

केन्द्रीय पेट्रोसायन अभियांत्रिकी एवं प्रौद्योगिकी संस्थान (सिपेट)

कौशल एवं तकनीकी सहायता केंद्र (सीएसटीएस), जयपुर

**CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY (CIPET)**

**CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS), JAIPUR**

(रसायन एवं पेट्रोसायन विभाग, रसायन एवं उर्वरक मंत्रालय, भारत सरकार)

**(Department of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, Govt. of India)**

एसपी-1298, सीतापुरा औद्योगिक क्षेत्र, फेज-III, टोंक रोड, जयपुर, राजस्थान-302022

**SP-1298, Sitapura Industrial Area, Phase III, Tonk Road, Jaipur, Rajasthan - 302022**

दूरभाष संख्या /Telephone No. 0141-2770264/65/66

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## E-Tender FOR OUTSOURCING OF HOUSEKEEPING SERVICES

**E-Tender No: CIPET/CSTS/JAIPUR/2021-22/H.K.S./ Dated: 25.03.2022**

**Last Date of Submission (online) 25.04.2022 up to 15.00 hrs.**

### **TENDER NOTICE FOR**

**Outsourcing Housekeeping Services at SP-1298, Sitapura Industrial Area, Phase III, Tonk Road, Jaipur, Rajasthan - 302022**

**Notice Inviting E-Tender**

CIPET: CSTS, Jaipur invites online Tenders from registered and authorized contractors in two Bid Systems (Part 1 Technical and Part 2 Financial) for Providing Housekeeping Services at CIPET: CSTS, Jaipur, SP-1298, Sitapura Industrial Area, Phase III, Tonk Road, Jaipur, Rajasthan - 302022

**Important Information and Dates**

Sl. No	Description	Details
1.	Purchaser	CIPET: CSTS, Jaipur
2.	Tender No	CIPET/CSTS/JAIPUR/2021-22/H.K.S. / Dated: 25.03.2022
3.	Online Tender submission of bid	<a href="http://www.tenderwizard.com/CIPET">www.tenderwizard.com/CIPET</a>
4.	Online Tender information available at	<a href="http://www.cipet.gov.in/">www.cipet.gov.in /</a>
5.	Service to be offered	Outsourcing of Housekeeping Services
6.	Estimated cost	Rs.30,00,000/-
7.	Date of E-Tender Publication	25.03.2022
8.	Date of Time of Issue or download Tender	25.03.2022, 11.00 Hrs onwards
9.	Last Date and Time for sale of Tender	25.04.2022, 11.00 Hrs onwards
10.	Last Date and Time for Submission of duly filled Tender Documents(online)	25.04.2022 up to 15.00Hrs
11.	Date, Time and place of opening of Technical bid	26.04.2022 @ 15.30Hrs CIPET: CSTS, Jaipur
12.	Date and Time of opening of Financial bid	Opening of financial bid date, time, and venue will be conveyed to the technically qualified bidder by post/mail/telephonically.
13.	Venue for Opening of Technical & Financial Bids	CIPET: CSTS, Jaipur SP-1298, Sitapura Industrial Area, Phase III, Tonk Road, Jaipur - 302022
14.	E-Tender Fees (including GST)	Rs. 2500 + 18% GST = Rs. 2,950 (Two Thousand Nine Hundred and Fifty only)
15.	Earnest Money Deposit EMD (in Rs.)	As per Office Memorandum No.F.9/4/2020-PPD, Bid security declaration should be submitted by bidders.
16.	Performance Security Deposit (in Rs.)	Rs.1,00,000/- ( Rupees One Lakh only).
17.	Online Bank Details of CIPET: CSTS – Jaipur	Name : CIPET: CSTS – Jaipur A/C No : A/c.No. 6143002100001482 Name of Bank: Punjab National Bank Branch: Sitapura Industrial Area, Jaipur IFSC Code: PUNB0614300

**Notice Inviting Tender****E-Tender No: CIPET/CSTS/JAIPUR/2021-22/H.K.S./ Dated: 25.03.2022**

The prescribed Tender Form containing the details may be obtained from website [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET), [www.cipet.gov.in](http://www.cipet.gov.in) up to 25<sup>th</sup> April, 2022. The Tender Fee and EMD will be accepted in the form of Demand Draft/Banker's Cheque drawn on any Indian Nationalized Bank favoring "CIPET- Jaipur" payable at Jaipur and shall be submitted at CIPET - Jaipur as specified on or before **25.04.2022 up to 15.00 Hrs** in separate sealed cover or Bidders can pay online also failing which bids will be summarily rejected. However, a soft copy of the Tender Fee shall also be uploaded along with the Technical Bid to be submitted online.

The online bidding documents (Technical bid, and Financial bid) duly filled in as per the instructions of the e- tender document submission online latest by 15.00 hrs on 25.04.2022 and **offline tender document shall not accepted it may be treated as rejected.**

The Tender-bidders have to quote only online bid (Part 1 Technical and Part 2 Financial) providing housekeeping services Technical Bid shall be opened on 26.04.2022 at 15:30 hrs in the presence of Tender Committee Members & Tender-bidders at CIPET : CSTS Jaipur. The Institute reserves right to reject any or all the tenders without assigning any reasons, thereof

The tender documents giving full details terms and conditions can be downloaded from Web Site [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET), [www.cipet.gov.in](http://www.cipet.gov.in) . The offers will be submitted in online which will contain as follows:

### **Content of Bidding Documents**

List of Documents to be uploaded online

01. Profile of the Housekeeping Service Contractor on letter head.
02. Name of the owners/partners/director of the firm/company /corporation and their addresses.
03. Valid license copy of registration of the firm /company.
04. Valid copy Labour registration Registered in Rajasthan.
05. Valid copy GST Registration Registered in Rajasthan, PAN, PF and ESIC registration.
06. Work order copy of similar work in last 3 years as copy.
07. Name and addresses of bankers with whom the account is maintained.
08. Last three years balance sheet with Income Tax Returns and Balance Sheet.
10. Last three years Average Annual Turnover of Rs. 50 lakhs through Chartered Accountant.
11. Number of disputes arises with clients, reasons of disputes and present position of disputes in detail. (on company letter head).
12. Satisfactory work completion certificate from two organizations.

Financial Bid Details - As per online Schedule

Price bid of the tenderers, whose Tender Fee, and Technical bid found in order shall be opened. Director & Head, CIPET: CSTS, Jaipur reserves all right regarding enhance or reduce the work and to cancel the entire tender or any tender without assigning any reason thereof. Conditional Tender will not be accepted.

Note: The Tenderers are requested to go through the instructions carefully and complete all formalities as required and submit along with bid.

Director& Head  
CIPET: CSTS, Jaipur

### **Salient information about the E-Tender:**

1. **Mode of submission: ONLINE.** No offline Tenders will be accepted.
2. **Availability of Tender Documents:** All Bid formats (Technical & Financial) are available ONLINE at CIPET's e-Tender portal [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET), [www.cipet.gov.in](http://www.cipet.gov.in), [www.eprocure.gov.in](http://www.eprocure.gov.in) . The registered vendors can download the Bids from these websites.
3. **Who can participate for this e-Tender:** The registered vendors of CIPET through [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET) can only participate in this tender process.
4. **How to register by a vendor:**  
The prospective bidders have to register with CIPET through the E-tender portal of CIPET at [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET) by Online Payment of Rs. 1,500/- + GST (As Applicable) to M/S KEONICS Ltd. On Completion of the registration process, the bidders will be provided user ID and password. After receipt of User ID & Password, Bidders can log on at our e-Tender portal for downloading & uploading tender documents.

Tender Documents Fees of Rs. 2950/- is Payable to CIPET-Jaipur in the form of Demand Draft from any Nationalize Bank not drawn before the Date of Releasing of NIT or Bidders can pay Online.  
Processing Fees is Rs. 7,080/- (plus taxes) Payable Online separately to M/S KEONICS LTD.

5. **Is there any device requirement for participation in e-Tender: Yes**, Bidders should have valid Class 3 Digital Signature Certificate (DSC) device for participating in e-Tender. For integrity of data and its authenticity/non-repudiation of electronic records and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC) of Class-III issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].
6. Contact details for e-Tender related issue:

Name of the Service Provider: KEONICS		
Contact Person	Mobile No. / E-mail	Remarks
Local Representative of KEONICS Mr. Abhay Tiwari	Mobile : 8799753406 E-mail: <a href="mailto:twhelpdesk639@gmail.com">twhelpdesk639@gmail.com</a> <a href="mailto:abhay.t@etenderwizard.com">abhay.t@etenderwizard.com</a>	For, Vendor Registration/ DSC/ any other issue regarding E-Tender Process, Please Contact KEONICS as per the details given in the previous columns.
KEONICS'S Helpdesk	Tel. No. : +91 80- 22272203, +9180- 40482000 E-mail: <a href="mailto:cipethelpdesk@gmail.com">cipethelpdesk@gmail.com</a>	

7. Bidders are hereby advised that all the documents to be submitted online are kept scanned and converted to PDF format in a separate folder on their computers before starting online submission. The schedule of rate (Excel Format) may be downloaded and rates may be filled appropriately in this format only. This file may also be saved in a separate folder on your computer.
8. While uploading/submitted the documents, it should be ensured that the file name should be the name of the document itself.
9. All pages of Tender documents with Addenda/Corrigenda (if any) must be signed with proper official stamp and date by the Bidders / or authorized power of attorney holders at the lower right hand corner.
10. Bidders are advised to **visit CIPET's e-Tender portal regularly for any Addenda/Corrigenda**, (if any) in respect of e- Tender, no separate paper advertisement will be published in this regard.
11. **Last date of online submission of Tender bid: 25.04.2022 up to 15.00 Hrs.**
12. **EMD Declaration and Tender Fee** must be in approved mode and Duly Signed & Sealed in separate cover along with filled Technical Bid and with necessary enclosures shall be submitted in physical form (hard copy) in person/by speed post on or before 26.04.2022 up to 15.00 Hrs at CIPET:CSTS, Jaipur. Non receipt of which the Tenders are liable for rejection.

### **ELIGIBILITY AND SELECTION CRITERIA**

1. A registered company, firm or agency having:
  - a. Experience of at least Three Years in providing the Housekeeping Services in any Govt./Semi-Govt./Central Autonomous bodies/any other organization.
  - b. Minimum Annual Turnover of Rupees 50 Lakhs and more only for Housekeeping services during the last three financial years and carried over at least one Housekeeping services contracts of 20 or more Housekeeping personal in one contract.
2. The Tenderer should be registered License under contract labour (Regulations & Abolition) Act, 1970 should have PAN, GST, PF & ESI registration,
3. The Tenderer shall have well established office in Jaipur since last 3 years and having client in Jaipur (Enclosed the Proof of establishment and client list).
4. The Tenderer should not have been blacklisted by any Govt./Semi-Govt./Central Autonomous bodies/any other organization.

5. The Tenderer must submit duly filled Tender form specified in Annexure 1 to 5 (as Technical Bid) of this document.
6. Certificate of registration, MOU in case of partnership firm, article of association etc shall be attached.
7. The Tenderer submit Work Done Certificate/ Work Order on letter head of client for last 3 Year for Turnover and carried out 20 or more Housekeeping personal in contract.
8. The Tenderer without the qualifications as mentioned at Sl. No.1 to 7 above and Tender without all the required documents shall be rejected. Tenders incomplete in any form are liable to be rejected out rightly.
9. Canvassing in any form is prohibited and the tenders submitted by the contractor who resort to canvassing is liable for rejection.
10. In case any person sign the tender/agreement on behalf of a limited company or firm, letter of authority/resolution passed by the company /firm empowering him/her to sign the documents on behalf of company or firm shall be enclosed in the tender document.
11. CIPET: CSTS,Jaipur does not bind himself to accept the lowest tender and reserves the right to accept or reject, in part or full, any or all the tenders received without assigning any reasons.

**Scope of the Work**

1. Cleaning of Administration/Academic block, Overall Building, Students & Staff Canteen, Boys & Girls Hostel, Shop floor area at Tool Room and Processing, Testing department, Training and Planning cell, Security Cabin, Electrical Room, Gym, Toilets, Bathrooms and every area in CIPET: CSTS, Jaipur campus from inside and outside. e
2. The cleaning job require, dusting, collecting wastage & garbage and dispose of it at a fixed place in the campus or outside the campus.
3. Cleaning of doors, floors, windows, ceiling fans, tube lights/bulbs, switch boards and roofs once in a month.
4. Cleaning of wash rooms (toilets and bath rooms), water drinking places and wash basins with material such as detergent, pesticides etc. and keeping soaps, ordinal in the toilets as per requirement.
5. Cleaning the dirtiness spreader by birds and animals on regular basis and cleaning the roofs and passages at least once a month. Removing and disposing outside the bodies of animals and birds etc died in the campus if any.
6. Cleaning the water storage tanks - overheads and grounds tank with chemicals in every three month.
7. The supervisor has to maintain a register in which he shall mention the details of the work carried out every day and take signature of the concerned section head for work performance. CIPET may penalize by enforcing suitable penalty which shall be deducted from the payable amount, in case the workers are not performing satisfactory.
8. In case of unauthorized absence of the supervisor or the sweeper/worker, the tenderer has to provide replacement in 05 days. Absence of any Housekeeping person will lead to penalty of Rs. 1,000 per day + salary of that housekeeping person.
9. In case if the supervisor or any worker/sweeper is found misbehaving with the CIPET Staff, the same shall be viewed seriously and strict action will be taken againsthim.
10. The cleaning workers shall be responsible for cleaning and clearing the choked manholes, sanitary lines and septic tank and maintained it functional all the times. However in case, cleaning tanker is required to clean the septic tanks, the actual charges shall be borne by CIPET: CSTS, Jaipur.
11. The cleaning workers shall wash the reception floors, lobby, stair case, and other public utility areas on daily basis. Cleaning of water purifiers once in week.
12. The cleaning workers shall carefully clean the carpets with vacuum cleaner as and when required on receipt of instructions from CIPET officials.
13. Cleaning of the furniture of office and classrooms every day before 9.00 AM. Cleaning of the Roads and porches every day in the morning
14. The cleaning workers shall clean the wastage and garbage accumulated between main road and institute wall at least once in a week and maintained it in good condition.
15. The cleaning worker should ensure that the collected garbage should be thrown out of CIPET campus on daily basis. Accumulation of waste by housekeeping staff shall lead to penalty.
16. CIPET reserve the right to deduct wages of workers from the contractor's bill for not executing cleaning work as per the terms and conditions mentioned in this document. Any order passed to this effect by the centre head shall be final and binding on the contractor.
17. The contractor shall request for the materials required for cleaning such as brooms, detergent, soap, liquid soaps, Brush, Phenyl, room freshener, Cleaning cloth, baskets, Odonil, Poocha etc. every month in advance. The prescribed material shall be purchased by CIPET and handover to the contractor/Supervisor on monthly basis from stores department.
18. The contractor shall be responsible for compensating loss and damage occurred to the property of the Institute due to negligence of the workers.
19. The payment of contractor shall be paid on monthly basis as per the attendance of the workers. The bill should not include the period of absence of the workers.
20. The Supervisor and Cleaning workers should be in proper uniform I-Card provided by the contractor for which no extra charge shall be paid by CIPET.
21. Any other work assigned by the management.

### Special Terms & Conditions

1. The Housekeeping agency shall provide trained & well disciplined Housekeeping personnel to maintain & upkeep the Institute and Hostel premises.
2. The agency shall provide experienced Housekeeping Supervisor to control the team of Housekeeping personnel. The Supervisor shall be responsible to monitor the duties / functions of Housekeeping personnel and report to the management for any lapse immediately.
3. The Housekeeping Staff shall be good physique, properly trained and should be able to communicate in Hindi. Only the Housekeeping Supervisor (Age: Not more than 50 years) and Housekeeping personal (Age: Not more than 55 years) approved by the Director & Head, CIPET: CSTS. Jaipur or his authorized Officer shall be posted on duty and for the Housekeeping Services not approved but posted on duty no payment shall be admissible.
4. The Housekeeping agency shall be responsible for properly carrying cleaning satisfaction of the institute and Hostel premises.
5. The Housekeeping personnel so deployed should not be changed frequently without the consent of CIPET Management.
6. If at any time additional personnel are required on temporary basis, the agency shall arrange the required personnel. The additional Housekeeping personnel shall be paid on the prescribed rates on pro rata basis.
7. The agency shall ensure that the personnel deployed are disciplined and do not participate in the activity prejudicial to the interest of the Institute/Govt.
8. The agency shall be solely responsible for compliance of the provisions of various labour laws such as payment of wages and allowances, provident funds, ESI, etc related to the Housekeeping personnel deployed in CIPET.
9. The Housekeeping agency shall solely be liable for payment of wages and other dues to the Housekeeping personnel deployed in CIPET. In the event CIPET makes any payment or incurs any liability towards these personnel, the agency shall indemnify the amount so paid to CIPET.
10. An agreement will be required to be entered for a period/periods, as may be mutually agreed upon with the terms and conditions. For the extension of the contract period, the agreement may be renewed accordingly.
11. The agency selected should follow the instructions given by the management of CIPET from time to time and in case of violation of the instructions, the agreement can be cancelled without any reference or notice.
12. To watch habitual offenders and mischief-makers (inside/outside) and to inform the management immediately, if anything unusual is noticed.
13. The services of the agency can be terminated without assigning any reason by giving 30 days notice on either side.
14. During the period of operation of the contract, CIPET will have full authority to recover the losses incurred by the institute due to the negligence of the manpower employed by the housekeeping agency for housekeeping and other purposes. The decision of the Director & Head with respect to calculate the losses will be final and binding.
15. The offer will be accepted subject to verification of documents and satisfactory quality of security services provided by the agency to the other clients. In case any document submitted by the agency is found false, the offer shall be rejected without assigning any reasons.
16. To extend all courtesy to Visitor, Customers and CIPET Employees and their families while maintaining integrity, orderliness and discipline. The Housekeeping personnel shall be responsible for orderly and disciplined behavior and take suitable action for misconduct against his employees as per instructions of the Institute
17. The Housekeeping Agency owner/authorized representative shall visit the CIPET Campuses / premises once in a week whenever specially called by the Institute and ensure that all the Housekeeping personnel are carrying out their duties efficiently, diligently and to the satisfaction of the institute.
18. The Housekeeping Agency shall not use the CIPET premises for handling their dispute between the Housekeeping personnel. They shall resolve dispute in their office only.

I/we hereby agree to the above terms and conditions.

Signature of the Contractor With date and seal



**General Terms and Conditions**

1. Period of Contract: The contract period will be initially for a period of One Year extendable on satisfactory performance and mutual consent on same terms and conditions to twice each time for One Year and/or it can be terminated by the Director & Head by giving on month notice to the agency.
2. **Tenders received without prescribed Tender fee & Earnest Money Deposit (EMD) Declaration shall not be considered.**
3. **Latest Minimum wages as notified by State Government (Rajasthan)/DC rate Jaipur revised from time to time shall be paid.**
4. **Bidder register under Micro & Small enterprise (MSEs) as defined in MSE procurement policy issued by department of MSME or register with central purchase organization will be considered for relaxation of EMD. NSIC Certificate will be considered for relaxation of EMD.**
5. **Bidder register under Micro & Small enterprise (MSEs) will be considered only for relaxation of EMD not for Tender fees.**
6. Agencies must have its own local Office in “Jaipur” & in this office there must be minimum 2-3 staff who can handle the problem related to Housekeeping Services.
7. The tenderer whose tenders have been selected have to deposit the Security deposit/ Bank Guarantee (valid for period of Contract) of Rs. 1 00,000/- (Rs. One lakh only) in the next working day after the acceptance of the tender.
8. As Per Earnest Money Deposit Declaration, in case of refusal of deposit the Performance security deposit immediately or fails to implement the requirements of the tenders.
9. CIPET: CSTS, Jaipur reserves all rights to accept or reject in part or full any or all the offers without assigning any and/or to withdraw/relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage
10. The bill shall be submitted by the Housekeeping Agency in duly supported by proof of attendance; payment of statutory charges i.e. P.F. & ESI/subscription payment will be made by cheque. Payment will be made against monthly bills supported by requisite documents.
11. The rates and prices toward the service charges quoted by the bidder shall be fixed for the whole duration of the service contract and shall not be subject to adjustment on any account.
12. The tenderer shall have to execute an agreement with CIPET: CSTS, Jaipur on a Non Judicial stamp paper of Rs.100/- after issue of work order (Specimen copy of agreement is attached).
13. The agency should abide by rules laid down by any statutory authority relevant to the deployment of Housekeeping personal.
14. The successful tenderer/agency shall not engage any sub-agency or transfer the contract to any other person/firm/agency in any manner. The agency shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.
15. The payment for the services rendered would be paid within 10 days from the date of receipt of invoice.
16. The agency should get it registered the Housekeeping personal in the EPFO and CIPET will randomly check through the portal about the credit of the employers P.F. in the accounts of Housekeeping Staffs.
17. If a New Housekeeping is taken, the agency should provide ESI and P.F. member to the name of the Housekeeping personal from the date of appointment.
18. Any misconduct/misbehaviour/indiscipline of security team will not be tolerated and such persons will have to be replaced immediately and for such act the contractor is sole responsible to resolve the issue, if any. CIPET: CSTS, Jaipur Management reserves the right to take all appropriate actions under such circumstances.
19. The Contractor shall solely be liable for payment of wages and other dues to the Housekeeping personal deployed in CIPET.
20. The contractor shall be responsible for depositing provident fund contribution and employees share of special contribution for ESI in respect of the personnel engaged by him. He will also be responsible for collection the employee's contribution.

21. The charges as mutually agreed upon would be followed for the entire period of the agreement and the contractor shall not make any claim or additional charges other than expressly agreed to in this agreement.
22. CIPET: CSTS, Jaipur is not responsible for any disability or casualty incurred by the workers doing the work for the contractor. It is the responsibility of the contractor to comply with the statutory requirements of safety and compensation.
23. The Housekeeping personal provided for the job shall have adequate insurance coverage during the period of the contract work by the contractor.
24. The payment of wages should be disbursed on or before 7<sup>th</sup> of every month and register should be maintained in this regard. Agency shall have to pay the Housekeeping personal salary through bank account and salary is to be credited every month. Enclosed the copy of Bank Statement as proof.
25. Tax as applicable shall be deducted from the monthly bill of the agency.
26. Earnest Money will be forfeited if the contractor fails to commence the work as per the award letter for the work.
27. The agency selected should follow the instructions given by the management of CIPET from time to time and in case of violation of the instructions, the agreement can be cancelled without any reference or notice.
28. The payment of Bill shall normally be paid within Ten days from the date of submission.
29. In case of non-compliance with the contract, the CIPET reserve its right to :-
  - a. Cancel/revoke the order; and
  - b. Impose penalty up to 5% of the total value of the contract.
30. During the period of operation of the contract, CIPET will have full authority to recover the losses incurred by the institute due to the negligence of the manpower employed by the Housekeeping agency. The decision of the Director & Head with respect to calculate the losses will be final and binding.
31. CIPET reserve the right to cancel any or all items without assigning any reasons and the decision of management shall be final and binding in all cases.
32. CIPET reserves the right to consider/reject any or all tenders the tender process without assigning any reasons/notice. The management decision in this regard will be final in all respect and shall be binding on the Tenderer.
33. Each page of the Tender documents is required to be signed by the tenderer. The Tender documents must be filled in English or Hindi and all the entries must be hand written in ink. If any of the documents are missing or unsigned, the tender may be considered as invalid. Overwriting of figures is not permissible.
34. The Contractor shall solely be liable for payment of wages and other dues to Housekeeping personal supplied by the contractor deployed in CIPET: CSTS, Jaipur. The payment of wages should be disbursed on or before 7<sup>th</sup> of every month and register should be maintained in this regard
35. The offer will be accepted subject to verification of documents and satisfactory quality of services provided by the agency to the other clients. In case any document submitted by the agency is found false, the offer shall be rejected without assigning any reasons.
36. EVALUATION AND COMPARISON OF SUBSTANTIALLY RESPONSIVE BIDS  
Only those bid which qualified for the Technical part will be considered for examination in the financial part.  
After opening of successfully qualified in the technical bid inspection team of CIPET: CSTS, Jaipur verify the sites/ Office of the tenderers. The evaluation and comparison of responsive bids shall be on the rate for the services offered.  
  
If there is a tie in service charges, the bid scrutiny committee decides the awarding the contract depending upon their
  1. Last three years Annual Turnover.
  2. Years of Experience in related service in Govt. organization
  3. The decision of Director & Head shall be final in this regard.
37. CONVISSING AND OTHER OUTSIDE INFFUENCE
  - a. No bidder shall bring outside influence to the contracting authority on any matter relating to its bid, from the time of the bid opening till the time the contract is awarded.
  - b. Any effort by a bidder to modify his bid or influence the contracting authority in its bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.
  - c. If there is any dispute with any of the earlier contracts CIPET will not be responsible and will be free to take any decision for the entering / entered contract will regard to this dispute.

38. SUMMARY REJECTION OF BIDS

Any one or more than one of the following actions / commissions are likely to cause rejection of Bid:

- a. Any bid not accompanied by required bid security or received with shorter validity period or insufficient amount of security.  
Any bid received offline. Any conditional bid.
- b. Any bid in which rates have not been quoted in accordance with specified formats / details as specified in tender document.
- c. Any bid received not signed by duly authorized signatory at all appropriate places.

39. All legal matter will be under Jaipur Judiciary only.

I/we hereby agree to the above terms and conditions.

Signature of the Contractor With date and seal

EARNEST MONEY DEPOSIT DECLARATION AND PERFORMANCE SECURITY DEPOSIT

1. The earnest money deposit declaration submitted by the tenderer suitable action will be initiated, if
  - a. After opening the tender, the tenderer revokes his tender within the validity period or increases / alters his earlier quoted rates.
  - b. The tenderer does not commence the work within the period as provided in the letter of intent / contract.
2. The Performance Security should be deposited by bidder after award of work to the successful bidder. Performance Security Deposit will not carry any interest.
3. The tenderer whose tenders have been selected have to deposit the Performance Security deposit of Rs. 1,00,000/- (Rs. One lakh only) in the next working days after the acceptance of the tender.
4. Performance Security Deposit amount of Rs. 1,00,000/- (Rs. One lakh only) shall be forfeited if in case of refusal of Tender Terms & Conditions or fails to implement the requirements of the tenders.
5. Performance Security Security Deposit will be taken from the successful tenderer before the commencement of work.
6. Performance Security Deposit will not carry any interest.
7. Performance Security Deposit will not be refunded to the contractor during the tender period.
8. The Director & Head, CIPET, Jaipur reserves the right to accept or reject any or all tenders without assigning any reasons whatsoever and in such case no tenderer shall have any claim arising out of the action by the CIPET.

Annexure 1

**CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY (CIPET)  
CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS), Jaipur**

**TENDER APPLICATION FROM FOR RUNNING HOUSEKEEPING  
To be submitted in (Technical-Bid)**

**TO BE FILLED UP BY THE CONTRACTOR**

Technical Bid should indicate following information along with the self-attested photocopies of supporting documents:

**DECLARATION BY THE CONTRACTOR**

S. No.	Details of Information/Data	Details
1	Name of the Firm	
2	Address of the Firm with Pin code.	
3	Name of Contact Person(s)	
4	Contact Details: a. Landline Phone No. b. Mobile No. c. E-mail ID.	
5	Establishment Registration no. & Date	
6	Proof of Registration with the labour commissioner	
7	Labour License Registration no. & Date	
8	EPF Registration no. & Date	
9	ESI Registration no. & Date	
10	GST Regn. No. & Date	
11	PAN Details	
12	Tender Fees Rs. 2950/- Details DD No./ UTR No. : Date	
13	EMD Details: - Declaration of bidder.	
14	Average Annual Turnover of Rs. 50 Lakhs and above Details of Last three Financial years (Please enclose copy of audited Balance Sheet and Profit & Loss Account of last three years)	
15	Income Tax Details of Last three Financial years (Please enclose copy of audited Balance Sheet and Profit & Loss Account of last three years)	
16	Experience of similar services offered by your firm for not less than 10 persons. (Enclosed Certificate) List of Existing Clients (Please use Separate Sheet if required)	
17	Whether the firm has any legal suit/criminal cases pending against it. If yes, please furnish details.	
18	Any other information, bidder wishes to provide in support of their credentials, details, if any, to be furnished.	

I/We have carefully read the terms and conditions of contract as contained in Tender and agree to abide by these terms. If, I/We fail to fulfill any of the terms and conditions of the contract, then CIPET: CSTS, Jaipur has the right to cancel the contract without any further correspondence and no financial liability.

I/We promise to pay the compensation or fine in case of such default.

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(Signature of Bidder) Name & Designation Seal of the firm

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

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

## Annexure 2

Work done in last 3 years (all details should be supported by the documents)

(Use separate sheet, if required)

Name of organization	Nature of Work	Work Order No. And Date	Value of Work done	Number of Workers	Period (Duration)	Date of Completion	Annexure Page No

Note: Work done Certificate on client's letter hand as proof for Ton over and carried out at least one Housekeeping personal.

Authorized Signature

(Person of Agency)

## Annexure 3

**Undertaking**

I/We,Mr./Ms.....Son/Daughter/Wife

of.....(Address).....

..... on behalf of my/ our firm, hereby declare and undertaking that

1. The rates quoted in the price schedule includes Agency Service Charges and all statutory levies like ESI,EPF, Licence Fee, Administrative Charges, etc. The rates also include the expenditure towards uniforms and other essential items. No other charges will be claimed from the Institute.
2. We will follow all the statutory rules like Minimum Wages Act, Contract Labour (Regulation and Abolition)Act,1970,etc. as applicable to contract labour and take complete responsibility for settlement of disputes for labour problems arising due to any reason.
3. In case of any default on our part, CIPET shall be at liberty to recover the amount of penalty from the security deposit.

I/We further do hereby certify that no legal suit/criminal case is pending against me/us/my/our firm/agency for violating the laws related to Income Tax, GST, EPF, ESI, Minimum Wage Act, Contract Labour (Regulation and Abolition)Act,1970,etc.

I/We do hereby certify that the information furnished in this document are true and correct to the best of my/our knowledge. I/we will be liable for prosecution if any information above is found to be incorrect or misleading. I have read the Terms & Conditions contained in the tender and have understood them fully.

Signature &amp; seal.....

Date:

Name.....

Place:

Business Address.....

**BID SECURING DECLARATION FORM**

**E-Tender No. :** CIPET/CSTS/JAIPUR/2021-22/H.K.S./ Dated 25.03.2022

To,  
Director & Head  
CIPET- CENTRE FOR SKILLING & TECHNICAL SUPPORT (CSTS),  
SP-1298, Phase- III, Sitapura Industrial Area, Tonk Road- Jaipur 302022

I/We, The undersigned, declare that:

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am/We are in a breach of any obligation under the bid conditions, because I/We

- a) Have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (I) fail or reuse to execute the contract, if required or (ii) fail or refuse to furnish the Performance Security, in accordance with the instruction to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of successful Bidder; (ii) thirty days after the expiration of the validity of my/our Bid.

Annexure 5

**LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING**  
(TO BE PRESENTED TO THE BID OPENING COMMITTEE)

To,

The Director & Head  
CIPET : CSTS  
Jaipur

Shri.....whose specimen signature is given below is hereby authorized to attend the bid opening on..... at.....

1. Specimen Signature

Signature of Bidder

Of the person authorized  
To attend the Bid

Name:.....

Name of Firm:.....

.....

2. Name.....

Date:.....

Annexure 6

CERTIFICATE

I / We hereby declare that NONE of my / our relative(s) is / are employed in any capacity in any unit of CIPET, Jaipur. I / We shall also intimate the name of the person(s), who is / are working with us in any capacity or is / are subsequently employed by us and who are near relative to any officials in the CIPET. I / We am / are aware that any breach of this condition shall result in immediate termination of the contract / cancellation of the existing contract(s) and also forfeiting of my/our security deposit.

('Near Relative' means Wife / Husband / Parents / Grand Parents / Children / Grand Children / Brothers / Sisters / Uncles / Aunts / Cousins and their corresponding in-laws)

Place:.....

Seal &amp; signature of Bidder

Date:.....

Name:.....

Address:.....

.....

.....



**ANNEXURE - 7****FINANCIAL BID DOCUMENT**

The agency is required to submit the financial bid in the following format only:

Sl. No.	Details of Monthly Wages ( As per State Govt.)	Housekeeping Supervisor (1 nos.) (Rate per person per month) (Rs.)	Housekeeping Staff (25 nos.) (Rate per person per month) (Rs.)
1	Monthly Wage _____		
2	Add: EPF @ _____ % on Rs _____		
3	Add: ESI @ _____ % on Rs _____		
4	Sub: Total (1+2+3)		
5	Agency Charges @ _____ % on Rs. _____		
	<b>Total</b>		
	<b>Grand Total</b>		

The bidders who quote unrealistic rate of service charges i.e. '0%' shall be debarred for further consideration. If the bidders quote percentage with more than two decimal points, then upto two decimal points only be considered without rounding up.

The bidders are required to quote only service/agency charge which represents administrative/management charges/other costs.

The Director & Head, CIPET, Jaipur reserves the right to accept or reject any or all tenders without assigning any reasons whatsoever and in such case no tenderer shall have any claim arising out of the action by the CIPET.

Signature of the Bidder \_\_\_\_\_

Date:

Name of the Bidder \_\_\_\_\_

Place:

Business Address \_\_\_\_\_

Seal

ANNEXURE – 8

**MODEL AGREEMENT / CONTRACT TO BE EXECUTED WITH SERVICE PROVIDING AGENCY****(To be executed on Non- Judicial Stamp Paper of Rs. 100/-)**

THIS AGREEMENT IS EXECUTED ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_ (Month)  
OF THE YEAR TWO THOUSAND \_\_\_\_\_

BETWEEN

(Name of CIPET Centre in full and complete postal address); hereinafter referred to as the CIPET Centre with location) of the ONE PART.

**AND**

M/s \_\_\_\_\_ registered under \_\_\_\_\_ having its registered Office at \_\_\_\_\_ (hereinafter referred to as the “AGENCY” or “CONTRACTOR” which expression shall unless repugnant to the context or meaning thereof be deemed to include its successors and permitted assigns) of the OTHER PART.

The CIPET Jaipur Centre and the CONTRACTOR are individually referred to as a “Party” and collectively referred to as “Parties”.

WHEREAS the CONTRACTOR has agreed to deploy manpower at the aforesaid location under CIPET JAIPUR Centre in accordance with Tender No. CIPET/CSTS/Jaipur/OHS/2020-21/01 date 09.07.2020 at the rates quoted by the Contractor vide their financial bid; and

WHEREAS (CIPET Jaipur) has accepted the bid of the CONTRACTOR and has agreed to take the services of manpower to be provided by the CONTRACTOR;

The following shall be the TERMS AND CONDITIONS of THIS AGREEMENT:

**Terms and Conditions:**

1. Date of commencement of the contract would be (Date)..... The Agreement will be valid for a period of one year. The rates quoted by the Agency shall be fixed for a period of one year and no request for any change / modification shall be entertained before the expiry of the agreement period. Any statutory increase in wages/ D.A, etc. is to be absorbed by the Agency.
2. The Service Providing Agency must ensure compliance of the provisions of Employees Provident Funds & Miscellaneous Provisions Act, 1952, Workmen Compensation Act, alongwith other labour laws as applicable.
3. The persons supplied by the Agency should not have any Police records/ criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons, who are being placed for work in CIPET Centers.

4. The character and antecedents of each personnel of the Service Providing Agency will be got verified by the Service Providing Agency through local police before their deployment.
5. Proof of identity like Aadhar details, driving license, recent photograph, bank account details, proof of residence, Medical fitness certificate and Police verification report shall be submitted by the service providing Agency to CIPET Centre.
6. The Service Providing Agency shall engage necessary number of persons as required by CIPET Centre from time to time.
7. The successful Bidder/Agency shall provide the required Housekeeping manpower services, as specified in the contract within one week after execution of the Contract.
8. The Centre Head shall verify the credentials of the manpower provided by the Agency and after such scrutiny, as may be required, may allow the manpower provided by the Agency to render their Service at the CIPET Centre.
9. The Centre Head may, at its discretion, reject any of the manpower provided by the Agency and may at any time, ask the Agency to replace the manpower.
10. The said housekeeping person(s) engaged by the Service Providing Agency shall be the employee(s) of the Service Providing Agency and it shall be the duty of the Service Providing Agency to pay their wages every month. There is no Master and servant or Employer and Employees relationship between the manpower provided/deployed by the Service Providing Agency at CIPET Centre.
11. No person deployed by the service providing agency in connection with rendering services at CIPET Jaipur Centre shall claim any benefit/ Compensation/ absorption/ regularization of service from/ in CIPET Centre under the provision of Contract Labour (Regulation & Abolition) Act, 1970 or any other law.
12. The person deployed by the service providing agency in connection with rendering services at CIPET shall not divulge or disclose to any un-authorized person any details of office operations, processes, technical know-how, security arrangements, administrative/ organizational matters and any information related to Intellectual Property Rights, Patents and Copy rights of the CIPET.
13. The person deployed by the service providing agency in connection with rendering services at CIPET should be polite, cordial, positive and efficient while handling the assigned work and their actions shall promote goodwill and enhance the image of CIPET.
14. The Service Providing Agency shall be responsible for any act of indiscipline on the part of persons deployed by him.
15. The persons deputed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of the CIPET Centre.
16. The CIPET Centre may require the Service Providing Agency to withdraw or remove any person or persons deployed by the Service Providing Agency at the CIPET Centre, who are not found suitable or are incompetent or for his misconduct and the Service Providing Agency shall forthwith comply with such requirements. The Service Providing Agency shall replace immediately any of its personnel if they are unacceptable to CIPET Centre because of security risk, incompetence, or improper conduct upon receiving such notice from CIPET Centre.
17. The Service Providing Agency has to provide photo identity cards to the persons deployed by it at the CIPET Jaipur Centre. These cards are to be constantly displayed & their loss reported immediately.
18. The Service Providing Agency shall ensure proper conduct of its persons in office premises and enforce prohibition of consumption of alcoholic drinks, paan, guthkha, smoking, loitering without work etc.

19. The transportation, food, medical and other statutory requirements in respect of each personnel deployed by Service Providing Agency in the CIPET:CSTS Jaipur Centre shall be the responsibility of the Service Providing Agency.
20. Working hours would be normally from 9.00 A.M. to 5.30 P.M. during working days including ½ an hour lunch break in between. However, in exigencies of work, they may be required to work till late and the personnel may also be called on holidays, if so required.
21. The agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, liability for any expenditure whatsoever on the persons deployed by the Agency on account of any obligation. The agency will be required to provide particulars of PF, Group Insurance and ESI etc. of the manpower deployed by it- at CIPET Centre.
22. The Service Providing Agency will provide the required personnel for a shorter period also in case of any exigencies as per the requirement of CIPET Centre.
23. The Service Providing Agency shall be contactable at all times and message sent by phone / e-mail / Fax / Special Messenger from CIPET Centre to the Service Providing Agency shall be acknowledged immediately on receipt on the same day. The Service Providing Agency shall strictly observe the instruction issued by CIPET Centre in fulfillment of the contract from time to time.
24. CIPET Centre shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the housekeeping manpower deployed by the Service Providing Agency at the CIPET Centre.
25. The Service Providing Agency on its part and through its own resources shall ensure that the goods, materials and equipments etc. supplied to the personnel for discharge of duties assigned to them are not damaged in the process of carrying out the services undertaken by it and shall be responsible for all act of commission and omission of the manpower deployed by it at the CIPET Centre. If CIPET Centre suffers any loss or damage on account of negligence, default or theft on part of the manpower/ agents of the agency, then the agency shall be liable to reimburse the same to CIPET Centre. The agency shall keep CIPET Centre fully indemnified against any such loss or damage.
26. The persons engaged by the Agency shall be compulsorily required to enroll themselves in the Aadhar based Biometric Attendance system. Attendance registered by the staff in the Biometric Attendance system only shall be taken as proof of their attendance in the office and on the basis of which wages/ remuneration will be calculated.
27. The successful bidder shall furnish performance security deposit of such amount as may be specified in the Tender Document, in the form of Fixed Deposit Receipt from a Commercial bank/ Bank Guarantee from a commercial bank in an acceptable form safeguarding the interest of the CIPET Centre in all respects. The performance security deposit shall remain valid for a period of 60 days beyond the date of expiry of the contract of the Service Providing Agency. The security deposit will be forfeited in case the supply of manpower is delayed beyond the period stipulated by CIPET Centre or on non-compliance of the terms & conditions of agreement by the Service Providing Agency or frequent absence from duty / misconduct on the part of manpower supplied by the agency.
28. The Service Providing Agency shall not assign, transfer, pledge or sub- contract the performance of service without the prior consent of CIPET Centre.
29. In the event of any dispute arising in respect of the clauses of the agreement, the matter will be referred to the Head of CIPET Centre whose decision shall be binding on both the parties.

**30. Forfeiture of Performance Security Deposit/ Performance Guarantee:**

- (1) If the successful bidder/agency refuses/fails to accept Letter of Intent (LOI)/Work Order issued by CIPET:CSTS- Jaipur or the work assigned to the agency/bidder are not done as per the scope of work/schedule of requirement, Performance Security Deposit will be forfeited and the bidder will not be entertained for any tenders that may be published in future by CIPET:CSTS- Jaipur.
- (2) If the bidder withdraws tender any time after expiry of time of submission of Bids.
- (3) If the contract is terminated by CIPET:CSTS- Jaipur due to poor performance/violation(s) of any clause(s) of the agreement or for any bad act of selected bidder, security deposit/PG will be forfeited.
- (4) In case of unreasonable price quoted by the bidder for disrupting the tender process, As per EMD declaration suitable action will be initiated.
- (5) In case the successful agency fails to enter into the agreement with CIPET:CSTS-Jaipur within the specified date mentioned in the letter of intent/work order, the EMD/security deposited by such agency shall stand forfeited without giving any further notice.

**31. PAYMENT OF BILLS TO AGENCY**

- (1) The Service Providing Agency will submit the bill, in triplicate, in respect of the billing cycle of each month by the end of the month. The payment will be released by the CIPET Centre after verification of the attendance and after deducting taxes etc. deductible at source under the laws in force.
- (2) The Service providing agency, shall provide to the CIPET Centre documentary proof in respect of –
  - (i) Deposit to PF in the PF Account of each of the manpower;
  - (ii) Deposit of contribution to the ESI.
  - (iii) TDS from the remuneration of the manpower, wherever, applicable;
  - (iv) Any other deduction, as applicable.
- (3) No wage / remuneration will be paid to any staff for the days of absence from duty.

**32. RENEWAL OF CONTRACT:**

The contract / agreement may be renewed annually subject to a maximum term of 3 years and subject further to satisfactory performance of the agency with such amendments as may be mutually agreed to.

**33. TERMINATION OF CONTRACT:**

- (1) The agreement can be terminated by either party by giving one month's advance notice in writing. If the agency seeks to terminate the contract without giving one month's notice in writing for termination of the agreement, the Agency shall be liable to pay an amount equivalent to one month's wages in respect of all the manpower deployed by it in pursuance of the contract at the CIPET Centre and any amount due to the agency from CIPET Centre, as on the date, shall be forfeited by the CIPET Centre.
- (2) That on the expiry of the agreement, as mentioned above, the agency will withdraw all its manpower deployed at the CIPET Centre and clear their accounts by paying them all their legal dues. In case of any dispute raised by the manpower deployed by the agency at the CIPET Centre on account of the termination of the contract of the agency same shall be the sole responsibility of the agency to resolve it and CIPET Centre shall remain indemnified from being named as a party, in case the matter is referred to Court of Law of appropriate.

**34. PENALTY AND LIQUIDATED DAMAGES:**

- (1) The Agency shall be responsible for faithful compliance of the terms and conditions of this agreement. Failure on the part of the contractor may attract forfeiture of the security deposit as well as the termination of their contract and getting the work done through some outside agency at their cost and risk, during the remaining period of contract.
- (2) The successful Agency shall replace immediately any of its personnel who are found unacceptable to CIPET Centre because of incompetence, conflict of interest, improper conduct or security risk or any other reason and upon receiving such notice from the CIPET Centre, the delay in providing a substitute beyond five working days would attract a penalty @1000/-per day on the service providing agency. In case of more than 15 days delay, the CIPET Centre may at its discretion terminate the contract.
- (3) The successful agency shall immediately provide a substitute in the event of any person leaving the job due to his personal reasons. The delay in providing a substitute beyond five working days would attract a penalty @1000/-per day. In case of more than 15 days delay, the CIPET Centre may in its discretion terminate the contract.

**35. CANCELLATION BY DEFAULT:**

- (1) The CIPET Centre may, without prejudice to any other remedy for breach of any of the provisions of the contract, by a written notice of default sent to the Agency/ Bidder, cancel the work order in whole or in part.
- (2) The CIPET Centre may also, by a written notice of default, cancel the work order, if the Agency fails to provide services within the time period specified in the work order.

**36. BLACKLISTING:**

- (1) An establishment - whether a company or a firm, blacklisted/debarred by Ministry/Departments of Govt. of India/Central PSUs/ Nationalised Bank/State Govt. Department/ Autonomous /Statutory Bodies/Corporations or if there is any litigation continuing with any of the above describe Government Departments on account of similar services, is not eligible to participate in the bidding process.
- (2) If at any stage of bidding process or during the currency of the work order, such information comes to the knowledge of CIPET, the CIPET Centre shall have the right to reject the bid or cancel the Work Order, as the case may be without any compensation to the Agency/Bidder.
- (3) Every Bidder/Agency has to submit an undertaking to the effect that they have not been blacklisted/debarred by any Ministry/Departments of Govt. of India/Central PSUs/ Nationalised Bank/State Govt. Department/ Autonomous /Statutory Bodies/Corporations and, that there is no litigation continuing with any of the above describe Government Departments on account of similar services.
- (4) If any Bidder/Agency fails to carry out the work order or if any Bidder/Agency has committed any breach of any of the terms of the contract, such Bidder/Agency without any prejudice to any other action that may be taken against such Bidder/Agency may be blacklisted by the CIPET Centre.

**37. JURISDICTION FOR DISPUTES REDRESSAL:**

All Disputes arising between the parties to the contract, shall be shall be subject to the jurisdiction of courts of law at Jaipur.

In WITNESS THEREOF THE ABOVE MENTIONED PARTIES HAVE PUT THEIR SIGNATURES ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_.

Signed for and on behalf of  
CONTRACTOR  
Signature of the bidder with seal

Signed for and on behalf of  
CIPET Centre Head  
Name \_\_\_\_\_  
Designation \_\_\_\_\_

(Office seal)

ANNEXURE – 9

**PROFORMA OF MONTHLY SALARY SLIP TO BE ISSUED BY  
CONTRACTOR TO ITS EMPLOYEES**

Pay slip for the month of	
Employee Number	
Designation	
ESI Number	
EPF Number	
Bank Account Number	
Monthly wages	
Deduction towards ESI	
Deduction towards EPF	
Total deduction	
Net pay in Hand	