



**National Power Training Institute**  
**An ISO 9001 : 2000 & ISO 14001 : 2004 Organisation**  
**(Ministry of Power, Government of India)**

**TENDER DOCUMENTS**

**CONTRACT FOR HOUSE KEEPING SERVICES  
IN  
HOSTEL & GUEST HOUSE  
OF NPTI COMPLEX, SECTOR-33, FARIDABAD**

**NPTI Complex, Sector-33, Faridabad – 121 003**  
**Phone No. 0129-2275308, 2275309, 2272210**  
**Fax No. 0129-2277412, 2272210**  
**Website : [www.npti.in](http://www.npti.in)**

## INDEX

<b>Section</b>	<b>Description</b>	<b>Page No.</b>
<b>Section - 1</b>	<b>Notice Inviting Tender</b>	<b>03</b>
<b>Section - 2</b>	<b>Instruction to bidders</b>	<b>06</b>
<b>Section - 3</b>	<b>Job specification &amp; scope of work</b>	<b>14</b>
<b>Section - 4</b>	<b>Technical / Pre qualification Bid form</b>	<b>21</b>
<b>Section - 5</b>	<b>Financial Bid form</b>	<b>24</b>
<b>Appendix - I</b>	<b>List of Tools / Equipments proposed to be required</b>	<b>26</b>
<b>Section - 6</b>	<b>Annexure</b>	<b>27</b>

## **SECTION - I**

Notice Inviting Tender

**NATIONAL POWER TRAINING INSTITUTE**  
**(Under Ministry of Power, Govt. of India)**  
**NPTI Complex, Sector-33, Faridabad – 121 003**  
**Phone No. 0129-2275308, 2275309, 2272210**  
**Fax No. 0129-2277412, 2272210**  
**Website : www.npti.in**

**SECTION - I**

**DOMESTIC COMPETITIVE BIDDING**  
**(Through call of open Tenders)**

TENDER NO. 7(1)/NPTI/Proj/HK/Hostels/2011

Dated : 12.05.2011

Name of Work	Contract for House keeping services in Hostels & Guest House in NPTI (CO), Faridabad
Value of the work	Rs. 25.50 lakhs
EMD	Rs.51,000/-
Period of Sale of Bidding Document	From 16.05.2011 to 31.05.2011
Last Date & Time for receipt of Bid	01.06.2011 upto 14.00 Hrs
Time and Date of Opening of Bid	01.06.2011 at 15:30 hrs
Place of Opening of Bid	Board Room in Institute Building, NPTI, Faridabad
Officers from whom the tender documents can be obtained.	Accounts Section, NPTI, Faridabad
With whom the tender documents can be submitted.	Bids shall be sent to Director (Technical/Project) NPTI (CO), Faridabad or may be dropped in the Tender Box kept in Project Section within due date and time
Cost of Tender	Rs .500/- (not refundable)
Tenders addressed to	The Director(Technical/Project), NPTI, Sector – 33, Faridabad

**Note :**

2(a) The bid documents can be obtained from Accounts Section, NPTI (CO), at Institute Building NPTI, Corporate Office, Faridabad – 121 003 from 16.05.2011 to 31.05.2011 on working days on payment of Rs.500/- towards the cost of bid documents, payable through demand draft/Banker Ckeque / o r by cash deposited to Accounts Section.

2(b) The bid documents can be downloaded from NPTI's website [www.npti.in](http://www.npti.in) / [www.tenders.gov.in](http://www.tenders.gov.in) and in such case, the bidder should enclosed Demand Draft /

Banker cheque amounting to Rs.500/- ( Rs. Five hundred only) towards cost of bid documents and submitted the same alongwith EMD in the envelope subscribed as “pre Qualification Bid”

- 2(c) The Demand Draft / Banker cheque to be drawn in favour National Power Training Institute, payable at Faridabad

Director (Project)  
N.P.T.I, Sector -33, Faridabad



## National Power Training Institute

(Ministry of Power, Govt. of India)  
An ISO 9001:2000 & 14001 Organization  
Sector-33, Faridabad – 121003 (HR)  
Tel: 0129-2272210, 2272060 Fax: 0129-2272210  
Website : [www.npti.in](http://www.npti.in)

Tender No. 7(1)/Tech/NPTI/Proj/HK/Hostel/2011

Dated :

### SECTION-1 - LETTER OF INVITATION

Subject: CONTRACT FOR HOUSE KEEPING SERVICES IN HOSTEL & GUEST HOUSE OF NPTI COMPLEX, SECTOR-33, FARIDABAD

Dear Sir,

1. NPTI invites proposals for Selection of contractor / agency to provide housekeeping services in hostels & Guest House of NPTI Complex, Sector-33, Faridabad. More details on the services are provided in the Tender documents. NPTI intends to engage contractor / agency for which this letter of invitation is issued .

#### 2. The RFP includes the following documents:

- Section 1 - Letter of Invitation
- Section 2 - Instructions to Bidders
- Section 3 – Job specification & scope of work
- Section 4 – Technical / Pre qualification bid
- Section 5 – Financial bid along with appendix I
- Section 6 - Annexure

4. The bids shall be received in NPTI, Faridabad office upto 02.00 pm of 01.06.2011 and shall be opened on the same day at 03.30 pm

Thanking you,  
Yours faithfully,

**Director (Project)**  
**NATIONAL POWER TRAINING INSTITUTE**  
(Ministry of Power, Govt. of India)  
NPTI Complex, Sector – 33,  
Faridabad, Haryana-121003  
**Tele: 0129-2275475, 2272060 Fax: 0129-2277412, 2272210**  
**Website: [www.npti.in](http://www.npti.in)**  
**Email : [npti\\_hq@yahoo.co.in](mailto:npti_hq@yahoo.co.in)**

Encl: As above

**SECTION – 2**  
**INSTRUCTION TO BIDDERS**

## SECTION - 2

### INSTRUCTION TO BIDDERS FOR HOUSEKEEPING SERVICES

---

#### TENDER DOCUMENT

1. National Power Training Institute, Ministry of Power, invites '**Sealed Bids**' for housekeeping services in hostels & Guest House from reputed agencies fulfilling the criteria laid down in Techno-commercial bid format at Section - 4. The job specifications and scope of work are given in Section - 3. The format for Financial Bid at Section – 5. The contract period will initially be for a period of two years extendable on satisfactory performance and mutual consent on same terms and conditions on yearly basis by another one year.

2. The bids are to be sent in two parts – one sealed enveloped superscribed as '**Pre-Qualification Bid**' giving details in the format as per Section - 3, and second envelope superscribed as '**Financial Bid**' in the format at Section - 5. The two sealed envelopes as above will be placed in another sealed envelope superscribed as '**BID FOR HOUSEKEEPING SERVICES IN HOSTEL & GUEST HOUSE**' AND '**NOT TO BE OPENED BEFORE 01.06.2011**'. The bids shall be signed by a person duly authorized on behalf of the bidder firm and shall be sent to :-

Director (Tech.& Proj),  
National Power Training Institute,  
NPTI Complex, Sector-33,  
**Faridabad – 121 003 (HR)**

OR

The bids to be dropped in Tender Box kept in Project Section within due date and time.

3. The sealed bids will be received by NPTI **up to 02.00 PM of 01.06.2011**, Any bid received after the prescribed deadline shall not be considered irrespective of rates. The Pre-Qualification bids will be opened on the same date i.e. **01.06. 2011 at 03.30 PM** in the presence of the representatives of the bidders-present. Date of opening of financial bids of such firms which meet the prescribed pre-qualification criteria will be notified separately.

4. Earnest Money (EMD) of Rs.51,000/- (Rupees Fifty one thousand only) should accompany the **Pre Qualification Bid document**. The EMD shall be paid in the form of Demand Draft/Banker Cheque from a Nationalized bank/Scheduled commercial bank in favour of National Power Training Institute payable at Faridabad. Such EMD shall not carry any interest. Any bid not accompanied by requisite EMD shall be deemed to be invalid and will be rejected by NPTI.

5. The EMD shall be forfeited:

- a) if the bidder withdraws his bid during the period of bid validity.
- b) In the case of successful bidder, if he fails to furnish the required Performance Guarantee within the specified time limit.

6. The bid shall remain valid for a period of 3 months from the date of receipt of the bid.



7. The Bidder should inspect the site before filling in and submitting the tender to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof. Tender must be submitted in original and without making any additions, alternations, and as per details given in other clauses given hereunder. The requisite details shall be filled in by the Bidder in the Tender Document wherever required.

## **8. RATES AND PRICES**

8.1 Bidders should quote the rates in the format given at Annexure-3. Incomplete bids will summarily be rejected. All corrections and alterations in the entries of tender papers will be signed in full by the Bidder with date. No erasing or over-writings are permissible.

8.2.1 The rates have to be quoted both in figure and in words in case if there is any ambiguity the rate in words will be considered.

8.2.2 In case of variation in quoted rate & cost of any item, the figure noted in rate column will be considered.

8.3.1 All statutory duties and taxes (including excise and customs) VAT and other may be clearly specified. Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall require forfeiture of the EMD.

9.3.2 Service tax as applicable will be paid extra as per on actual basis

8.4 No additional freight or any other charges, etc, would be payable.

## **9. TERMS OF PAYMENT**

Payment will be released on monthly basis within a fortnight after receipt of bill and certification by Project Divn. that the services provided during the month are satisfactory.

## **10 PRE-QUALIFICATION CRITERIA (in the format at Section – 4)**

The bidder should be a individual / partnership / Ltd./ Pvt. Ltd company established under the Companies Act or registered with Govt. Organisation and should submit documentary evidence in respect of the following:-

- (i) A copy of Memorandum /Articles of Association of the company / Registration with Govt. Department.
- (ii) A valid Pan No.
- (iii) Service Tax Registration No., TIN No.,
- (iv) EPF Registration No.
- (v) ESI Registration No.
- (vi) Average annual turn over during the last three years, ending 31<sup>st</sup> March, 2011 should be more than Rs.8.00 lakhs. For which photo copy of the balance sheet / profit and loss account for the relevant years should be submitted.

- (vii) Experience of having provided similar house keeping services in reputed organizations including at least one PSE/Govt. Deptt. During the last three years with at least (i) one similar completed / on going work of more than Rs. 20.40 lakhs or two similar completed / on going works of more than Rs. 12.75 lakh each; or three similar completed / on going works of more than Rs. 10.20 lakh each. Photo copies of documentary evidence towards above supported by relevant satisfactory job completion certificates are required to be submitted

## **11. EVALUATION OF BIDS**

The bids will first be evaluated on the parameters fixed for prequalification criteria as per details given at Clause 11. Financial bids of such bidders who meet the prequalification criteria will thereafter be opened. Bidder quoting the lowest rates will qualify for award of work.

## **12. LIQUIDATED DAMAGES**

NPTI reserves the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other agency at the cost, risk and responsibilities of bidder and excess expenditure incurred on account of this will be recovered by NPTI from performance guarantee or security deposit or pending bill or by raising a separate claim.

## **13. DEDUCTIONS FOR EXCEPTIONS**

The deductions shall be made for the following jobs, if missed as exception. Such exceptions will duly be conveyed to the contractor by NPTI in writing:

- |   |   |                     |
|---|---|---------------------|
| i) Not properly carrying out the jobs as defined for 'daily'        | - | 1% (each exception) |
| ii) Not properly carrying out the job as defined for 'weekly'       | - | 2% (each exception) |
| iii) Not properly carrying out the job as defined for 'fortnightly' | - | 2% (each exception) |
| iv) Not properly carrying out the job as defined for 'monthly'      | - | 3% (each exception) |

However, if the exceptions become general practice, action will be initiated as per clause 12 above.

## **14. PERFORMANCE GUARANTEE**

- 14.1 The successful bidder shall furnish a performance guarantee for an amount of Rs. Two lakh four thousand only , within 10 calendar days from the date of acceptance of the bid for due and proper fulfillment of contract.
- 14.2 EMD of successful bidder shall be discharged after receipt and acceptance of the Performance Guarantee towards full Security Deposit in the valid format. EMD of unsuccessful bidders shall be discharged after award of work to the successful bidder and signing of contract thereof.

14.3 The performance guarantee provided by the successful bidder may be in the form of a bank guarantee from a Nationalized Bank (as per format given in Annexure-4) which should be valid for the period of 2 years + 3 months from date of LOA (or Demand Draft in favour of National Power Training Institute).

**15. CONCILIATION/ ARBITRATION**

15.1 If any dispute (s) or difference (s) of any kind whatsoever arise between the Parties, the Parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by DG, NPTI.

15.2 In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences are detailed above shall be referred to and settled by the Sole Arbitrator to be appointed by DG, NPTI..

15.3 Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of the work under the contract with due diligence and expedition in a professional manner and the payment due to the Contractor shall not be withheld on account of such difference of arbitration proceedings unless such payment is a subject matter of the arbitration.

15.4 The arbitration proceedings shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time.

15.5 The venue of the arbitration shall be Faridabad (Haryana), India. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties.

15.6 The arbitrator will give the speaking and the reasoned Award. The parties will not be entitled to any pendente-lite interest during arbitration proceedings.

**16. FORCE MAJEURE**

16.1 In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.

16.2 The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the Contract, Flood and Acts and Regulations of respective government of the two parties, namely NPTI and the Contractor.

16.3 Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 72 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, NPTI shall have the option of canceling this contract in whole or part at his discretion without any liability at his part.

- 16.4 Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

**17. APPLICABLE LAW AND JURISDICTION**

All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Faridabad (Haryana) .

18. No alternative offer shall be considered.
19. NPTI reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of NPTI's action.
20. NPTI reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.
21. The labourers employed for specified work shall have to be paid not less than minimum wages prescribed time to time by Haryana Government/Local Administration. 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.
22. Before submission of bills by the contractor to NPTI for payment against the jobs carried out by him a certificate will have to be submitted by the contractor of having paid in full to the workers employed by him.
23. 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 fulfil all the required relevant laws for the engagement of labour.
24. 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.

25. The contract must ensure that his employees wear clean clothes as per prescribed uniform and maintain all type of cleanliness while attending the specified work. The staff must wear name badges.
26. It shall be the responsibility of the contractor to comply with the provision of the 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-fulfilment of obligations by him under the various labour laws.
27. The NPTI authorities shall have the right at all reasonable times to visit and inspect the property and if upon inspection it appears that any damage will fully caused by the contractor is required to be got repaired, the NPTI may direct the contractor to execute the same and upon his failing to do so within reasonable time the NPTI may execute it at the risk, cost and expense of the contractor.
28. Payment will be made as per the actual work done basis.
29. All services mentioned in schedule of work shall be verified by the occupant and caretaker, NPTI.
30. For Housekeeping in Girls Hostel only lady safaiwala should be engaged by the contractor.
31. Bidders should quote the rate item wise in all respective items over financial bid, lump sum rate group wise will not acceptable. Any deviation in this matter will be treated as conditional offer and the same will be rejected.
32. **SECURITY RULES :** 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.
33. The contractor has to take all precautionary/safety measures towards fire, hazards, etc., any loss on account of this will be made good from him. In case of default it will be recovered by security deposit amount and or contract is subject to termination.

## **SECTION – 3**

### **Job specifications and scope of work**

### SECTION - 3

#### Job specifications and scope of work

##### A. Area Coverage for Housekeeping services

Sl.No.	Location	Floor Area (Sqm)	Activity	Frequency
1	Trainees Hostel (120 rooms)  (Basement + Ground + 2 )	5170	Floor Maintenance - manual	Once daily
			Garbage Removal	Once daily
			Curtain / vertical blinds washing	Once in a two months
			Bed Sheet / Towel cleaning - manual	Once weekly
			Scrubbing of floor - mechanical Cleaning of roofs - manual	Weekly
			Cleaning of common area and staircases / railing - manual	Once daily
			Cleaning of all rooms /toilets - mechanical / manual	Once daily
			Removal of cobwebs - manual	fortnightly
			Dusting of fans, and tube lights - manual	Once a month
2	Executive Hostel (50 rooms)  (Ground + 2 )	2540	Floor Maintenance - manual	Once daily
			Garbage Removal	Once daily
			Curtain / vertical blinds washing	Once in a two months
			Bed Sheet / Towel cleaning - manual	Once weekly
			Scrubbing of floor - mechanical Cleaning of roofs - manual	Weekly
			Cleaning of common area and staircases / railing - manual	Once daily
			Cleaning of all rooms /toilets - mechanical / manual	Once daily
			Removal of cobwebs - manual	fortnightly
			Dusting of fans, and tube lights - manual	Once a month

3	Type – VI Hostel (5 flats) =1204 sqm Type – V Hostel ( 10 flats.) = 2356 sqm Transit Hostel ( 8 flats) = 731 sqm Type – III Hostel ( 5 flats) = 380 sqm Type – I Hostel ( 24 flats) = 1371 sqm	6042	Floor Maintenance - manual	Once daily
			Garbage Removal	Once daily
			Curtain / vertical blinds washing	Once in a two months
			Bed Sheet / Towel cleaning - manual	Once weekly
			Scrubbing of floor - mechanical Cleaning of roofs - manual	Weekly
			Cleaning of common area and staircases / railing - manual	Once daily
			Cleaning of all rooms /toilets - mechanical / manual	Once daily
			Removal of cobwebs - manual	fortnightly
			Dusting of fans, and tube lights – manual	Once a month
4.	Guest House ( 6 rooms)	450	Floor Maintenance - manual	Once daily
			Garbage Removal	Once daily
			Curtain / vertical blinds washing	Once in a two months
			Bed Sheet / Towel cleaning - manual	Once weekly
			Scrubbing of floor - mechanical Cleaning of roofs - manual	Weekly
			Cleaning of common area and staircases / railing - manual	Once daily
			Cleaning of all rooms /toilets - mechanical / manual	Once daily
			Removal of cobwebs - manual	fortnightly
			Dusting of fans, and tube lights - manual	Once a month



## **B. BROAD DETAILS OF SCOPE OF WORK**

1. Cleaning, sweeping moping and wiping of floors, staircase on daily basis including Saturdays or as required by Officer-In-charge. Cleaning activity shall start in the morning at 7.00 AM so as to complete all the dusting/ cleaning/ moping work in all rooms of all buildings before 9.00 AM.
2. Continuous moping to be done at reception floor and other floors during office hours (9.30 AM to 6.00PM) for Hostels / Guest House.
3. Thorough cleaning of all toilets using required detergent by putting naphthalene balls and air purifier in all urinals, wash basins and WC area.
4. Cleaning and dusting of entire furniture, partitions, wooden cabin walls, railings, doors, windows venetian blinds, racks, sofas, typewriters, computers, telephones, curtains, wall mounted fans etc. with dry/wet cloth, feather brush and duster.
5. Lifting, carrying and disposing the dead birds animals, rats, insects etc. if found in and around the whole campus.
6. Clearing of any choking's in the drainages, manholes etc. of whole campus.
7. Removal of beehives and cobwebs/honey webs from the buildings and its premises.
8. Cleaning and sweeping of open area including balconies and roof tops with brooms.
9. Proper registers/records for the jobs carried out on daily, weekly, fortnightly and monthly basis will be maintained by the Supervisor of the bidder and will be countersigned by the caretaker, officer-in-charge at regular intervals and finally at the end of each month.
10. The bidder should possess or procure needful infrastructure, gadgets and other material required for smooth housekeeping services. No additional cost towards this will be borne by NPTI.

## **C. JOBS TO BE CARRIED OUT DAILY**

- i) Cleaning of general toilets at least thrice daily (at 8.30 AM , 12.00 Noon & 3..30 PM) with phenol and detergent etc and maintain the toilets floors dry during office hours. Cleaning of windows and window sills of all toilets to be done regularly. Wash basins, urinals, WC are to be cleaned with suitable detergent. Flushing system of all toilets are to be checked at regular interval every day. Naphthalene balls, air purifier and liquid soap and paper rolls are to be provided by the agency regularly to ensure continuous availability of these materials in requisite place/container.

- ii) Cleaning of attached toilets with phenol, removing all dust and unwanted materials, keeping dry, cleaning of window sills once in a day. Naphthalene balls air purifier, toilet rolls/paper rolls and liquid soap are to be provided by the agency regularly to ensure continuous availability of these materials in requisite place/container.
- iii) Cleaning of corridors staircases and common area with phenol in the morning and with plain water continuously.
- iv) Cleaning of office working areas, removing dust from floors, windows, doors, furniture's, fixtures, telephones, ashtray, cupboards, air conditioners, filing almirahs, cabinets, glass panes, computers etc. with dry/wet duster and or with suitable cleaning agent. Moping of floors with phenol.
- v) Collection of waste paper from rooms, waste paper, baskets, lobbies and putting in bags at the specified location.
- vi) To clean glass panes on doors, windows & partitions with soap/cleaning agent.
- vii) Cleaning of chokage in sewer and pumping lines within premises as and when required.
- viii) Cleaning gulley trap and manholes within NPTI Complex, Sector-33, Faridabad –121 003 and surrounding of residential flats at Hostels, Guest House etc. complete as and when required as and when required.
- ix) Cleaning of duct and shaft spaces, garbage, and removal and putting them in dustbin kept outside the campus.
- x) Cleaning/removal of any type of stains of ink etc. from the building premises and staircases.
- xi) Cleaning, sweeping and wiping of floors, furniture and hand washing area etc. during office hours.
- xii) Room fresheners in all office area to be used daily in the morning. Room freshener should be of ISI Mark or of standard Make.

#### **D. JOBS TO BE CARRIED OUT WEEKLY**

- i) Acid/detergent cleaning of sanitary ware without damaging their shine, scrubbing and cleaning of floors and walls in toilets/rooms, corridors with soap, detergents, kerosene/petrol or any other chemicals, automatic mopper/scrubbing machine to be used at least once in a week.
- ii) Cleaning of fabric upholstered sofa sets with vacuum cleaners and leatherite upholstered sofa set and chairs with soap solution/ cleaning agent of approved quality.
- iii) Cleaning of brass letters by brasso (polish).

**E. JOBS TO BE CARRIED OUT FORTNIGHTLY BASIS**

- i) Polishing of brass items with approved brass cleaning material.
- ii) Cleaning of carpets in rooms by vacuum cleaners without damaging the carpet.
- iii) Dusting of false ceiling etc. with soft broom and cloth.
- iv) Cleaning of sofa sets with soap water/ vacuum cleaners.
- v) Washing and cleaning of driveways, parking areas and roads within the office premises.
- vi) Lift lobby and all toilets floors and other areas, as may be directed by Officer In-charge, shall be cleaned with floor scrubbing machine.

**F. JOBS TO BE CARRIED OUT ON MONTHLY BASIS:**

- i) All floors in common area floors including staircases shall be cleaned thoroughly with floor scrubbing machine with soap and water to remove all stains etc. After cleaning the floors with soap and water the floors shall be properly wax polished.
- ii) Total office area floors to be cleaned with floor scrubbing machine, wherever required as per directions of Officer-In-charge.

**G. PROVIDING WORKFORCE;**

The bidder has to provide workforce in sufficient numbers to maintain the buildings as required and of quality to ensure workmanship of the degree specified in the job order and to the satisfaction of the Officer-In-Charge. Work force to be deployed in following time schedule:-

- a) House Keepers - from 7.00 hrs to 16.00 hrs - full work force  
from 12.00 hrs to 20.00 hrs - at least two house keeper
- b) Supervisor - from 7.00 hrs to 16.00 hrs - full work force  
- from 16.00 hrs to 24.00 hrs – at least one supervisor

The bidder must employ adult and skilled labour only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers whose antecedents have been thoroughly verified, including character and police verification and other formalities. In order to maintain quality services and minimize operational problems, the bidder may rotate the staff once in six months with prior written intimation to NPTI. The bidder shall ensure that all the workforce deployed wear uniform while on duty.

**H. SUPPLY OF MATERIAL AND CONSUMABLES:**

All materials/consumables other related items is to be provided by the Agency has to be of ISI marked or in conformity with the specification/makes keeping in view good quality/standard after discussion and finalization with Officer-In-Charge. The firm shall assess the quantity of consumables to be used and supply them in advance and store them at NPTI on fortnightly basis. The stores are to be replenished at least 5 days in advance.

NPTI shall provide linen for the rooms and bathrooms as under whereas applicable

- |    |              |   |     |
|----|--------------|---|-----|
| 1) | Bed Sheet    | : | Two |
| 2) | Blanket      | : | Two |
| 3) | Bath Towel   | : | One |
| 4) | Pillow Cover | : | One |

- i) Bed Sheets, Bed Covers, Bath Towels, Hand Towels , Pillow covers etc. are to be got washed, and ironed by the contractor at his own risk and cost for the same cost will be borne by NPTI as per quoted/approved rate on actual basis. Curtains to be got washed after every two month interval. Blanket to be dry cleaned once in a season or as directed by the Competent Authority of NPTI.
- ii) The linens in the rooms occupied must be changed at least once a week.

#### **I. WASTE DISPOSAL MANAGEMENT:**

The bidder will ensure collection, mechanized screening / segregation of dry and wet garbage in the earmarked area. The bidder will also ensure segregation of bio degradable and non bio degradable garbage. Finally, the bidder will arrange for disposal of garbage at such a place as may be permissible by MCF.

## **SECTION - 4**

Pre qualification of bidders

**SECTION - 4  
PREQUALIFICATION BID**

Sl. No.	Pre Qualification Criteria	Detail to be filled up by the bidder
<b>A</b>	<b>General particulars of the agency</b>	
	1. (a) Name of the Agency	
	(b) Type – Individual/Partnership/ Public limited / Pvt. Ltd (Please enclose copy of Memorandum/Articles of Association/ Registration with Govt. Department)	
	(c) Regd. Address	
	(d) Address of Office at Delhi / NCR	
	(e) Contact Person's i) Name & Design. ii) Tel. No. Landline / Mobile iii) Email ID	
	2. PAN/GIR No. (Please enclose photocopy)	
	3. Tin No. (Please enclose photocopy)	
	4. Service Tax Regn. No. (Please enclose photocopy)	
	5. EPF Registration No. (Please enclose photocopy)	
	6. ESI Registration No. (Please enclose photocopy)	
<b>B</b>	<b>Average annual Turnover for the last 3 years : (Should be more than Rs.08.00 lakh)</b>  i) 2010-2011 ii) 2009-2010 iii) 2008-2009 (Please enclosed copies of audited balance sheet and P&L A/C / ITCC / Bank statement)	
<b>C.</b>	<b>Experience of similar work in the field during the last three year</b> (Should have provided similar works/services in reputed organization including at least one PSU/Govt. Deptt. With work order not less than	
	(a) Rs.20.40 lakh in a single similar completed / ongoing work	
	(b) Rs. 12.75 lakh each in two similar complete / ongoing works	
	(c) Rs. 10.20 lakh each in three similar complete / ongoing works	

D	<b>Earnest Money Details :</b> Amount Rs. / DD No. / Date / Bank					
E	<b>Cost of Tender documents ( as applicable)</b> (Please refer note mentioned in NIT, Section-1)					
F.	<b>Experience of similar nature work in the field during last three years</b>					
Sl. No.	Name of work	Name of the client	Cost Rs. In lakhs	Date of commencement	Date of completion	Remarks

Completion certificate of the above works are enclosed

**Signatures of authorized signatory**

Name\_\_\_\_\_

Designation\_\_\_\_\_

**Seal:**

**SECTION - 5**  
**FINANCIAL BID**



SECTION – 5

**HOUSEKEEPING SERVICES – FINANCIAL BID**

Sl. No.	Details of Scope of Work	Rate per month for 1 <sup>st</sup> year (A)	Rate per month for 2 <sup>nd</sup> year (B)																																																								
1.	Providing & executing housekeeping work by engaging sufficient manpower including all materials, consumables etc. confirming to the job specification & scope of work noted in Section -3, Sub section A to I to ensure workmanship and quality of the degree specified.																																																										
2.	Expenditure towards tools & gadgets as per details in Appendix – I																																																										
3.	<p><b>Washing charges for each linen one time</b></p> <table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Item</th> <th>Qty.</th> <th>Rate for 1<sup>st</sup> year</th> <th>Cost for 1<sup>st</sup> year</th> <th>Rate for 2<sup>nd</sup> year</th> <th>Cost for 2<sup>nd</sup> year</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Bed Sheet</td> <td>850</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>Pillow Cover</td> <td>850</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>Bath Towel</td> <td>240</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>Bed Cover</td> <td>45</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>Curtains</td> <td>400</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>6</td> <td>Blanket ( Dry cleaning)</td> <td>50</td> <td>----</td> <td></td> <td>----</td> <td></td> </tr> <tr> <td></td> <td align="center"><b>Total</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Sl. No.	Item	Qty.	Rate for 1 <sup>st</sup> year	Cost for 1 <sup>st</sup> year	Rate for 2 <sup>nd</sup> year	Cost for 2 <sup>nd</sup> year	1	Bed Sheet	850					2	Pillow Cover	850					3	Bath Towel	240					4	Bed Cover	45					5	Curtains	400					6	Blanket ( Dry cleaning)	50	----		----			<b>Total</b>							
Sl. No.	Item	Qty.	Rate for 1 <sup>st</sup> year	Cost for 1 <sup>st</sup> year	Rate for 2 <sup>nd</sup> year	Cost for 2 <sup>nd</sup> year																																																					
1	Bed Sheet	850																																																									
2	Pillow Cover	850																																																									
3	Bath Towel	240																																																									
4	Bed Cover	45																																																									
5	Curtains	400																																																									
6	Blanket ( Dry cleaning)	50	----		----																																																						
	<b>Total</b>																																																										
4.	Taxes ( please specify)																																																										
5.	Cost for rendering services in 1 <sup>st</sup> year & 2 <sup>nd</sup> year																																																										
6.	Average cost for rendering service in each month $\frac{A + B}{2}$																																																										

The terms and conditions contained in the Tender Document are acceptable to us.

**Note : - Rate for 2<sup>nd</sup> year should not less than 1<sup>st</sup> year's rate. Any bidder not meeting this requirement shall not be considered.**

Signatures of authorized person \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Seal

**APPENDIX-I OF SECTION - 5**

**LIST OF TOOLS, EQUIPMENTS AND GADGETS PROPOSED TO BE DEPLOYED FOR HOUSEKEEPING WORK AS DETAILED IN SECTION - 3**

Sl. No.	Item	Required Qty.	Rate per month for 1 <sup>st</sup> year (A)	Cost per month for 1 <sup>st</sup> year (A-I)	Rate per month for 2 <sup>nd</sup> year (B)	Cost per month for 2 <sup>nd</sup> year (B-I)
1	Single Disc	1				
2	Vacuum Cleaner 30 ltr. W/D	1				
3	Scrubber Drier	1				
4	High Pressure Jet	1				
5	Glass Cleaning Kit	1				
6	Mopping Trolley	2				
7	Garbage Tricycle	1				
8	Any extra item suggested /assessed by the bidder					
	<b>Total per month</b>	---	----		----	

**The terms and conditions contained in the Tender document are acceptable to us.**

**Signatures of authorized person \_\_\_\_\_**

**Name \_\_\_\_\_**

**Designation \_\_\_\_\_**

**Seal**

**SECTION - 6**  
**ANNEXURES**

ANNEXURE - 1

DECLARATION

I ..... Proprietor/Director/Authorized signatory of agency/firm mentioned above, is competent to sign this declaration and execute this tender document.

I/we have read the General Terms and Conditions of the contract given above, I agree to abide by them.

The information/document furnished with the above application are true and authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of any false information/document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

**Signatures of authorized signatory**

**Name** \_\_\_\_\_

**Designation** \_\_\_\_\_

**Phone No.**-----

**Email I.D** -----

**Seal:**

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

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

**ANNEXURE-2**

**Bank Guarantee Format (for EMD in case bidders are not submitting this in form of DD)**

**BANK GUARANTEE**

**NATIONAL POWER TRAINING INSTITUTE**

**SECTOR -33 , FARIDABAD**

Dear Sir,

In consideration of **National Power Training Institute , Sector33, Faridabad** (hereinafter called the "Owner" which expression shall unless repugnant to the subject or context include its successors and assigns) having issued Notice Inviting Tender under specification No. \_\_\_\_\_ dated \_\_\_\_\_ M/S \_\_\_\_\_ having its registered office at \_\_\_\_\_ (hereinafter called the "Bidder") who wishes to participate in the said tender for \_\_\_\_\_ have agreed to accept an irrevocable and unconditional Bank Bid Guarantee for an amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) valid upto \_\_\_\_\_ on behalf of the Bidder in lieu of cash deposit required to be made by the Bidder, as a condition precedent for participation in the said bid.

We, the \_\_\_\_\_ Bank, \_\_\_\_\_ Place, a body corporate constituted under Banking Companies Acquisition and transfer of undertakings Act, 1970 having its Head Office \_\_\_\_\_, do hereby unconditionally and irrevocably guarantee and undertake to pay to the "Owner" immediately on demand without any demur reservation protest, contest and recourse to the extent of the said sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_). Any such claims/demands made by the said "Owner" on us shall be conclusive and binding on us irrespective of any dispute or differences raised by the bidder.

This guarantee shall be irrevocable and shall remain valid upto \_\_\_\_\_, if any further extension of this guarantee is required, the same shall be extended to such required period on receiving instructions from \_\_\_\_\_ on whose behalf of this guarantee is issued.

Notwithstanding anything stated above, our liability under this guarantee shall be restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) and our guarantee shall remain in force upto \_\_\_\_\_ and unless a demand or claim under the guarantee is made on us in writing on or before \_\_\_\_\_ all your rights under the guarantee shall be forfeited and we shall be relieved and discharged from all liabilities thereunder.

We, the said Bank lastly undertake not to revoke this guarantee during its currency except with previous consent of the owner in writing and agree that any changes in the constitution of the said bidder of the said bank shall not discharge our liability hereunder.

In witness where of the Bank, through its authorized officer, has set its hand and stamp on this day of 2011 at \_\_\_\_\_.

**Witness**

(with name and official address)

1.

2.

Signature

Name

Designation with bank stamp)

Power of Attorney No.

**ANNEXURE – 3**

**FORM FOR PERFORMANCE GUARANTEE**

The National Power Training Institute

WHEREAS .....  
(name and address of the Supplier) (hereinafter called "the Supplier") has undertaken, in  
pursuance of contract no. .... dated .....  
to supply

(description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the  
Supplier shall furnish you with a bank guarantee by a scheduled commercial recognized  
by

you for the sum specified therein as security for compliance with its obligations in  
accordance with the contract;

AND WHEREAS we have agreed to give the Supplier such a bank guarantee:

NOW THEREFORE we hereby affirm that we are guarantors and responsible  
to you, on behalf of the Supplier, up to a total of

.....  
..... (amount of the guarantee in words and  
figures), and

we undertake to pay you, upon your first written demand declaring the Supplier to be in  
default under the contract and without cavil or argument, any sum or sums within the  
limits

of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds  
or

reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the  
supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the  
terms of the contract to be performed there under or of any of the contract documents  
which

may be made between you and the Supplier shall in any way release us from any liability  
under this guarantee and we hereby waive notice of any such change, addition or  
modification.

This guarantee shall be valid until the .....day of....., 20.....

.....

(Signature of the authorized officer of  
the Bank)

.....

Name and designation of the officer

.....

Seal, name & address of the Bank and address of the Branch  
(Bank's common seal)