



NATIONAL BOXING ACADEMY, ROHTAK

# Tender Document

Terms & Conditions  
for  
providing Cleaning  
&  
Housekeeping Services

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**SPORTS AUTHORITY OF INDIA  
NATIONAL BOXING ACADEMY**

राष्ट्रीय बॉक्सिंग अकादमी  
राजीव गाँधी स्पोर्ट्स कॉम्पलेक्स  
सैक्टर- 06, रोहतक (हरियाणा)

**NOTICE INVITING OPEN TENDER FOR HOUSE KEEPING**

Sealed Tenders are invited from the reputed Cleaning/Housekeeping Agencies/Firms having minimum annual turnover of Rs.30 Lacs (Rupees Thirty Lacs only) for last three years(2013-14, 2014-15, 2015-16) in the field of Cleaning/Housekeeping work with the experience of providing and doing the work of Cleaning/housekeeping in reputed organizations/Govt. organizations for last five (05) Years.

The detailed information and terms & condition governing the Award of Housekeeping Contract are contained in the Tender Document which may be obtained from the **SAI, National Boxing Academy, Rajiv Gandhi State Sports Complex Sec – 06, Rohtak** in any working day from the date of publication of this notice on payment in cash/Demand Draft (Non-refundable) of Rs.1000/- (Rupees One Thousand only) in favor of **Chief Operating Officer, SAI, National Boxing Academy, Rajiv Gandhi State Sports Complex Sec – 06, Rohtak**, payable at **Rohtak**. Details are also available on our website [www.sportsauthorityofindia.nic.in](http://www.sportsauthorityofindia.nic.in) & <http://eprocure.gov.in/procure/app>. In case of downloading the Tender Documents from the website, the Bidder/Tenderer will have to submit the Demand Draft of Tender Cost amounting to Rs.1000/- along with the prescribed EMD in favor of **Chief Operating Officer, SAI, National Boxing Academy, Rajiv Gandhi State Sports Complex Sec – 06, Rohtak**.

The Tender offer in the prescribed Tender Document along with the relevant supporting documents sealed and duly completed in all respect and submitted latest by **22.11.2016 up to 12:30 PM** in the office of **Chief Operating Officer, SAI, National Boxing Academy, Rajiv Gandhi State Sports Complex Sec – 06, Rohtak**, which will be opened on the same day at **01:00 PM** in the presence of Tender or their authorized representatives.

**Chief Operating Officer, SAI, National Boxing Academy, Rohtak** reserve the right to accept or reject any or all the tenders without assigning any reasons.

( SATISH K. SARHADI )  
CHIEF OPERATING OFFICER  
SAI NBA, ROHTAK

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**Section-I****IMPORTANT DATES AND INFORMATION (FAQ)**

S. No.	FAQ	ANSWER
1	Cost of <u>Tender Document</u>	Rs. 1000/- ( Inclusive of service tax)
2	EMD	40000 of the estimated cost put to tender
3	Performance Security Deposit	75000 of Contract amount by Demand Draft should be submitted in favour of COO, SAINBA Rohtak payable at Rohtak. ( <u>Applicable for Successful bidder only</u> )
4	Address and place of Submission of Tender	Chief Operating Officer Office, SAI NBA, Rohtak
5	Tender Document Delivery Mode	By Hand/By Post
6	Last date and time of Submission	Upto 22.11.2016 at 12:30 PM
7	Date of opening Technical Bid	22.11.2016 at 01:00 PM
8	Date of opening Financial Bids for technically qualified bidder	Shall be decided on acceptance of Technical Bid
9	Venue of opening tender	Office of COOO NBA Rohtak
10	Duration of contract	One (01) Year
11	Validity of Tender	90 days from the date of opening of tender
12	Total Number of pages of Tender Document	36 pages

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**INSTRUCTIONS TO BIDDER**

- 1.1 SPORTS AUTHORITY OF INDIA (SAI), **National Boxing Academy, Rajiv Gandhi State Sports Complex Sec – 06, Rohtak** , invites sealed Tenders for **GENERAL CLEANLINESS AND HOUSEKEEPING SERVICES IN THE ENTIRE PREMISES** within the Boundary Wall of premises & total area of SAI NBA, Rohtak Campus and its surroundings for Award of Annual Housekeeping Contract initially for a period of 01 years (12 months) from the Reputed and Registered Housekeeping Agencies/Firms, having minimum annual turnover of Rs.30,00,000/- (Rupees Thirty Five lacs) for the last three (03) Years with minimum five (05) Years experience in the field of Cleaning & Housekeeping Services, preferably in Government Organizations/ PSUs with requisite manpower in the field to undertake COMPREHENSIVE HOUSE KEEPING WORK.
- 1.2 The Bidder(s), are required to accept all terms & conditions mention in the Bidding Documents at **Section- IV. SPORTS AUTHORITY OF INDIA, National Boxing Academy, Rajiv Gandhi State Sports Complex Sec – 06, Rohtak.**
- 1.3 No alteration shall be made in any of the terms & conditions of the bid document by scoring out. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms & conditions listed in this section are liable to be ignored.
- 1.4 The Earnest Money Deposit (EMD) of successful Bidder will be adjusted with the money to be deposited with respect of Performance Guarantee, which has to be deposited within fifteen (15) days after the receipt of Letter of Intent @ 5% of the Tendered value of Contract. The Performance Guarantee will be refunded to the Contractor within 03 Months after completion of contract period without interest after deducting liabilities if any. For other Bidders, the EMD will be returned within ten (10) days of the completion of the Financial Evaluation by Registered Post/ by hand.
- 1.5 The Bidding Document duly completed in all respect should be submitted in three (03) separate Envelopes addressed to **Chief Operating Officer, SAI, National Boxing Academy, Rajiv Gandhi State Sports Complex Sec – 06, Rohtak.**

**ENVELOPE – A**

Shall contain EMD/Particulars for an amount of 2% of Tender Cost only. The EMD should be deposited in the form of Demand Draft/Pay Order issued by any Nationalized/Scheduled Bank drawn in favor of Director **Chief Operating Officer, SAI, National Boxing Academy, Rohtak**, along with other details in the format enclosed at **Section– VI.**

**ENVELOPE – B**

Shall contain Technical Bid Document consisting of all the Technical details along with commercial terms & conditions. The Technical Bidding Documents duly signed each page by the Tenderer or by his authorized signatory should be submitted in the **Envelope- B** along with other details in the format given in the **Section- VII.**

**Read, Understood & Agreed  
Signature of the Contractor with Seal**

## **ENVELOPE – C**

Shall contain the Financial Bid indicating Item wise price for the items mentioned in the Technical Bid. The Format for submitting the Financial Bid is given in **Section – VIII**.

All the three envelopes should be submitted in One Big Cover duly sealed and super-scribed as “**TENDER FOR ANNUAL CONTRACT FOR GENERAL CLEANLINESS AND House keeping IN THE ENTIRE** premises of **SPORTS AUTHORITY OF INDIA, National Boxing Academy, Rajiv Gandhi State Sports Complex Sec – 06, Rohtak**.”

. **Envelope – A & B** submitted by the Tenderer will be opened on the time and date as given in the Bidding Document. **Envelope- C**, i.e., Financial Bids of only those bidders will be opened, whose Technical Documents and given criteria are found in order as per requirement and the offer made by them is found acceptable to the **Chief Operating Officer, SAI, National Boxing Academy, Rajiv Gandhi State Sports Complex Sec – 06, Rohtak**. Date & time for opening of the **Envelope- „C”** i.e. Financial Bids will be decided later on.

1.6 The Financial Bid only of the Technically Qualified bidder will be opened for further evaluation in the field of cleanliness/housekeeping.

1.7 The bids received beyond the prescribed date and time for receipt of bids will not be considered under any circumstances. **Chief Operating Officer, SAI, National Boxing Academy, Rajiv Gandhi State Sports Complex Sec – 06, Rohtak** shall not bound responsible for any postal delays and lapses.

1.8 **Chief Operating Officer, SAI, National Boxing Academy, Rajiv Gandhi State Sports Complex Sec – 06, Rohtak** reserves the right to reject any or all bids without assigning any reasons, and not bound to accept the lowest bid.

### 1.9 **MINIMUM ELIGIBILITY CRITERIA**

The bidder should have experience of at least Five (05) Years in the relevant field of providing Cleaning /Housekeeping Services on outsourcing basis to Government, Ministries/Department/Govt. PSUs/ Organizations / Corporate Sector etc., need to apply. The Bidding Documents of Un-registered firms/agencies will not be entertained. While submitting the Bidding Documents, the Intending Bidders shall have to furnish self attested copies of following Certificates / Documents to SAI, NBA, Rohtak:

1. The following shall be the minimum eligibility criteria for fulfilling the Technical evaluation. The Financial evaluation shall be carried out only in respect of those bidders whose bid meets the Technical criterion. **(A Proof in support of the following criterion by the Bidder shall be submitted).**

2. **Bid Security (EMD): EMD 40,000/-** of the tender cost put to tender is to be submitted along with the tender document only in the form of Demand Draft/pay order drawn in favour of **Chief Operating Officer, SAI, National Boxing Academy, Rohtak** payable at Rohtak.

3. The Tenderer should be a firm (Proprietorship or Partnership)/Company (Pvt. Limited or Public Limited), Societies/Trust registered under applicable statutes in India. **For proof, self attested/attested copy of Certificates of Incorporation / partnership deeds or any other Valid document issued by the respective registrar of firms/companies may be submitted. In case of Proprietorship firm, Self-declaration or self-certificate supported by PAN in the proprietor name would suffice.**

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4. The Bidder should have a valid PAN issued by the Income Tax Department. (Self attested copy be enclosed.
  5. Bidder shall have valid Service Tax Registration.(Self attested copy be enclosed)
  6. The tenderer must have achieved minimum average annual turnover of Rs.75 Lakhs (at least 100% of the estimated cost put to tender) during the last three (03) financial years Statement in support thereof & also audited balance sheet for the last three years duly signed by registered Chartered Accountant be enclosed.
  7. The agency shall be registered with Employees Provident Fund Organization and Employees State Insurance Corporation. Attested copies of relevant document in this regard should be attached in the tender document.
  8. The tenderer should be registered under Contract Labour (Regulation & Abolition) Act, 1970.(Self attested copy of registration certificate be enclosed)
  9. The Bidder should attach the copy of orders in respect of Minimum Wages applicable at Rohtak issued by the State Government duly attested by the tenderer with Seal.
  10. The tenderer should not be blacklisted either by the Tender Inviting Authority or by any State Government or by GOI. (Self declaration thereof be enclosed)
  11. The tenderer should have minimum Five (05) years experience in providing housekeeping services consecutively in the Government departments / Public sectors (Central or State) / Private limited company at the time of submitting the tender and should have successfully competed at least two works of the value of Rs.20,00 Lac each. In support of this, the tenderer should submit copy of such work orders along with satisfactory completion certificate issued by the respective firm.
  12. Income Tax Return of the company/firm /proprietor for the past three years (2013-14, 2014-15, 2015-16) should be enclosed.
  13. Service Tax Return of the Company/firm for the past three years (2013-14, 2014-15, 2015-16) should be enclosed.
  14. EPF (monthly return) for the last two (02) months of 2015 should be attached.
  15. Bank Solvency Certificate issued by the respective bank.
  16. Copies of ISO 14001:2004 (EMS) and OHSAS 18001:2007 certificates.

**Read, Understood & Agreed**

**Signature of the Contractor with Seal**

**SPORTS AUTHORITY OF INDIA**  
**NATIONAL BOXING ACADEMY**

राष्ट्रीय बॉक्सिंग अकादमी  
राजीव गाँधी स्पोर्ट्स कॉम्प्लेक्स  
सेक्टर- 06, रोहतक (हरियाणा)

**BIDDING DOCUMENT FOR “GENERAL CLEANLINESS AND HOUSE KEEPING” IN THE ENTIRE PREMISES OF SPORTS AUTHORITY OF INDIA, National Boxing Academy, Rajiv Gandhi State Sports Complex Sec – 06, Rohtak.**

**CONDITIONS TO BIDDER**

- 2.1 The Bids must be accompanied by a Bank Draft/Pay order issued by any Nationalized/Scheduled Bank for an amount of 40000 of Tender Cost only drawn in favour of **Chief Operating Officer, SAI, National Boxing Academy, Rohtak** as EMD. The Bid received without EMD or the incomplete manner in any respect shall summarily be rejected and no bidder shall have any right to represent/challenge.
- 2.2 The Technical Bid shall be opened in the office of **Chief Operating Officer, SAI, National Boxing Academy, Rohtak 22.11.2016 at 01:00 PM** by a duly constituted committee in the presence of such bidder or their authorized representatives who may desire to be representing at the time of opening of bids. Request for extension of opening date of Bids will not be considered. Bids will be opened on scheduled date and time in case of non-presence of any representative of the firms/ agencies/ companies.
- 2.3 It is the responsibility of Bidders to read all terms and conditions of the documents carefully before filling the Bid. The bidders should sign all the page and stamp of the Tender Document and submit the same along with requisite information/documents. Incomplete bid, documents or bids not responsive enough to the terms and conditions are liable to be rejected. The bidders would submit details of EMD in **Section - VI** and also fill up the Technical Bid in the **Section - VII** which may be put in two separate Sealed Covers, clearly marking as **“EMD &“Technical Bid”** respectively.
- 2.4 The should consist of Financial Proposal of the bidder which should be put in another sealed cover clearly marking as **“FINANCIAL BID”**.

**Wherever, the prices are to be quoted should be written neatly in figures and in words as well. The quoted prices should also include the impact of all over-heads. No cutting/overwriting in the Tender Document as well as supporting documents will be accepted.**

**Read, Understood & Agreed**  
**Signature of the Contractor with Seal**

- 2.5 The bids addressed to **Chief Operating Officer, SAI, National Boxing Academy, Rohtak** should be submitted in sealed covers subscribing “**BID FOR CONTRACT FOR GENERAL CLEANLINESS AND HOUSE KEEPING SERVICES IN THE ENTIRE PREMISES Of SAI NBA Rohtak**”. The sealed covers should bear the name and address of the bidder including Tel. Nos. The bids will be received in the office of the **Chief Operating Officer, SAI, National Boxing Academy, Rohtak** up to **22.11.2016 at 12:30 PM** and Technical Bids will be opened at **1:00 PM** on the same day in the presence of bidders or their authorized representatives by duly constituted committee. The Date, Time and Place for opening of the Financial Bids shall be intimated later.
- 2.6 The Financial Bids shall be evaluated on the basis of work performance and Lowest Bid Criteria and the Work Orders shall be awarded to the responsive lowest satisfactory bidder only. Negotiations with the Bidder are strictly prohibited. However, SAI NBA Rohtak reserves the right to negotiate with evaluated responsive lowest bidder in exceptional circumstances or any of the firm.
- 2.7 The EMD of unsuccessful bidders shall be returned as promptly as possible, but not later than 30 days after the expiry of the period of the bid validity prescribed by SPORTS AUTHORITY OF INDIA, **National Boxing Academy, Rohtak** and no interest would be paid thereon. The EMD of the successful Bidder shall be returned subject to executing the Contract Agreement and depositing of Performance Security Deposit of Rs. 75000/- of Annual Contract value.
- 2.8 The EMD shall be forfeited, if a bidder withdraws or amends the bid/tender, or impairs or derogated from the Bid in any respect during the period of bid, or in case successful bidder fails to sign or accept the Contract within the stipulated period. The EMD shall also stand forfeited in the event of premature withdrawal of the bid(s) by any of the Tenderer(s).
- 2.9 Intending bidders are advised to visit the place of work in any working day of the entire campus in the premises of **Chief Operating Officer, SAI, National Boxing Academy, Rohtak** for assuring the nature and volume of work realistically before quoting the rates. The Schedule of requirement of contract work is mentioned at **Section - V**. The number of workers to be deployed by bidder should be indicated specifically in scheduled required in **Section - V**.
- 2.10 The cost of Cleaning Equipments, Machines and related Labour and Transportation Charges etc, shall be met entirely by the Cleaning Firm/Agency to whom Housekeeping Contract is awarded. No accommodation will be provided to housekeeping personnel at SAI NBA campus.
- 2.11 The contract will remain in force initially for a period of one (01) year from the date of award of work. On acceptance of the Contract Agency. The firm concerned shall have to deposit a sum of 5% of Annual Contract Value on account of PERFORMANCE SERCURITY, which shall be interest free, within seven (07) days from the date of acceptance of the offer. The firm concerned shall deposit the Security Deposit in the form of Demand Draft/Pay Order issued by any of the Nationalized/Scheduled Bank drawn in favour of **Chief Operating Officer, SAI, National Boxing Academy, Rohtak**. The Security Deposit is refundable subject to successful completion of the Contract. Security Deposit shall be forfeited subject to non-compliance of obligations of Agreement to the satisfaction of SAI, NBA Rohtak. There is no obligation on the part of SAI NBA Rohtak to intimate the unsuccessful bidders of the outcome of the tender process.

**Read, Understood & Agreed**

**Signature of the Contractor with Seal**

2.12 After award of Housekeeping Contract, the successful bidder/firm shall provide a list of persons/staff along with their Police Verification and Medical Fitness Certificate Reports of all engaged cleaning/Housekeeping staff to be deployed within fifteen (15) days on duty to the SAI NBA Rohtak in the following forms for record :-

**CONTACT DETAILS FORM**

- 1 Name of the Company .....
- 2. Name and Designation of Authorized Signatory .....
- 3. Communication Address .....
- 4. Phone No. / Mobile No. ....
- 5. Fax .....
- 6. E-Mail ID. ....
- 7. S.T. REGN. NO. ....
- 8. PAN NO. ....

**Particular Details of the Bidders Representative'**

- 1. Name of the Contact Person .....
- 2. Designation .....
- 3. Phone No. ....
- 4. Mobile No. ....
- 5. E-Mail ID. ....

**Signature of the Authorized Signatory**

**Date:**

**Place:**

**Read, Understood & Agreed**

**Signature of the Contractor with Seal**

- 2.13 List of Mechanical Cleaning Equipment Machines etc. available with the Bidder for cleaning purpose may be indicated and enclosed in the Technical Bid.
- 2.14 The Housekeeping Agency / firm entrusted with the work shall have to carry out the contract at the rates approved by of the **Chief Operating Officer, SAI, National Boxing Academy, Rohtak**, and shall be valid for the whole period of the contract and no upward revision will be allowed during the period of contract under any circumstances.
- 2.15 Bidder/agency who are having relative(s) employed in Sports Authority of India (SAI) or Ministry of Youth Affairs & Sports (MYA&S), Govt. of India are not allowed to participate in the tender see Para- 2.16. below,” The Bidder should give a Certificate that none of his/her relative is working in SAI or MYAS.
- 2.17 In case of the Proprietorship Firm a Certificate will be given by all the Partners and in case of Limited Company by all the Directors of the Company. Due to any breach of these conditions by the company/firm or any other person of the agency contract will be cancelled and Performance Security Deposit will be forfeited whenever it is observed and SAI NBA Rohtak will not pay any damage to the firm or company or the concerned person.
- 2.18 The company/firm or the person will also be debarred for further participation in any contract/ tender of SAI.

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**Read, Understood & Agreed**

**Signature of the Contractor with Seal**

## **TERMS & CONDITIONS**

5.1 The work of housekeeping & cleanliness shall be carried out satisfactorily as per the directions of the **Chief Operating Officer, SAI, National Boxing Academy, Rohtak**.

5.2 The **Chief Operating Officer, SAI, National Boxing Academy, Rohtak** reserves the right to impose a monetary penalty of 10% and not exceeding to 20% of the monthly contractual charges of the respective services items, if he/she notices or it is brought to his/her notice for any unsatisfactory cleaning services or damage caused by the employees of the concerned firm.

5.3 The contractor shall provide the housekeeping services and deploy skilled worker including sufficient number of female workers, wherever required for cleaning of premises of SAI, NBA Rohtak. The normal working hours shall be from 08.30AM to 05.30PM with a break for lunch from 13.30 PM to 1400PM daily except Sunday and National Holidays at the Hostels places where campers & trainees are staying regularly or may deployed on round the clock basis as desired by the Competent Authority of SAI, NBA Rohtak. However, during lunch break, the contractor would ensure that the housekeeping & cleaning work is not hampered.

5.4 The above conditions will be enforced, unless written orders of **Chief Operating Officer, SAI, National Boxing Academy, Rohtak** is obtained relaxing any specific condition in any specific instance/event.

6.1 Period of Contract and Extension - The contract shall be for a period of One (01) Year with a provision to extend the Contract for next 12 Months at the same terms & conditions subject to successful execution of the contract in preceding year, if mutually agreed to that effect. However, in the event of service rendered being found unsatisfactory or in the event of any other unforeseen circumstances the contract is liable to be terminated without assigning any reason thereof, after giving one month's notice. The decision of **Chief Operating Officer, SAI, National Boxing Academy, Rohtak** in this regard shall be final and binding on the contractor.

**Read, Understood & Agreed**

**Signature of the Contractor with Seal**

7. Deployment of Manpower: The Contractor shall deploy adequate number of housekeeping workers in the premises as deemed necessary by him to carry out all the activities and works envisaged in the Schedule of Requirement and Scope of Work at **Annexure-I**, subject to a minimum of **14 Housekeeping (trained) Workers/staff as per Annexure-II**. Before deployment, the Contractor shall submit a list of housekeeping staff/workers to be deployed along with their Bio-data which shall include information like: Name, Father/Husband's Name, whether Male/Female, Age, Photo, present address, permanent address, qualification Medical Certificate etc. Proof of age, Mobile no. along with other contact details be submitted.

7.1 The Contractor shall also ensure that all the workers are effectively supervised and cordially coordinated in the day to day work. The contractor shall deploy his representative to act as an interface between him and the officer-in-charge on behalf of **Chief Operating Officer, SAI, National Boxing Academy, Rohtak** for effective dispensation of the Housekeeping Cleaning Services envisaged under the contract and shall be available in the office premises as per requirement.

7.2 All the Wooden and Steel Doors/ Windows/Ventilators including Glass Panes fitted will have to be cleaned at least once in a week with detergent/ Colin liquid.

7.3 Statutory Taxes: Income Tax and other Statutory Deductions will be made from each bill submitted by the Contractor as per the prevailing rates and rules. Certificate for all the Tax deducted at source shall be issued to the Contractor by **Chief Operating Officer, SAI, National Boxing Academy, Rohtak**.

#### **8. Statutory & Other responsibilities of the Contractor:**

**8.1** It shall be the responsibility of the contractor to comply with all statutory obligations under various enactments/acts which are applicable to the contract. The contractor shall be responsible to secure compliance with all Central & State Govt. Laws as well above as Rules, Regulations. Bye-laws & Orders of the Local Authorities & Statutory Bodies as may be enforce from time to time as applicable. The Contractor shall also be responsible for giving the required notice to any Statutory or Local Bodies as required by law and obtain all requisite license/ permission as applicable to the contractor for carrying-out the work envisaged in the contract. SAI NBA Rohtak shall bear no liability whatsoever towards any violations by the contractor in this regard.

**8.2** The Contractor shall also be responsible for safety of all workmen employed by him from time to time and shall be responsible for payment of any compensation that may arise out of any accident, injury or death of workers during the execution of contract. SAI NBA Rohtak shall bear no liability whatsoever towards any violations by the Contractor in this regard.

**8.3** The Contractor shall comply with all the Labour Laws applicable to workmen engaged by them for carrying-out work and SAI NBA Rohtak shall bear no liability whatsoever towards any violations by the Contractor in this regard. Detailed instructions for compliance to some of these Labour Laws are enumerated in the ensuing paragraphs.

**9.** Observance of Labour Laws & Regulations- The Contractor shall comply with all the applicable Labour Laws and indemnify the **Chief Operating Officer, SAI, National Boxing Academy, Rohtak** against all claims, damages, or compensation under the provisions of various Labour Laws.

**Read, Understood & Agreed**

**Signature of the Contractor with Seal**

10. The Contractor shall comply strictly with all the Labour Laws in vogue including the Minimum Wages Act-1948, The Payment of Wages Act 1936, the Contract Labour (R&A) Act- 1970, The Child Labour (R&A) Act-1986, ESI Act- 1948, the Equal Remuneration Act- 1976, the EPF & Misc. Provisions Act- 1952. An Indicative List of provisions under some of these Acts are enumerated hereunder. This list is not exhaustive but only highlights some of the important statutory provisions which the Contractor is bound to comply with. The contractor is bound to comply with all other applicable statutory provisions even if it is not indicated herein expressly.

11. All the provisions as laid down under the Minimum Wages Act- 1948 will be abided by the Contractor.

11.1 The Workers engaged by the Contractor for carrying out work shall be paid Minimum Wages as notified by the appropriate authority from time to time.

11.2 The wages shall be paid to Workers deployed by contractor for 8 hours of normal work per day.

11.3 The workers engaged by the contractor shall be provided a day of rest in every period of Seven (07) days and full remuneration for the day of rest shall be paid to them.

11.4 The current applicable Minimum Wages per worker (as on 01/4/2015) prescribed by the Ministry of Labour & Employment, Govt. of India /State Govt. The Contractor shall pay their workers engaged in the SAI NBA Rohtak premises at rates which are not below this rate or below the applicable Minimum Wages at that point of time.

12. The Payment of Wages Act 1936 :

12.1 The Contractor shall pay wages to the workers engaged by them on or before the expiry of the 7th day of the following month.

12.2 The wages shall be paid to the workers preferably through direct depositing in Bank Account or Cheque in the presence of Officer In-charge or his authorized representative without deduction of any amount except those that are authorized under the Act.

13. The Child Labour (Regulation & Abolition) Act, 1986- The Contractor shall not be allowed to engage child labour as defined under the law in the premises of SAI NBA Rohtak for carrying out any work under the contract.

14. The Equal Remuneration Act, 1976- The Contractor shall not pay to any worker, deployed by contractor, remuneration at rates less favourable than those at which remuneration is paid by the contractor to workers of the opposite sex for performing same job at our premises.

15. The Employees Provident Fund (PF) and Miscellaneous Provisions Act 1952-

a. The Contractor shall register himself with the appropriate authority under the Act and obtain a valid PF code immediately on commencement of the contract.

b. The Contractor shall open a Provident Fund (PF) account for each worker engaged by him with the PF authorities.

c. The Contractor shall deposit Monthly Contribution comprising of employee's and employer's Contribution with the prescribed PF Authorities and submit a proof of the same along with the Monthly bills to the **Chief Operating Officer, SAI, National Boxing Academy, Rohtak.**

**Read, Understood & Agreed**

**Signature of the Contractor with Seal**

- d. The Contractor shall prepare a Contribution Card as per the prescribed Form-3A as may be appropriate.
- e. The Contractor shall submit a statement showing the recoveries of the contribution in respect of Housekeeping workers & Supervisor engaged by them at premises of SAI NBA Rohtak within Seven (07) days of the close of every month to the Officer- In-Charge.

16. The Employees State Insurance (ESI) Act 1948: The Contractor shall take ESI coverage for all the workmen engaged for the work under this contract and ensure that ESI Cards are issued by the prescribed authorities. Proof of the deposit of ESI Contribution shall be submitted along with the Monthly running bills.

17. The Contract Labour (Regulation & Abolition) Act 1970:

- i. If the total number of workers deployed by the Contractor is more than 20 on any given day under this contract, then they shall obtain License from the appropriate Labour Authority immediately after the award of contract.
- ii. The Contractor shall ensure disbursement of the wages to the engaged workers in the presence of authorized representative of **Chief Operating Officer, SAI, National Boxing Academy, Rohtak**.
- iii. The Contractor shall maintain register and records regarding the particulars of workers engaged like name, photo, age, Photo, gender, address, rate of wages being paid to workers, nature of work performed by workers and any other information in prescribed Form- XIII.
- iv. The Contractor shall furnish the notice of commencement/ completion of contract work in Form- VI A to appropriate Labour Authority (If license has been obtained by them).
- v. The Contractor shall provide employment card to the worker as prescribed in Form- XIV and copy of the same shall be submitted to the **Chief Operating Officer, SAI, National Boxing Academy, Rohtak**.
- vi. The Contractor shall maintain register of wages and got signed / verified by Representative of **Chief Operating Officer, SAI, National Boxing Academy, Rohtak** by 10<sup>th</sup> of every month.
- vii. The Contractor shall issue wages slip to the workers as prescribed in Form– XIX and submit the copy of the same to the **Chief Operating Officer, SAI, National Boxing Academy, Rohtak**.
- viii. The Contractor shall submit Half Yearly Return to the licensing Office as prescribed in Form– XXIV to the prescribed Labour Authority if license has been obtained by them.

18. Uniform & Photo Identity Cards: The Contractor shall provide neat uniforms to all the workers (Male & Female) who are deployed in the premises throughout the contract period. The colour of the uniform shall be decided in mutual consent between the contractor and the Chief Operating Officer, SAI NBA Rohtak. The contractor must ensure that the persons engaged by him are properly dressed in line with the office decorum.

19. The Contractor shall also provide Photo Identity Cards to all workers deployed in the premises and submit a copy of such Identity Cards along with the personal particulars to the **Chief Operating Officer, SAI, National Boxing Academy, Rohtak** at the time of commencement of the contract positively.

**Read, Understood & Agreed**  
**Signature of the Contractor with Seal**

20. All the housekeeping workers engaged by the Contractor are subjected to regular security check while entering and leaving the premises.

21. Subletting of Contract: The Contractor in no case shall be allowed to sublet the contract or part thereof to any of the sub contractors without prior written approval of the **Chief Operating Officer, SAI, National Boxing Academy, Rohtak**. The Contractor himself shall be responsible for the execution of the Housekeeping contract.

The payments shall be transferred directly to the Contractor's Bank Account through RTGS and shall not be made to any person holding Power of Attorney authorized to receive the payment on contractor's behalf.

## 22. **General Terms:**

- i. If the Contractor is required to do any job which is not specified in the Schedule of Quantities (SOQ) or Scope of Work, but necessary for performance of the contract, he shall undertake the same without any additional cost to SAI NBA Rohtak. However, whereas any emergent requirement needed contractor will deploy the additional manpower in addition to contractual staff the payment of such additional manpower shall be born by the first party as per actual at contractual wages/rates of labour/workers/housekeeping staff.
- ii. The Contractor shall maintain all the documents necessary such as; Age, Sex, Educational qualifications and addresses with mobile numbers of the workers deployed by him in the premises including Payment Vouchers, Attendance Register, Leave and Weekly off particulars etc. to meet and satisfy the provisions of various Labour Laws.
- iii. The Contractor shall ensure that none of his workers smokes or consume alcohol or any other intoxicating drugs inside the premises.
- iv. The Contractor shall ensure that none of his workers indulge in gambling within the premises and should not use the premises for any anti-social or unlawful activities.
- v. The Contractor shall ensure that all workers engaged by them in the premises behave courteously with the employees, trainees/players of SAI NBA Rohtak and visitors to the premises.

22.1 The Contractor shall take over the subject work within one week from the date of award or from the date informed by the **Chief Operating Officer, SAI, National Boxing Academy, Rohtak**.

22.2 In case of any litigation, the Courts of respective areas from where the Letter of Intents (LOIs) has been placed shall have the jurisdiction.

22.3 SAI NBA Rohtak shall not provide any machine equipment for washing/cleaning work. However, the contractor can use from available water from toilets for washings & cleaning work in the campus. All other Cleaning Machines/ Equipments shall be brought by the contractor at its own cost (list may be attached).

23. The sweeping and mopping of the entire area of SAI, NBA Rohtak will have to be completed before 09:00 AM everyday and thereafter standard cleaning materials will be maintained throughout the day, failing which Monetary Penalty on day to day basis of particular unlearned area shall be imposed by Competent Authority of SAI, NBA Rohtak.

**Read, Understood & Agreed**

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24. **THE CONTRACTOR SHALL BE FULLY RESPONSIBLE FOR GENERAL CLEANLINESS AND HOUSE KEEPING IN THE ENTIRE PREMISES OF SAI, NBA Rohtak** has to be performed in entire premises/ campus area are of SAI NBA Rohtak to the satisfaction of the Competent Authority. The Contractor shall be responsible for using such good quality of cleaning Machines/Equipments and cleaning material may be necessary in consultation with the requirements of SAI, NBA Rohtak. The Contractor shall use branded & standard (ISI) cleaning materials of reputed companies only. Samples of Dustbins Garbage Bags etc., used for cleaning work should be got approved from the **Chief Operating Officer, SAI, National Boxing Academy, Rohtak.**

25. Cost of any damage done to tiles/floors/walls/false ceiling/fittings/fixture any other surface, Equipments, Machines, Toilets/Sanitary Fittings, Electrical Fittings, Lights, Switches and Boards etc., or any other SAI NBA/Government property within the premises due to mishandling/ poor workmanship by the workers deployed by the Contractor or use of inferior quality cleaning material/defective machines shall be borne by the Contractor and he shall repair/replace the damaged part/porting immediately by hand one. In case the Contractor fails to make good the loss to the satisfaction of competent authority, the Competent Authority of SAI, NBA Rohtak shall at its discretion, deduct such amount expenditure from the following monthly bills of the Contractor as it may decide sufficient to make good the loss. No appeal for review/write off the loss shall be entertained at any stage.

26.1 All waste material including Malba & Garbages etc. lying in corridors, verandahs, staircase etc, of building in premises will have to be removed and thrown in the dustbins punched & plumped located inside the premises of campus area. It will be the responsibility and duty of the contractor to ensure that there is no water accumulation anywhere inside the premises of the building, especially in the bathrooms /toilets.

26.2 All the waste materials etc., shall be collected and transported to Municipal Committee Dustbins/Inclinator or at the disposal spot decide by the Competent Authority of SAI, NBA Rohtak at its own risk and cost by Contractor on day to day basis.

26.3 That the service provided i.e. the successful bidder/agency/company shall be the sole and principal employer of all their staff and labour employed by them and shall be responsible for observing, abide by with all the Employment Regulations, Labour Laws and other Laws as applicable and laid down in this behalf from time to time during the period of this contract agreement.

26.4 The Housekeeping Agency shall remain the only and principal employer of all the staff/workers recruited and appointed by it. SAI, NBA Rohtak shall not be responsible for loss of job to any employees of the successful bidder in case of expiry/ termination of the contract.

26.5 The Detergent, disinfectants and deodorants shall be used in sufficient quantities to keep the entire SAI NBA Rohtak & public convenience & drains etc. *spic 'n' span* free from any type of stinking/foul smell all the time.

26.6 The Representative/Officer nominated by the Competent Authority of SAI NBA Rohtak will be at liberty to inspect daily or periodically quality of work under this contract to ensure that the entire area under the service contract is cleaned and maintained in perfect order to the satisfaction of such inspecting Staff/Officer. If the Inspecting Officer/Staff of SAI, NBA Rohtak find any discrepancy in the work or workmanship or use of Sub-standard cleaning material for the cleaning & maintenance work, SAI NBA Rohtak may impose Monetary Penalty as decided by the Competent Authority of SAI, NBA Rohtak under the provision of Agreement.

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**Signature of the Contractor with Seal**

26.7 The Contractor would also strictly ensure to take/carry out all preventive steps to avoid breeding of misquotes within buildings of premises and its surrounding by fogging fortnight etc. and other preventive means at least twice in a week.

27. **The following may be observed:** The Contractor shall arrange required number of Scrubbing Machines with Moppers (1.50 HP) or Equivalent and Heavy Duty Scrubbing Machines with Moppers of (1.50 HP) for scrubbing of floors. These Machines shall be operated once in fortnight, and if Machines are not available on above stipulated period or not put in use, a penalty as deem fit shall be imposed by the Competent Authority of SAI, NBA Rohtak. The floor area adjoining the walls, which may remain un-scrubbed even after using scrubbing machines, are to be cleaned by the contractor by using Iron Brushes/Carborandum Stones and with suitable detergents. No extra payment or cost shall be paid on this account.

**28. Penalties:** The penalties will be imposed on violation of terms and conditions of agreement as per the list given below:

S.No.	Description of Irregularities	Penalty
1.	If the required workers are less than the minimum required	@ Rs. 273/- per worker per day
2.	If the garbage is not lifted as per defined mode & scheduled	@Rs.1000/- on each on existing wages of that day failure Occasion/point
3.	Staff not in Uniform/ without Identity Card	@ Rs. 250/- per worker /day
4.	If it is found that no action is been taken within One hour after the complaint of Un-clean premises and improper housekeeping	@Rs.500/- per complaint/each point
5.	Misbehavior by the housekeeping staff to SAI NBA Rohtak Employee / Campers / Trainees.	@Rs.1000/- per incident /per point as per decision taken by Director, SAI NBA Rohtak
6.	Recurring of irregularities given at Sr. No. 1,2,3,4 & 5	Double the penalties amount mentioned in Sr. No. 1 to 5

**Note :** In case the contracted Housekeeping agency fails to provide any of equipments tools & tackles continuously for a period of 15 (fifteen) days, SAI NBA Rohtak has the right to purchase the non available equipments/tools or tackles on the market rates and deduct the cost of same from the contractors bill in addition to the imposition of applicable penalties.

29. There are so many number of Toilets and Rooms of Hostels and Offices, Practice Halls etc mentioned in the details in the Schedules of Requirement in **Annexure - I**. This will include cleaning of washing of Urinals W/C Pans, Marble Flooring, Tiled Walls, Taps and Fittings with detergent powder and liquid phenyl daily. Arrangement will also be made to see that Liquid Soap and Naphthalene Balls are always available. In addition, periodical cleaning of stained pottery items shall be done as and when required to keep the things in neat and tidy conditions. Arrangements will also be made for application of room fresher and providing Odonil sticks etc. The contracting agency shall be made responsible not only to up keep of the toilets but also for keeping necessary staff to ensure that the common toilets are not misused.

29.1 To ensure timely Cleaning of all Rooms/open area/Corridors, removal of Cobwebs, Glass panes and Staircases etc. The Contracted Housekeeping Agency shall be responsible for keeping the all such areas neat and clean to the satisfaction of SAI, NBA Rohtak.

29.2 The Contractor shall be wholly responsible for the conduct & integrity of each supervisors/ sweeper/ workers deputed by him/her.

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29.3 The Contractor himself shall be responsible for the safety and maintenance of his workers, tools and plans materials. No damages/ claim of the contractor on this account shall be entertained.

29.4 The Contractor will supply sufficient sets of Uniforms, Badges with their Name Plate (showing individual's names) and Gumboots & gloves to each sweeper/workers, who shall invariably wear the same while at work place keeping in mind the safety measures and also keep the Uniform clean. If during working hours, any sweeper/worker is found to be without uniforms/badges, he/she will be marked absent and recovery as per penalty conditions will be made from the contractor's bill.

29.5 Contractor should submit every day Attendance sheet of his workers/staff deployed by 09:30 to the CHIEF OPERATING OFFICER (Housekeeping) who further except the same with this contracts to the **Chief Operating Officer, SAI, National Boxing Academy, Rohtak** duly verified by the Housekeeping/ Cleaning Supervisor.

30. Under no circumstances shall the Contractor appoint any Sub-contractor or Sub-lease the contract. If it is found that the Contractor has violated these conditions, the contract will be terminated without giving any notice to the firm/agency/company and Performance Security Deposit will be forfeited.

31. The sweepers/workers shall be under the direct control of the Officer-In-charge or his/her authorized representative for day to day cleaning & maintenance operations.

32. Electricity will be supplied free of cost to the Contractor, but necessary arrangements for Extension lead wires, Cable (Shock Proof) etc., shall be arranged by the Contractor and nothing extra shall be paid on this account.

33. Income Tax and other Statutory deduction etc., as usual applicable shall be recovered from the Gross amount of the contractual charges.

34. The Contractor shall at its own cost, if required, take necessary Insurance Coverage in respect of his/her staff and other personal for service to be rendered and shall also, during the currency of the contract, comply with all relevant Labour Laws as may be applicable or modified from time to time by the concerned authorities and in no case SAI, NBA Rohtak would not compensate for the losses and damages of material /manpower or any other kind/type.

35. Necessary items such as; Ladder & other related supporting cleaning tools/items etc shall be arranged by the Contractor himself. No extra payment shall be paid on this account. The Contractor shall supply to his workers all Safety Gadgets/articles required for safety purpose, such as; Gas Masks, Torch, Safety Belt, Gas Lantern **etc.** He/she may also maintain a First-aid Box to meet any emergency situation in respect of staff deputed by him/her.

36. The **Material for daily use like;** *Vim Powder, Liquid Soaps, Naphthalene balls, Hydrochloric Acid, Odonil balls/sticks, Fresheners, Toilet Soaps, Phenyl, Sanitary cubes, Toilet papers, Tissue papers, Finit, Homocol liquid soaps, Pochas, Hand duster, Toilet brush, Plastic Seekh brooms, Jala Brush, Cleejno, Teepol, Platform Brush, Wiper, Soft Brooms, Surf etc., shall be arranged by SAI NBA ROHTAK to the Contractor. Only superior quality Hand Gloves/Rubber Gloves shall be purchased by the contractor used by the workers of Contractor for cleaning purpose as per the **Annexure-III.***

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37. The Duster/Brushes or other tools used for cleaning of WC and Urinals shall not be used for cleaning of washbasins, for which a separate duster of disposable tissue napkin shall be used. The cleaning of hard floor other than toilet areas such as; staircases etc. shall be maintained separately and the duster used for cleaning of these areas shall not be used for cleaning the washing toilet areas.

38. While working on Cleaning Machines operated on electricity, the workers operating the Cleaning Machines should be provided with proper gumboots /electric shock resistance shoe & other essential articles like; gloves etc. due to use of water or otherwise keeping safety measures.

39. The Contractor will submit the bill to the Chief Operating Officer, SAI, NBA, ROHTAK by the 2<sup>nd</sup> day of every month for the preceding month. The payment through a crossed Cheque in favour of the Bidder/Agency shall be made within 3 days (excluding holidays) after receipt of the bill along with a certificate of satisfactory services provided from the SAI, NBA Rohtak alongwith detailed sheet of Contactor's Contribution on accounts of PF, ESI, Insurance & Medical etc under the provisions of Labour Laws.

40. Contractor shall be submitted license/ orders of the authorities competent to grant/issue the same for purpose of housekeeping work. The successful firms/ company shall be responsible for all payments and feed for such permission/license payable the competent authorities and shall also be liable for payment of all damages/fines or any other charges which may be levied by any authority for breach of any law/bye-laws, regulations orders etc. issued by such authorities/department from time to time.

41. In case of the breach/non fulfillment of any of the condition contained in the agreement, the SAI, NBA Rohtak shall be at liberty to get the work done by a third agency and the expenditure incurred in this behalf by the SAI, NBA Rohtak shall be recoverable from the security of the successful caution along with damages for the breach/non-fulfillment of the contract and/or non performance of any of the duties and responsibilities assigned to the contractor.

42. In case of any dispute the matter shall be decided by the Sole Arbitration of an Arbitrator nominated by the Competent Authority of SAI, NBA Rohtak and the said decision shall be final and binding. It will be governed by "**Arbitration and Conciliation Act. 1966**". There should be no objection that the appointed arbitrator has been associated with SAI or has been associated with the work at any stage.

43. In case of any dispute, the jurisdiction will be with court at Rohtak District (Haryana)

44. The Performance Security Deposit shall be forfeited by the SAI, NBA Rohtak in whole or part of it, if services rendered are not of the required standard or satisfaction as specified by the relevant authority.

45. The contractor shall not be entitled to claim any additional amount for any reason whatsoever during the currency of contract period.

**Read, Understood & Agreed**

**Signature of the Contractor with Seal**

45.1 In case of differences arising in any of term and conditions of this document or /of the firm the Terms of Bidding Document will prevail or as may be decided by SAI, NBA Rohtak.

46. The contractor will certify that he/she has gone through the para-wise contents of this document and accept the terms & condition and specification mentioned in this Bidding document.

47. The Contractor should have sufficient workers /employees on its rolls specifically trained for housekeeping work. Full list of the employees, viz., name, age, employee code, designation, experience in the field of Housekeeping, PF, ESI deduction and details etc. shall be entertained as attached with the Technical Bid, document in support of Service Tax, ESI, EPF deduction and details of the health and safety measures taken by the contractor for his workers to be deployed.

48. The Contractor will be responsible for supply/installation/refilling/maintenance of all such items/ Equipments/Consumables used in the SAI, NBA Rohtak for housekeeping purposes as given in the **Annexure - II**.

49. SAI, NBA Rohtak will provide the space for setting up a Control Room for the contractor in the premises of the SAI Campus from where the contractor and his own supervisory or office staff can control the housekeeping labour force working in the SAI, NBA Rohtak.

50. The Contractor will arrange for all items needed for his staff viz., time keeping machine, computerized inventory of stores, computerized daily duty roster chart, etc. The housekeeping staff will first report to the Control Room and subsequently deployed for duty after having been checked for liveries, upkeep, issue of materials and equipments, etc.

- I. SAI, NBA Rohtak will provide space for a store room to the contractor in the premise of the campus. The store keeper deployed by the contractor will store all their liveries, materials, equipments in the store room and maintain a computerized record of the stores which shall be opened to inspection by COO SAI NBA ROHTAK staff during working hours.
- II. Payment will be made within a period of 05 days after submission of the bill and all necessary documents in triplicate. Payment of the bill will be based on computerized print outs in standardized Performa approved by SAI, NBA Rohtak along with computer generated attendance sheet in respect of the persons deployed.
- III. The agency shall be absolutely responsible for the payment of salary, for the housekeeping staff employed at SAI, NBA Rohtak on or before 05<sup>th</sup> of each succeeding month. The agency should provide the mandate form for ECS payment.

51. The contractor while submitting the bill the services provide must file attach a Certificate certifying the following.

- I. Wages of workers were credited to their bank accounts on (date)
- II. ESI Contribution relating to workers amounting to Rs. ----- /- was deposited on (date)  
(copy of the Challan enclosed)
- III. EPF Contribution relating to workers amounting to Rs. -----/- was deposited on (date)  
(Copy of the Challan enclosed)
- IV. We are complying with all statutory Labour Laws including Minimum Wage Act of Central Govt/Haryana Govt.

**Read, Understood & Agreed**  
**Signature of the Contractor with Seal**

52. **Machines & Equipments:** Any deviation in the Housekeeping Tools quality and quantity quoted will invoke penalty as decided by the Competent Authority, SAI, NBA Rohtak. In case Contractor has not provided the sufficient nos. of Equipments, Tools and Tackles the SAI, NBA Rohtak may procure it and deduct the cost of the same from the bills of the Contractor.

53. **RESOURCES REQUIREMENT - THE CONTRACTOR HAS TO PROVIDE THE FOLLOWINGS:**

All the Cleaning Material, Soap Solutions, Room Fresheners, Naphthalene Balls, Disinfectants, Deodorants etc. as shown in the **Annexure-II** will be provided by SAI, NBA Rohtak as per the requirement projected by the Contractor and submitted with the Consumption Report duly certified latest by 5<sup>th</sup> of every month keeping behind the stock of cleaning materials for the following month.

1. All Dust-bins and Coloured Waste Disposable Bags will be provided at own cost by the Contractor, certified/approved by SAI, NBA Rohtak Chief Operating Officer.
2. The Contractor has to provide supervisory and management support by his own staff to get the maximum output from the housekeeping force provided to the SAI, NBA Rohtak. Teaching and Training for the same has to be done by the Contractor. The man and materials needed for the management of the housekeeping staff will be the responsibility of the contractor.
3. The Contractor has to provide all the required Manpower required as per **Annexure-II** and for Equipments, Tools and Tackles, their Accessories /refills pertaining to housekeeping services as per **Annexure-III**.
4. The Chief Operating Officer SAI, NBA Rohtak will be at liberty to appoint/depute the Rep./Officials to supervise the cleaning work of buildings and other locations for the proper cleaning of the Complex.

Certified that I have gone through the para-wise contents of the Bidding Documents of the bid and accept all the terms and conditions and specifications mentioned in this Bidding Documents.

Signature : \_\_\_\_\_

Name (Block Letters) : \_\_\_\_\_

Designation : \_\_\_\_\_

Name of Agency/Co. : \_\_\_\_\_

Mobile No : \_\_\_\_\_

Telephone No : \_\_\_\_\_

Fax No : \_\_\_\_\_

Email Address : \_\_\_\_\_

**Read, Understood & Agreed**

**Signature of the Contractor with Seal**

**SCHEDULE OF REQUIREMENT**

S. NO	DESCRIPTION	QUANTITY	WHETHER ESSENTIAL OR OPTIONAL
1.	Boys hostel & surrounding area	(03 Nos ).Daily sweeping and cleaning to be done before 9.00 AM and again it should be sweeping of all offices, toilets, stairs etc at 1:00 PM onward	Essential
2.	Girls hostel & surrounding area	(03 Nos )Daily Sweeping and cleaning to be done before 9.00 AM and again it should	Essential
	Boxing Hall 2 ( Wrestling Hall) - 02	be sweeping on 1:00 PM and required round the clock as	
	Multy gym hall	per requirement of the camps as demanded by First Party.	
	Office area & Road/ pavements (in front of office area )		
	Lawn & pavements in front of boxing hall 2		
3.	Boxing Hall 1 cum – Office Multy gym hall, Office area & Road/ pavements (in front of office area ), Lawn & pavements in front of boxing hall 1	(04 Nos )Daily Sweeping and cleaning to be done before 9.00 AM and again it should be sweeping on 1:00 PM and required round the clock as	Essential
4	Boxing Hall 2 ( Wrestling Hall) Cum Sports Medicine Multy gym hall Office area & Road/ pavements (in front of office area ) Lawn & pavements in front of boxing hall 2	(03 Nos )Daily Sweeping and cleaning to be done before 9.00 AM and again it should be sweeping on 1:00 PM and required round the clock as	Essential
5	<b>Supervisor</b>	<b>01 Nos.</b>	Essential
	<b>TOTAL</b>	<b>14 NOS.</b>	

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Signature of the Contractor with Seal

**Note:** The deployment of Male/Female Housekeeping Staff shall be as per necessity /requirement from time to time.

Read, Understood & Agreed  
Signature of the Contractor with Seal



**SPORTS AUTHORITY OF INDIA  
NATIONAL BOXING ACADEMY**

राष्ट्रीय बॉक्सिंग अकादमी  
राजीव गाँधी स्पोर्ट्स कॉम्प्लेक्स  
सेक्टर- 06, रोहतक (हरियाणा)

**BIDDING DOCUMENT FOR “GENERAL CLEANLINES AND HOUSE KEEPING SERVICES IN THE ENTIRE PREMISES OF SPORTS AUTHORITY OF INDIA, NATIONAL BOXING ACADEMY, RAJIV GANDHI SPORTS COMPLEX SEC – 06, ROHTAK**

**EARNEST MONEY DEPOSIT FORM**

**PARTICULAR OF EMD**

- 5.1 Name of Bidder (Full Name) and address. : \_\_\_\_\_
- 5.2 Last Date & Time for Receipt of Bidding Document : \_\_\_\_\_ by \_\_\_\_\_
- 5.3 Time & Date of Opening of Bidding Document : \_\_\_\_\_ at \_\_\_\_\_
- 5.4 Place of Opening of Bidding Document : \_\_\_\_\_
- 5.5 Details of EMD:
- (1) EMD Amount : \_\_\_\_\_ Rupees \_\_\_\_\_
- (2) Pay Order / Demand Draft No. & Date : \_\_\_\_\_ Date \_\_\_\_\_
- 3) Name of Payable Bank (at ROHTAK) : \_\_\_\_\_
- (4) Address of Bank : \_\_\_\_\_

(Signature of Bidder or His  
Authorized Signatory in the Seal)

**Read, Understood & Agreed  
Signature of the Contractor with Seal**

**SPORTS AUTHORITY OF INDIA  
NATIONAL BOXING ACADEMY**

**BIDDING DOCUMENT FOR “GENERAL CLEANLINESS AND HOUSE  
KEEPING SERVICES IN THE ENTIRE PREMISES OF SPORTS AUTHORITY  
OF INDIA, NATIONAL BOXING ACADEMY, RAJIV GANDHI SPORTS COMPLEX SEC – 06, ROHTAK.**

**TECHNICAL BID**

6.1 Name of Bidder (Full Name) : \_\_\_\_\_

6.2 Address of Bidder (along with Tel .No., Mobile No., Fax No.& Email Id :  
\_\_\_\_\_  
\_\_\_\_\_

6.3 Name of the Owner(s)/ Partner (s) (attach Bio – Data of all partners :  
\_\_\_\_\_  
\_\_\_\_\_

6.4 List of Organizations/offices : \_\_\_\_\_  
Where the firm is presently providing Cleanliness Services (mention only three addresses and Phone no.)

6.5 Details of Pre-qualification/ offices : \_\_\_\_\_  
(to be Submitted) Income Tax & Permanent Account \_\_\_\_\_  
(PAN) No. (Attach Photo Copy)

Copies of valid Certificate/document : \_\_\_\_\_  
of IT Returns/Service Tax for the : \_\_\_\_\_  
Period ending \_\_\_\_\_ and \_\_\_\_\_

Whether the firm/ Agency/ Company is registered (attach copy of Certificate of  
Registration): \_\_\_\_\_

Service Tax No. (Attach copy) : \_\_\_\_\_

Labour License No. (Attach copy) : \_\_\_\_\_

Current Labour License of the firm/Agency : \_\_\_\_\_

ESI Code No. (enclosed ESI return for : \_\_\_\_\_  
the period ending \_\_\_\_\_ and \_\_\_\_\_

Photocopy of proof of executing order : \_\_\_\_\_

Of cleaning/housekeeping for the last five years (\_\_\_\_\_and\_\_\_\_\_) \_\_\_\_\_

Details of the Firm/Agency/Co., in case of : \_\_\_\_\_

Partnership Firm : \_\_\_\_\_

6.7 Details of experience with Govt. /Semi Govt. /Autonomous Bodies during last Five years (\_\_\_\_\_and \_\_\_\_\_) (Attach copies on the basis of details Mentioned below):

S.NO	YEAR	NAME OR ORGANIZATION	CONTECT PERSON. & TELEPHONE NO.	REMARKS
1.				
2.				
3.				
4.				
5.				
6.				

6.8 Details of Annual Turnover for the year : \_\_\_\_\_  
Ending \_\_\_\_\_and \_\_\_\_\_

6.9 Attach copy of Annual Balance Sheet for : \_\_\_\_\_  
The year \_\_\_\_\_and \_\_\_\_\_

\_\_\_\_\_  
(Signature of Bidder or His  
Authorized Signatory with Seal)

Mobile No: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Fax No: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Read, Understood & Agreed**

**Signature of the Contractor with Seal**

**SPORTS AUTHORITY OF INDIA**  
NATIONAL BOXING ACADEMY

**BIDDING DOCUMENT FOR “GENERAL CLEANLINESS AND HOUSE KEEPING SERVICES IN THE ENTIRE PREMISES OF SPORTS AUTHORITY OF INDIA, NATIONAL BOXING ACADEMY, RAJIV GANDHI SPORTS COMPLEX SEC – 06, ROHTAK.**

**FINANCIAL BID**

**(To be utilized by bidder for quoting their price)**

7.1 Name of Bidder (Full Name) \_\_\_\_\_

7.2 Address of Bidder (along with Tel.No., Mob. No., Fax No., if any) \_\_\_\_\_

7.3 Name of Representative of Firm/Agency/company (with copy of proof duly attached) \_\_\_\_\_

7.4 Price Quoted :

<b>I. MANPOWER CHARGES</b>						
Detail of Area /Building /Spaces/ playfields for deployment of manpower for cleaning	Rate per month per worker				Total Nos.	Total Amount per month
	Min Wages GRATUITY	EPF, ESI, BONUS	HRA, LEAVE	Total		

A	Boys hostel & surrounding area				03 Nos. Housekeeping workers required for cleaning and housekeeping works	
	Boxing Hall 2 ( Wrestling Hall) /Sports Medicine Centre				03 Nos. Housekeeping workers required for cleaning and housekeeping works	
	Multy gym hall					
	Office area & Road/ pavements (in front of office area )					
	Lawn & pavements in front of boxing hall 2					
	Girls hostel & surrounding area				03 Nos. Housekeeping workers required for cleaning and housekeeping works	
	Boxing Hall 1 cum – Office Multy gym hall, Office area & Road/ pavements (in front of office area ), Lawn & pavements in front of boxing hall 1				04 Nos. Housekeeping workers required for cleaning and housekeeping works	
SUPERVISOR				01 NOS.		
<b>TOTAL</b>				<b>14 NOS.</b>		

Total Manpower to be deployed as per S. No. 1 A					14 Nos.	
<i>Manpower charges claimed as wages by the contractor shall be reimbursed on the basis of payment made by contractor to their workers deployed at SAI NBA, Rohtak Campus.-</i>						

<b>II .MACHINES, EQUIPMENT &amp; TOOLS HIRING CHARGES ON MONTHLY BASIS FOR HOUSEKEEPING SERVICES</b>		Amount per month
<b>A</b>	Charges for providing and maintaining machines, equipments, tools and tackles, small or big, and any other item(s) that may be required for fulfillment of the contract month	
<b>B</b>	Tractor cum trolley charges to handle the solid garbage daily from SAI NBA Rohtak premises to local Admin approved dumping yard / Month.	
<b>TOTAL II (A+B) for One (01) Month-</b>		
<b>III. Management/Service Charges :</b>		Amount per month
<b>A</b>	<b>Service Charges/ Management Fee which should include:</b> All expenditure on providing managerial/ supervisory/administrative services by all means to get the work done through deployed housekeeping staff. This shall be based on total amount --- % of <b>(I - A,B,C + II - A &amp; B)</b> in percentage.	%
<b>TOTAL For 1 (One) Month III (A)</b>		
<b>Total of I (A+B+C) +II (A+B) + III (A) (Rs.            . /- MONTH)</b>		
<b>Total of I (A+B+C) +II (A+B) + III (A) (Rs.            / -YEAR)</b>		

If given space is insufficient, the agency shall enclose separate sheet for the above.

**Note :**

a) The minimum wages rates of manpower is as per State Labour Law and shall vary according to the amendments/Increments enforceable by State Govt. from time to time, however, the offered rate/amount for above mentioned Col..No. **II (AB) & III (A)** shall remain constant and will not exceed in any case from the monthly quoted rates of these items.

**Read, Understood & Agreed**

**Signature of the Contractor with Seal**

**b)** The agency will have to provide two sets of Uniform per year including Identity Card to all the workers & Gum-Boots and Hand Gloves, Safety Goggles, Masks (to whom required as per work allocation) of good quality, the color-code will be approved by the Competent Authority SAI NBA Rohtak. The Dress includes full trousers, & shirt with full sleeves (same for women also as per requirement).

**c)** The Contractor has to ensure payment on the basis of current minimum wages rates applicable in the Rohtak circle as per Haryana State Govt. Rules to the workers deployed at SAI NBA Rohtak. It will be the sole responsibility of the contractor to adhere to the minimum wages as amended by the State Govt. from time to time.

**d)** The Contractor will have to make payment through cheque or direct transfer into accounts of workers after opening of individual bank account for the workers deployed at SAI NBA Rohtak and also forwards the copy of the Monthly Bank Statements of the concerned workers to SAI NBA Rohtak after depositing the Cheques or direct transfer. Further, the copy of ESI Cards, EPF No. issued to the workers should also be submitted to SAI NBA Rohtak .

I/we also declare that, I/we will abide by all the rules and regulation of SAI NBA Rohtak if awarded the Tendered Contract. I/we are also aware that the SAI NBA Rohtak reserves has right to cancel our Tender/ Contract in part or full without assigning any reason, what so ever, and for the same, I/we will have no right to challenge the same in any court of law.

Adequate nos. of cleaning manpower and all materials required for cleaning & housekeeping services of entire premises of SAI NBA Rohtak Including of Tax)

**Note:** Quoted amount shall be inclusive of all taxes excluding Service Tax. Service Tax shall be paid, if applicable.

**7.5 Total monthly charges inclusive of:** \_\_\_\_\_

\_\_\_\_\_  
**(Signature of Bidder or His  
Authorized Signatory & Seal)**

**Read, Understood & Agreed**

**Signature of the Contractor with Seal**

## Annexure-II

The services of minimum number of Housekeeping Staff required for proper cleaning of the following office Buildings/Toilets blocks and area including roads and its surrounding etc. in the premises of SAI NBA Rohtak.

S. No.	Name of Building/Area	Minimum Housekeeping Workers / Safai karamcharis required	Remarks
01	Boys hostel & surrounding area	03 Nos.( Regular on all working including Saturday days)	Housekeeping services required round the clock at S.No.2, 3, 5, 6 & 7 with numbers are considered as deemed by the Competent Authority SAI NBA Rohtak. When there is no camp, the services of these workers (shown above) shall be utilized for cleaning of other places identified by SAI NBA Rohtak from time to time
02	Girls hostel & surrounding area	03 Nos .( Regular on all working including Saturday days)	
03	Boxing Hall 1 cum – Office	04 Nos .( Regular on all working days including Saturday)	
04	Multy gym hall, Office area & Road/	03 Nos.( Regular on all working days including Saturday) ( Regular on all working days including Saturday) ( Regular on all working days including Saturday)	
05	pavements (in front of office area ), Lawn &		
06	Boxing Hall 2 ( Wrestling Hall) - 02		
07	Multy gym hall		
08	Office area & Road/ pavements (in front of		
09	Lawn & pavements in front of boxing hall 2		
	SUPERVISOR	01 NO.	
<b>Total housekeeping workers required -</b>		<b>14 Nos.</b>	

**Read, Understood & Agreed**

**Signature of the Contractor with Seal**

**I. HOUSEKEEPING CONSUMABLES TO BE PROVIDED BY SAI NBA Rohtak TO CLEANING AGENCY  
(SUGGESTIONS ARE WELCOME)**

<b>S. No</b>	<b>Items with standard of packs</b>	<b>Qty.</b>	<b>Item's Brand</b>	<b>Description of Places where cleaning / Scavenging services required/deputed by SAI NBA Rohtak</b>
1.	Naphthalene Balls			Boys hostel & surrounding area - <b>03</b> Girls hostel & surrounding area - <b>03</b>
2.	Checked Cloth - Duster 22"x22"			
3.	Soft Broom - Special Quality			Boxing Hall 1 cum – Office - <b>04</b> Multy gym hall, Office area & Road/ pavements (in front of office area ), Lawn & pavements in front of boxing hall 1.
4.	Hard (Coconut) Broom			
5.	Mr. Clean Floor Wiper (Squeezer)- 15" Heavy Duty			
6.	Hand Gloves - Rubber			
7.	Scotch Bite (Birla 3M) Pad –Big [ 4"x6"]			Boxing Hall 2 ( Wrestling Hall) - <b>03</b> Multy gym hall Office area & Road/ pavements (in front of office area ) Lawn & pavements in front of boxing hall 2
8.	Dusting Brush - Nylon / Plastic			
9.	Toilet Brush – Nylon [Crown Brush]			
10.	Floor Scrubbing Brush - 7"			
11.	Plastic Spray Gun Bottle			SUPERVISOR - 01 NO.
12.	Spray Gun			
13.	Roots Eze Mop - 75cm			
14.	Phenyl			
15.	Toilet Freshener			
16.	Odonil packet (medium size)			
17.	Toilet Cleaner			
18.	-Do- (Refill) Roots Easy Mop- 75 cm			
19.	Plastic Bucket - Big- 20 Ltrs			
20.	Plastic Mug			
21.	Plastic Dust Pan			
22.	Ghadhi Powder			
23.	Floor Duster 14"x12"			
24.	Lagga/ Road Broom Seek			
25.	Medimex Hand Soap			
26.	Room Freshener			
27.	Taski - R-3, (Glass Cleaner),			

**Read, Understood & Agreed  
Signature of the Contractor with Seal**

28.	Air Freshener ,(Air Freshener),				
29.	Taski - R-6, (Toilet Bowl Cleaner),				
30.	Taski Spiral, (Floor Cleaner),				
31.	Taski R-9, (Ceramic Tiles Cleaner),				
32.	Taski R-2, (Hard Surface Cleaner)				
33.	Tera Nova, (Floor Polish/ Maintainer)				
34.	Suma Inox, (Stainless Steel. Polish/ Maintainer)				
35.	Superlime, (Hard Scale Remover)				
36.	Drain Cleaner with machine				
37.	Acid				
38.	Wringer trolley with all Accessories				
39.	All the requisite machine & tools to be utilized during contract period				

**Read, Understood & Agreed**

**Signature of the Contractor with Seal**

**DECLARATION**

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

Signature of authorized person

Date:

Name:

Place:

Seal:

Full Address:

**N.B: The above declaration, duly signed and sealed by the authorized signatory of the company, should be enclosed with Technical Tender.**

**Read, understood & agreed**

**Signature of the Contractor with Seal**

**CHECK LIST OF THE DOCUMENTS TO BE SUBMITTED WITH THE TENDER**

Confirm the enclosures of all the below documents without which the Tenderer may not be eligible to participate in the tender at any stage.

<b>S. No</b>	<b>Particulars of Documents / Items</b>	<b>Confirm</b>
1	Demand Draft of EMD	
2	Tender form with complete Technical Bid and Financial Bid, with all pages serially numbered, signed and stamped on each page.	
3	Certified Profit & Loss Account & Audited Balance Sheet of last three years i.e. 2013-14, 2014-15 and 2015-16 along with Certified Turnover Statement for the last three (03) Years.	
4	Income Tax Statement of last three (03) Years.	
5	Self Attested Photo Copy of PAN Card	
6	ESI Registration Certificate Copy, along with copies of paid Challans for last three years,	
7	EPF Registration Certificate Copy, along with copies of paid Challans for last three years,	
8	Service Tax Registration Certificate, with copy of returns for the last three years last payment.	
9	Registration Certificates under Contract Labour (R&A) Act 1970. Copy of valid Labour License.	
10	Documents in support of contract fulfilled in last three (03) years along with their values in support of the experience and Financial credibility	
11	Satisfactory Completion of Contract Certificate from previous Organizations (Minimum Three)	
12	License for providing Housekeeping Services.	
13	Declaration from the Bidder as per Annexure-C	
14	Bank Solvency Certificate for Rs 50 Lacs or above	
15	Attested copy of Labour Safety License	
16	Undertaking as per Annexure-E	
17	Copy of audited balance sheet for the last three years duly attest by CA	
18	Self declaration for not having been blacklisted by any Tender Inviting Authority	

Date:  
Place:

Signature of Authorized Person

Read, Understood & Agreed  
Signature of the Contractor with Seal

**Note: An affidavit must be attached in respect of below given Undertaking by the bidder.**

**UNDERTAKING**

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding documents and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of contract and period of its extension, if any, and it is certified that the rates quoted are the lowest rates.
3. I/We give the rights to the SAI to forfeit the Earnest Money Deposit/Performance Security by me/us in case of breach of terms and conditions of Tender/Contract.
4. I/We hereby do undertake to provide the Housekeeping Services as per the provisions in given the Tender Document/Contract Agreement.
5. No Court case as per law of ESI, EPF & Service Tax Tribunals is pending.
6. All dues are clear in respect of employees engaged by the Contractor.

**Date:**  
**Place:**

**Signature of the Authorized Signatory**

**Designation:**  
**(Office seal of the Contractor)**