



भारत सरकार, श्रम और रोजगार मंत्रालय
कारखाना सलाह सेवा एवं श्रम संस्थान महानिदेशालय
क्षेत्रीय श्रम संस्थान
सेक्टर-47, फरीदाबाद (हरियाणा)

Government of India, Ministry of Labour & Employment
Directorate General Factory Advice Service & Labour Institutes
REGIONAL LABOUR INSTITUTE
Sector -47, Faridabad (Haryana)

(Ph.:0129- 2468033, 2468044 email: rlifaridabad@yahoo.co.in)

CPP Tender Id: 2018_DGFAS_316701_1

Published Date: 13/03/2018

CPP Tender Reference Number: RLIF/HKC/2018

NOTICE INVITING TENDER

Sub: Tender for Providing Complete Facilities Management Services i.e. Reception, Housekeeping, Catering and Gardening in the Institute Hostel and Office Complex on Contract Basis

CRITICAL DATE SHEET

Published Date	13.03.2018
Bid Document Download / Sale Start Date	13.03.2018 from 09:00 Hrs
Bid Submission Start Date	14.03.2018 from 09:00 Hrs
Bid Submission End Date	02.04.2018 (up to 15:00 Hrs)
Bid Opening Date (Technical)	04.04.2018 at 12:00 Hrs
Bid Opening Date (Financial)	06.04.2018 at 12:00 Hrs

E-Tenders are invited by the Regional Labour Institute, Faridabad under Two Bid System i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Companies / Firms / Agencies for providing complete facilities management services in Regional Labour Institute, Faridabad for one year from the date of agreement.

1. Complete Tender Documents can be downloaded from the website <http://eprocure.gov.in/eprocure/app> from 13.03.2018 to 02.04.2018.
2. Interested service providers may submit their duly completed documents online at <http://eprocure.gov.in/eprocure/app> in all respects along with Earnest Money Deposit (EMD) of Rs.1,00,000/- (Rupees One Lakh only) refundable (without interest) in the form of Demand Draft / Pay Order drawn in favor of Regional Labour Institute, Faridabad. **Original EMD/Copy of Exemption certificate has to be submitted in a sealed envelope at Regional Labour Institute, Faridabad on or before the closing date i.e. 02.04.2018 up to 15:00 hrs.** Submission of EMD is exempted for the firms

having MSME/NSIC registration. However, an authenticated copy of the certificate should be submitted with the tender for exemption. **Technical Bids will be opened only of those bidders who have submitted original EMD/ Copy of Exemption certificate at Regional Labour Institute, Faridabad on or before the closing date i.e. 02.04.2018 up to 15:00 hrs.**

3. All the documents in support of eligibility criteria etc. are also be scanned in PDF Format uploaded along with the tender documents. Tenders sent by any other mode will not be accepted. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.
4. **The Technical Bids will be opened online on 04.04.2018 at 12:00 Hrs by a procurement committee of this institute.** At the first instance the Technical Bids will be evaluated by the Tender Evaluation Committee (TEC) constituted for the purpose by the Department. At the second stage, the **Financial Bids** of only those bidders, who qualify in the Technical Bid, will be opened on **06.04.2018 at 12:00 Hrs** by the Committee Members. The Tender Evaluation Committee (TEC), after evaluation of the Technical and Financial Bids, will give its specific recommendation (s) regarding the lowest qualified bid, which is to be selected along with a comparative statement duly signed by the members of the TEC.

* The dates of opening of Technical and Financial Bids may change as necessitated.

5. The successful bidder will have to deposit a Performance Security Deposit of **Rs. 3,00,000/- (Rupees Three Lakh Only)** in the form of Fixed Deposit Receipt (FDR) made in the name of the Company / Firm / Agency but hypothecated to Regional Labour Institute, Faridabad or Demand Draft in favor of Regional Labour Institute, Faridabad for the period of contract. In case, the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful bidder.
6. Institute reserves the right to amend or withdraw any of the terms and conditions contained in the tender Document or to reject any or all bids without giving any notice or assigning any reason.

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(Dr. Brij Mohan)
Deputy Director (IH)/HOO
RLI, Faridabad

TENDER DOCUMENT

E-Tenders are invited by the Regional Labour Institute, Faridabad under Two Bid System i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Companies / Firms / Agencies for providing Complete Facilities Management Services in Regional Labour Institute, Faridabad for one year from the date of agreement. The tender form along with the details of terms and conditions is attached here with.

Earnest Money	-	Rs. 1,00,000/- (DD/ pay order in favour of Regional Labour Institute, Faridabad)
Cost of Tender Form	-	Nil
Estimate Cost	-	Rs. 65,00,000/- (Per annum)
Period of Contract	-	1 year extendable subject to satisfactory work & approval of the competent authority

Scope of work (Both Office Complex & Hostel)

Type	Rooms	Beds
Hostel	→ 32	64
Guest Rooms	→ 03	04

OFFICE complex is spread in an area of 5 acres with about 50 rooms, 1 Auditorium and 30 Nos Ladies and Gents toilets.

2. Eligibility criteria to participate in the tender:-

- (a) The tenderer should have minimum **Five years** of experience of rendering Facility Management Services like Housekeeping, Catering Services & Gardening in the Guest House /Hostel of **Govt. Department /Public Sector Undertaking / Any Govt. Educational Institutions**. The Tenderer should submit "Satisfactory Performance Report" from the concerned Govt. Departments/PSU.
- (b) The tenderer should have executed one single order towards similar work of **not less than 30 lakhs** and minimum annual turnover of any of the preceding three financial years should not be less than **Rs. 1 Crore (FYs 14-15, 15-16, 16-17)**. Copy of audited accounts duly certified/attested by Auditor/ CA should be enclosed for each Year.
- (c) The tenderer should be registered with ESIC, EPF, GST and Labour department of State/ Central Government /Shops and Commercial Establishments Act, 1958.

- (d) PAN Card & CA Certified copy of the IT returns with balance sheets for last three financial years should be submitted.
- (e) Attested copy of Articles of Association and Memorandum in case of registered firm/Co-operative societies/companies as applicable/Partnership deed in case of partnership firm.
- (f) The Tenderer should have a valid license/ registration of Food Safety & Standards Authority of India (FSSAI) for any working site. A copy of the license/ Registration should be enclosed and successful bidder should add our site after awarding the work.
- (g) E.M.D. Rs. 1,00,000/- in form of Bank Draft/Pay order/ FDR in favour of "Regional Labour Institute, Faridabad" should be enclosed. In case of FDR it should be valid for minimum 24 Months. Tenders not accompanied by EMD will be rejected. Tenderers are not entitled for any interest on EMD. However, submission of EMD is exempted for the firms having MSME/NSIC exemption registration provided an authenticated copy of the certificate is submitted with the tender. These firms have to submit a copy of MSME/NSIC certificate (self attested) before closing date i.e. 02-04-2018 up to 15:00 hrs.
- (h) EMD will be forfeited if the tenderer revokes his tender within the validity period or increases his earlier quoted rates or modifies the terms and conditions of his offer after opening the Price Bid or fails to take up the work within the period as specified in the LOI/Award Letter.
- (i) EMD will normally be returned to un-successful tenderers within 45 days after placement of order on the successful bidder and acceptance thereof.
- (j) Original EMD has to be submitted at Regional Labour Institute, Faridabad on or before the closing date i.e. 02-04-2018 up to 15:00 hrs.
- (k) Tenderer is liable to pay all Government taxes including GST as applicable time to time.
- (l) The conditional tenders will be rejected out rightly.
- (m) There should be no case or charge under investigation, enquiry or trial against the bidder or any conviction in a Court of Law nor should the bidder have been suspended, blacklisted or banned by any organization/government on any grounds. Self-declaration to the above effect should be submitted.
- (n) The Head of Office, Regional Labour Institute, Faridabad reserves the right to reject any or all the tenders without assigning any reason.
- (o) Security Deposit (SD) **Rs 3.0 Lacks** will be collected from the successful tenderer. The contractor must remit the SD before start of work. SD may be furnished in any one of the following forms: Demand Draft drawn in favour of "Regional Labour Institute, Faridabad" from any Scheduled/Nationalized Bank Payable at Faridabad.

Fixed Deposit Receipt issued by Scheduled Banks/Public Financial Institutions as defined in the Companies Act. The FDR should be in the name of the

Firm/Company/Agency but Hypothecated to Regional Labour Institute, Faridabad. No interest will be payable to the Contractor for the amount deposited during the period of agreement.

- (p) Failure to pay the Security Deposit shall be treated as failure to discharge the duties under the contract and shall result in cancellation of the contract and the tenderer shall be liable to compensate RLI Faridabad for any losses incurred by the Institute. EMD in such cases will also be forfeited. Security deposit shall be refunded within a reasonable time after the date of successful completion of the contract, i.e. the contractor carrying out all obligations/operations as required under the contract.
- (q) The Technical Bids shall be opened online on 04.04. 2018 at 12.00 hrs in the presence of the bidders, who wish to remain present. The bidders attending the technical bids opening meeting should carry letter of authority from their firm/agency. The Financial Bids of only those firms, found technically qualified by the committee, will be opened.
- (r) Wages of manpower will be as per the latest circular issued by the Chief Labour Commissioner (Central) for minimum wages for Faridabad is applicable and benefits such as ESI, EPF, Bonus etc. The rate of Food items are fixed and given as per **Annexure-IV**.
- (s) Last date of Tender Submission, completed in all respect is 02.04.2018 at 15.00 hrs. Tender shall be submitted online only. The original EMD document should reach on the Institute, address given above, before last date of Tender Submission i.e: 02.04.2018 at 15.00 hrs.

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(Dr. Brij Mohan)
Deputy Director (IH)/HOO
Regional Labour Institute, Faridabad

SPECIFICATION OF WORK

House Keeping Services:

- a. **Housekeeping** and Maintenance of office, Safety Centre, Auditorium and Hostel Block.
- b. Housekeeping and sanitation services in the entire Administrative Block, Safety Centre, Auditorium and open spaces in the institute campus including **Gardening work**.
- c. Maintenance of Televisions installed in Hostel Rooms and DTH recharge provided for television in Dining Area/Mess.

Catering Services:

Catering in the Hostel for inmates, special luncheons, High teas and provision of canteen services for staff and visitors of the institute

- i. For Hostel and Guest House Residents – Tea/Coffee, Breakfast, Lunch & Dinner (Fixed menu / Diet /Thali).
- ii. Special Buffet Luncheons, Dinner (Veg. /Non-Veg.) Snacks, mid- session tea as and when required for participants of training programmes, seminars, Conferences and visiting dignitaries for serving in Hostel /institute /guest house.
- iii. Canteen services for officers, staff and visitors of the institute during the office hours.

Obligation of Institute:

The Institute will provide as follows

- i. A Kitchen with Work Stations and limited Equipment is provided. However, the contractor will have to provide additional /others appliances like Refrigerator/s for Milk , Cold drinks, Ice Creams etc., Mixer, Grinder, Burners, Chapatti Plates, Toaster, Tea/Coffee Dispensers, good quality utensils, crockery, cutlery, LPG refills etc. Contractor will also maintain an inventory of all the items provided by either institute or contractor and institute will be at liberty to verify the items physically available at site.
- ii. Dining Tables, Chairs, Sofas and other furniture for canteen, cafeteria (Auditorium) and dining /service room of the institute building.
- iii. Electrical fittings and appliances e.g. fans, exhaust fans light fittings, etc.
- iv. Free water and electricity.

General:

- i. The menu during special catering including its rate will be decided by a committee duly constituted by the Head of Office, Regional Labour Institute, Faridabad.
- ii. Provision of Canteen services for the staff posted at Institute.

Management, Housekeeping and Maintenance of Hostel:

- i. The hostel has 32 double bedded Air cooled rooms with attached bathrooms and intercom facility and two air conditioned VIP suites located in the same building. The occupancy will depend on the number and duration of courses to be conducted. However, it is expected that around 20 beds will remain occupied throughout the year.
 - a. To provide the management of the reception desk at the hostel from 6.00AM to 10.00 P.M. and necessary assistance /Facilitation to the occupants.
 - b. To maintain check-in and check-out register in the standard format to verify the actual arrival and departure of the occupants.
 - c. Management of keys of Hostel Rooms.
 - d. Management of any other facility required in the hostel.
 - e. The contractor shall be responsible for quality maintenance of and hygienic cleanliness /upkeep of entire hostel complex and connecting pathways to dining hall & kitchen. The contractor shall ensure daily cleaning including dusting of entire hostel complex.
 - f. Changing of Bed-sheets, Pillow covers and towels at the arrival of each occupant and every alternate day during his stay.
 - g. Dry Cleaning of blankets on the onset of winters every year on his cost.
 - h. Provision of liquid mosquito repellent and their subsequent refill, room fresheners in the rooms/Dinning areas.
 - i. Provision of first aid box/kit in the hostel (well equipped) for residents and staff in emergency.
 - j. Refilling of water flasks, cleaning of glass tumblers & dustbins provided in the rooms.
 - k. Watering of air coolers every day during summers and drying and cleaning of coolers during off-season to prevent the breeding of mosquitoes.
 - l. Maintenance of visitor book at reception and to take comment/suggestion from each occupant during his stay and at time of departure.
 - m. To look after the comfortable and trouble free stay of the occupant.
 - n. To check the electrical, plumbing, telephone or any other maintenance related problem and inform the person concerned at earliest for the timely rectification of the same.

The following services will be required in respect of hostel rooms, office complex, auditorium and open area:

- a. Daily cleaning /dusting of the rooms /halls and furniture, electrical/electronic equipments etc.
- b. Vacuum cleaning will be done every week.
- c. Dry cleaning of sofa sets /curtains /cushions chairs quarterly or as required.
- d. Provision of odonil /toilet freshener in the bathrooms. Cleaning of toilets, urine pots and washbasins with suitable disinfectant/acid to keep them sparkling clean and hygienic.
- e. All the public area, office rooms, need to be cleaned with broom once in a day and moping of the corridors, staircase etc, twice a day.
- f. All the office area should be cleaned before opening of the office and hostel should be cleaned between 7.00 A.M.-9.00 A.M.
- g. Auditorium and open area need to be cleaned at least twice a week.
- h. Good quality disinfectant should be used for wiping the floor.
- i. All the garbage generated in the campus shall be transported to the nearest municipal bins twice every day without fail to keep the atmosphere clean and bacteria free.
- j. Cleaning of window glasses, periodically with colin or equivalent cleaning agent and greasing of the hinges.
- k. To water/ dewater and clean the coolers as and when required.
- l. The minimum staff required.
- m. To water the flower pots/ plants with other all gardening works.

MANPOWER REQUIREMENT

Area/ specification	Job	Manpower	Nos.	Category
Housekeeping office complex	-	House Keeping Supervisor for both Office and Hostel (26 Days working)	1	Skilled
		Sweepers (26 Days working)	6	Unskilled
		Gardener(Mali) (26 Days working)	3	Unskilled
Management Housekeeping Hostel	-	Receptionist- (one each in morning & evening shift)	2	Skilled
		Sweepers (26 Days working)	3	Unskilled
Catering		Canteen Supervisor (30 Days working)	1	Skilled
		Cook (26 Days working)	1	Skilled
		Assistant Cooks (26 Days Working)	2	Semi- skilled
		Attendants and waiters (26 Days Working)	4	Unskilled
		Utility worker (30 Days working)	2	Unskilled
Total			25	

GENERAL CONDITIONS/GUIDELINES FOR TENDERERS

- A. Earnest money of successful tenderer will be converted/replaced with security deposit and will be refunded only after tenderer furnish the full security deposit.
- B. Tender(s) will remain valid for a period of three months from date of opening of financial bid. If any tenderer withdraws during the validity period, his/her earnest money will be forfeited.
- C. Persons related to any of the employee of Directorate General of Factory Advice service and Labour Institutes are not eligible to participate in the tender. At any stage if it is found that the bidding firm has some relative working for the said organization the tender will be cancelled and earnest money forfeited.
- D. Head of Office, Regional Labour Institute, Faridabad has the right to cancel any or all the tenders without assigning any reason.
- E. All the above guidelines will form part and parcel of the tender/agreement.
- F. All the staff is required to be in suitable uniform getting well with the environment of the institute.
- G. Compliance of minimum wages Act, ESI, EPF, Bonus Act and all other labour laws is compulsory and is the responsibility of the contractor. Institute in no way will be responsible of the dues of employees if any.
- H. All staff employed in the institute by the contractor need to wear an identity card duly provided by the contractor and countersigned by the Institute authorities for safety purpose.
- I. Staff employed in the kitchen and service should be free from communicable diseases, vaccinated with Typhoid and Hepatitis A Vaccines and should produce a medical certificate of this effect.
- J. The contractor should provide Packed Milk, Flavored milk, Curd, Chips, Biscuits, Juices, Cold drinks, ice-cream, water bottle etc on MRP on the demand of residents/employees, if any.**
- K. If similar lowest rate will be quoted by more than one bidder, L1 will be decided on the basis of the following :**
 - 1. Higher number of Govt./PSU clients in the last 3 Years.
(Submitted satisfactory work certificates will be counted)**
 - 2. Higher Total Turnover in Last 3 Financial Years**
 - 3. As per discretion of Tender Inviting Authority**

FORM OF TENDER

Technical Bid

1. Tender for providing
 - a. Housekeeping and Maintenance of Hostel and Office complex at Regional Labour Institute, Faridabad
 - b. Catering services at Regional Labour Institute, Faridabad
2. Period of contract: One year.
3. Name and address of Bidder/Tenderer
(in block letters) _____

4. Status of the tenderer:
(Proprietorship/ Partnership/
Limited company/ Cooperative _____
5. Name of the Authorized Signatory _____
6. Name & address of the Contact person to whom all references shall be made with Telephone/ mobile/ e-mail:

7. Financial status (Please attach CA certified IT Returns and Balance accounts for the last 3 Financial Years 2014 -15, 2015-16 & 2016-17)

Financial Year	Amount (Rs.)	Remarks, if any
2014-15		
2015-16		
2016-17		

8. GSTIN Registration no. (Please attach a scan copy) : _____
9. PAN number: _____
(Please attach a scan copy of the Pan card):
10. Labour Department / Shops & Commercial Establishment Act Registration No.:
(Please attach a scan copy):

11. EPF Registration No.: (Please attach a scan copy)

12. ESIC Registration No. : (Please attach a scan copy) _____
13. License/Registration under Food Safety & Standards Authority of India
(FSSAI) : (Please attach a scan copy) _____
14. Year of establishment of firm: _____
15. List of Govt. clients:

(enclose the list along with satisfactory work performance certificates)

Note: (Please attach extra sheet, if space in the column is insufficient. The site may be visited on any working day if required, to ascertain the quantum of work before submitting the tender).

1. Tender is for providing Complete Facilities Management Services like House Keeping, Gardening & Catering Services and Management and Maintenance at Regional Labour Institute, Faridabad fully described in the General guidelines for running of institute for a period of 01 (one) year.
2. Rs. 1,00,000/- (Rupees one Lakh only) by demand daft is enclosed as Earnest Money Deposit along with the tender form and I/we abide to deposit Rs. 3,00,000/- (Rupees Three Lakhs only) as a 'Security Deposit' if I/we get the said contract of RLI.
3. I/We have carefully read and understood the terms and conditions for the contract as contained in the Notice inviting Tender and General Guidelines form received along with the tender documents for the said contract and in the event of my/our tender being accepted, I/we undertake to abide by the conditions contained therein.

4. I/we have carefully read and understood the terms and conditions of the license as contained in the NIT including the following:
- (i) Earnest Money Deposit of Rs. 1,00,000/- (Rupees one Lakh only) is liable to be forfeited by RLI, if on award of license, I/We do not accept the award or do not fulfil any of the conditions stipulated in tender documents within the prescribed time.
 - (ii) On account of non-acceptance of award or on account of non completion of tender conditions within the prescribed time. I/We shall be debarred by RLI for future participation in the tenders at its Institute or any other place under the control of RLI for a period of one year.
 - (iii) On account of furnishing inadequate or wrong information, my award/tender will be liable to be rejected by RLI without assigning any reasons thereof.
5. The RLI does not bind itself to accept the any tender and reserves to itself the right of accepting the whole or any part of the tender and the Tenderer shall be bound to provide the service at the rate quoted.

Signature of the tenderer with seal _____

Name _____

Status _____

Address _____

Tele No.(Office) _____ (Res) _____

DECLARATION

- 1 I _____ S/o
Shri _____
Proprietor/Director/Authorized signatory of the company/agency mentioned above is competent to sign the declaration and execute the tender document.

- 2 I/We have carefully read and understood all the terms and conditions of the Tender document for the contract for providing office manpower to RLI Faridabad and in the event of my/our tender being accepted, I/we undertake to abide by the conditions contained therein.

- 3 I/We have not been suspended, blacklisted or banned by any organization/government on any grounds. There is no case or charge under investigation, enquiry or trial against me/firm/company or any conviction in a Court of Law.

- 4 The information/ documents furnished alongwith the bid are true and authentic to the best of my knowledge and belief. I/we are well aware that furnishing any false information /fabricated document would lead to rejection of my bid at any stage besides liabilities towards prosecution as per law.

Signature of the authorized person _____

Name _____

Seal _____

Tele No _____

Date: _____

Annexure-V

Name of the Wok: Providing catering services to officers and staff of RLI Faridabad and visitors/ officers, trainees and participants during training programmes/ conferences/ Seminars etc.

A Rates for officers and staff of RLI Faridabad, visiting officers of DGFASLI organization , Ministry of Labour & Employment Govt. of India and Visitors and regular Trainees

Sl. No	ITEM	Rate
1.	<u>Tea /Lemon Tea/Black tea /Coffee:</u> (To be provided at institute and hostel)	Rs. 05.00
2.	<u>Breakfast:</u> Consist of either North Indian/ South Indian items (on rotation basis)	Rs. 20.00
3.	<u>Lunch/Dinner:</u> Consisting of 4 Tava Chapati, Good Quality Rice , Dal, Seasonal Vegetable, Raita/Curd, Salad, Chutney/Pickle, Papad and One seasonal fruit or mixed fruits (one small bowl)	Rs. 40.00

B Rates for providing catering services during training programmes/ conferences/ seminars at RLI, Faridabad (organized by the Institute/ other collaborating institutions/organizations)

Sl. No	ITEM	Rate
1.	<u>Dip Tea/Coffee/Green Tea</u>	Rs. 08.00
2.	<u>Tea/Coffee with Good Quality Cookies</u>	Rs. 15.00
3.	<u>Tea/Coffee with Snacks</u> (Samosa/ Veg Cutlets/ Veg Grilled/Non Grilled Sandwich, Sweet (Gulab Jamun/ Pastry), Potato Wafers/Fingers, etc.	Rs. 25.00
4.	<u>Buffet Lunch</u> Consisting of Soup, Pulao, Chapatti/Puri, Dal, Seasonal Vegetable, Paneer Dish, Raita/Curd, Salad, Chutney, Pickle, Papad & Sweet Dish (Gulab Jamun/ Custard/ Fresh Fruit or any other items decided by RLI officials	Rs. 130.00
5.	<u>Buffet Lunch with Non-Vegetarian Dish</u> as above along with either Chicken or Mutton or Fish can be served as per requirement.	Rs. 175.00

Note:

1. Juices, Milk, Ice Creams, Cold Drinks etc & other items on MRP.
2. Quality of food will be checked from time to time by institute's hostel committee.
3. Menu will be decided by hostel committee on monthly basis.

Annexure - VI

**Calculation of Wages for Reception, Housekeeping, Gardening and Catering
Services at
Regional Labour Institute, Faridabad Campus**

S.No.	Category of Workers	No. of workers	Minimum Wages* per month w.e.f. 01.10.2017	EPF (13.15 %)	ESIC (4.75%)	Bonus (8.33%)	Sub-Total	Total Wages per Month (Rs)
1.	Skilled	5	19590	2576.08	930.52	1631.84	24728	123640
2.	Semi-Skilled	2	17790	2339.38	845.02	1481.90	22456	44912
3.	Unskilled	18	16080	2114.52	763.80	1339.46	20298	365364
							Grand Total	533916

Note: 1. As per the rates of minimum wages notified by CLC, ministry of Labour & Employment vide order No. 1/13(3)/2017-LS-II dated 06/10/2017 effective from **01.10.2017**.

2. Wages should be remitted directly into workers bank account latest by 7th of every month and a copy of the same signed by workers along with EPF/ ESIC details must be enclosed with the bills.

Financial Bid : BOQ

Sample to be submitted as .xls file



Item Rate BoQ

Tender Inviting Authority: Head of Office, Regional Labour Institute, Faridabad

Name of Work: Complete Facilities Management Services (Reception, House Keeping, Gardening & Catering etc)

Contract No: E-Tender_CFMS_2018

Name of the Bidder/ Bidding Firm / Company :							
PRICE SCHEDULE							
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)							
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER #	NUMBER #	TEXT #
SL No.	Item Description	Months	Units	Estimated Rate per Month in Rs. P	Rate per Month in Figures to be entered by the Bidder in Rs. P	TOTAL AMOUNT without GST in Rs. P	TOTAL AMOUNT without GST In Words
1	2	4	5	6	13	53	55
1	Complete Facilities Management Services (Reception, House Keeping, Gardening & Catering etc)						
1.01	Minimum Wages per Month (Calculated as Annexure-VI of Tender Documents)	1.000	Nos	533916.00		0.00	INR Zero Only
1.02	Service Charges	1.000	Nos			0.00	INR Zero Only
Total in Figures	GST as applicable on Wages and Service Charges will be extra					0.00	INR Zero Only
Quoted Rate in Words				INR Zero Only			

Note:

If similar lowest rate will be quoted by more than one bidder, L1 will be decided on the basis of the following :

2. Higher number of Govt./PSU clients in the last 3 Years.
(Submitted satisfactory work certificates will be counted)
2. Higher Total Turnover in Last 3 Financial Years
3. As per discretion of Tender Inviting Authority

1.1 INSTRUCTIONS FOR ONLINE BID SUBMISSION

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

1.2 REGISTRATION

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

1.3 SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract,

location, date, other keywords etc. to search for a tender published on the CPP Portal.

- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

1.4 PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents, which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

1.5 SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues. Supply of Software Tools and Equipments as per **Schedule-I** of Tender Document.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the Tender Document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee/ EMD

- as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
 - 5) A standard Price Schedule format (BOQ) has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the Price Schedule, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the Price Schedule file is found to be modified by the bidder, the bid will be rejected.
 - 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
 - 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. Unauthorized persons cannot view the data entered until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
 - 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
 - 9) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
 - 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

1.6.1 TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232.