

NATIONAL INSTITUTE OF PUBLIC FINANCE AND POLICY
18/2, Satsang Vihar Marg
Special Institutional Area
(Near Jawaharlal Nehru University)
New Delhi 110 067

Tender Document for Replacement of 20 HP
Heat Pump VRF modular type air-
conditioning Sigma System

Technical Bid – Part – I
General Terms and conditions

Important Dates

- | | | |
|---|----------|--------------------------------------|
| 1. Date of issue of Tender | - | 23.12.2019, 10.00 a.m. onward |
| 2. Last date of Sale of Tender | - | 03.01.2020, up to 05.00 p.m. |
| 3. Pre-bid meeting | - | 06.01.2020, 03.30 p.m. |
| 4. Last date of submission of Tender | - | 09.01.2020, 03.00 p.m. |
| 5. Technical Bid opening | - | 10.01.2020, 03.30 p.m. |

NATIONAL INSTITUTE OF PUBLIC FINANCE AND POLICY
18/2, Satsang Vihar Marg
Special Institutional Area, New Delhi – 110067

Scaled tenders are invited in two parts, (1 – Technical Bid and 11- Financial Bid) on behalf of the Sr. Administrative Officer, NIPFP for the work of “ Replacement of 20 HP Heat Pump Type VRF, modular type air-conditioning SIGMA System at NIPFP New Delhi” from OEM/authorized dealer of Hitachi make air-conditioning system of reputed agencies fulfilling the pre-qualification criteria. scope of work and General Terms & Conditions and tender document is available in the Institute office and also on the Institute’s website [www:nipfp.org.in](http://www.nipfp.org.in)

The last date for submission of tender documents is January 09, 2020 up to 03:00 p.m.

Check List

1. Duly completed tender form.
2. Earnest money deposit (Demand Draft of Rs.18,500/- (Rupees Eighteen Thousand Five Hundred Only) in favour of NIPFP, new Delhi.
3. Notice Inviting Tender duly signed and stamped.
4. Terms and conditions of the Tender duly signed on each page.
5. GST Clearance Certificate.
6. Income Tax Clearance Certificate.
7. PAN Card of firm/Company (attach attested copy of PAN Card).
8. The details of the turn over for the year 2016-2017, 2017-2018 and 2018-2019 should be shown and verified by submitting the copy of Income Tax returns of respective financial year.
9. The details of the Turnover on the letter Head of the Tenderer
13. Details of work executed by the tenderer in its Letter Head.
14. Copies of work Order(s) issued by Tenderer's clients
15. Performance certificate (attested copies) issued by the clients to the tenderer, (which should have minimum rating of 'satisfactory') for five years.
16. Technical Bid should be put in a separate cover and sealed and Financial Bid should be put in a separate cover and sealed. Both the bids should be put in a big envelope and sealed and put it in the Tender Box of the Institute.

Signature of the Tender

With Seal of the Firm/Company

National Institute Of Public Finance and Policy

Notice Inviting Tender

Sealed tenders are hereby invited in two parts, (I- Technical Bid and II- Financial Bid) on behalf of the Sr. Administrative Officer, National Institute of Public Finance and Policy, 18/2 Satsang Vihar Marg, Special Institutional Area. New Delhi – 110067 for the work “Replacement of 20 HP Heat Pump VRF, modular type air-conditioning SIGMA System” at NIPFP, New Delhi” from reputed agencies fulfilling the pre- qualification criteria, scope of the work and General Terms & Conditions. Tender document is available in the Institute’s office and also can be downloaded from the Institute’s website www.nipfp.org.in.

Name of Work: Replacement of 20 HP Heat Pump VRF modular type air-conditioning SIGMA system at NIPFP, New Delhi

1. Estimated Cost : Rs. 9,17,000/-
2. Earnest Money Deposit : Rs. 18,500/-
3. Last Date of sale of tender : 03.01.2019 (up to 05:00 PM)
4. Pre-bid meeting : 06.01.2020 (up to 03:30 PM)
5. Last date of receipt of tender : 09.01.2020 (up to 03:00 PM)
(Both technical & Financial Bids)
6. Date of opening of tender (Technical Bid only): 10.01.2020 (03.30 P.M.)
7. Cost of tender of document : Rs. 5,00/- Non Refundable

Prequalification criteria:

The bidder should be OEM/authorized dealer of Hitachi make Air-conditioning system a bidders should submit documentary evidence in respect of the following:-

- I. Self-attested copy of Memorandum / Articles of Association of the company/Firm etc.
- II. Self-Attested copy of Income Tax PAN Card.
- III. Self-Attested copy of GST & TIN Registration.
- IV. Self-attested photo copy of the balance sheet / profit and loss account for the relevant years. Average annual turnover for the last three years, ending 31 March of the previous financial year should not be less than the estimated cost, i.e. Rs. 9,17,000/-.

- V. Experience of having provided similar nature of work (as specified in scope of work) to OEM/authorized dealer of Hitachi make air-conditioning system of reputed organizations, including, at least one Govt. Deptt PSU/Autonomous Institution during the last Seven years of at least one single work valuing not less than 80% of the estimated cost; i.e Rs. 7.34 Lac or two works of each valuing not less than 60% of estimated cost; i.e Rs. 5.50 Lac or three works of each valuing not less than 40% of estimated cost; i.e Rs. 3.67 Lac Self-attested photo copies as documentary proof for executed above works with relevant satisfactory job completion certificates issued by concerned competent authority along with the award of work!/ schedule of work are required to be submitted.
- VI. Company has to give an undertaking (on E-stamp paper of Rs.100/-) that:
(i) They have not been blacklisted during last three years by any user department and they have not had any dispute with any of the Govt. Deptt./Autonomous Body/P.S.U etc.
(ii) If the bidder/company/firm withdraws their Bid/Tender after opening of Technical bids, forfeiture of their EMD shall be accepted by them besides blacklisting of their company.
- VII. An affidavit on e-stamp paper of Rs. 50/- duly notarized to the effect that the bidder undertakes that the documents submitted by him are genuine and undisputable and in the event of it coming to notice at a later date that the documents are not genuine the bidder shall be liable for criminal action and such compensation payable to NIPFP as may be decided by its competent authority.
- VIII. **An affidavit on e-stamp paper of Rs.50/- duly notarized giving details of:**
(i) Names of all companies/firms where the bidder is the promoter / director/ partner and / or proprietor.
(ii) Name of companies / firms, where the bidder was/is operating their Bank Accounts.
(iii) Bank Account No. of the bidder's Company/Agency and names of authorized persons (with copy their identification), who were/are operating its Bank account.
- IX. ISO 9001:2000 QMS Certificate etc.

GENERAL TERMS AND CONDITIONS

Name of work: - Replacement of 20 HP Heat Pump VRF, modular type air-conditioning Sigma System at NIPFP, New Delhi

1. The work shall be carried out strictly in accordance with scope of work as given in the tender document and as directed by officer – in – charge.
2. The tenders may visit/examine the site and its surrounding from 23.12.2019 to 03.01.2020 on any working day between 09:30 AM to 05:00 PM by prior appointment with the officer-in-charge to assess the accessibility and assess the scope of works before submitting their offer. No visit/claim later on shall be entertained. The bidders shall arrange & maintain at his own cost all materials, T&P, security (for their man/materials), storage for material and facilities for worker for executing the work. A certificate for the site inspection should be duly signed by Estate Officer as per Annexure-1.
3. The cost of tender document is Rs.5,00/- (Rupees Five Hundred only), which is non-refundable. Tender document can also down loaded from the web site www.nipfp.org.in and the above mentioned cost of the tender document will have to be paid through a separate Demand – Draft/ Pay order drawn in favor of “National Institute of Public Finance and Policy” payable at New Delhi along with the Technical Bid, failing which the bid will summarily be rejected.
4. Earnest Money Deposit (EMD) of Rs.18,500/- (Rupees Eighteen thousand five hundred only) has to be enclosed along with the Technical Bid (Part-I). The EMD shall be only in the form of Demand Draft drawn in favor of “National Institute of public Finance and Policy”, payable at New Delhi, along with the Technical Bid, failing which the bid will summarily be rejected. No Cheque / Cash shall be accepted towards EMD.
5. Proof of OEM/Authorization of Hitachi make A/c.
6. The tender shall attach self-attested copy of PAN card.
7. The tender shall attach self-attested copy of TIN & GST registration.
8. Duly sealed tenders shall be dropped in the tender box placed at the reception counter of the Main Institute building. Technical Bid MUST contain one Xerox copy of the unfilled bid document duly signed and stamped on each page as a token of acceptance of all terms and conditions / clauses of the tender enquiry.
9. The conditional bids shall not be considered under any circumstances and rejected without any notice or assigning any reasons therefor.
10. All bids shall be the property of NIPFP and bidders will lay no claim whatsoever on the same.
11. Director/Sr. Administrative Officer, NIPFP reserves the right to reject any or all the tenders in full or in part without assigning any reasons whatsoever, and the decision of the Institute in the regard will be final and binding on all the bidders. Tenderers not complying with any of the provisions stated in this tender document are liable to be rejected. Director/ Sr. Administrative Officer, NIPFP reserves the right to accept or reject any tender without assigning any reason and does not bind him to accept the lowest tender.

12. Water & electricity required for the job shall be made available by the Institute.
13. No advance payment shall be allowed.
14. No T & P shall be provided by the Institute.
15. The successful tenderer, hereafter referred to as a contractor, shall deposit an amount equal to 5% of the tendered and accepted value of the work as performance guarantee in form of Fixed deposit receipt (FDR) of a schedule bank.
16. Income tax shall be deducted from Company bill as per Government of India rules.
17. Security shall be deducted @ 10% from every bill & shall be released after one year from the date of completion of contract period.
Earnest money deposited by the successful tender shall be converted in to security deposit & is adjustable against the actual amount to be deducted under clause 15 above.
18. Suitable safety measures may be taken by Company at their own for cleaning the buildings from outside and nothing extra shall be paid in the regard.
19. No escalation in any form of material shall be payable by the Institute.
20. In case the successful bidder resiles from the offer within the validity of tender, the earnest money will be forfeited. Similarly if successful bidder fails to commence the work within 10 days after issue of award letter, the amount of earnest money will also be forfeited.
21. Any violation of NIPFP's' conditions and instruction/agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period and in such case the amount of earnest money will be forfeited.
22. Director/Sr. Administrative Officer, NIPFP reserves the right to terminate the contract without any reference or any notice period on account of poor workmanship, non-compliance of set norms/specifications for the works, delay in progress of work, violation of any contract provisions by Company, failure to start the work at NIPFP within 10 days from date of issue of Letter of Intent (L.O.I). In such cases, Company is liable to pay Liquidated Damages @ 5% of tendered value besides forfeiture of security deposit/EMD.
23. Decision of Director/Sr. Administrative Officer, NIPFP in regard to interpretation of the terms and conditions and the Agreement shall be final and binding on Company.
24. The tender shall be solely responsible for any accident/medical/health related liability/compensation for the personnel deployed by it at NIPFP. The NIPFP shall have no liability in this regard.
The personnel provided by the company will not claim to become the employees of NIPFP and there will be no Employee and Employer relationship between the personnel engaged by Company and NIPFP.
25. Company should take extra precaution to ensure that there is absolutely no damage to the facility/ equipment's/surrounding structure/existing system etc. If any damage is made by company, it will be got repaired/replaced/rectified by Company itself at no extra cost.
26. Workers of the company shall be appointed by the company and shall be under the direct and exclusive control and supervision of the company and the company will ensure that all reasonable directions and instructions given by NIPFP in regard to the performance of the services required under the contract are

fully complied with by the company and their workers.

27. The company shall have the exclusive right to terminate the services of any of the staff appointed and deployed by the company at the premises of NIPFP for providing the services required under this agreement and to substitute any other person/workers engaged, by the company for work at the premise of NIPFP subject to provisions of Labour Law, provided, however, that the NIPFP shall also be at liberty to proper reason or persons appointed by the company for work therein and to appoint substitutes in place of person or persons so removed.
28. This contract can be terminated by either party by giving three calendar months' notice in writing to the other party. Union termination of this contract, Company shall remove all material and personnel of the company from the premises of NIPFP with prior permission of the Institute.
29. Please note that if a firm quotes "Nil" charges/consideration, the bid shall be treated as unresponsive and will not be considered.
30. Company quoting non feasible & non workable rates against material charges (details on p 16 & 17) will be disqualified automatically.
31. Company has to give an undertaking that they are not blacklisted during last three years by under department.
32. Company shall ensure compliance of all statutory laws of the Central Govt./State Govt./Municipal Authorities related to the employment of their staff and all obligations under Minimum Wage Act & Contract labour Act 1970 etc. and NIPFP will not be responsible for such purposes in anyway.

Any claim, dispute or difference arising out of or in connection with this agreement and which cannot be settled by mutual consultations, shall be referred to sole Arbitration or an Arbitration to be appointed by Director, NIPFP. The award of the Arbitrator shall be final and binding upon the parties as per the terms and conditions of the Agreement to be executed on award of contract. The Arbitration proceedings shall be governed by the Arbitration and Conciliation Ordinance dated 26th March, 1996 and shall be conducted in Delhi.

The agreement drawn shall be subjected to the jurisdiction of the courts at Delhi.

Sr. Administrative Officer. NIPFP

GENERAL CONDITIONS FOR SUBMISSION OF TENDER

1.0 Submission of Tender:

Tenders should be submitted in sealed envelopes in two parts separately. i.e., “Technical Bid” (Part-I) and “Financial Bid” (Part-II). Both the parts should be further sealed in envelope super-scribing name of work, due date for opening, bidders name & address.

The tender duly filled in should be sent to above mentioned address either by post or hand delivered in the tender box kept in the area of reception, NIPFP after ensuring that due entries re made in the register kept at the counter. NIPFP will not be responsible for tenders lost in postal transit or otherwise. Any clarifications / amendments / corrigenda etc., to NIT before last date of submission of bid will be available on our website www.nipfp.org.in. Bidders are therefore advised to keep visiting our website. It should not be handed over to any employee of the NIPFP. No tender shall be accepted later than the time schedule specified above. Tender once submitted by bidder will remain with the NIPFP and will not be returned to the bidder.

2.0 Technical Bid (Part-I):

In this bid, the bidder should submit his company profile, organizational setup, credentials, list of plant, machinery & tools in his possession. The bidders are required to attach entire NIT (except the price bid part) duly signed & stamped as a token of acceptance of NIT conditions with this bid. NIPFP reserves the right to visit the working site mentioned by bidders to find out the quality of services rendered. The following documents are essentially to be submitted by bidder with Technical Bid for qualifying.

- 1) **Earnest Money Deposit (No exemption on EMD) of Rs. 18,500/- (Rupees Eighteen thousand five hundred only)**
- 2) Each page of NIPFP & other tender documents should be duly signed & stamp by the bidder.
- 3) All documents as asked in the prequalification criteria.
- 4) Self-attested Copy of PAN card.
- 5) Cost of tender document Rs. 500/- (**Rupees Five hundred Only**) shall be paid through demand draft pay order.
- 6) Self-attested copy of GST, registration.

3.0 Financial Bid (Part-II):

In this bid bidder is required to quote his items rates/prices for **the “Replacement of 20 HP Heat Pump type VRF modular type airconditioning SIGMA system at NIPFP, New Delhi”** in the schedule of work attached. The scopes of work are provided for your reference. The quoted prices shall be including all the taxes levied by statutory Govt. bodies. **Scope of work.** Failure to adhere to this condition may lead to rejection of tender. The bidders should quote unconditional rates, neatly written any overwriting and duly signed & stamped in all pages.

4.0 Earnest Money:

An earnest money of Rs.18,500/- (**Rupees Eighteen thousand five hundred only**) has to be enclosed along with the Technical Bid (Part-I). The EMD shall be only in the form of Bank Draft in favour of “Director, NIPFP”, payable at New Delhi. No Cheque/Cash shall be accepted as EMD. EMD of technically disqualified bidders will be returned within 15 days from the date of

Evaluation of the Technical Bids. The refund of EMD to the lowest 4th bidders onwards shall be made within 15 days from the date of opening of price bid. The refund of EMD of the 2nd & 3rd lowest bidders shall be made after award of work and site mobilization by the successful bidder. The EMD of the successful bidder (L1) shall be held back as security deposit.

5.0 Terms of payment: The payment shall be made on submission of the bills by the contractor after due certification by the supervisor person responsible for supervision of the work.

5.1 Validity of Tender:

Tender shall be valid for our acceptance without any change in rates and NIT conditions for a period of 90 days from the date of opening of financial Bid.

Sr. Administrative Officer, NIPFP

Declaration by the Tenderer

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Encls:

1. DD/Pay order No.....
2. Terms & conditions (**each page must be signed and stamp with seal**)
3. Financial Bid.

(Signature of Tender with seal)

Name:

Address:

Phone No:

NOTE: Submission of all the documents mentioned above along with declaration, is mandatory. Non submission of any of the documents above will render the bid to be rejected.

SCOPE OF WORK (Service to be rendered by the company):

1. During the continuance of the contract, the company/Company will take over the responsibility for supply, installation, testing and commissioning 20 HP Heat pump type variable refrigerant flow modular type air-conditioning SIGMA system of Hitachi make with DIP-IPM inverter control system in the premises of the Institute .
2. The NIPFP is very busy office therefore contractor has to execute the work even after office hours and Holidays for which nothing will be paid extra.
3. The detail of scope of work for various activities related to housekeeping are as under:

(A) Maintenance schedule from Monday to Friday

- (i) Cleaning, sweeping mopping and wiping of floors, staircase on daily basis including Saturday or as required by the Officer-in-charge. Cleaning activity shall start in the morning at 7:00 AM so as to complete all the dusting/ cleaning/mopping work before 9.00 a.m.
- (ii) Continuous mopping to be done at reception floor and other floor during office hours.
- (iii) Mopping & scrubbing of corridors and scrubbing of pillars, wall tiles & skirting etc.
- (iv) Cleaning and dusting of entire furniture, partitions, wooden/aluminum cabin walls, railing, doors, windows, plain glass (both side), curtains/blinds, racks, sofas, computers, telephones, curtains, wall mounted fans etc. with dry/wet cloth, feather brush and duster.
- (v) Cleaning of corridors, staircase and common area with phenyl in the morning and with plain water continuously.
- (vi) Leaning of general toilets with phenyl and detergent etc. and maintain the toilets floors dry during office hours. Cleaning of windows and window's sill of all toilets to be done regularly. Wash basin, urinals, WC are to be cleaned with suitable detergent. Naphthalene balls, air purifier and liquid soap and paper rolls are to be provided by Company regularly to ensure conditions availability of these materials in requisite place/container.
- (vii) Cleaning of duct and shaft spaces, garbage, and removal and putting them at the specified location.

- (viii) Maintenance of roads and common areas outside the building and within NIPFP campus.
- (ix) Cleaning of sewer manholes, sewage sump, screening chambers including sewer lines and when required bases.
- (x) Filling of approved oil based liquid in liquid soap dispensers of various types as and when required.
- (xi) Replacement of approved batteries/cells in automatic urinal sensors (12 no) as and when required basis.
- (xii) Replacement of cartage/refilling of air freshener as and when required.

4. Maintenance schedule on Saturday/Holiday

- (i) Acid cleaning of sanitary ware without damaging their shine, scrubbing and cleaning of floors and walls in toilet/rooms, corridors with soap, detergents, Kerosene/petrol or any other chemical, automatic mopper/scrubbing machine to be use at least once in a week.
- (ii) Washing & scrubbing of staircase;
- (iii) Dusting of false ceiling etc. with soft broom and cloth;
- (iv) Cleaning of sofa sets with soap water!/vacuum cleaners;
- (v) Cleaning of brass letters by Brasso (Polish);
- (vi) Curtains/ blinds cleaning with vacuum cleaner;
- (vii) Tiles cleaning with thinner;
- (viii) Almirahs, filing cabinets, doors cleaning with vim etc.
- (ix) Marble floor polishing;
- (x) Cleaning of carpets in rooms by vacuum cleaners without damaging the carpet.
- (xi) Regular dusting, cleaning and wiping rooms and dusting and cleaning of shelves and other parts and equipment in the room

During the currency of this contract, the company shall provide manpower as under:-

- (i) A total number of 14 workers (un skilled) will be deployed daily at different positions of the campus of the Institute as per requirement of work load with mutual consent;
 - (1) 1 supervisor (01 skilled) daily – for effective supervisory work, (1) electrician (1) plumber (1), Office Boy (2) will also be deployed.
- (ii) 3 workers (unskilled) on Sunday and National Holiday for rendering essential services at premises mentioned in para (2) hereinbefore
- (iii) The company will keep an account of daily attendance of his workers as per the provisions contained under Labour Laws deployed for duty at the premises of the Institute and submit a copy of this attendance sheet (duly certified by security-in-charge) along with his monthly bill for claiming contract charges.

**5. Important Material and Equipment:
(only approved branded materials to be used)**

- i. Vacuum cleaner
- ii. Oil based liquid soap (Homacol or equivalent)
- iii. ODONIL Stick
- iv. Lint-free mops (Floor Duster)
- v. Lint-free duster
- vi. COLIN spray (or similar)
- vii. DETTOL/SAVLON (or similar)
- viii. Long assembly for cleaning cob web
- ix. ROOM FRESHNERS
- x. Complete set of air fresheners
- xi. White deodorant Fluid (Germs, Germicide) (Shree Sambhi Enterprises LLR)
- xii. Air Freshner R5 Taski (5 Litre)
- xiii. Toilet cleaners (R6 Taski)
- xiv. Floor scrubbing machines
- xv. HARPIC for cleaning of sanitary ware
- xvi. Pressure pump
- xvii. Long ladders (folding type) for cleaning the building
- xviii. Sokrena
- xix. S.S. brushes
- xx. Conventional wet mop
- xxi. Rubber wiper
- xxii. Stain remover
- xxiii. White phenyl
- xxiv. Naphthalene balls
- xxv. Hard brooms
- xxvi. Soft brooms
- xxvii. Road Brooms
- xxviii. Aluminum folding ladders
- xxix. TEEPOL (Taski)
- xxx. Safety belts (twice)
- xxxi. Safety belts
- xxxii. Cleaning clothes
- xxxiii. Toilet roll (Good quality)
- xxxiv. Paper towel (Greenlime Multifold Think Fresh)
- xxxv. Scrubbing pad
- xxxvi. Acid Duracell batteries/cells (Duracell)
- xxxvii. Mini Nirma Soap (for use in Hostel)
- xxxviii. Chemical H4 (For Glass cleaning) Taski
- xxxix. Brasso (500 ml.)
- xl. A1 Toilet (Urinal) Odonil Cubes

6. Cleaning Agents/Materials to be used:

- i. Detergent (Colin spray or similar) for cleaning of glass panes/laminated surfaces:
- ii. White phenyl (Shree or Trishul Brand) for floor cleaning of doors/windows
- iii. Liquid soap for cleaning of doors/windows
- iv. Stain remover (Harpic) for cleaning of urinal/commodos/wash basin etc.
- v. Dry lint free cloth for cleaning of glass pans & doors and office furniture
- vi. Liquid detergent for cleaning of plumbing items such as water taps/GI pipes etc.
- vii. Dettol, dispel, aseptic, Savlon, Sokrena, Baillocied special for cleaning of floors and benches in laboratories.
- viii. Naphthalene ball/cake for urinal pots
- ix. Disinfectants to be used as per schedule for cleaning of floors.
- x. Detergent for cleaning for mops etc.

Appendix-I

HOUSE KEEPING SERVICES
AT NIPFP, NEW DELHI

PREQUALIFICATION/TECHNICAL BID

1. THE COMPANY

(i) Name_____

(ii) Type_____

(Please enclose copy of Memorandum/Articles of Association)

(iii) Regd. Address_____

(iv) Contact Person's

a) Name & Designation_____

b) Tel No. Landline_____ Mobile No_____

c) Email ID_____

2. TIN No._____

3. PAN/GIR No_____

(Please enclose photocopy)

(Please enclose photocopy)

4. GST Regn. No_____

(Please enclose photocopy)

5. EPF Registration No._____

(Please enclose photocopy)

6. ESI Registration No. _____
(Please enclose photocopy)

7. Annual Turnover for the last 3 years:

(Should be more than Rs 45 lakh)

(Please enclose copies of audited balance sheet and P & L A/C)

2016-17 _____

2017-18 _____

2018-19 _____

8. Experience of similar work in the field during the last three years

(Should have provided housekeeping services in PSU/Govt. Deptt. with work order value not less than (i) Rs. 38,40,000 lakh in a single order; or (ii) Rs 24,00,000 lakh each in two orders; or (iii) Rs 19,20,000 lakh each in three orders):- Please submit documentary evidence e.g. work order and corresponding satisfactory job completion certificates from competent authority specifying value and period of work order

9. No. of Manpower on roll with the Company _____

10. Mode of payment _____

(should be through cheque/bank transfer)

11. ISO 9001:2000 QMS certification etc. _____

(please submit documentary evidence)

12. Earnest Money Details

Amount Rs. 18,500/-

DD No _____ Date _____

Bank _____

13. Tender Fee: Rs. 500/-

DD No. _____ Dated _____

Bank _____

Signature of authorized signatory of the bidder

Name _____

Designation

Seal:

**DOCUMENTARY PROOF TO BE ENCLOSED ALONG WITH THE
TECHNICAL BIDS AND PROFILE OF THE COMPANY**

Sl. No.	Documentary Proof	Attached (Yes/No.)	Page/Appendix No.(If attached)
1	Proof of incorporation/Inception of the Agency		
2	Proof of OEM/Authorization certificate		
3	PAN Card		
4	Income Tax Returns for the last three years		
5	GST registration proof		
9	Satisfactory Performance certificate from at least three organization where the Agency has provided housekeeping services having a built up area measuring more than two acres		
10	Annual Turnover during the preceding three financial years ending 31 st March, 2019.		
11	Any other relevant information		

**Name and signature of the Tender
Of the Firm/Company**

Annexure-I

CERTIFICATE FOR SITE INSPECTION

Certified that I/we have visited the site on _____ and assessed the nature and amount of work involved before submitting our offer. I/we will be able to carry out the work within terms & conditions.

Signature
Estate Officer, NIPFP

Signature
Bidder

Annexure-II

UNDERTAKING

(In a Non-Judicial e-stamp paper worth Rs 50/- duly notarized)

I/we (M/s-----) having head office at-----
Hereby undertakes the following that:

- a) My/our Agency M/s-----has been/has not been blacklisted during last three year by any of the Govt. Department / Autonomous bodies/institute/PSU etc.
- b) -----My/our Agency M/s-----has not any dispute with any of the Govt. Dept. iGovt.t. Autonomous bodies/institute/PSU etc.
- c) My/our Agency M/s -----has not submitted any Fake certificates documents and later on if any such certificate documents found to be fake/wrong, any criminal and legal action can be taken against their agency besides forfeiture of EMD & blacklisting etc.
- a) There are no complaints against my/our agency such as non-adherences of tenders conditions, non-submission of performance guarantee (B.G.) and refusal of contract etc. and for which no punishment of any type have been given by any of the Govt. Department/ Govt. Autonomous Bodies/ Bodies/ Institutions/ PSU's etc.

Signature on behalf of Agency & Seal

Place:

Date:

