2021 and may be extended further on a yearly/half yearly basis subject to satisfactory performance, on the same terms and conditions upto a maximum period of three years. The contract may be curtailed/terminated earlier owing to deficiency in service or substandard quality of manpower deployed by the selected firm/agencies company. **The NHSRC reserve the right to increase/decrease the requirement of worker on the basis of actual requirement.**
- 23 If the worker arrives late (or leaves early) but permitted to perform duty, pro-rata deduction of the duty rate would be made on hourly basis. If a person deployed in absent on a particular day or comes late/leaves early on three occasions, one day's wage shall be deducted. However, no habitual late comer would be allowed to work and it will be the responsibility of the contractor to provide a substitute.
- 24 In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency shall be liable to be forfeited by the NHSRC besides annulment of the contract.
- 25 Staff deployed by the bidder shall perform their duties at the premises with due diligence and take all precautions to avoid any loss or damage to the Government property/person.

26 The contractor shall provide uniform/liveries to the workers. Samples of uniform will be approved by the NHSRC. The worker must wear uniform during their duty. The contractor shall issue Identity Card to each worker which must be displayed by the worker during their duty.

27 The bidder shall provide following manpower for Multipurpose workers: -

| Sl. No. | Manpower Description                          | No. of staff required. |
|---------|---|------------------------|
| 1.      | MTS (Highly Skilled)                          | 01                     |
| 2.      | Peon/Pantry boy (Skilled)                     | 02                     |
| 3       | Electrician (Skilled)                         | 01                     |
| 4       | Housekeeping staff (Safaiwala) (Semi Skilled) | 02                     |
| 5       | Security Guards (Semi Skilled)                | 04                     |
| 6       | Housekeeping staff (Safaiwala) (Un skilled)   | 02                     |

28 Each page of the tender document should be signed and stamped by bidder in acceptance of the terms and conditions laid down by NHSRC.

29 If the work of the contractor is not found satisfactory, NHSRC reserve the right to terminate the contract at any time without assigning any reasons and the decisions of the NHSRC will be final and binding on the contractor.

30 The competent authority of NHSRC reserves the right to reject all or any tender in whole, or in part without assigning any reason.

31 Payment will be made on monthly basis in the succeeding month or submission of bill in triplicate. Payment of the bill will be based on attendance duly verified by admin division in respect of persons deployed.

32 Whenever and wherever it is found that the cleanliness is not upto the mark, it will be brought to the notice of the contractor by the NHSRC and if no action is taken within two hours, penalty @Rs.500/- per day per complaint will be imposed. Similarly any non performance of multi purpose workers will be brought to the notice of vendor for remedial measure.

33 The bidder should ensure to maintain the required number of manpower and also arrange a pool of standard Housekeeping/Multi purpose workers. In case any housekeeping staff/multipurpose workers absents from the duty, the reliever of equal status shall be provided by the bidder from the existing pool of housekeeping staff/General duty workers. If the required numbers of workers are less than the minimum required, a penalty @Rs.500/- per worker per day will be deducted from the contractor in addition to the amount equal to the wages/salary of such absent workers.

34 Any dispute regarding the contract shall be resolved through arbitrator to be nominated by Executive Director, NHSRC. The contract shall be subject to relevant law and the jurisdiction of the courts located in Delhi.

- 35 NHSRC reserves the right for termination of the contract at any time, if the services of the contractor are found unsatisfactory and has the right to award the contract to any other agency at the risk, cost and responsibilities of bidder and excess expenditure incurred on account of this will be recovered by NHSRC from its Security Deposit or pending bill or by raising a separate claim.
- 36 As per GOI's Notification no. 15/2005 dated 7.6.2005 cleaning services in respect of non-commercial buildings and premises thereof does not come under the purview of Service Tax.
- 37 All tendered rates shall be inclusive of all taxes and levies payable under respective statutes. However, pursuant to the Constitutions (46<sup>th</sup> Amendment) Act 1982, if any further tax or levy is imposed by Statute, after the last stipulated date for the receipt of tender including extension if any and the contractor thereupon necessarily and properly pays such taxes/levies, the contractor shall be reimbursed the so paid, provided such payment, if any, is not, in the opinion of NHSRC (whose decision shall be final and binding on the contractor) attributable to delay in execution of work within the control of the contractor.
- 38 The contractor shall furnish the relevant documents regarding payment of such taxes/levies as and when NHSRC will require from time to time.
- 39 The contractor shall be responsible for the conduct/integrity of his personnel and will be responsible for any act of omission and commission on their part. He will vouch for their character and integrity.
- 40 The contractor should submit proof of coverage under ESIC and opening of EPF account in respect of all the manpower deployed for NHSRC and **PF number along with the address should be provided by the agency to all the workers.**
- 41 The successful tenderer shall solely be responsible for settling/resolving any dispute/claim of his/her personnel during the pendency of the Contract. No liability shall accrue to NHSRC under any circumstances even after the expiry of the contract.
- 42 The contractor 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.
- 43 The contractor shall not sub-let or sub contract any part of this contract/job without the express written consent of NHSRC. The contractor shall also be responsible for any act of omission or commission on the part of his workers. Any damage done/caused to the existing structure/furniture/fitting/equipment by the workers of the contractor shall be got rectified by the contractor at his own cost/cost recovered from the contractor.
- 44 It should be made clear to the manpower so deployed by the successful bidder as per the tender that employer/worker/employee/relationship is established between NHSRC or the GOI and worker by virtue of such deployment and no claims for temporary or permanent employment in Govt. service shall be entertained from any or group of such workers.
- 45 NHSRC reserves its right to get the contractual jobs done from any other party/person or agency if the contractor at any time fails to carry out the said jobs any day, cost and the expenses incurred for getting

the job done on account of such failure on the part of the contractor would be deducted from payment due to the contractor. If the contractor fails to provide the services under the contract for 15 days consecutively otherwise, the agreement shall stand terminated without any notice and in such case the contractor would be liable to compensate the NHSRC for any losses caused to it due to the non-fulfilment of the contractual obligation.

- 46 The initial cleaning of all the areas specified should be completed by the schedule time on all working days failing which a monetary penalty of Rs.500/- per day shall be recovered from the contractor's bill.
- 47 The contractor will ensure carrying out cleaning work of all rooms/corridors/toilets of NHSRC on daily basis 7.15 A.M to 16.30 hrs with lunch break of half-an-hour and tea break for ten minutes once in the forenoon and once in the afternoon on all working days, Saturday or as required by the NHSRC. The details of Part-time Housekeeping (Safaiwala) is given in ToR.
- 48 Cleaning of glasses, doors, windows, roof, ceiling fans, blinds, carpets, tiles, mirror, plants, planters and other fixtures and ventilator or all areas specified will be done by liquid soap/chemical/detergent to be provided by the NHSRC, NIHFV Campus, Munirka, New Delhi – 110067.
- 49 Toilets need to be kept clean in all respects by sweeping, washing and moping of floors, washing of glazed tiles on walls, urinal pots, W.C. Pans, sink, washbasins and all other fitting and fixture using disinfecting material like phenyl, Vim, detergent powder, acid, liquid soap etc. on daily basis, to be provided by NHSRC without damage to electrical fittings.
- 50 The workers should be available from 7.15 A.M to 16.30 hrs (with short lunch break) or as required on all working days and Saturday unless otherwise instructed.
- 51 Multipurpose worker shall be available from 8.15 A.M. to 17.30 hrs (with short lunch break) on all working days and Saturday unless otherwise instructed.
- 52 Electrician shall be available from 8.45 A.M. to 17.15 hrs (with short lunch break) on all working days and Saturday unless otherwise instructed.
- 53 The decision of authorized officers in NHSRC regarding satisfactory standard of cleaning shall be final and binding on the contractor.
- 54 The TOR for Multipurpose worker (MTS), Electrician, Security & Housekeeping staff (Safaiwala) is placed as Appendix 'A'
- 55 Disclaimer: The relatives/near relatives of employees of the client are prohibited from participation in this bid. The near relatives for this purpose are defined as:



- (a) Members of Hindu Undivided Family (HUF)
- (b) Their husband or wife.
- (c) The one is related to the other in the manner as father, mother, son(s), son's wife (daughter- in-law).  
Daughters & daughter's husband (son-in-law), brother(s) and brother's wife, sister(s) and sister's husband (brother-in-law).

Yours faithfully,

(Dr. Uddipan Dutta)  
Principal Administrative Officer  
For Executive Director

**Appendix 'A'****TOR for Electrician :-**

1. The Electrician should have minimum qualification 12<sup>th</sup> Class pass from CBSE/NIOS/State education board plus diploma in electrical from recognised ITI institute.
2. Electrician should have worked minimum two years Experiences as Electrician with ability to manage or repair as require in power substation of specialisation in inputs 11000 volts with outputs of 440 volts.
3. Electrician should have well versed in Sub Station/DG set/Electrical Connectivity or Appliances/Acs units/MCVs/LED/Tube lights etc. He will change and repair MCVs/LED/Tube lights if require.
4. Electrician should be available on call after working hours.
5. He should be in possession with police verification/Adhar/Pan Card/Bank Accounts

**TOR for Multi Task Services purpose worker**

1. The Multi Task Services workers (equivalent peon) should have qualification 12<sup>th</sup> Class pass from CBSE/NIOS/State education board.
2. They should have worked minimum five years as peon or similar capacity in government/PSU/Autonomous body organization preferably in health sector.
3. They should have well versed in photo copying machine including its reduction or enlargement of Size.
4. They should be appropriately dressed and well mannered.
5. They should be in possession with police verification/Adhar/Pan Card/Bank Accounts.

**TOR for Housekeeping (Safaiwala) :-**

1. The Housekeeping (Safaiwala) should have qualification 8<sup>th</sup> Class pass from CBSE/NIOS/State education board.
2. They should have worked minimum five years as Housekeeping or similar capacity in government/PSU/Autonomous body organization.
3. They should have well versed in cleaning of bathroom/toilets and corridor etc.
4. They should know to handle the floor cleaning machines.
5. They should be in possession with police verification/Adhar/Pan Card/Bank Accounts

**TOR for Security Guards :-**

1. The Security Guards should have qualification 10<sup>th</sup> Class pass from CBSE/NIOS/State education board. This may be relaxed for those with maximum 15 years of experiences.
2. They should have worked minimum five years as Security Guards or similar capacity in government/PSU/Autonomous body organization of Government.
3. They should be well versed in Speaking and writing in Hindi languages.
4. They should be well versed to handle the Electric Switches/DG Set and emergency operation of lift.
5. They should be in possession with police verification/Adhar/Pan Card/Bank Accounts

**Proforma for Technical Bid**

NHSRC/12-13/Tenders/Manpower/01

**Subject: Annual job contract for Housekeeping Services, Peon at NHSRC**

|        |   |  |
|--------|---|--|
| Sl. No |   |  |
| 1      | NAME OF TENDERING COMPANY/FIRM/AGENCY   |  |
| 2.     | NAME OF OWNER/PARTNERS/DIRECTORS  |  |
| 3.     | FULL PARTICULARS OF OFFICE  |  |
| (A)    | ADDRESS   |  |
| (B)    | TELEPHONE NO.   |  |
| I      | FAX NO.   |  |
| (D)    | WEBSITE<br>EMAIL ADDRESS  |  |
| 4      | FULL PARTICULARS OF THE BANKERS OF COMPANY/FIRM/AGENCY WITH FULL ADDRESS/TEL. NO. |  |
| (A)    | NAME OF THE BANK  |  |
| (B)    | ADDRESS OF THE BANK   |  |
| I      | TELEPHONE NO.   |  |
| (D)    | FAX NO.   |  |
| I      | E-MAIL ADDRESS  |  |
| 5.     | REGISTRATION DETAILS:   |  |
| (A)    | PAN/GIR NO.   |  |
| (B)    | GST REGISTRATION NO.  |  |
| I      | EPF REGISTRATION NO.  |  |
| (D)    | ESI REGISTRATION NO.  |  |
| 6.     | DETAILS OF EARNEST MONEY DEPOSIT  |  |
| (A)    | AMOUNTS (RS.)   |  |
| (B)    | D.D/P.O. NO. & DATE   |  |
| I      | DRAWN ON BANK   |  |
| (D)    | VALID UPTO  |  |

The above format may be used to provide requisite details:

Date: \_\_\_\_\_  
Place \_\_\_\_\_

Signature of owner/Managing Partner/Director of the firm  
Name: \_\_\_\_\_  
Firm's Seal: \_\_\_\_\_

**Annexure 'B'****Details of Experience of work undertaken during the last three year.**

| Last Financial Year           | Name and Address of organization, Name Designation and Telephone no. of the office concerned. | Details regarding the contract including manpower deployed. | Value of contract (Rs.) | Duration of contract |          |
|-------------------------------|---|---|-------------------------|----------------------|----------|
|                               |   |   |                         | From                 | To       |
|                               |   |   |                         | dd/mm/yy             | dd/mm/yy |
|                               |   |   |                         |                      |          |
|                               |   |   |                         |                      |          |
|                               |   |   |                         |                      |          |
| Additional information if any |   |   |                         |                      |          |

The above format may be used to provide requisite details:

Date: \_\_\_\_\_  
Place: \_\_\_\_\_

Signature of owner/Managing Partner/Director of the firm

Name: \_\_\_\_\_  
Firm's Seal: \_\_\_\_\_

**Annexure 'C'****Details of running contracts at Ministries/Department/PSUs/Autonomous Bodies.**

| Sl. No. | Name and Address of organization, Name Designation and Telephone no. of the office concerned. | Details regarding the contract including manpower deployed. | Value of contract (Rs.) | Duration of contract |          |
|---------|---|---|-------------------------|----------------------|----------|
|         |   |   |                         | From                 | To       |
|         |   |   |                         | dd/mm/yy             | dd/mm/yy |
| 1       |   |   |                         |                      |          |
| 2       |   |   |                         |                      |          |
| 3       |   |   |                         |                      |          |

The above format may be used to provide requisite details:

Date: \_\_\_\_\_  
Place: \_\_\_\_\_

Signature of owner/Managing Partner/Director of the firm  
Name: \_\_\_\_\_  
Firm's Seal: \_\_\_\_\_

**DECLARATION**

1. I, \_\_\_\_\_ Son/daughter of Shri \_\_\_\_\_  
Proprietor/Partner/Director/Authorized Signatory of \_\_\_\_\_ am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of owner/Managing Partner/Director of the firm

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Place \_\_\_\_\_

Firm's Seal: \_\_\_\_\_

**N.B.:- The above declaration, duly signed and sealed by the authorized signatory of the bidding Firm should be enclosed with Technical and Financial Bid.**

**ANNEXURE 'E'**

**Bid Security (EMD)**

Tender for. \_\_\_\_\_ Due for opening on:

Name of the Service \_\_\_\_\_

Bid Security (EMD) as required by this Tender Enquiry is being submitted in the form of Demand Draft/ pay order/ favouring the “**National Health Systems Resource Centre**” payable at Delhi and duly discharged in his favour in advance.

Details of Demand Draft/Pay order attached:

No. \_\_\_\_\_ Dated \_\_\_\_\_

Drawn on (Bank) \_\_\_\_\_

Amount \_\_\_\_\_

**SIGNATURE OF BIDDER**  
**(PROP. / Partner/ Authorized Signatory)**  
**Name & Address with Seal of the firm**

**Income Tax Return & PAN Number**

Tender \_\_\_\_\_ Due for opening on:

Name of the Service \_\_\_\_\_

Self-Attested Copies of IT Return & PAN Number, as required by this Tender Enquiry is being submitted along with this tender as per details given below: -

|  | Remarks |
|--|---------|
| Copies of Income Tax Returns for the Assessment Years (for last three years) |         |
| Copy of Permanent Account Number   |         |
| Copy of Service Tax Registration Number                                      |         |
| Copy of VAT/Sales Tax Registration Number, if any                            |         |

**SIGNATURE OF BIDDER**  
**(PROP. / Partner/ Authorized Signatory)**

**Name & Address with Seal of the firm**



**UNDERTAKING**

(To be submitted on Rs. 50/- stamp paper)

**Declaration by the Bidder**

I/We \_\_\_\_\_ hereby declare that:

1. I/We do hereby offer to provide the Annual job contract for Housekeeping Services, Guards (round the clock duty) and General Duty workers (Peon) at NHSRC
2. prices and rates mentioned in the price bid.
2. I/We agree to abide by my/our offer for a period of 180 days from the date of opening of the tender.
3. I/We have carefully read and understood all the Terms and Conditions of the tender and shall abide by them.
4. I/We agree for the all clauses and payment terms & conditions of this tender enquiry. In case any condition put forth by us is against the terms & conditions of tender, the same shall be treated as to be having no affect whatsoever and that the tender terms and conditions shall only prevail upon such conditions, if any.
5. I/We agree that in the event of any dispute or differences, the decision of the Executive Director, NHSRC New Delhi shall be final and binding on me/us.
6. The tender document has been downloaded from the official website i.e. [www.nhsrccindia.org](http://www.nhsrccindia.org) for bidding purpose and is a true copy of the original.
7. I/we hereby undertake that none of my relative (s) as defined in Disclaimer Clause of para 53 of terms and conditions of the tender is/are employed in NHSRC.

**SIGNATURE OF BIDDER**

**(PROP. / Partner/ Authorized Signatory)**

**Name & Address with Seal of the firm**

**Proforma for Financial Bid**

NHSRC/12-13/Tenders/Manpower/01

10 Feb 2020

**Table 'A'**

| Sl. No. | Category  | Quoted amount per person per month ** |
|---------|---|---------------------------------------|
| 1.      | MTS (Highly Skilled)  |                                       |
| 2.      | Electrician and Peon (Pantry boy) (Skilled)                               |                                       |
| 3       | Housekeeping (Safaiwala)<br>(Semi killed)                                 |                                       |
| 4.      | Security Guards<br>(Semi killed) (for 1 <sup>st</sup> quarter of FY only) |                                       |
| 5.      | Housekeeping (Safaiwala)<br>(un-skilled)                                  |                                       |

**\*\* Note:-**

- (i) The Security Guards will be hired for 1<sup>st</sup> quarters only. The same may be extended subject to NHSRC decision.
- (ii) Total consolidated monthly amount (including Minimum Wages, ESIC, EPF etc.) per person should be quoted by bidder under each of the category separately.
- (iii) The bidder should quote the details (price-break up) of the monthly consolidated amount in table 'B' given below.
- (iv) Payment shall be made by the Client as per the terms and conditions of the Tender Documents.
- (v) Prices shall be valid for a period of one year. However, on revision of minimum wages, Contractor may request in writing for enhancement of minimum wages accordingly to the Client, which shall be considered and agree, if found reasonable by the Client.
- (vi) The charges shall be on 26 days a month basis (as per norms of Government of NCT of Delhi, Labour Department).
- (vii) The quoted consolidated monthly amount prices shall be inclusive of all charges including our contribution towards ESI, PF, Gratuity, Bonus, Substitutes. It shall also include cost of training and uniform, supervisor of company etc.
- (viii) The prices in the price Schedule shall be exclusive of any service tax, education cess, secondary and higher education cess or any other applicable taxes as may be levied by the Government from time to time and the same shall be charged in addition to the applicable rate.
- (ix) The Contractor shall mandatorily ensure that the cost per head as at 'A' in Table 'B' is paid as monthly wages to their employee who are deployed in Client's premises for different services.
- (x) Price Break-up tot he quoted prices shall be submitted by the contractor in the following format:

- (xi) As per Government of India TDS and GST on TDS will be deducted during release of payment.

**Table 'B'**

| <b>Sl. No.</b> | <b>Head</b>  | <b>Skilled (for Sl. No. 1 &amp; 2 of Table 'A') (in Rupees.)</b> | <b>Semi-skilled (for Sl. No. 3 &amp; 4 of Table 'A') (in Rupees.)</b> |
|----------------|--|--|---|
| 1              | Basic Minimum wages (asp per Government of NCT of Delhi norms) |  |   |
| 2.             | ESI  |  |   |
| 3.             | EPF  |  |   |
| 4.             | EDLI   |  |   |
| 5.             | Any other charges (please specify)                             |  |   |
| 6.             | Cost per head (A)  |  |   |
| 7.             | Service charges (B)  |  |   |
| 8.             | Total (A+B)  |  |   |

**SIGNATURE OF BIDDER****(PROP. / Partner/ Authorized Signatory)**

Name &amp; Address with Seal of the firm