

NATIONAL SCHOOL OF DRAMA

(An autonomous Institute under Ministry of Culture, Govt. of India)
Bahawalpur House, 1, Bhagwandas Road, New Delhi-110001

Tender Document along with Terms & Conditions

Subject:- Invitation of Tender for annual job contract for providing Cleaning & Housekeeping services with material at National School of Drama, New Delhi.

1. Sealed Tenders are invited from eligible and reputed Cleaning & Housekeeping agencies only for a period of one year from the date of initiation of contract, for providing Cleaning & Housekeeping Services at National School of Drama, New Delhi. Agencies shall have relevant experience of having provided similar services to Government Department, PSUs, Ministries, Academic & Educational Institutes only. The estimated annual billing is Rs. one crore approximately.
2. Tender Documents can be downloaded from NSD's website <http://www.nsd.gov.in> for which the bidding Tenderer has to pay Rs. 500/- (Rupees Five Hundred only) as Tender documents fee (non-refundable) in the form of a crossed account payee Demand Draft/Pay Order from a commercial bank drawn in favour of the **Director, National School of Drama, New Delhi** which is to be attached with tender at the time of submission of bid.
3. The bids are invited into two parts, i.e., **Qualifying/Technical Bid and Financial Bid**. The Qualifying/Technical Bid consists of all technical details along with commercial terms and conditions as per the proforma at **Annexure-I**. The financial bid for the items mentioned in proforma at **Annexure-II**.
4. The Qualifying/Technical Bid should be submitted by the Tenderer in sealed cover duly super scribed **Tender for annual job contract for providing Cleaning & Housekeeping Services at NSD at National School of Drama, New Delhi** along with Tender cost and EMD. The Financial Bid duly super scribed Financial Bid should also be submitted in the sealed cover separately. Both the sealed Technical and Financial Bid should be put in a bigger cover which should also be sealed and duly super scribed '**Tender for Providing Cleaning & Housekeeping Services at NSD**'. The Qualifying/Technical Bid and financial bid should be addressed to **The Registrar, National School of Drama, Bahawalpur House, 1, Bhagwandas Road, New Delhi-110001** to be dropped into the tender box kept at the Reception of NSD on or before **11 December 2020 till 1500 hours** along with the Tender Cost of Rs. 500/- (Rupees Five Hundred only) and Earnest Money Deposit (EMD) of Rs. 2,00,000/- (Rupees Two Lakh only) in the form of a crossed Demand Draft/Pay Order drawn in favour of the **Director, National School of Drama, New Delhi**. The tenders received without Tender Cost & EMD, incomplete tenders or tenders without the supporting documents or not agreeing to terms & conditions, shall be summarily rejected. A Tender Evaluation Committee constituted for the purpose will open the Qualifying/Technical Bid of the tenderers on **11 December 2020 till 1530 hours** in the presence of authorized representative of the Tenderer who wish to be present at the time of opening of bidding. The representative of the bidding Tenderer must have an authorization letter from the competent authority of the concerned Tenderer in this regard which he has to produce at the time of the bidding.
5. If, Tenderer qualifies in the technical bid, then only its financial bid shall be opened. The financial bids shall be opened by a Committee constituted by the NSD and in the presence of such tenderers who wish to be present.

6. The Director, National School of Drama reserves the right to accept or reject any & all tender(s) without assigning any reason(s) thereof. No tenderer shall have any cause of action or claim against the NSD for rejection of his tender.
7. EMD & tender fee submission is exempted for those Tenderers who are having valid registration under Udyog Aadhar, Single point registration scheme of NSIC and All Micro, Small & Medium Enterprises registered with Director of Industries from DIC for the purpose of providing goods/services for which this tender is invited. To support this a self-certified photocopy of such valid registration/exemption certificate is to be attached with technical bid with details.

A. ELIGIBILITY CONDITIONS FOR TECHNICAL BID.

Tenderer is required to submit the following documents as required in Technical bid Annexure-I. **An index at Annexure-I should be filled giving all the following details duly filled with page numbers. No column shall be left blank or without relevant details. Any discrepancy in the index details and the enclosed documents and page no. will liable to outright rejection of tender and decision of NSD will be final in this regard. All the tender papers should be paginated, stamped & signed as a token of acceptance of all terms & conditions of the tender documents. Conditional tender will not be accepted at any cost or in any circumstances. Also, the photocopies of the original documents submitted along with the tender to fulfill the eligibility condition should be self-certified and properly stamped by the duly authorized person of the Tenderer for this purpose. The Tenderer /Tenderer will have to produce the originals of the documents for the purposed of verification if required.**

1. LICENCE/REGISTRATION NO. OF :-

- (i) Valid Contract License with number for providing Manpower .
 - (ii) Registration Number under the Delhi Shops & Establishment Act 1954 of Delhi Administration or certificate issued by competent regulatory authority.
2. Bank Account details.
 3. PAN No.
 4. Goods & Service Tax (GST) Registration No.
 5. Registration No. with PF authorities.
 6. Registration No. with ESI authorities with Delhi sub-code no.
 7. The Bank Solvency Certificate of minimum value Rs. 40 Lakhs & should be issued in the financial year 2020-21 only. (Copy enclosed)
 8. Details of EMD / Tender Cost.
 9. Undertaking certificate on Rs. 100/- non-judicial stamp paper duly signed, stamped & notarized to be attached.
 10. Chartered Accountant Certificate with name, signature & stamp regarding Turnover of the Tenderer during the last three financial years i.e. 2017-18, 2018-19 & 2019-20 and should be not less than rupees one crore in each year.
 11. Complete details i.e. only relevant satisfactory working experience letter along with Work Order of three similar contract of providing Cleaning & Housekeeping Services (minimum 20 nos. Cleaning & Housekeeping personnel) in Delhi state with Govt., PSUs & Ministries only, where

the services are provided by the Tenderer for last three year i.e. 2017-18, 2018-19 & 2019-20 upto till date. The exact details should also be given in index with page no.

12. The Cleaning & Housekeeping Services to be provided including charges for the uniform i.e. 2 pairs of summer, 1 pair of winter woollen uniforms including 1 pair of shoes, 2 pair of socks, TDS as applicable to be deducted including any other statutory deduction if required. (The quality & colour of uniform needs to be strictly approved by NSD). Keeping the above factors in mind, the estimated approximate service charges should not be less than 3% of the monthly bill to avoid any kind of malpractice.
13. In case the service charges quoted by two or more parties found same, tender will be awarded on the basis of turnover of the Tenderer. The decision of Director, NSD will be final in this regard.
14. The performance of Tenderer can be checked (if required) by the committee of NSD officials after visiting/inquiring at current working site as per the details provided by the Tenderer. The NSD reserves the right to select the tenderer on the basis of rates quoted, past experience and reasonability of service charges for execution of this work and decision of Director, NSD will be final and binding on the parties qualified in the technical bid.

B. EARNEST MONEY DEPOSIT:-

1. Earnest Money Deposit of Rs. 2,00,000/- (Rupees Two Lakh only) shall be kept in the envelope containing the qualifying/technical bid. Those who do not qualify the pre-qualification conditions, shall be summarily rejected and their financial bids shall not be opened.
2. The EMD shall remain deposited with the NSD during the period of validity of the offer, i.e., maximum period of 90 calendar days from the date of opening of tender.
3. No interest shall be paid by NSD on the EMD for the above said period.

C. EVALUATION OF TENDER:-

1. The Qualifying/Technical Bid shall be opened in the first instance in the presence of the tenderers or their representatives. Only one authorized representative per tenderer, will be permitted to be present half an hour before the time of opening of tender with authorization letter and proof of identity.
2. In the Financial Bid, amount mentioned in proforma at **Annexure-II** should be written both in words and figures. If there is any discrepancy between the amount / information quoted in words and figures, the amount/ information quoted in words will be treated as final.
3. The NSD reserves the right to select the tenderer on the basis of rates quoted, past experience and reasonability of service charges for execution of this work. The decision of the Tender Evaluation Committee arrived at as above shall be final and representation of any kind shall not be entertained on the above. Any attempt by any tenderer to bring pressure of any kind may disqualify the tenderer for the present tender and the tenderer may be liable to be debarred from bidding for tenders in future for a period of three years.

D. PERFORMANCE SECURITY:-

1. The successful Tenderers will have to submit performance security to ensure due performance of Contract to an amount of Rs. 5,00,000/- (Rupees Five Lakh only) in the form of an Account Payee Demand Draft / Fixed Deposit Receipt from a commercial bank / Bank Guarantee from a commercial bank in the name of the Director, National School of Drama, New Delhi as per the text provided by the NSD. No exemption is applicable on performance Security.
2. The EMD of successful tenderer shall be returned after the Contract with NSD is awarded and performance security of Rs. 5,00,000/- is furnished by the successful tenderer.
3. The performance security will be retained & should be valid for a period of 30 days beyond the date of completion of the Contract obligation.
4. If the successful tenderer fails to furnish the performance guarantee on the terms and conditions laid down by the NSD, the tender will be rejected and the EMD shall be forfeited by NSD.

E. COST OF TENDER AND SCHEDULE OF SUBMISSION OF TENDER DOCUMENTS:-

- | | |
|---|---|
| i) Procedure for submitting the bids | : Two bid system |
| ii) Cost of Tender | : Rs. 500/- |
| iii) Time and last date of submission of tender documents | : 11 December 2020 till 1500 hours |
| iv) Time and date of opening of qualifying/technical bid | : 11 December 2020 till 1530 hours |

F. GENERAL CONDITIONS OF THE CONTRACT:-

1. National School of Drama does not bind itself to accept the lowest or any other tender and reserves the right to reject any or all the tenders. Tenders in which any of the prescribed conditions are not fulfilled, shall be summarily rejected.
2. The Tenderer shall provide Cleaning & Housekeeping services. He shall ensure discipline amongst his staff and restrict unnecessary movement/assembly of their personnel in premises etc. The Tenderers shall ensure proper supervision of the duties of his staff through his own supervisor.
3. The Tenderer will supply fresh sets of uniform/badges, Identity cards to his workers, who shall wear the same while on duty and also keep their uniform neat and clean, and one set of recent passport size photograph for records, of each of his staff employed for duty.
4. The Tenderer shall be responsible for the conduct/integrity of his personnel and will also be responsible for any act of omission and commission on their part. He will vouch for their character & integrity. He shall submit police verification reports and medical reports as mandatory along with the photographs and the detailed particulars of the staff provided to the NSD.
5. The successful tenderer shall be fully responsible and comply with all EPF & ESIC Act, Payments of Wages Act, Minimum Wages Act or other Statutory Rules, regulations with their latest amendments, by-laws applicable with regard to the performance of the work included herein or touching this Contract, from time to time and take such necessary steps as may be deemed necessary in this regard. **The tenderer shall submit a monthly report containing the salary details along with details of EPF & ESI deducted and credited into individual's account with appropriate/concerned department as a Proof for release of their monthly payment duly certified by the party on letter head.** If it is noticed at any stage that EPF & ESI of any individual

has not been credited properly, this department will not take any responsibility for this lapse. The tenderer will bear all the consequences, whatsoever, of the same. TDS will be deducted as applicable.

6. The successful tenderer will accept full and exclusive responsibility for disbursement of full wages and other obligations referred to under the law now and hereafter imposed by State Govt./Local Bodies for the person(s) deployed by him. The successful tenderer should accept full and exclusive responsibility of insurance of the persons deployed by him against any accident.
7. NSD will bear no liability whatsoever concerning the persons deployed by the tenderer for any purpose. The successful tenderer shall keep the NSD indemnified against all losses or damages or liability arising out of or caused, imposed in the course of employment of person(s) by him or for any violation of such Acts, Laws or Regulations etc. by him/her, his/her agent or his/her staff.
8. The successful tenderer shall be solely responsible for setting/resolving any dispute/claim of his/her personnel during the pendency of the Contract. No liability shall accrue to NSD under any circumstances even after expiry of the contract. No claim for continuity of service under contract or otherwise will be entertained by NSD.
9. The tenderer shall be responsible for payment of any compensation/settlement of any liability arising out of any death or injury caused to the persons employed by him for rendering the jobs on contract under the agreement, either under the Workmen Compensation Act or any Act in force at that time.
10. The tenderer shall comply with the provisions of all local laws viz Employee State Insurance Act, Workmen's Compensation Act, Wages Act, Contract Labour (Regulations and Abolition) Act and the Employee's Provident Fund and Miscellaneous Provisions Act, 1952 and the rules made there under and as modified from time to time by the govt.
11. The tenderer should deploy his authorized representative for effective and proper supervision of the maintenance and upkeep jobs under the contract.
12. Tenderer shall not sub-let or sub-contract any part of this contract/job without the expressed written consent of the NSD. The Tenderer shall also be responsible for any act of omission or commission on the part of his supervisors/workers. Any damage done/caused to the existing structure/furniture/fitting/equipment by the workers of the Tenderer will have to be rectified by the Tenderer at his own risk and cost. In case the Tenderer fail to rectify / indemnify the damage, the NSD reserve the right to deduct it from the performance guarantee.
13. The decision of the authorized officials of NSD regarding the satisfactory standard of Cleaning & Housekeeping Services shall be final and binding on the Tenderer.
14. The Tenderer will be fully responsible for coordinating with the licensing authorities and have to be present & to provide all necessary details required time to time by licensing authority.
15. The Tenderer will be responsible for obtaining Contract Labour License from Labour Department, Govt. of NCT of Delhi within two months of awarding of contract & NSD will not be responsible for any lapse in this regard for any reason whatsoever.
16. GST/Tax paid by the Tenderer to the Govt. in favour of NSD for the said work will be reimbursed afterward only on production of actual deposit receipt only in favour NSD and will give undertaking for the current month.

17. The Tenderer shall take the sole responsible for providing services in accordance with the approved wages fixed by the Govt. of NCT of Delhi for a period of one year from the date of award of Contract as per the text provided by the NSD.
18. The successful tenderer should submit Universal Account Number (UAN) of all the staff deputed after release of their first payment.
19. All the statutory requirement to be complied as per government rules & regulations.
20. Uniform to be provided 2 pairs of summer & 1 pair of winter woollen uniforms, 1 pair of shoes, 2 pair of socks. The uniform quality & colour strictly needs to be approved by NSD. This is included in contract. Nothing extra will be paid.
21. The monthly salary to the workers should not be paid in cash and has to be directly transferred in their bank account starting from the first month of award of contract. Party will also submit the copy of the letter issued to the bank for transferring salary in workers account as a token of proof on the day of release of salaries. Party will also provide monthly ECR sheets of EPF & ESI before release of payment.
22. The Tenderer shall submit a written power of attorney authorizing the signatory of the bid to participate in the bid.
23. The Tenderer shall submit memorandum of understanding in case of partnership, LLP, consortium or joint venture.
24. The Tenderer shall submit full details of his ownership, share and control of the Tenderer, if it is a partnership Tenderer then ownership and control and share details of each partner shall be furnished.
25. Each Tenderer is required to confirm and declare with his bid that no agent, middle man or any intermediary has been or will be engaged to provide any services, or any other item or work related to the award and performance of this contract. He has to further conform and declare that no Tenderer commission or any payment which may be construed as a Tenderer commission has been or will be paid and that the tender price will not include any such amount. If NSD, New Delhi subsequently finds to the contrary, than it reserve the right to declare the Tenderer as non-compliant and declare any contract, if already awarded to the Tenderer to be null and void and performance security will be forfeited.
26. Canvassing or offering any advantage or any inducement by any person or Tenderer with a view to influencing acceptance of a bid in their favour or in favour of any Tenderer or person having any interest in the bid , will be an offence under law of India. Such action will result in the rejection of the bid in addition to other punitive measures.
27. One bid per Tenderer:-Each Tenderer shall submit only one tender either by himself or as a partner n a joint venture, consortium. If a Tenderer or any of the partner in a joint venture participate in more than one bid the bids are liable to be rejected.
28. Bids and all accompanying documents shall be in English or Hindi, in case any document is in other language, it shall be accompanied with its English translation. The English version shall prevail in matters of interpretation and decision of NSD will be final in this regard.
29. Conditional bids / offers will be summarily rejected.

30. Earnest Money Deposit shall be forfeited, if the successful Tenderer refuses or neglects to execute the contract or fails to furnish the required performance security within the time frame specified by the NSD.
31. All pages of the complete tender submitted must be page numbered, neatly typed and signed by the person duly authorized to sign by the Tenderer for acceptance of tender failing which tender will be outright rejected.
32. Mode of communication of confirmation of contract - By speed post/fax/email that the bid has been accepted.
33. Number of Cleaning & Housekeeping staff as mentioned is only indicative and the actual number may depend upon circumstance, may vary in accordance with the requirement.
34. The Cleaning & Housekeeping staff shall not accept any gratitude or reward in any manner.
35. The Cleaning & Housekeeping shall not participate in any union or association activities.
36. The workers posted should not indulge in smoking, drinking etc. if any of the worker ever found indulging in these activities including 34 & 35(?) then the NSD reserve the right to terminate the contract and the performance security will be forfeited.

G. SCOPE OF WORK:-

1. There will be need for chemicals like floor cleaner, disinfectant for toilets, glass cleaner, air freshener and brasso. The consumables will include brushes, squeezes, brooms, mop, buckets, dusters and glass cleaning kits, wringer trolleys, toilet rolls and liquid hand soap. The machine will include at least wet and dry vacuum cleaner and scrubbing machine.
2. The work also includes dusting and cleaning of doors, cleaning of wash basin, cobwebs, glass panes, doors, windows, blinds and ventilators of room and water coolers and its space, cleaning & filling water in desert coolers, removal of garbage, cleaning and inspection of drainage/sewage system.
3. Spraying/fumigation of disinfectant/insecticide room pertains in the areas cover under the NSD including rooms, student hostels, mess, staff tea canteen & all auditoriums (fortnightly).
4. Cleaning glasses of doors, windows, ceiling & wall fans, blinds, carpets, pavement, stair cases, roof of all construction area and ventilators of all areas specified above by liquid soap/chemical/detergent.
5. The Contractor will carry out all the above work on all working days i.e. Six days in a week (8 hours duty) or as required by NSD.
6. The cleaning material etc. to be used for the cleaning purpose must be to the satisfaction of NSD. Payment may be deducted if the quantity and quality of material is not satisfactory. List of material with quantity & make required per month is enclosed in 'Annexure-III'.
7. Cleaning of all the Drains available in the premises of NSD.

8. Cleaning of dustbins and Removal/disposal of collected garbage/debris at the NDMC approved location.
9. Pest control, Mosquito control & Rodent control of the entire NSD premises area including all rooms, student hostels, mess, staff tea canteen & all auditoriums (fortnightly or as required).
10. Cleaning of lighting Fixtures & Accessories, Cleaning of Air conditioners, Cleaning of portable fire extinguishers / smoke detectors / fire detectors, Cleaning of Notice boards, Cleaning of furniture provided in all rooms/offices, Cleaning of Office equipments, Cleaning of Fire Hydrants, Fire Panels, All types of pipes, valves etc.
11. Cleaning of All Switch Boards, Panel Boards, Cleaning of Security equipments like Metal detectors etc., Cleaning of external lighting fixtures, Cleaning of R. O. Equipments etc., Cleaning of Automatic Hand Driers, Liquid Soap Dispensers etc., Cleaning of all miscellaneous equipments as available or being provided from time to time.
12. Toilets need to be kept clean in all respects by sweeping, washing and mopping of floors, washing of glazed tiles on walls, urinal pots W.C. pans, sinks, wash basins and all other fittings and fixtures using disinfecting material like phenyl, vim, detergent powder, acid liquid soap etc. on daily basis.
13. Soap containers need to be kept filled at all time and naphthalene balls in urinal pots and air fresheners/nepthaline ball/toilet paper etc. also needs to be provided as per requirement.
14. The works are to be done as per following schedule:-
 - (a) Scrubing of floors of all covered area (once in a week)
 - (b) Cleaning of all covered area (two times in a day)
 - (c) Cleaning of all open area (three times in a day)
 - (d) Cleaning of toilets (one hour check list will be maintained daily)
 - (d) The job of Pest, Mosquito, Rodent control and Spraying/fumigation of disinfectant/ insecticide (once in a fortnight)
15. The bidder shall take the sole responsibility for providing cleaning & housekeeping services on the approved wages fixed by the Govt. of NCT of Delhi for a period of one year from the date of award of Contract.
16. The services provided by Firm/Agency shall be to the entire satisfaction of NSD.

H. PHYSICAL STANDARDS AND QUALIFICATIONS:-

The employees of the Tenderer shall be of Good character and of sound health and a certificate must be provided by the Tenderer regarding every employee/guard in this regard, duly stamped & signed by the authorised person of the Tenderer.

a. CLEANING & HOUSEKEEPING :-

- I. Age: **Not less than 18 years**
- II. Character: Good.
- III. Not suffering from any communicable disease.

The Tenderer shall provide the details of the staff, proposed to be deployed viz., their name, fathers name, DOB, residential address, Telephone number, recent passport size photograph, in form of a data base in both hard & soft form for approval and will be responsible for providing medical fitness certificate & police clearance certificate of the staff deployed.

I. PROVISION OF CLEANING & HOUSEKEEPING :-

1. All the Cleaning & Housekeeping deployed by the Tenderer will perform duties as per schedule of NSD.
2. The Tenderer will be liable to comply with any instructions/order given in written or verbal time to time for better and efficient services.

J. TERMINATION OF CONTRACT:-

In the event of services rendered being found unsatisfactory, the contract is liable to be terminated by giving 30 days notice and performance security deposited will be forfeited. The decision of the Director, NSD in this regard will be final.

K. DISPUTE RESOLUTION:-

In case of any dispute with regard to the interpretation of any clause(s) of this agreement, the same shall be referred to the sole arbitrator appointed under the provisions of Indian arbitration and conciliation Act 1996 by NSD (Ist Party) at the cost of both the parties in equal measure, whose decision will be final and binding on both parties. All the disputes arising between the parties shall be tried within the Delhi jurisdiction.

L. DURATION / PERIOD OF CONTRACT:-

The contract will be valid for a period of one year from the date of agreement. The contract can also be extended further as per requirement, if services are found satisfactory on same tender terms & conditions.

M. VALIDITY:-

The Tender shall be valid for a period of at least three calendar months from the date of opening of the tenders for the purpose of evaluation of tender.

NATIONAL SCHOOL OF DRAMA

ANNEXURE – I

(To be kept duly signed in Envelope 1 – Qualifying/Technical Bid)

TECHNICAL BID

NATIONAL SCHOOL OF DRAMA

ANNEXURE-I

QUALIFYING/TECHNICAL BID

Technical Bid to be kept duly signed in Envelope-1

Tenderer is required to forward the following documents. All the columns are essentially to be filled. All details to be filled in index & no column should be left blank and will liable to rejection of tender. Any discrepancy in details and the enclosed documents and page no. will liable to rejection of tender and decision of NSD will be final.

DETAILS TO BE FILLED WITH PAGE NO. Page No.

1. Name of the Registered Tenderer :

2. Address of the Tenderer/Tenderer :
(with Tel no., Fax & Email)

3. Name & Address of the Proprietor/ :
Partners/Directors (with mobile no.)

4. Contact Person(s) (with mobile no.) :

5. **LICENCE/REGISTRATION NO. OF :-**
 - (i) Valid Labour Contract License with number :
For providing Mampower
 - (ii) Registration Number under the Delhi Shop & :
Establishment Act 1954 of Delhi Administration

6. PAN No. :

7. Goods & Service Tax (GST) Registration No. :

8. (i) Registration No. with PF authorities :
(ii) Registration No. with ESI authorities with :
Delhi sub-code no.

9. The Bank Solvency Certificate of :
minimum value Rs. 40 Lakhs & should be :
issued in the financial year 2020-21 :
(Copy Enclosed)

10. Details of EMD / Tender Cost :
11. Undertaking certificate only on Rs. 100/- non-judicial Stamp paper duly signed, stamped & notarized to be attached :
12. Bank Accounts Details :
13. Chartered Accountant Certificate with signature & stamp regarding Turnover of the Tenderer during the last three financial years i.e. 2017-18, 2018-19 & 2019-20 and should not be less than rupees one crore in each year.
14. Complete details i.e. only relevant satisfactory working experience letter along with Work Order of three similar contract of providing Cleaning & Housekeeping Services (minimum 20 nos. Cleaning & Housekeeping personnel) in Delhi state with Govt., PSUs & Ministries only, where the services are provided by the Tenderer for last three year i.e. 2017-18, 2018-19 & 2019-20 upto till date. The exact details should also be given in index with page no.
15. The Cleaning & Housekeeping Services to be provided including charges for the uniform i.e. 2 pairs of summer, 1 pair of winter woollen uniforms including 1 pair of shoes, 2 pair of socks, TDS as applicable to be deducted including any other statutory deduction if required. (The quality & colour of uniform needs to be strictly approved by NSD). Keeping the above factors in mind, the estimated approximate service charges should not be less than 3% of the monthly bill to avoid any kind of malpractice.
16. The performance of Tenderer can be checked by the committee of NSD officials after visiting/inquiring at current working site as per the details provided by the Tenderer. The NSD reserves the right to select the tenderer on the basis of rates quoted, past experience and reasonability of service charges for execution of this work and decision of NSD will be final and binding on the parties qualified in the technical bid.

UNDERTAKING CERTIFICATE

The Tenderer has to give affidavit on Rs. 100/- non-judicial stamp paper duly signed, stamped & notarized certifying that:-

- (a) No 7A/14B enquiry etc. under the EPF & Manpower Act is pending against the Tenderer.
- (b) The tenderer of the bidding Tenderer is not involved in any criminal cases.
- (c) The tenderer of the bidding Tenderer is not black listed in any government offices.
- (d) Credentials submitted by the tenderer for this tender (duly self-certified) are genuine.
- (e) The reimbursement of ESI, EPF & GST tax is claimed only on actual deposit of proof of deduction of said GST tax with the Government Department.
- (f) The Tenderer should also give an undertaking that full payment will be given to the employees which shall not less than as approved by the local govt. and in case of any complaint received from any employee regarding the short payment/non deposition of EPF & ESI, the performance guarantee will be forfeited and decision of NSD will be final.
- (g) The Tenderer should certify about the genuineness of the documents submitted regarding Chartered Accountant and its Tenderer with full details i.e. name of the Tenderer, full address, contact no., registration no. and name of contact person.
- (h) I hereby certify that all the information furnished in the offer submitted above are complete and correct to the best of my/our knowledge. I also hereby confirm and declare that the Tenderer has not been black listed / de-listed by any Institutional agencies / Govt. Deptt. / PSU. I understand that in case any discrepancy is found in the above statement at any stage, the tender will be rejected & performance security will be forfeited & NSD decision will be final.

I accept all the tender terms & conditions including undertaking (a) to (h).

(Signature of Authorized Signatory with date)

Date : _____

Place: _____

Name of the Tenderer & stamp

Note:- The undertaking certificate should be given only on non-judicial stamp paper with duly notarized and in the above prescribed format only. Any deviation / incomplete certificate will liable to outright rejection of tender.

NATIONAL SCHOOL OF DRAMA

ANNEXURE – II

(To be kept duly signed in Envelop 2 – Financial Bid)

FINANCIAL BID

NATIONAL SCHOOL OF DRAMA

ANNEXURE – II

(To be kept duly signed in Envelope 2 – Financial Bid)

FINANCIAL BID

1. Name & address with telephone no. :
of the Registered Tenderer

2. The details of the area as mentioned below:-
 - (i) NSD premises at Bahawalpur House, 1, Bhagwandas Road, New Delhi &
 - (ii) NSD Boys Hostel at 8, Hailey Road, New Delhi

For providing cleaning & housekeeping services with material, the following manpower is required. 21 nos. Un-skilled SafaiKaramchari & 01 no. Skilled Supervisor per month (for six days in a week & 8 hours per day)

Particulars	Total Service Charges in rupees per month (should be quoted in both words & figure) To be quoted only in amount, not in percentage.
Service Charges should be lump sum for providing services of 21 nos. Un-skilled Safai Karamchari & 01 no. Skilled Supervisor per month (for six days in a week & 8 hours a duty). The service charges should be inclusive of material as per annexure-III and uniform charges and any other expenses, if required as per tender conditions. Nothing extra will be paid.	

- Note:-**
1. The Tenderer has to pay to the above workers at least minimum wages fixed by the Labour Department, Govt. of NCT of Delhi from time to time & will be paid accordingly. GST Tax deposited and P.F. & ESI paid as per latest Govt.'s norms and will be reimbursed afterward on production of documentary proof.

 2. GST Tax paid by the Tenderer to the Govt. in favour of NSD for the said work will be reimbursed afterward only on production of actual deposit receipt for NSD and will give undertaking for the current month.

 3. TDS as applicable will be deducted from the bills as applicable.

 4. Complete details i.e. only relevant satisfactory working experience letter along with Work Order of three similar contract of providing Cleaning & Housekeeping Services (minimum 20 nos. Cleaning & Housekeeping personnel) in Delhi state with Govt., PSUs & Ministries only, where the services are provided by the Tenderer for last three year i.e. 2017-18, 2018-19 & 2019-20 upto till date. The exact details should also be given in index with page no.

5. The Services to be provided including charges for the uniform i.e. 2 pairs of summer, 1 pair of winter woollen uniforms including 1 pair of shoes, 2 pair of socks, TDS as applicable to be deducted including any other statutory deduction if required. (The quality & colour of uniform needs to be strictly approved by NSD). Keeping the above factors in mind, the estimated approximate service charges should not be less than 3% of the monthly bill to avoid any kind of malpractice.

6. The performance of Tenderer can be checked by the committee of NSD officials after visiting/inquiring at current working site as per the details provided by the Tenderer. The NSD reserves the right to select the tenderer on the basis of rates quoted, past experience and reasonability of service charges for execution of this work and decision of NSD will be final and binding on the parties qualified in the technical bid.

I agree and accept all the terms & conditions of the tender.

Signature of the Tenderer with date

Date: _____

(Name of the Tenderer and stamp)

Place: _____

NATIONAL SCHOOL OF DRAMA

ANNEXURE – III

List of material with quantity & make required per month

S. No.	Item	Quantity (approx.)	Brand
1	Hard broom	6 Dozen	
2	Soft broom	6 Dozen	
3	Big pochha	10 Dozen	
4	White Duster	8 Dozen	
5	Phenyl	20 Can	Ganda
6	Wiper Big Size	8 Nos.	Supreme
7	Teepol	20 Litter	Original
8	Harpic	8 Can	Original
9	Phenyle Ball	4 Kg	
10	Urinal Cube	30 Packet	Bubbles
11	Odonil Original	100 Nos.	
12	Garbage bag big (20 Kg)	30 Nos.	
13	Small garbage bag (10 Kg)	30 Nos.	
14	Vim (1 Kg)	20 Packet	
15	Surf (1 Kg)	20 Packet	Surf excel
16	Room Freshener	30 Nos.	Best Quality
17	Hit Black	30 Nos.	
18	Scorch Brite	50 Nos.	
19	Jala Brush	5 Nos.	
20	Hand Wash	60 Litter	Santoor, Bubbles
21	Toilet Brush	5 Nos.	
22	Balti	10 Nos.	Supreme, Gala
23	Pressure Pump	6 Nos.	
24	Dettol Hand Wash	20 Litter	
25	Toilet Roll	20 Nos.	
26	Tissue Paper	1 Box	
27	Detergent powder (1Kg)	30 Packet	
28	Glass cleaner	20 Bottle	Colin
29	Brasso	4 Bottle	

Total material charges per month as per above list is to be included in the Service Charges quoted in the financial bid.

TO BE SUBMITTED ON BANK LETTER HEAD DULY SIGNED AND STAMPED BY THE PERSON AUTHORIZED BY THE BANK.

To

The Director
National School of Drama
Bahawalpur House, Bhagwandas Road
Mandi House,
New Delhi – 110001

BANK SOLVENCY CERTIFICATE

This is to certify that to the best of our knowledge and information, M/s..... a customer or our Bank is respectable and can be treated as good up to a sum of Rupees.....

This certificate has been issued at the specific request of the company “M/s.....” for the bidding the tender Name of work:

Bank authorised signatory