

SUPREME COURT OF INDIA
ADMN. MATERIAL (P&S)

LAST DATE FOR SUBMISSION OF TENDER: 27th May,2014

F.NO.1014/Housekeeping/14/SCI(AM)

Dated : 16.05.2014

NOTICE INVITING TENDERS
FOR
MECHANIZED / AUTOMATED HOUSEKEEPING SERVICES IN
SUPREME COURT OF INDIA, NEW DELHI

IN

(i) **M.C. SETALVAD LAWYERS CHAMBERS' BUILDING AT**
BHAGWAN DAS ROAD AND C.K. DAPHTARY LAWYERS
CHAMBERS' BUILDING AT TILAK LANE,

AND

(ii) **OLD LAWYERS' CHAMBERS BLOCKS, SUPREME COURT**
DEPARTMENTAL CANTEEN AND SUPREME COURT PREMISES

AND

(iii) **RED SAND STONE AND KOTA STONE AND MOSAIC**
FLOORING IN CORRIDORS, OUTSIDE THE COURTS AND
SURROUNDING AREAS OF THE PREMISES, ON FIRST FLOOR
AND 10 TOILETS IN THE REGISTRY

FOR A PERIOD OF ONE YEAR

Separate sealed tenders are invited for providing mechanized / automated housekeeping services for (i) the corridors, toilets, roads within compound wall, compound, basement etc. of M.C. Setalvad Lawyers Chambers' Building at Bhagwan Das Road consisting of five floors & basement and C.K. Daphtary Lawyers Chambers' Building at Tilak Lane consisting of four floors & basement, (ii) toilets, adjoining roads, advocates parking area, corridors of Old Lawyer's Chambers Blocks, (iii) Supreme Court departmental canteen, and (iv) Red sand Stone, Kota Stone and Mosaic Flooring etc. of the corridors on first floor, corridors outside the Court, and 10 toilets of the Registry, for a period of one year from the date of order.

Salient Features of the Building

Supreme Court Building has Red Sand Stone Flooring with Red Sand Corridors with area of approx. 1890 sqm. and Corridor with Kota Stone Flooring with area of approx. 1890 sqm. on first floor. In addition, 10 toilets, walls, Bitumen road inside the Supreme Court Building, which are frequently used by the public has to be maintained by the Successful Tenderer. There are four single storey Lawyers' Chambers Blocks, where toilets, walls, corridors and surrounding areas are to be maintained. Two new Lawyers' Chambers Buildings namely M.C. Setelwad (five

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storeys with toilets and corridors) and C.K. Daphtary Building (four storeys with toilets and corridors) and surrounding area of both the buildings are to be maintained.

The Courts and Lawyers' Chambers Block are daily visited by large number of Advocates, litigants and public, requiring very high standard of hygiene and sanitation to be maintained in the toilet etc. The roads and parking area within the compound of new Lawyers' Chambers, Old Lawyers' Chambers and Registry are also required to be maintained throughout the day.

Interested parties may inspect the buildings on any working day between 11.00 A.M. to 4.00 P.M. except Saturdays, Sundays and holidays after contacting the Branch Officer (Admn. General) (Telephone No. 23388860).

ELIGIBILITY CRITERIA

The tenderer :

1. Should have ESI Registration along with Registration for EPF.
2. Should possess up-to-date Income Tax Clearance Certificate, PAN and TIN number.
3. The firm must have their Registered Office / Principal Office within the National Capital Territory of Delhi.
4. Should possess valid ISO 9001 Certification for Mechanized Housekeeping Services which is issued prior to 30.04.2014.
5. Should valid OHSAS 18001 : 1999 & SA 8000 : 2001 certificate as Mechanized Housekeeping and other operative services (optional) as per Form-A.
6. A. At least one work of similar work of automatic/mechanized housekeeping or of similar nature costing not less than Rs.2.00 Crores with some Central / State Government Department in VVIP areas like President Estate, Parliament House, P.M.'s Office, State Assemblies, High Court or similar nature of works in Five Star and above category Hotel in India like Murya, Taj Palace, or similar nature of work in International Airports in India should have been completed successfully.
B. 'Similar works' shall mean Mechanized /Automated House-Keeping work of the Office/Hotel/Institutional Building which shall

include mechanized cleaning of building, Red stand stone, kota stone and mosaic flooring, cleaning of main facade, glasses etc., works of cleaning, dusting etc. with disc scrubber

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machines, vaccum cleaners, auto scrubbers, jet high pressure, bag cleaner, wet and dry machine and road sweeping machines etc.

7. The intended tenderer must submit attested copies of TDS certificates so as to ascertain the cost of the completion of work executed by it.
8. Certificate must have been signed by the owner of the company or by an Officer not less than a General Manager and the completion certificate must clearly indicate: (I) the date of completion of the work; (ii) the nature of the housekeeping work performed/schedule of work; and (iii) whether the work has been performed satisfactorily.
9. Experience certificate submitted by the intending tenderer must certify that there has been no breach and the work of housekeeping has been carried out satisfactorily by the intending tenderer.
10. The intending tenderer must have an average financial turnover amounting to minimum Rs.3,00,00,000/- (Rupees three crores only) per annum during the last three consecutive Financial years ending 2013. It should be duly audited and certified by a registered Chartered Accountant.
11. The department reserves the right to verify the particulars furnished by the firms / contractors independently.
12. The department also reserves the right to reject any application without assigning any reason thereof in the interest of work.

THE TENDER OF ANY VENDOR NOT FULFILING THE ABOVE STIPULATED ELIGIBILITY CONDITIONS, WILL NOT BE CONSIDERED.

TERMS AND CONDITIONS

1. Three separate sealed envelopes should be used for submitting Tender :
 - (i) Earnest Money, superscribing "Earnest Money For the Tender for providing mechanized / automated Housekeeping services for the Supreme Court of India"

(ii) Tender document/Eligibility Bid, superscribing "Tender Document for providing mechanized / automated Housekeeping services for the Supreme Court of India as per Annexures-'A' to 'C', Forms 'A'-'B' & 'D'-'G' and Affidavit"

(iii) Financial Bid, superscribing "Financial Bid as per Form-'C' for the Tender for providing mechanized / automated Housekeeping services for the Supreme Court of India"

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2. The tender and rates should be valid for a minimum period of 90 days from the date of opening of tender.
3. The tenderers are required to submit the EMD amount of Rs.4,00,000/- (Rs. Four lac only) by way of Demand Draft or Banker's cheque drawn in favour of "The Registrar (Admn.), Supreme Court of India, New Delhi" which will be refunded without any interest within one month of the final decision by Speed Post/Registered Post at their own risk. Name of the firm, telephone Number and name of the job may be indicated on the reverse side of the Demand Draft.
4. The tenderer is advised to visit the site of work, at his own cost, and examine it and its surroundings to himself collect all information that he considers necessary for proper assessment of the prospective assignment.
5. The tender may be sent by post sufficiently early so as to reach the Registry within time, or may be delivered to the R&I Branch of the Registry or to in the office of Sh. Rakesh Kumar, Deputy Registrar (PR) (near 'D' gate Reception Counters) of the Supreme Court of India and if sent through Messenger, an authority letter from the tenderer with proof of identity may also be given to the Messenger so that he could show the same alongwith his own identity proof to the Reception Office / Members of the Committee at the time of opening of tenders at Reception Counter No.37.
6. Financial bids of only those Vendors, whose EMD amount and cost of Terms & Conditions are in order, will be opened at the same time. However, only one representative each of the Vendors would be permitted to be present at the time of opening the tenderers.
 - (I) The Vendors will be short-listed on the basis of their bidding amount, experience and turnover.
 - (ii) The financial bid of only those Vendors, short-listed from the eligibility criteria will be opened and evaluated.
 - (iii) However, if the Registry considers it necessary, revised financial/commercial bids can be called from the short-listed Vendors.

In that case, the revised bids should not exceed the amount than of original bids. The lowest quoted Vendor is first chosed on the basis of the lowest financial bid, if all feature are same.

(iv) The decision of the Registry arrived, at above, will be final and no representation of any kind will be entertained. Any attempt by any Vendor to bring pressure of any kind may disqualify the said Vendor to present any such tender, besides being liable to be debarred from bidding for Supreme Court of

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India in tenders in future for at least a period of three years.

7. The successful tenderer will have to furnish Performance Security of 5% (five percent) of the accepted tender amount by way of Demand Draft or Banker's cheque drawn of any Nationalised Bank drawn in favour of "The Registrar (Admn.), Supreme Court of India, New Delhi" within one week from the receipt of order by the successful tenderer which will be refunded only after successful and satisfactory services rendered during the contract period and after 60 days from the payment of the last Bill for the contractual period.
8. The Vendors should also submit with their tender a copy of their latest annual report, general information about the company (company profile), list of location(s) where they are providing such services, contact numbers of the concerned officers of their client be also furnished.
 - (i) In the event the Company/firm or the concerned division of the company/firm is taken over/bought over by another company, all the obligations and liabilities under the agreement with the Supreme Court of India, must stand passed on and transferred for compliance by the new company/new Division in the negotiation for their transfer.
 - (ii) The Offers submitted by telex/telegram/fax/Email or any mode other than specified in Clause 5 above, will not be considered. No correspondence will be entertained on this matter.
 - (iii) The Tenderer shall solely respond for statutoy compliance with regard to the payment of Minimum wages, Licence Fee, if any, as well as ESI, PF, DA, Gratuity, leave and all the other legal requirements and liabilities of requirements etc. and submission of relevant records to the concerned authorities in respect of all the personnel being deployed in the premises.
 - (iv) If penalized for non compliance of any of the legal requirements, the contractor shall be responsible for the same and deal with the same at its own level and costs, in no way putting any liability on the Supreme Court of India.

(v) The company shall be the employer of all employees/staff deputed by him for the purpose of mechanized housekeeping services and shall be liable entirely, to the exclusion of any one else, for the payment of statutory liabilities.

(vi) The tenderer will be providing Mechanized Housekeeping services alongwith Housekeeping staff, cleaning material, consumables, chemicals and machines as per details given in Annexure-'A' and 'B' to be read with other specified conditions given in the Tender. The frequency of cleaning task will be as per Annexure-'C'.

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(vii) The stock of all Cleaing Materials/ consumables/ chemicals will be maintained in the Registry's premises.

9. The vendor shall provide a list alongwith police verification, two passport size photograph of all the personnel so deployed in the Supreme Court of India including additions/changes well in time, giving following details:

- (a) Father's Name
- (b) Permanent Address
- (c) Local Address
- (d) Gender
- (e) Age/Date of Birth

(i) The tendered shall verify that the personnels deputed in the Registry are of good character and no criminal record is against of the person and also submit the certificate in this regard.

(ii) The tenderer shall not quote rates less than the minimum wages as prescribed by Delhi Government and the rates shall be quoted keeping in view the future escalation of the minimum wages.

(iii) The House-keeping agency shall pay minimum wages to its employees as prescribed by Delhi Governemtn from time to time and shall abide by all other Rules and Regulations.

(iv) Any transfer or change in the deployment of personnel shall be brought to the notice of the Supreme Court and the Court shall be within its rights to remove or get changed any personnel whom it considered unsuitable.unfit for the job being entrusted to him/her.

(v) The Registry will not revise the contractual amount on any revision of minimum wages by Delhi Government.

(vi) The Registry will not be responsible for any non-payment or delayed payment by the House-keeping Agency to their deployed personnels, and the Agency shall also indemnify the Supreme Court

of India against any claims from their deployed personnels for which, the House-keeping Agency will be solely responsible.

(vii) That the housekeeping staff shall not do any other work for reward or otherwise elsewhere either directly or indirectly except for and on behalf of the Supreme Court of India.

(viii) Contractor must provide standard and clean liveries to its employees / supervisors with their photo identity cards properly displayed during duty time.

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No extra payments shall be claimed by the Contractor or its deployed staff from the Registry for such items.

(ix) CONFIDENTIALITY: The phone number and movement plans of the Registry shall not be given to anyone. The following information about the Registry shall not be given to anyone: Car make, color and number of any Officer(s)/Official(s), Telephone No./any other information, Location and movement plans, Meetings and conference schedules, Site plan of the premises, Travel details of the clients, and Assets of the Office.

10. The Registry reserves the right to modify and/or amend any of the above stipulated condition/criteria depending upon its requirement and the right to cancel the tender without assigning any reason thereof and to restrict the list of qualified contractors to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.
11. The persons, so deployed by the Vendor, shall perform other related work and matters assigned in the interest of the Registry of Supreme Court of India.
12. Existing drains, pipes, cables, overhead wires, sewer lines, water lines and other services encountered in the course of the execution of the work shall be protected against the damage by the contractor at his own expense. No inflammable materials including P.O.L. Shall generally be allowed to be stored at site. However, reasonable quantity may be permitted for storage subject to the compliance of all rules / instructions issued by the Competent Authority and as per the directions of DR (Caretaking).
13. The successful tenderer on receipt of acceptance letter of its tender shall provide the services of minimum work-force of not less than total 47 employees to be spreadover both shifts., i.e. morning shift from 7.00 A.M. to 3.00 P.M. And evening shift from 1.00 P.M. to 9.00

P.M., on all days, including Gazetted Holidays, Saturdays and Sundays. Work force may vary as per the requirement.

14. Minimum Four Supervisor(s) fully trained and having experience in supervising similar works shall be appointed who will look after the work and will be available in shifts to supervise the work to the satisfaction of Registry and to attend to any complaint received or pointed out by the authorities of the Registry of Supreme Court. The tenderer will provide one facility manager with minimum graduate qualification and having 8 years experience in similar field. The facility manager will look as **Point of Contact** between the tenderer and Registry in addition to other duties. He shall ensure that all jobs of housekeeping services are rendered to the Registry in accordance with the instructions of the contract / tender document and also keep a watch over the deployed staff and ensure execution of housekeeping services smoothly.

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15. The company shall not put one person on duty in both shifts on any day. In case, the company fails to provide the minimum work-force on any day, this Court shall deduct on pro-rata basis from the monthly conservancy charges payable to them.
16. Samples of all materials required for execution of work shall be got approved from DR (Caretaking). Any sub-standard material/work beyond set out tolerance limits shall be summarily rejected by the DR (Caretaking) and shall ensure quality work in a planned and time bound manner.
17. The company shall be entitled to the monthly payment only after a satisfactory performance report is given to the higher officer by the Caretaking Branch.
18. The workmen should be deployed in such a manner that all areas covered should be neat and clean for the day before 9.00 AM in the morning.
19. Hypothetical or conditional tender will not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered. If the tender is withdrawn or altered by the concerned party at any time after it is submitted, appropriate action may be taken.
20. Over-writing, over-typing or erasing of figures or words which render it doubtful and ambiguous are not allowed and shall render the same invalid.
21. The successful tenderer will have to enter into an Agreement within

one week from the date of receipt of order.

22. The contract is initial for a period of one year. However, if the services of the contractor are found to be satisfactory by this Court, the contract could be extended, in writing, on the terms and conditions as may be deemed fit by this Court.
23. The House-keeping agency shall be responsible for any theft, pilferage etc. of its material kept in the Supreme Court premises.
24. The House-keeping agency shall issue Identity Cards to the personnels duly certified by the Supreme Court of India for the purpose of their identification.
25. The contract shall be subject to such other terms, conditions, and instructions as may be issued by the Registry of the Supreme Court of India from time to time.
26. The Registry have the discretion to withdraw the contract at any time without any notice and without assigning any reasons therefor.

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27. These terms and conditions will be in addition to other general terms and conditions which will be incorporated in the Agreements to be entered into with the successful tenderer(s).
28. The bidder may furnish any additional information, which he thinks is necessary to establish his capabilities to successfully complete envisaged work. He is, however advised not to furnish superfluous information. No information shall be entertained after submission of eligibility criteria document unless it is called for by the Employer.
29. **PENALTIES:**
 - (I) Whenever and wherever it is found that the assigned work is not performed upto the entire satisfaction of the Registry, especially under the supervision of the Contractor's Supervisor, it will be brought to the notice of Contractor by the Registry and if no action is taken immediately, penalty of Rs.1000/- per day per complaint will be imposed by invoking penalty clause.
 - (ii) The contractor has to maintain adequate number of housekeeping staff as per this contract and also arrange a pool of standby housekeeping staff / supervisor. If the required number of workers/ supervisors/ are less than specified number as mentioned in the contract, a penalty of Rs.500/- per absentee per day shall be

deducted from the bill(s).

(iii) The Contractor shall also ensure that all the monthly requirements of Chemicals and Cleaning Materials (Consumables), as defined in the tender document, are provided on 1st of each month and as per the requirements of the Registry in totality. In case it is found that any chemical or cleaning material of the inferior quality or sub-standard quality or the brand other than those specified in the tender document is supplied; or if the branded items as per the tender document are not supplied in the proportion to the requirement for executing the housekeeping services for the standards of the Registry, the Registry shall be at liberty to treat the action of the contractor as breach of contract and shall terminate the Contract besides imposing penalties under the provisions of the Contract/ Tender document and forfeiting the Performance Security.

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Interested parties may send their separate three sealed tenders for (i) Earnest Money, superscribing "Earnest Money For the Tender for providing mechanized / automated Housekeeping services for the Supreme Court of India", (ii) Tender document/Eligibility Bid, superscribing "Tender Document for providing mechanized / automated Housekeeping services for the Supreme Court of India as per Annexures-'A' to 'C' and Forms 'A'-'B and 'D' to 'G' and Affidavit", (iii) Financial Bid, superscribing "Financial Bid as per Form-'C' for Tender for providing mechanized / automated Housekeeping services for the Supreme Court of India", addressed to the undersigned by name so as to reach on or before **27th May, 2014, upto 3.00 P.M.** which may be opened on the same day at 3.30 P.M. in the Registry by a Committee of Officers constituted for the purpose before the tenderers or their authorized representatives who may wish to remain present. The tenders received after due date and time will not be entertained.

(Rakesh Sharma)
DEPUTY REGISTRAR (PRO)
16.05.2014

Encl.: "Annexure-'A' to 'C', Forms 'A' to 'G' and Affidavit

MACHINE AS PER DIVERSEY INDIA LIMITED

S.NO.	Description	Make/Model of Machine	Qty.
1	Scrubber/Polishing	Trooper DS plus	4
2	Auto Scrubber Drier	TASKI SWINGO 450E	1
3	Wet/Dry Cleaner	TASKI Vacumat 22	3
4	High Pressure Water Jet	Danubio 1211 LP	2
5	High rise ladder extendable upto 40' with plateform		1
6	Mopping trollies		4
7	Telescopic rod with glass cleaning kit		3
8	Wheeled Garbage Disposal Trolley		1
9	Ride on Sweeper	Diversy Model Compact 1150 S/E	1

Note : (1) If the model of above mentioned machines are not available in the market, the equivalent specification confirming to these model shall be procure and used in the work with the prior approval of Registry.

(2) All machines and equipments shall be procured & deposited in the Registry before start of work.

LIST OF CHEMICALS REQUIRED FOR HOUSE KEEPING WORK**For Product of ECO- Lab-Hanbel :**

SI.NO.	Name
1	Urine cubes
2	nepthalin Balls
3	Odonil 50 gm
4	Duster
5	Liquid Soap(Homocol)
6	Dustbin(Foot Operated), Mugs Etc.
7	Garbage bags
8	Wet Mop
9	Dry Mop
10	Floor Duster
11	Yellow Duster
12	White Duster
13	Soft Brooms
14	Hard Brooms
15	Compound Brooms
16	Cleanzo
17	Wiper (Large)
18	Wiper (Small)
19	Brasso

Cleaning Chemicals Diversy Taski Services, such as Raski R1, R2, R3, R4, R5, R6, R9 and R20 Spiral, Ternnova etc. or equivalent. Only branded cleaning / consummables shall be used.

Any other product which is not covered above but required subsequently for better results will be provided by the tenderer free of cost.

Annexure-'C'

AUTOMATED HOUSEKEEPING - FREQUENCY OF CLEANING

Sl.No.	Area	Job	Fequency	Machines to be deployed
1	Kota/Marble/ Granite / Red Sand stone, tile Floor etc. in toilets, corridors, public areas outside areas.	i. Wet & dry cleaning	Daily before 9.00 AM & as per site requirement	* Auto scrubber cum drier
		ii. Buffing of floors	Weekly	
		iii. Scrubbing of floors	Weekly	* Single Disc Scrubber
2	Kota/ Marble, Ceramic vitrified and other floor finish in Rooms & Canteen Area	i. Wet & dry celaning	Daily before 9 AM and as per site requirement	* Auto Scrubber cum drier and or mopping manually.
		ii. Buffing of floors	Weekly	
		iii. Scrubbing of floors	Weekly	* Single Disc Scrubber
3	Internal Wall/ Column Surfaces with Wall Panelling / Claddingof stone, Wood, Marble slats, tiles, stones jalis etc.	i. Dry dusting including spot cleaning upto 7ft. Height.	Daily	* Dry Vacuum Cleaner/ Manually
		ii. Dry dusting upto roof including ledges	Weekly	* Back Mounted Dry Vacuume Cleaner
		iii. Wet mopping signages & display	Weekly	* Manually
		iv. Vacuum cleaning all wall surface i/c. grooves etc.	Weekly	* Dry Vacuum Cleaner
4	Ceilings / false ceiling and other accoustic false ceiling	i. Vacuum cleaning of non metallic ceilings	Weekly	* Dry Vacuum Cleaner
		ii. Wet/ moist cleaning of mettalic ceiling	Weekly	* Manually
		iii. Cleaning of ceiling using sutiable cleaning agents.	Half yearly	* Special equipments to reach large heights
5	Doors	i. Cleaning	Weekly	* Dry Vacuum cleaner
		ii. Stain removing	Monthly	* Manually
6	Stainless steel/ Metal surfaces such as Door/ Window Hardwares Furniture Frames etc.	i. Dusting	Weekly	* Dry Vacuum Cleaner
		ii. Polishing	Quarterly	* Manually
7	Staircases	i. Cleaning	Daily	* Dry Vacuum Cleaner/ Manually.
		ii. Wet scrubber cleaning	weekly	
8	Skirting	i. Scrub cleaning	Monthly	* Hand scrubber & Manually
		ii. Scrubbing of steps and railings etc.	Monthly	* Manually
9	Door/Window Glasses	i. Cleaning finger marks/ spots & entrance doors.	Daily	* Glass Cleaning Telescopic kit & Manually

		ii. Internal side	Weekly	* Glass Telescopic Cleaning kit & Manually
		iii. Outer side	Weekly	* Glass Telescopic Cleaning kit & Manually
10	External Façade of Building	Pressure washing	Quarterly	* High pressure water jet
11	Toilets	i. Re-filling of toiletries such as freshners, hand soap Odonil, Nephthaline balls, urinal cubes, toilet rolls etc.	Daily before 9.00 AM & subsequently as per requirement	* Manually
		ii. Floor wet & dry cleaning	Daily before 9.00 AM Subsequently at regular interval or as per usage	* Auto Scrubber cum Drier
		iii. Wall cleaning	Daily before 9.00 AM	* Manually-Cleaning Steam
		iv. Cleaning WC/ Wash Basin / Urinals/ CP Toilet fittings etc.	Daily before 9.00 AM & afterwards as per requirement	* Manually-Cleaning Steam
		v. Mirror cleaning for keeping dry & stain free	Daily	* Manually-Cleaning Steam
		vi. Other fittings and fixtures	Daily	* Manually-Cleaning Steam
		vii. Check cleaning	Every 60-90 minutes	* Manually-Cleaning Steam
		viii. Complete washing including wall tiles etc.	Fornightly	* Telescopic kit and manually.
12	Dustbins only in Toilets and at open Area within Building	i. Complete cleaning from inside and outside	Weekly	* Manually / Sanitization
		ii. Emptying garbage bags	Daily as and when required	* Manually
		iii. Dustbins to be provided in ladies toilets only	As per requirement	* Manually
13	Fire Extinguishers & wall Hangings etc.	i. Dry dusting	Daily	* Manually
14	Switch Buttons	i. Dry Cleaning	Weekly	* Manually
15	Cobwebs	i. Check for cobwebs & removal	Daily as required	* Dry Vacuum cleaner and Manually with telescopic ladder.
16	Door mats	i. Dusting and cleaning	Daily	* Dry Vacuum Cleaner and Manually
17	Removal of Garbage	i. At NDMC Garbage Dump Pit	Daily	Trollies / Sanitization

Note : In case the frequency of any of above tasks are required to be increased for better results, same will be re-scheduled and performed without any extra cost.

FORM-'A'

TO BE FILLED BY THE TENDERER WITH REFERENCE TO PROVIDING MECHANIZED HOUSEKEEPING SERVICES

1. Name of the tenderer with address :

2. Name of the contact person with
Mobile / Fax / Telephone No. (s) :

3. E-mail id :

4. E.S.I. Registration No. (attach proof) :

5. Traders Identification Number (TIN) :

6. Service Tax Registration No. (attach proof):

7. Pan Card No. (acknowledgement of up
to date filed return) :

8. PF Registration No. (attach proof) :

9. Other requisite certificates :

(Signature of the Tenderer
with name of the Firm
with date & stamp/seal)

FORM-'B'

FINANCIAL INFORMATION

- (i) Financial Analysis – Details to be furnished duly supported by figures in balance sheet/profit & loss account for the last seven years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached).
- (ii) Gross Annual Turn Over of Mechanized Housekeeping

Annual Financial Turnover Data

S.No	Financial Year	Turnover
1	2011-12	
2	2012-13	
3	2013-14	

- Note:
1. In case of turnover figures in foreign currency, the same are to be given in relevant currency and figures in INR may be worked out as per closing exchange rate for the relevant foreign currency as on 29.02.2012, as notified by RBI.
 2. In support attested copies of audited balance sheets or ITC certificates are required to be enclosed.

- II. Financial arrangements for carrying out the proposed work.

SIGNATURE OF BIDDER(S)
Signature of Chartered Accountant with Seal

FORM-'C'

SUPREME COURT OF INDIA

Rate for entire services (per month) :

Breakup :

S.No.	Category	Rate per	Total
1.	Hiring Charges		
a)	HouseKeeping Staff (47)		
b)	Supervisors (4)		
c)	Facility Manager (1)		
2.	Cleaning Material Charges (lumsun per month)		
3.	Machinaries Rental per machine (inclusive of AMC)		

S.NO.	Description	Make/Model of Machine	Qty.	Cost of each item (To be quoted)
a	Scrubber/Polishing	Trooper DS plus	4	
b	Auto Scrubber Drier	TASKI SWINGO 450E	1	
c	Wet/Dry Cleaner	TASKI Vacumat 22	3	
d	High Pressure Water Jet	Danubio 1211 LP	2	
e	High rise ladder extendable upto 40' with plateform		1	
f	Mopping trollies		4	
g	Telescopic rod with glass cleaning kit		3	
h	Wheeled Garbage Disposal Trolley		1	
i	Ride on Sweeper	Diversity Model Compact 1150 S/E	1	

SIGNATURE OF BIDDER(S)

FORM-'D'

**DETAILS OF ALL WORKS OF SIMILAR CLASS COMPLETED
DURING THE LAST THREE YEARS ENDING LAST DAY OF
THE MONTH ENDINGX.....**

("X" – last day of the month previous to the one in which
the bids are invited)

S. No	Name of work / project & location	Owner or sponsoring organization	Cost of work in crores	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Litigation/ arbitration pending/ in progress with details *	Name & address/ telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

* Indicate gross amount claimed and amount awarded by the Arbitrator

SIGNATURE OF BIDDER(S)

FORM-'E'

PROJECTS UNDER EXECUTION OR AWARDED

S. No.	Name of work / project & location	Owner or sponsoring organization	Cost of work in Crore	Date of commencement as per contract	Stipulated date of completion	Up-to-date percentage progress of work	Slow progresses if any, and reasons thereof	Name & address/ telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

Certified that the above list of works is complete and no work has been left out and that the information given is correct to my knowledge and belief.

SIGNATURE OF BIDDER(S)

FORM-'F'

PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM "D"

1. Name of Work/
Project & Location
2. Agreement No.
3. Estimated Cost
4. Tendered Cost
5. Date of Start
6. Date of Completion
 - (i) Stipulated date of completion
 - (ii) Actual date of completion
7. Amount of compensation levied for
Delayed completion, if any
8. Amount of reduced rate items, if any
9. Performance Report
 - (i) Quality of Work Very Good / Good / Fair / Poor
 - (ii) Financial Soundness Very Good / Good / Fair / Poor
 - (iii) Technical Proficiency Very Good / Good / Fair / Poor
 - (iv) Resourcefulness Very Good / Good / Fair / Poor
 - (v) General Behaviour Very Good / Good / Fair / Poor

Dated:

Executive Engineer or Equivalent

FORM-'G'

***DETAILS OF MACHINE AND EQUIPMENT TO BE USED IN
AUTOMATED HOUSEKEEPING WORK***

S. N.	Name of equipment	<u>Nos.</u>	Capacity or Type	Year of Purchase
1	2	3	4	5

SIGNATURE OF BIDDER(S)

AFFIDAVIT*

1. I, the undersigned, do hereby certify that all the statements made in the required attachments are true and correct.
2. The undersigned also hereby certifies that neither our firm M/s. _____ has abandoned any work by any Centre/ State government organizations/ undertakings nor any contract awarded to us for such works has been rescinded, during last five years prior to the date of this application.
3. The undersigned also furnishes the undertaking that we are not declared by any court of law as proclaimed offenders, also that we are not convicted under any law for the offences punishable under Indian Penal Code, Negotiable Instruments Act or any Labour/ employee beneficial legislation.
4. The undersigned hereby authorize(s) and request(s) any bank, person, firm or corporation to furnish pertinent information, as deemed necessary and requested by CPWD to verify this statement or regarding my (our) competence and general reputation.
5. The undersigned understands and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the CPWD.

Signed by an Authorised Officer of the firm

Title of Officer

Name of Firm

Date

* To be given on Non-judicial stamp paper of value Rs. 100/- duly signed by authorised notary.