

NATIONAL POWER TRAINING INSTITUTE

(Under Ministry of Power, Govt. of India)

South Ambazari Road, Gopal Nagar,

NAGPUR (MAHARASHTRA) - 440 022

BID DOCUMENT

For

**Housekeeping and General Cleaning of Buildings
& Roads of NPTI (WR) complex, Nagpur**

TENDER NO. NPTI/WR/CLEANING/2013

DATED: 25.04.2013

Cost : Rs. 500/- (Non - Refundable)

S.No.:

Issued to:

**NATIONAL POWER TRAINING INSTITUTE
WESTERN REGION, NAGPUR (M.S)**

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**NATIONAL POWER TRAINING INSTITUTE
WESTERN REGION, NAGPUR (M.S)**

SECTION- I

BID REFERENCE

(Through Open Tenders)

TENDER NO. NPTI/WR/CLEANING/2013/

Dated: 22.01.2013

Name of Work

General cleaning of buildings & roads
of NPTI (WR) complex, Nagpur.

Estimated value of contract

Rs. 11.50 Lakhs only.

Earnest Money Deposit

Rs. 35, 000/- (Rupees Thirty Five Thousand)

Period of Sale of Bid Document

01.05.2013 to 24.05.2013

(On all working days from 11.00 to 16.00 hrs.)

Last Date & Time for receipt of Bid

24.05.2013 upto 13.00 hrs.

Time and Date of Opening the technical bid
and Place.

27.05.2013 at 16.00 hours at
Conference Hall in Institute Building,
NPTI, Nagpur.

The tender documents can be obtained from:

J.A.O Accounts Section - NPTI (WR), Nagpur
or can be downloaded from our website
www.nptinagpur.com

Tender documents can be submitted/
dropped at

Tender Box Kept in Principal
Director's office. NPTI (WR)

Tenders addressed to

Principal Director, NPTI (WR), South Ambazari
Road, Gopal Nagar, Nagpur. 440022

**NATIONAL POWER TRAINING INSTITUTE
WESTERN REGION, NAGPUR (M.S)**

**SECTION II
Invitation for Bid**

TENDER NO. NPTI/WR/CLEANING /2013

Dated: 28.01.2013

1. National Power Training Institute (Western Region), Nagpur, invites sealed bids through open Tenders under the two-bid system from the eligible and authorized contractors for General cleaning/housekeeping of buildings & roads of NPTI (WR) complex, Nagpur, as specified in the bid document, for a period of one year for its Institutional and residential building premises. The Competent Authority of NPTI (WR) may extend the contract depending on the performance of the contractor for further period on the same terms and conditions & cost.
The scope of services to be provided is mentioned at Section - V of this bid document, which includes the manpower, tools, tackles and appliances required for satisfactory execution of general cleaning of NPTI buildings and roads:
2. The bid document can be obtained from Account Section, NPTI (WR), South Ambazari Road, Gopal Nagar, Nagpur-440022, from **01.05.2013 to 24.05.2013** between **11 am to 4.00 pm** on working days on payment of **Rs. 500/-(Non-Refundable)** towards the cost of bid document, payable by **demand draft/Bankers cheque** drawn in favour of “**NPTI, Nagpur**” . The tender can also be downloaded from our website www.nptinagpur.com and submitted along with the tender fee of Rs. 500/- in the form of DD in favor of “N.P.T.I., Nagpur” payable at Nagpur.
3. NPTI reserves the right to issue the tender forms only to the eligible agencies, who are fulfilling the eligibility criteria detailed in the bid document that can be viewed and down loaded from our website www.nptinagpur.com
4. Sealed quotations along with Earnest Money Deposit (EMD) of Rs. 35,000/- in the Name of “NPTI Nagpur”, should be submitted along with tender in the Tender box kept at Principal Director’s office at Institute Building, NPTI (WR), Nagpur latest by **24.05.2013 up to 13:00 hrs**. The tenders will be **opened on 27.05.13 at 16:00 hrs** in the Conference Hall of Institute Building, NPTI Nagpur. The technical bid without EMD will be summarily rejected.

**Principal Director
NPTI, Nagpur**

**NATIONAL POWER TRAINING INSTITUTE
WESTERN REGION, NAGPUR (M.S)**

SECTION III

INSTRUCTIONS TO BIDDERS

1. This Invitation for Bids is open to the contractors registered either with Central/State Govt. departments / Undertakings or registered with Bombay Shop & Establishment Act 1948 for housekeeping /cleaning services and having prescribed experience in similar nature of works. The contractor should have Minimum 2 years experience in general cleaning / Housekeeping works in Offices / Colleges / Hostels or Private Institutes executed for a value not less than Rs. 6,00,000/- per annum in a single tender with Central / State Govt. Departments / Undertaking / Govt. Autonomous bodies / Private Educational Institutes / Private organizations. He shall have to furnish a list of organizations where he has undertaken such contract previously.
2. National Power Training Institute, Nagpur, hereinafter will be referred to as the "N.P.T.I" and the successful bidder shall be referred to as the "Contractor".
3. The Bidder is expected to examine all instructions, forms, terms & conditions, and Specifications in the bidding document. Failure to furnish information required by the bidder or submission of a bid not substantially responsive to the bidding document in every respect will result in rejection of the bid.
4. The bidder is required to fill up the Profile of its Organization and other details in the format given as per Annexure - 1, 2 & 3 of the Bid Document.
5. At any time prior to the deadline for submission of bids, the N.P.T.I may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding document by a written amendment. All prospective bidders who have given their mailing address at the time of obtaining the bid document, will be notified of the amendment, which will be binding. The amendment will also be available in the NPTI website. www.nptinagpur.com
6. In order to allow prospective bidders reasonable time within which to take the amendment into account in preparing their bids, the N.P.T.I, at its discretion, may extend the deadline for the submission of bids.
7. The bids are to be submitted in two parts in separate sealed envelopes, i.e., **Technical Bid** and **Financial Bid** (Price bid)
8. The **Technical Bid** prepared by the bidder shall include the following:
 - (a) Full particulars of organizations, where the Contractor has carried out general cleaning works for a period of two years, for a value not less than Rs. 6.0 Lakh per annum in a single tender. (Self-attested copies of the relevant work orders are to be enclosed).
 - (b) Copy of registration particulars with Central /State Govt. departments / Undertakings / Govt. Autonomous bodies (or) Copy of registration with Bombay Shop & Establishment Act 1948 for housekeeping /cleaning services only.
 - (c) Copy of the audited balance sheet, Profit and Loss Account of the bidder for the previous two financial years (2010-11 & 2011-12) or Income tax return particulars for the previous two financial years (2010 - 11 & 2011-12).
 - (d) Copy of PAN card.
 - (e) Copy of Valid EPF,ESIC and Service Tax Registration Certificates.

Signature of Bidder

- (f) Information regarding any litigation, current or during the last five years in which the bidder was/is involved, the opposite party(s) and the disputed amount.
 - (g) Details regarding any work order that was abandoned at any stage, prematurely terminated or resulted in inordinate delay along with reasons for the same (copies of relevant documents to be enclosed).
 - (h) Details of support facilities to execute the order.
 - (i) Information regarding the proceeding for bankruptcy, insolvency or winding up in which the bidder is / was involved.
 - (j) Earnest Money Deposit (EMD) of Rs.35,000/- by demand draft drawn in favour of 'NPTI Nagpur' payable at Nagpur.
9. The Financial/Price Bid shall comprise the price component for all the services indicated in the bid document. The price quoted by the bidders should include all applicable taxes, wherever applicable. The bidder shall include Service tax and surcharges/cess etc. as applicable on the services that are provided under this contract, shall be included in the lump sum rates quoted and NPTI would not bear any additional liability on this account. NPTI shall however, deducts such tax at source as per the rules and issue necessary certificates to the contractor. The prices once accepted by the N.P.T.I shall remain valid till the currency of the contract. The N.P.T.I shall not entertain any increase in the prices during the period.

10. Validity of the bid will be for 90 days.

11. Sealing and Marking of Bids:

- (a) The Technical Bid along with EMD instrument should be placed in one sealed envelope super scribed 'Technical Bid'. The Financial Bid should be kept in a separate sealed envelope super-scribed 'Financial Bid'. Both the envelopes should then be placed in one single, sealed envelope super-scribed 'Bid for General cleaning of buildings and roads of NPTI (WR) Complex" and should be addressed to The Principal Director, National Power Training Institute, Gopal Nagar, Nagpur - 440022. The bidder's name, telephone number and complete mailing address should be written on the cover of the outer envelope.
- (b) Both the inner envelopes subscribed Technical Bid and Financial Bid should have the name and address of the bidder so that if required, they may be returned to the bidder without opening them.
- (c) If the outer and inner envelopes are not sealed and marked as required, the N.P.T.I will not be responsible for the bid's misplacement or premature Opening and it will be summarily rejected.
- (d) If for any reason, it is found that the Technical Bid reveals the Financial Bid related details in any manner whatsoever, or, the Financial Bid is enclosed in the envelope super-scribed, "Technical Bid", the Bid document will be summarily rejected in the first instance itself.
- (e) All the Bid documents submitted should be serially page numbered and contain the table of contents with page numbers.

Signature of Bidder

12. Deadline for Submission of Bids:

- (a) Bids must be received by the N.P.T.I at the address specified not later than the time and date specified in the Invitation for Bids. In the event of the specified date for the submission of Bids being declared a holiday for the N.P.T.I, the Bids will be received up to the appointed time on the next working day.
- (b) The N.P.T.I may, at its discretion, extend this deadline for submission of bids by amending the bid documents in which case, all rights and obligations of the N.P.T.I and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- (c) Any bid received by the N.P.T.I after the deadline (last date) for submission of bids prescribed by the N.P.T.I in the bid document will be rejected and returned unopened.

13. Withdrawal of Bids:

The Bidder may withdraw its bid after the bid's submission, provided that written notice of the withdrawal is received by the N.P.T.I prior to the deadline prescribed for submission of bids.

14. Opening and Evaluation of Technical Bids:

- (a) The Tender Committee appointed by competent authority will open all Technical Bids in the first instance on the opening date, time and venue.
- (b) During evaluation of the bids, the N.P.T.I may, at its discretion, ask the Bidder for clarification of its bid. The request for clarification and response shall be in writing.
- (c) No bidder shall contact the N.P.T.I on any matter relating to its bid from the time of the bid opening to the time the work order is placed. If the Bidder wishes to bring additional information to the notice of the N.P.T.I it should be done in writing. However, all bidders are strongly advised to furnish all material information in the bid itself.
- (d) Any effort by a Bidder to influence the N.P.T.I in its decisions on bid evaluation, bid comparison or work order decision will result in rejection of the bid.
- (e) The result of the evaluation of the Technical Bids along with the date of opening of the Financial Bid will be communicated in writing to the qualifying bidders. The unsuccessful bidders will be notified separately and EMDs will be returned.

15. Opening and evaluation of Financial Bids:

- (a) The N.P.T.I will open the Financial Bids of bidders as specified above.
- (b) Arithmetical errors will be rectified on the following basis:- If there is a discrepancy between words and figures, the higher of the two shall be taken as the bid price. If there is any other discrepancy, the figure leading to the determination of the higher amount shall be adopted. If the bidder does not accept the correction of errors, as aforesaid, its bid will be rejected.

Signature of Bidder

16. Payment terms:

The N.P.T.I shall make the contract payment as per the payment schedule mentioned below:

- (a) Monthly bills submitted in duplicate by the Contractor for the cleaning works executed in the preceding month, shall be paid after submission of bills in duplicate duly completed in all respects. The payment for the work will be released only after satisfactory completion of the work for which the contractor shall maintain records of cleaning in a separate register for each building particularly for hostels and Guest house. Unsatisfactory performance and inadequate manpower engaged for cleaning work will attract deduction at pro-rata basis from the work bill. The decision of Principal Director, NPTI, Nagpur, is final and binding in this regard.
- (b) If the performance of the work by the contractor is not found satisfactory the Competent Authority of NPTI shall have power to terminate the contract with short notice of one week.
- (c) The Contractor will also maintain Suggestion/Complaint register and record of all suggestions / complaints by the trainees /visitors and corrective actions shall be taken immediately to the satisfaction of trainees/visitors and entries shall be made in the register, which shall be produced to the N.P.T.I, whenever asked for.
- (d) If at any time during currency of JOB, the SCOPE OF WORK for which this job has been awarded is reduced/abandoned, the payment / value of this job order shall be reduced on pro-rata basis by the N.P.T.I and would be binding on the Contractor.
- (e) No escalation of price whatsoever would be allowed during the contract.

17. The N.P.T.I reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or bidders of the grounds for the N.P.T.I.' s action.

18. The N.P.T.I will award the contract to the Bidder whose bid has been determined to be the most responsive to the Bidding Document and who has offered the best evaluated bid, within 15 days of the opening of the Financial Bid.

19. The Bidder shall sign its bid with the exact name of the concern to which the contract is to be awarded.

20. The Bid document filed by the bidder shall be typed or written in indelible ink.

21. In case the Bid document submitted has deviations from the specifications or terms and conditions prescribed, the Bidder shall describe them in the Technical Bid covers separately and prominently (even though the deviations may not be material). It must be ensured that the price related deviations are not indicated in the Technical Bid cover in any manner. The N.P.T.I reserves the right to reject the bid having deviations from the prescribed terms and conditions.

Signature of Bidder

22. It will be the sole responsibility of the bidder alone to execute the entire contract on its award. Sublet of contract - to any other agency will not be allowed.
23. Prior to the submission of Bid, the Bidder/authorized representative should personally inspect the NPTI (WR) complex and facilities available at the N.P.T.I's premises at Nagpur at his own cost with prior intimation. This is necessary to enable the bidder to gather all information so as to facilitate the bidder to accurately prepare the Bid after taking into consideration all the relevant factors. Submission of the bid will, therefore, be considered as meeting the requirements of having fully read and understood the tender document and the scope of work prescribed therein and expected from the Contractor.
24. The contract shall be deemed to have been concluded in Nagpur for purposes and therefore, the Courts of India at Nagpur will have exclusive jurisdiction to determine any unresolved dispute in relation to this contract.
25. It will be mandatory for all the prospective bidders to bid for all the items specified in Section-V of the bid document.
26. Making misleading or false representation in the bid document will lead to disqualification of the Bidder at any stage.
27. Where the bid has been signed by the Authorized Representative on behalf of the concern, the bidder shall submit a certificate of authority and any other document consisting of adequate proof of the ability of the signatory to bind the bidder to the contract. (N.P.T.I may out rightly reject any bid, which has not supported by adequate proof of the signatory's authority).
- 28. The contractor shall have.**
- (a) Police verification and list of staff employed with permanent address.
 - (b) Issue Identity cards & uniform to its employees.
 - (c) In case of Shortfall in attendance, proportionate monthly deduction shall be effected
 - (d) Contractor shall arrange reserve personnel in lieu of weekly off or leave period of regular person.

Read and accepted.

Signature and stamp of
Bidder or Authorized signatory

**NATIONAL POWER TRAINING INSTITUTE
WESTERN REGION, NAGPUR (M.S)**

SECTION-IV

TERMS & CONDITIONS OF CONTRACT

- 1.** No alteration should be made in any of the terms and conditions of the bid document by scoring out. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms and conditions listed in this section are liable to be ignored.
- 2.** A sum of Rs. 35,000/- (Rupees Thirty thousand only) must be deposited as Earnest Money Deposit (EMD) by means of Bank Draft drawn in favour of 'NPTI, Nagpur' & must accompany the technical bid in the sealed envelope without which the Bid will be rejected. The said amount will be forfeited, if the successful bidder fails within the time fixed by the N.P.T.I to sign the contract on terms contained in the bid document. The earnest money of successful bidder will be adjusted with Performance Guarantee, which has to be deposited within 15 days after the receipt of Letter of Intent @ 10% of the tendered value of contract. The Performance Guarantee will be refunded to the contractor on completion of contract period after deducting liabilities if any. For other Bidders, the Earnest money instrument will be returned within 10 days of the completion of the financial evaluation by registered post. No interest will be payable on this deposit.
- 3.** Every bidder shall also pay Rs. 500/- (Non -refundable) towards cost of the blank bid document by way of a demand draft in favor of 'NPTI Nagpur'. All those bidders who have downloaded the bid document from the website shall ensure that the cost of the bid document in the form of D D amounting to Rs 500/- in favor of "NPTI Nagpur" payable at Nagpur is also placed in the cover containing the technical bid. **Any bid for which the cost of the bid document has not been paid shall be summarily rejected.**
- 4.** Contractor will be required to provide to the N.P.T.I a documentary proof of Registration with the Labour Commissioner having jurisdiction over the territory in which services are sought to be provided by the Contractor under this contract, along with any approval / other order of such Labour Commissioner that the Contractor may be required by any Law or Act in force at the time of the awarding of the contract to the Contractor.
- 5.** No bid will be considered unless and until all the pages / documents comprising the Bid are properly signed and stamped by the person/s authorized to do so.
- 6.** In the event of bid being accepted, the quotations will be converted into a contract, this will be governed by the terms and conditions given in the bid document. The instructions to bidders shall also form part of the contract.
- 7.** The terms and conditions of contract given in Section-II & IV, along with the Instructions to Bidders in Section III should be signed and returned in the envelope marked as 'Technical Bid', otherwise the tender will be rejected.
- 8.** All above conditions will be enforced, unless written order of N.P.T.I is obtained relaxing any specific condition in any specific instance.
- 9.** The N.P.T.I does not bind itself to accept the lowest tender.

Signature of Bidder

10. Any change in the constitution of the concern of the Contractor shall be notified forthwith by the Contractor in writing to the N.P.T.I and such change shall not relieve person shall be accepted into the concern by the Contractor in respect of this contract unless he/they agree to abide by all the terms and conditions of the contract.

11. The Contractor acknowledges that he has made himself fully acquainted with all the conditions and circumstances under which the supplies required under the contract will have to be made or furnished and the terms, clauses and conditions, specifications and other details of the contract and the supplies. The Contractor shall not plead ignorance on any matter as an excuse for deficiency in service or failure to perform or with a view to asking for increase of any rates agreed to the contract or to evading any of his obligations under the contract.

12. In the event of the Contractor failing to fulfill or committing any breach of any of the terms and conditions of this contract; or if the Contractor or his agents or employees are guilty of fraud in respect of the contract or any other contract entered into by the Contractor or any of his partners or representatives thereof with the N.P.T.I; or if the Contractor or his agents or employees attempt to or direct or indulge in giving, promising or offering any bribes, gratuity, gift, loan perquisite, reward or advantages pecuniary or otherwise to any person in the employment of the N.P.T.I in any way relating to such officers or person or persons, office or employment; or if the Contractor or any of his partner become insolvent or applies for relief as insolvent debtor or commence any insolvency proceedings or makes any composition with his/their creditors or attempts to do so; or if at any time during the pendency of the contract, it comes to the notice of the N.P.T.I, that the Contractor has misled it by giving false/incorrect info, then without prejudice to the N.P.T.I's right and remedies otherwise, N.P.T.I, shall be entitled to terminate this contract forthwith, forfeit the Security Deposit and to blacklist the Contractor and execute the work or arrange otherwise at the Contractor's risk and at the absolute discretion of the N.P.T.I, The cost of such works together with all incidental charges or expenses, shall be recoverable from the Contractor on demand.

13. The Contractor will be responsible for the conduct of all workers deployed by it and will be legally liable for any harm or loss arising to any person whomsoever, in whatever form, from any misconduct or any act of negligence, omission or commission, whether intentional or otherwise, of the Contractor or any of the workers/agents/any others deployed by the Contractor in the course of providing any services stated in this contract, and will bear full responsibility and cost of the same. The N.P.T.I will not be liable for any loss or harm to any person within or outside the NPTI campus from any act of omission or commission of any of the workers / agents / any others deployed by the Contractor in the course of providing any services stated in this contract.

14. The N.P.T.I shall not be liable for any compensation, claim or damages etc. due to any accident, injury or harm to any person deployed by the Contractor or death due to accident or otherwise, which may arise out of any circumstances related or unrelated with their duties at NPTI. The N.P.T.I shall be indemnified by the Contractor for all such claims.

15. The contractor's persons shall not claim any benefit/compensation/absorption/regularization of service in this office under the provision of Industrial Disputes Act 1947 or Contract Labor (Regularization and Abolition) Act 1970. Undertaking from persons to this effect shall be provided by the contractor to this office.

16. The contractor's persons shall not divulge or disclose to any person any details of office, operational process, and technical knowhow, security arrangements and administrative/organizational/ confidential matters.

Signature of Bidder

17. Without prejudice to the preceding term of contract, the Contractor will be liable to reimburse the N.P.T.I of any cost or legal liability / penalty / fine imposed on the N.P.T.I by any authority, because of any misconduct or any act of omission or commission, whether intentional or otherwise, of the Contractor or any of the workers / Sub contractors / agents / any others deployed by the Contractor in the course of providing any services stated in this contract various Labour Laws. The Contractor shall faithfully discharge all the liabilities under the labour laws. The Contractor shall indemnify the NPTI against the claims arising out of non-fulfillment of obligations by him under the various labour laws.

18. The labourers employed in the cleaning works shall have to be paid as per minimum wages prescribed by the Competent Authorities of Govt. of India. All labourers employed on works should be insured under the Workman's Compensation Act. No labourer below the age of 18 years will be employed by the Contractor.

19. The Contractor shall be solely responsible for compliance with all statutory laws/rules/regulations such as those concerning PF, ESI, Labour laws, Minimum wages, etc. The N.P.T.I shall not be liable for any contravention/non-compliance on the part of the Contractor. Any contravention/non-compliance on the part of the Contractor would be construed as a sufficient ground for termination of the contract at the discretion of the N.P.T.I. Notwithstanding this, in the event of the N.P.T.I imposed with any penalty/fine etc., by any agency/authority due to the non compliance/contravention on the part of the Contractor to any statutory laws/rules/regulations etc., the N.P.T.I reserves the right to recover such fine/penalty etc., from the Contractor by way of recovery from the bills raised by the Contractor or by any other means.

20. The Contractor will ensure that no person deployed by it indulges in smoking, drinking alcohol, chewing paan, tobacco etc or unnecessarily loitering in the NPTI premises without work. If any person deployed by the Contractor is found to be indulging in these activities, a penalty of Rs. 100 per person per incident will be leviable by the N.P.T.I, which will be intimated by the N.P.T.I to the Contractor within 3 days of the incident, and deducted from the monthly payment of the Contractor.

21. The Contractor promptly replace any person deployed by it, who is found to be medically unfit, or not maintaining adequate personal hygiene, or whose behavior is found to be not courteous or who is otherwise found to be unfit for working within the NPTI Campus or unfit for being deployed for these services by the N.P.T.I. In case the Contractor fails to remove or replace such person beyond three days after the request of the N.P.T.I to replace him, a penalty of Rs. 100/- per day per such person will be leviable by the N.P.T.I, which will be intimated by the N.P.T.I to the Contractor within 3 days of the incident, and deducted from the monthly payment of the Contractor.

22. The contractor shall have to obtain Insurance cover for his workers as per the requirement of workmen compensation Act, 1923.

23. The N.P.T.I may discontinue the contract at any point of time, by giving a notice at least 30 days before the intended date of discontinuation, and will not be liable to any additional charges or compensation payable to the Contractor or any other person.

24. The Contractor may discontinue the contract at any point of time, by giving a notice at least 60 days before the intended date for discontinuation. But will forfeit its Security Deposit (EMD) submitted by it, in case of discontinuation without a notice or a notice less than 60 days prior to the intended date of discontinuation. The N.P.T.I will have the right to claim damages, and recover them from the payments due to the Contractor or by any other means, in addition of forfeiting the Security Deposit of the Contractor.

Signature of Bidder

25. Employment Cards must be issued to the employees and their wages must be paid to them on acquaintance roll by 7th day of every month.

26. The Contractor shall have to obtain ESI & EPF number from Central Provident Fund Commissioner & related Office for the labour engaged by him as required under the law and they have to fulfill all the required relevant laws for the engagement of labour.

27. The Contractor has to maintain all the relevant register/records as per the laws related with labour engagement etc. An affidavit on a non-judicial stamp paper of appropriate value of the effect that the Contractor will be entirely responsible for fulfilling all the statutory obligations under different statutes like workmen compensation Act., Contract Labour (Regulation & Abolition) Act, ESI Act, PF Act, Bonus Act, Gratuity Act for the workers employed by him on the job will be submitted by the Contractor before execution of the contract agreement. The workers employed by the Contractor will not be treated as the employees of the NPTI for any purpose whatsoever.

28. Payment terms:

The N.P.T.I shall make the contract payment as per the payment schedule mentioned below:

(a) Monthly bills submitted in duplicate by the Contractor for the cleaning works executed in the preceding month, shall be paid after submission of bills in duplicate duly completed in all respects. The payment for the work will be released only after satisfactory completion of the work for which the contractor shall maintain records of cleaning in a separate register for each building particularly for hostels and Guest house. Unsatisfactory performance and inadequate manpower engaged for cleaning work will attract deduction at pro-rata basis from the work bill. The decision of Principal Director, NPTI, Nagpur, is final and binding in this regard.

(b) Payment shall be released to the Contractor on monthly basis on submission of bills alongwith all supporting documents relating to the immediately preceding month.

(i) Proof of Payment of wages to the workers in the form of Salary slips/ receipt of payment of wages

from each worker.

(ii) Attendance sheet of workers engaged.

(iii) Proof of deposit of provident fund contribution and ESI contribution with appropriate authorities

under the respective acts.

(c) Base Bid price of Contract:

The Bidder has to submit price bid for minimum 8 workers/laborers.

Bids which are less than the total amount required for making bare minimum statutory payments towards minimum wages (Basic Plus VDA), EPF and ESI shall be summarily rejected and disqualified. Service Tax as per Govt. rules is payable by NPTI on submission of previous month's challan.

Signature of Bidder

29. Income Tax:

Income tax and other statutory deductions will be made from each monthly bill submitted by the contractor as per the rate and rules applicable on the date of payment of the bills.

30. SECURITY RULES

The Contractor and their employees will invariably carry photo pass/Identity cards all the time on duty issued by the contractor and countersigned by specified authorities of the NPTI. The Contractor and their employees will have to follow the security rules as may be imposed from time to time and if the Contractor and or their employees are found to be reluctant to follow the rules/instructions, the NPTI will have the right to prohibit entry of such employees into the NPTI Complex and the contract is liable to be cancelled forthwith, if the Contractor himself is involved in breach of any clause of the agreement particularly of security/Safety.

The Contractor shall be required to enter into an agreement on a Stamp Paper of appropriate value for a period of one year within 10 days of receiving the Intimation/letter of intent and to start the work within one week of the signing of Deed/Agreement.

31. ARBITRATION

In case of any dispute arising out of the contract and during the course of the contract, the matter will be referred to the sole arbitrator, Principal Director, NPTI or any officer nominated by him and his decision will be final and binding on both the parties. Notwithstanding whatsoever state above and in case of any controversy regarding the scope of work or any other terms and conditions of tender, the decision of the Principal Director, NPTI shall be final and binding in this regard.

Signature of Bidder

**NATIONAL POWER TRAINING INSTITUTE
WESTERN REGION, NAGPUR (M.S)**

UNDERTAKING

I/We have read and understood all the terms and conditions in all sections of the bid document. I/we hereby quote for "General cleaning/housekeeping of buildings and roads of NPTI (WR) complex" specified in the bid document as set forth in the terms and conditions of the contract which will be binding upon me/us in the event of the acceptance of my/our tender.

I/We herewith enclose deposit for a sum of Rs. 35,000/- as EMD and should I/we fail to execute an agreement embodying the said conditions within 21 days of the acceptance of my/our tender, I/we hereby agree that the above sum of earnest money shall be forfeited by the N.P.T.I. In connection with the tender for the above work, this is to certify that:

- (1) I/We are a registered firm under Bombay Shop and Establishment act 1948 for house keeping /cleaning services and it is certified that the said registration is valid as on date
- (2) I/We are a registered firm under Indian Partnership act and it is certified that the said registration is valid as on date
- (3) I/We are a registered firm with and it is certified that the said registration is valid as on date
- (4) It is to certify that I/we have not been blacklisted by any Govt. organization / Department / undertakings / Enterprises etc. in this line of business (if blacklisted the details shall be furnished)
- (5) It is certified/confirmed that this/these registrations is/are valid as on date and we shall inform the department ourselves as soon as our registration expires or is cancelled revoked.

Read and accepted.

Signature and stamp of
the Bidder or Authorized signatory

Date:
Place:

**NATIONAL POWER TRAINING INSTITUTE
WESTERN REGION, NAGPUR (M.S)**

SECTION- V

SCOPE OF WORK

Specification of Housekeeping & General cleaning of buildings and roads of NPTI(WR)

The scope of services to be provided pertain to Housekeeping & general cleaning of buildings and roads of NPTI (WR) complex, which includes Institute, Workshop, Simulator, Trainees hostel, Students hostel, Executive Hostel, Residential quarters converted as ladies hostel and B.E students hostel, Guest house, Recreation/Dispensary building and B.E (Power Engg.) block and lab building.

The area proposed under the composite contract, which includes the manpower, tools, tackles and appliances required for satisfactory execution of general cleaning and upkeep of NPTI buildings is as under:

Sr.no.	Name of Building	Built up Area in Sq.m	Toilets
1	Institute Building	2,634.12	05 nos.
2	Workshop/simulator	1,856.74	03nos.
3	Trainees hostel	2,539.67	58 nos.
4	Executive hostel	1,141.00	32 nos.
5	Guest house	151.00	02 nos.
6	Recreation club / Dispensary	372.55	04 nos
7	New class room building for BE course	200.00	02 nos
8	Student Hostel	1,330.00	02 nos
9	P.G. Hostel	2,000.00 (approx)	13 nos,
10	Type V/Type IV Quarters Converted to Hostel	1,200 Sqrm	30 nos
11	Laboratory Building	450.00	12 nos,
12	Roads & Pathways Including residential colony.	9,500.00	04 nos
	TOTAL	23,375.00 sq. m	173 nos

The services required to be carried out by the Contractor are given below. These are only indicative and not exhaustive. The services expected from the agency should be of the highest standards and are indicated in the following paragraphs. The Contractor shall have suitable staff deployed for this purpose, his own system of supervision and management, and shall have to furnish the details of the same to the N.P.T.I before the commencement of the services.

1. The laborers must be provided with uniforms and Identify Cards and necessary gate pass has to be obtained for them to enter in to the NPTI Complex.
2. Sufficient number of labors in good physical condition has to be engaged for the work.(Minimum 8 workers & one Supervisor)
3. The Contractor shall provide full details of their employees deployed for cleaning works (including residential address).

- 4 The police verification of all the employees deployed for cleaning works must invariably be got done before employment by the contractor and details in this regard shall be produced to the Housekeeping In-charge. The Contractor will be solely responsible for the behavior of their employees, while performing works inside NPTI premises.
- 5 Working hours for the labourers covered under this contract should be strictly followed as 07:30 to 16:30 hours with one-hour lunch break from 11:30 to 12:30 hours. Timings may be changed on need of Institution and season. Attendance register for the deployed laborers shall be produced before the authorized representative of NPTI daily for verification.
6. While executing/performing the job so awarded, the contractor has to supply all safety equipments, accessories & appliances and has to observe all safety measures as established by the competent authorities for the job. In the event of accident of any deployed manpower concerned with the job so awarded, the responsibilities for all type of accidents, will be borne by the contractor in terms of post accident liabilities and will be dealt by the contractor himself.
- 7 Damages if any to the fixtures, assets of NPTI, while execution of the cleaning works are to be replaced by the contractor immediately, otherwise payment due to the contractor will not be released.
- 8 The behavior of the deployed manpower by the contractor for the cleaning works is to be normal, decent, and fitting with the officials and residents of NPTI, Nagpur. If any person is/are breaching these terms, shall be terminated instantly from the work spot by the contractor and the decision of the Head of the Institute, NPTI, Nagpur in this regard will be final and binding.
- 9 Outside area cleaning is to be done every day by sweeping around the building and has to be kept neat and clean from bush, plants, scrubs, garbage etc. to a lead of 20 feet around.
- 10 Removal of chokage / blockage if any in the main sewers, internal sewage pipe lines, manhole chambers, rain water and kitchen drains in hostel and residential areas etc. immediately whenever complaints received in this regard in all the complex.
- 11 Open surface drains have to be cleaned as and when required atleast once in a month and before start of rainy season as directed by the officer In-charge.
- 12 The garbage from all the Institutional buildings, residential quarters and hostels are to be collected daily in specified timing and dumped carefully in the dustbins provided by the NMC inside the complex as directed by the officer In-charge.

13. Housekeeping and *General Cleaning of all Buildings*

- a) Cleaning of floors required daily by sweeping, moping with wet rags and floor cleaning powder. Washing with water is also to be done once in a month. Cleaning of carpets is to be done once in 15 days with the help of Vacuum Cleaner.
- b) All the general toilets of the buildings are to be cleaned twice at 09:00 hours and 14:00 hours every day. The ceramic wares are to be cleaned with Harpik daily and with acid as and when required. Naphthalene balls have to be placed every day on all urinals and washbasins.
- c) All wooden and steel doors/windows/ventilators including glass panes fitted will have to be cleaned at least once in a week with detergent / Colin liquid.
- d) All stairs shall be swept daily and the railings of stair should be cleaned daily with or without detergent.
- e) Cleaning of ceiling and the walls are to be done as and when required or at least once in a week.
- f) Spider nets to be cleared periodically or as and when noticed.
- g) Roof Cleaning of all building once in a month.

14. Housekeeping and *General Cleaning of Institute*

- a) Auditorium - Cleaning of auditorium sweeping of floors, moping of seats, dusting the curtains etc. are to be done, as and when required or at least once in a week.
- b) Conference Hall - Conference hall is to be cleaned with vacuum cleaner, sweeping, moping chairs etc. as & when required or at least once in a week.
- c) Principal Director and Directors Cabin - These cabins are to be cleaned daily as stated above and cleaning with vacuum cleaner is to be done once in a week.
- d) Class Rooms - All class rooms have to be cleaned daily by sweeping, moping with wet rags, dusting the table and chairs, class room boards, wall charts, etc. The chairs, desks are to be arranged properly and water jugs and tumblers for faculties have to be provided before 09:00 hours in the morning. ARRANGING AND SHIFTING OF FURNITURE WITHIN INSTITUTIONAL BUILDINGS FOR SETTING UP OF LECTURE HALLS ARE ALSO TO BE CARRIED OUT BY THE LABOURERS AS & WHEN REQUIRED.
- e) CBT Room and Computer Center - These laboratories have to be cleaned with vacuum cleaner daily. Glass panes have to be mopped, computers and accessories have to be cleaned as desired by the officer in-charge of laboratories.

Signature of Bidder

- f) Faculty Rooms, Establishment, Accounts Section, and all sections have to be cleaned daily. Tables and chairs are to be dusted/mopped daily before 09:00 hours.
- g) Library - Daily cleaning of library is to be done by cleaning of floor, mopping of tables and chairs and bookshelves have to be cleaned as instructed by the library in-charge. Dusting/ moping of instruments have to be done as desired by the laboratory incharge.

15. Simulator Complex

Simulator complex and faculty rooms are to be cleaned daily by sweeping and with wet rags, glass panes and doors, windows are to be cleaned with wet rags and detergents once in a week. Simulator panel and its accessories have to be dusted/moped with vacuum cleaner as instructed by the Simulator In-charge.

16. Store Rooms and Machine Shops

The store rooms and machines shops are to be cleaned by sweeping, cleaning the floor with wet rags and dusting the machines, store racks, equipments, etc. as and when required as per the demand of the officer in-charge.

17. Executive Hostel, Old Hostel, Students hostel, Type V/IV converted Hostels & PG Hostel:

- a) General places like T.V. hall, corridors, lounge area; dining and kitchen etc. have to be cleaned daily as illustrated above in item 1 from 09:00 hours onwards.
- b) Common toilets have to be cleaned thrice daily, first in the early morning i.e. 07:30 hrs. second time at 10:30 hours and last at 14:30 hours. The ceramic wares are to be cleaned with Harpik daily and with acid as and when required. Naphthalene balls have to be placed every day on all urinals and washbasins.
- c) Occupied rooms are to be cleaned every day by sweeping, moping with wet rags and with floor cleaning detergent. It is also to be cleaned immediately after vacation of each room. All unoccupied rooms are to be cleaned at least once in a week.
- d) In general, it is desired that more priority should be given to clean the toilets in the early hours of the day, i.e. before 09:00 hours common places may be cleaned thereafter.
- e) On Sundays, sufficient number of labourers should be deputed for rooms & toilets cleaning in each hostel.

Signature of Bidder

18. Guest house

The guest house suites and other areas are to be cleaned as and when required by the department for accommodating the guests. However the building is to be cleaned at least once in a week.

19. Dispensary and Recreation club

Illustrated above. Recreation club building is to be cleaned as and when required by the department or once in a week.

20. New Lecture halls for B.E & Lab buildings:

The class rooms have to be cleaned daily by sweeping, moping with wet rags, dusting the table and chairs, class room boards, wall charts, etc. The chairs are to be arranged properly and water jugs and tumblers for faculties have to be provided before 09:00 hours in the morning. The toilet block in the building is to be cleaned properly and the ceramic wares are to be cleaned with Harpik daily and with acid as and when required. Naphthalene balls have to be placed every day on all urinals and washbasins.

21. Residential Quarters

The common areas of residential quarters are to be cleaned as follows:

- a) Up and down stairs have to be cleaned every week and cleaning with water has to be done at least once in 15 days.
- b) Common places, ceilings of stair and terraces have to be cleaned once in a week.
- c) Cleaning of sewerage system, rain water pipes, CI/AC and soil pipes in all buildings have to be cleaned as and when required.
- d) Outside area around the residential buildings to a lead of 20 feet are to be cleaned at least once in a month to keep free from bushes, plants etc.
- e) The garbage from all the residential quarters is to be collected daily at specified time and dumped in the dustbin provided by the NMC in complex.

22. Cleaning of Roads

The cement and bituminous roads laid all over the NPTI complex and the pre-cast cement paver blocks provided in the road sides, passages and adjacent to the buildings are to be swepted daily. The entrance gate and chowkidar shed structure tiles, stainless steel lettering works and granite claddings are to be mopped daily. The ultra tiles and granite claddings provided are to be washed with suitable cleaning material at least once in 15 days to keep it in good condition. The interiors of chowkidar shed also to be cleaned daily and the window panes and doors are to be mopped daily.

23. Cleaning material such as Phenyl, Naphthalene Balls, Detergents, Harpik, Mops, Brooms, etc. will be provided by NPTI.

Signature of Bidder

**NATIONAL POWER TRAINING INSTITUTE
WESTERN REGION, NAGPUR (M.S)**

**SECTION-VI
TENDER FORM
(Technical Bid)**

(On the letter head to be submitted by the Bidder)

To
The Principal Director,
National Power Training Institute,
South Ambazari Road, Gopal Nagar,
Nagpur 440022

Ref.: Tender No

Date:

Sir,

I/We hereby undertake to provide the general cleaning of buildings and roads of NPTI (WR) complex as specified in the Bid/tender document and agree to hold this offer open for a period of 90 days from the date of opening of the tender. I/we shall be bound by a communication of acceptance issued by you.

1. I/we have understood the Instructions to Bidders and Terms and Conditions of Contract as enclosed with the invitation to the tender and have thoroughly examined the specifications of services to be rendered and am/are fully aware of the nature of the services to be rendered and my/our offer is to supply the services strictly in accordance with the requirements.
2. Certified that the bidder is:

A sole proprietorship firm and the person signing the bid documents is the sole proprietor/constituted attorney of the sole proprietor.

Or

A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney.

Or

A company and the person signing the document is the constituted attorney.

(NOTE: Struck out whatever is not applicable. All corrections/deletions should invariably be duly attested by the person authorized to sign the bid document).

3. Certified that I/we have the experience of _____ years in providing general cleaning of buildings and related works. Certified copies of at least one work-order pertaining to each of the last two years are enclosed with this bid.

4. A detailed profile of the organization as filled in as prescribed in the Annexure -1 of the bid document is enclosed with this bid. Other details required to be submitted with this bid as per the bid document are also enclosed as follows:
- (a) Full particulars of Govt. Organizations, where the Contractor has carried out Housekeeping & General cleaning works for a period of two years, for a value not less than Rs. 6,50 lakhs per annum in a single tender in Offices, Colleges, Private Institutes. (Self-attested copies of the relevant work Orders are to be enclosed).
 - (b) Copy of registration particulars with Central/State Govt. Departments/ Undertakings / Govt. Autonomous bodies (or) Copy of registration with Bombay Shop & Establishment Act 1948 for housekeeping /cleaning services.
 - (c) Copy of the audited balance sheet, Profit and Loss Account of the bidder for the previous two financial years 2010-11 & 2011-12 or Income tax return particulars for previous two financial years (2010-11 & 2011 -12)
 - (d) A copy of PAN card.
 - (e) Copy of Valid Registration Certificate of firm, EPF & ESIC registration particulars, and Service Tax Registration Certificate.
 - (f) Information regarding any litigation, current or during the last five years in which the bidder was/is involved, the opposite party(s) and the disputed amount.
 - (g) Details regarding any work order that was abandoned at any stage, prematurely terminated or resulted in inordinate delay along with reasons for the same (copies of relevant documents to be enclosed).
 - (h) Details of support facilities to execute the order.
 - (i) Information regarding the proceeding for bankruptcy, insolvency or winding up in which the bidder is / was involved.
 - (j) Earnest Money Deposit (EMD) of Rs. 35,000/- by demand draft drawn in favour of 'NPTI Nagpur" payable at Nagpur.
Detail of EMD:
DD No.:
Date of Issue:
Name of Issuing Bank:
Branch:
5. We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding order between us.

Yours faithfully,

(Signature of bidder)

Company Seal

Dated this _____ day of _____ of 2013

Address _____

Telephone: _____
FAX _____
E-mail _____
Mobile _____

**NATIONAL POWER TRAINING INSTITUTE
WESTERN REGION, NAGPUR (M.S)**

PROFORMA FOR TECHNICAL BID

S. N.	Particulars	To be filled in by the Tenderer
1.	Name of the Agency	
2.	Details of EMD	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) issuing bank	
3.	Date of establishment of the agency	
4.	Detailed office address of the agency with office Telephone Number, Fax Number and Mobile Number and name of the contract person.	
5.	Whether registered with and holding license from all concerned Government Authorities including registration under Contract Labor (Regulation & Abolition) act 1970. (Copies of all certificates of registration to be enclosed.)	
6.	PAN/TAN Number (Copy to be enclosed)	
7.	Labor License Number (Copy to be enclosed)	
8.	Service Tax Registration Number (Copy to be enclosed)	
9.	EPF Registration Number (Copy to be enclosed)	
10.	ESI Registration Number (Copy to be enclosed)	
11.	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner / partners anywhere in India. (If no, a certificate is to attached in this regard.)	
12.	Length of experience in the field	
13.	Experience of working with Govt. Departments (Indicate the names of the Departments and attach copies of contracts order placed on the agency.)	
14.	Whether a copy of the terms and conditions, duly signed, in token of acceptance of the same, is attached?	
15.	Whether agency profile is attached	
16.	List of other clients	

Signature of Bidder

**NATIONAL POWER TRAINING INSTITUTE
WESTERN REGION, NAGPUR (M.S)**

**SECTION-VII
TENDER FORM
(Financial/Price Bid)**

To,
The Principal Director,
National Power Training Institute,
Gopal Nagar, Nagpur 440022

Ref.: Tender No.

Dated:

Sir,

Having examined the bidding documents and having submitted the technical bid for the same, we, the undersigned, hereby submit the Financial/Price Bid for the general cleaning/Housekeeping of buildings and roads of NPTI (WR) complex as per the invitation for this and in conformity with the said bidding document at the prices and rates mentioned in the enclosed offer. The Price quoted by us for the scope of work detailed in document is as below:

We do hereby undertake, that, in the event of acceptance of our bid, the supply of services shall be made as stipulated in the tender document and that we shall perform all the incidental services.

1. The price quoted is the final net price of all the services to be provided by us, inclusive of any incidental services that may need to be provided. We enclose herewith the complete Financial Bid as required by you. This includes:
 - a) Price schedule as per Section-V of Bid document. The word 'No Quotation' is written across any or all of the items in the schedule for which a bidder does not wish to tender.
 - b) Statement of deviation from financial terms and conditions.
2. We agree to abide by our offer for a period of 90 days from the date fixed for opening of the bid documents and that we shall remain bound by a communication of acceptance within that time.
3. We have carefully read and understood the terms and conditions of bid document and its implications. We do hereby undertake to provide all the specified services.
4. Certified that the bidder is:

A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of sole proprietor.

Or

and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney.

Or

A company and the person signing the bid document is the constituted attorney.
(NOTE: Delete whatever is not applicable. All corrections /deletions should invariably be duly attested by the person authorized to sign the bid document.)
5. We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding order between us.

Signature of Bidder

Schedule of Quantities

Sr. No	Description of Work	No. of Workers	* Consolidated Monthly Rate including Minimum wages (basic+ VDA) , EPF,ESI, Service charge, etc.
1	General Cleaning of Buildings and Roads at NPTI(WR) Complex, Nagpur	Minimum for 8 (Eight) unskilled labours	
		TOTAL per month	

* **Note: - Consolidated monthly rate quoted above should be exclusive of service tax.**

Payment of service Tax will be done extra as per Central Govt. rules on submission of previous month's challan.

For comparison of price bids total cost for providing 8 unskilled labors on monthly basis for general cleaning works will be considered.

Name of Bidder with signature

Dated this _____ day of _____ of 2013

Address _____

Telephone:

FAX:

Mobile No.:

Email:

Company seal

**NATIONAL POWER TRAINING INSTITUTE
WESTERN REGION, NAGPUR (M.S)**

ANNEXURE-1

PROFILE OF ORGANIZATION

1. Name of contractor/Agency :
2. Status of the concern/Agency : Proprietor / Partnership / Private /
(support with documents) Govt. / Others (Specify)
3. Postal Address :
4. Telephone :
5. Fax :
6. E-mail :
7. Web site if any :
8. Year of Establishment :
9. Activities/Services Offered :
10. PAN Allotted by IT Deptt. :
11. Income tax return for preceding
two Financial Years 02 Audited
balance sheet for 2 years. : FY 2010-11
: FY 2011-12
12. Name of the Head of the
Organization/Managing Director

Date:

Place

Signature of Authorized Signatory with seal

**NATIONAL POWER TRAINING INSTITUTE
WESTERN REGION, NAGPUR (M.S)**

**ANNEXURE -2
CERTIFICATE
(None of relative is working in NPTI)**

I..... S/o Shri..... r/o.....
..... hereby, certify that none of my
relative (s) is / are employed in NPTI. In case at any stage, it is found that the information
given by me (us) is false / incorrect, The Principal Director, NPTI. Nagpur shall have the
absolute right to take any action as deemed fit without any prior intimation to me (us).

Signature:

Date:

Place:

Name:

Address:

.....

Phone No

**NATIONAL POWER TRAINING INSTITUTE
WESTERN REGION, NAGPUR (M.S)**

ANNEXURE - 3

**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING
(To be submitted before the date of opening of the Tender)**

To,
The Director,
National Power Training Institute,
Gopal Nagar, Nagpur 440022

Subject: Authorisation for attending bid opening on 27/05/2013 in the tender of "Housekeeping & General cleaning of buildings and roads of NPTI (WR) complex"

Following persons are hereby authorised to attend the bid opening for the tender mentioned above on behalf of _____ (Bidder) in order of preference given below.

Order of Preference	Name of Person	Specimen Signature
I		
II		
Alternate Representative		

Signature of bidder

Or

Officer authorized to sign the Bid Documents on behalf of the Bidder.

Note:

1. Maximum 2 (Two) representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed is not received.

**NATIONAL POWER TRAINING INSTITUTE
WESTERN REGION, NAGPUR (M.S)**

Annexure-4

CHECKLIST OF DOCUMENTS SUBMITTED (Please Tick \surd)

Sl. No.	Documents to be submitted	Submitted	Not Submitted	Remarks
01	Copy of Registration of firm			
02	Copy of Registration certificate of EPF			
03	Copy of Registration certificate of ESI			
04	Copy of Labor license			
05	Copy of Income tax Return for last 2 years			
06	Copy of Service Tax Registration			
07	Copy of PAN/TAN Card			
08	List of clients indicating quantum of work executed with them			
09	Proof of experience			
10	Details of EMD deposited			
11	Details of Cost of binding document			
12	Last 2 years audited statement from Chartered Accountant			
13	Rate quoted complies with the Minimum Wages Act of Govt. of India (Central Govt.) with all other statutory provisions.			