



F No 1(C-7)/2019-RC(BR)-GA
Government of India
Ministry of Culture
National Archives of India
Records Centre(Eastern Zone)
M/79, Madhusudan Nagar
Unit-4, Bhubaneswar-751001

E mail: rc.bbsr-archives@gov.in; nai.or@nic.in

Subject : Open e-Tender for Cleaning and Sweeping services in National Archives of India, Records Centre, Bhubaneswar

National Archives of India(NAI), Records Centre, Bhubaneswar invites e-tender on behalf of Director General of Archives for providing Cleaning and Sweeping services in its premises in M/79, Madhusudan Nagar, Unit -IV, Bhubaneswar:751001(Odisha) as per following requirement:

Type of House Keeping personnel	Number
Safaiwallas (In five working days in a week)	3
Area to be cleaned (Indoor areas with six toilets, exterior and high intensive areas etc)	25,000 sq ft (approximately)
Estimated value of tender	Rs 10 lakhs
Minimum contract period	12 months
Tender participation fee	Nil

The terms and conditions of the Tender are being uploaded on the Government website <https://eprocure.gov.in/eprocure/app> and <http://ori.nic.in>

(Dr L Das Mohapatra)
Assistant Director of Archives
Tel/fax 0674 2391043

Document Control Sheet

Tender No.	
Name of the organization	National Archives of India, Bhubaneswar
Date of Issue/Publishing	28/5/2019 (18.15 hrs)
Document Download Start Date	28/5/2019(18.15 hrs)
Bid Submission Start Date	29/5/2019(12.00hrs)
Document Download End Date	18/6/2019(15.30 hrs)
Clarification Start Date	29/5/2019(11.00 hrs)
Clarification End Date	14/6/2019(15.30 hrs)
Last Date and Time for uploading of Bids	18/6/2019(15.30 hrs)
Date and Time of Opening of Uploaded Bids	21/6/2019(12.00 hrs)
Submission of original EMD instrument by Speed Post	29/5/2019 to 17.6.2019 upto 15.30 hrs
Physical submission of original EMD instrument in office	17.6.2019 10.30 hrs to 20.6.2019
Address for Communication	Assistant Director of Archives National Archives of India, Records Centre, M/79, Madhusudan Nagar, Unit-IV, Bhubaneswar: 751001 Website: https://eprocure.gov.in/eprocure/app

1. Instructions for Online Bid Submission :

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <https://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically in the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering in the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online in the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

2. Registration:

- 2.1 Bidders are required to enroll in the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app> by clicking on the link “Click here to Enroll”. Enrolment in the CPP Portal is free of charges.
- 2.2 As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 2.3 Bidders are advised to register their valid email address and mobile number as part of the registration process. These would be used for any communication from the CPP Portal.
- 2.4 Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 2.5 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 2.6 Bidder then logs in to the site through the secured log-in by entering his user ID / Password and Password/PIN of the DSC / eToken.

3. Searching for Tender Documents:

- 3.1 There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include **Tender ID**, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 3.2 Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective “My Tenders” folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

3.3 The bidders should make a note of the unique **Tender ID** assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

4. Preparation of Bids:

- 4.1 Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 4.2 Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviation from these may lead to rejection of the bid.
- 4.3 Bidder, in advance, should make ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option and converted to pdf or other formats as required.
- 4.4 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

5. Submission of Bids:

- 5.1 Bidder should log into the site well in advance for bid submission so that he/she can upload the bid in time i.e. on or before the bid submission end date and time. Bidder will be solely responsible for any delay due to other issues.
- 5.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 5.3 Bidder has to select the payment option as “offline” to pay the EMD as applicable and enter details of the instrument.
- 5.4 The bidder shall seal the original Bank Draft/Pay order in an envelope and shall mark its name and tender reference number on the back of the Bank Draft/Pay Order before sealing the same. The address of National Archives of India, Records Centre, Bhubaneswar and the Tender Reference Number shall be marked on the envelope. The envelope shall also be marked with a Sentence **“NOT TO BE OPENED BEFORE the Date and Time of Bid Opening”**. If the envelope is not marked as specified above, NAI will not assume any responsibility for its misplacement, pre-mature opening etc.
- 5.5 Three days gap between bid submission end date and bid opening date has been given to the bidders to submit the EMD instrument in the office

for this purpose. So, the EMD envelope should be submitted as per the date and time schedule given in the Document Control Sheet. In case EMD is sent through Speed Post by the bidder, it must reach the tender inviting authority of NAI, Records Centre, Bhubaneswar as per the date and time schedule given in the Document Control Sheet. EMD not meeting above deadlines will not be accepted and their uploaded bids will be rejected.

- 5.6 [A standard BoQ format](#) in the form of an excel sheet has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to [download the BoQ file, open it and complete the light blue colored \(unprotected\) cells with their respective financial quotes and other details \(such as name of the bidder\)](#). No other cells should be changed. The rates if quoted in decimal, will be adjusted to maximum 2 decimal places. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 5.7 [The server time \(which is displayed on the bidders' dashboard\) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc.](#) The bidders should follow this time during bid submission.
- 5.8 [All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data.](#) The data entered cannot be viewed by unauthorized persons until the time of bid opening. [The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.](#)
- 5.9 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 5.10 Upon the successful and timely submission of bids, the portal will give a successful bid submission acknowledgement message & a bid summary will be displayed with the bid number and the date & time of submission of the bid with all other relevant details.
- 5.11 The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for bid opening meetings, if any.

6. Assistance to Bidders:

- 6.1 Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 6.2 Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is [01204200462/01204001002](tel:01204200462).

7. Availability of Tender:

- 7.1 On-line bidding through Central Public Procurement Portal(CPPP).

7.2 The tender document is available at CPPP site i.e. <https://eprocure.gov.in/eprocure/app>

7.3 Prospective bidders desirous of participating in this tender may view and download the tender document free of cost from the above mentioned website.

8. Bid Validity:

The rates should be quoted as per **BoQ : “Financial Bid”**. The bids must be valid for a minimum period of 180 days (One Hundred Eighty) from the date of tender opening till placing the empanelment letter. If necessary, N will seek extension in the bid validity period beyond 180 days. The bidders, not agreeing for such extensions will be allowed to withdraw their bids without forfeiture of their EMD. No revision of rate will be made during the period of bid validity.

9. E.M.D.

The tenderer should furnish necessary EMD Deposit (By means of Demand Draft drawn in favor of **the Pay and Accounts Officer, Ministry of Culture, New Delhi**) @ **3%** of the estimated value of tender. The tender will not be accepted if not accompanied by the EMD.

GENERAL INSTRUCTION TO THE BIDDERS:

1. Terms & Condition:-

- i. The Bidder should have a minimum annual average turnover of Rs. 50,000,00/- during the past three financial years.
- ii. The Bidder should furnish along with quotation, a certificate regarding their turnover during last three Financial Years under the sign and seal of a Chartered Accountant (CA).
- iii. Bidders should have minimum 5 years of experience in providing House Keeping services to various organizations out of which they should have at least 3 years of experience in providing House Keeping services to PSUs/ Government Departments.
- iv. Since NAI is operated in five day week system, all wages of safaiwallas may be claimed accordingly in monthly bill. In case the manpower is utilized in any Saturday or Sunday additional amount may be claimed as per the number of days performed extra.
- v. If they are outside Bhubaneswar, they should have also registered office and authorized officer for liaisoning with NAI, Bhubaneswar and submit the necessary documents in this regard.
- vi. The Bidder should provide a certificate giving proof of availability of a minimum of 50 workforces on their pay rolls.
- vii. The service provider will have to pay salary to the workforces in their Bank Accounts through ECS and a proof thereof would have to be furnished by the

vendor with his current month's bill along with the proof for payment of EPF and ESI.

viii. If a Bidder quotes 'NIL' charges/consideration, the bid shall be treated as unresponsive and will not be considered.

ix. The bids/rates quoted should be valid for a period of 180 days from opening of bids.

x. EPF/ESI Registration Certificate of the bidders must be furnished along with quotations.

xi. The selected vendor would have to furnish preceding month's challans of EPF and ESI with current month's bill.

xii. The rates quoted by a bidder must not be below minimum wages.

xiii. Bidder should sign each and every page of the tender document and furnish it with his quotations.

xiv. Bidder should enclose with his bid performance certificates of the organizations whom he has provided house keeping services during the last 05 years.

xv. The personnel deployed by the vendor should not engage in trade union activities in the office.

xvi. The personnel deployed by the vendor shall not be treated as Government employee & no claim of that nature would be entertained by the Department.

2. Tenders received late/incomplete, and those not in conformity with the prescribed terms and conditions will not be entertained.

3. The Director General of Archives is not bound to accept the lowest quotation. The successful tender will enter into one year agreement with Office for providing the services. It may be extended for a further period up to two years upon mutually agreed terms and conditions subject to the satisfactory service and discretion of the competent authority.

i. The Director General of archives reserves the right to reject any or all tenders without assigning reason.

ii. The successful bidder shall enter into a contract/ agreement with the Department.

iii. **The manpower provided by the agency should have good knowledge of Odia and Hindi for conversation as well for reporting purpose.**

4. Performance Security Deposit:

The selected vendor shall on or before execution of the agreement/ contract, Pay **10%** of the annual value of the contract as performance security deposit in the form of Bank Guarantee of a scheduled bank drawn in favour of **Pay and Accounts Officer, Ministry of Culture, New Delhi**. The Bank guarantee should

be valid for at least 90 days beyond contract period. **No interest shall be paid by the NAI on the EMD and performance Security Deposit.**

5. Cancellation of Contract:

The Director General of Archives reserves the right to cancel the contract if it is found interalia that-

- i. the tenderer commits breach of any of the terms and conditions of the tender/contract
- ii. The tenderer goes into liquidation voluntarily or otherwise.

6. Duties to be attended to-

(I)The safayiwallas deployed by the firm should clean the entire indoor and high intensive areas including, cabins, corridors, entrance lobbies, staircases, floors, toilets etc and tables, every day. The exterior areas are to be cleaned twice in a week.

(ii) They should also clean the files, records and books in the stack areas of Records Room and Library.

(iii)They should also attend to other works as and when asked by NAI.

(IV) All cleaning appliances and sanitary materials are to be provided by the firms for which NAI will not incur any expenditure. It is their responsibility to ensure the timely supply of these materials to their staff. In case for any reason they fail to supply the materials for which NAI has to incur emergency purchase for the same, the amount spent by NAI will be deducted from their monthly bill for the same month.

(v) Cleaning of toilets and high intensive areas may be made at least four times and twice in a day respectively.

7. Dispute Resolution:

- i.** Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorized representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Director General, National Archives of India.
- ii.** The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceedings shall be governed by Indian Arbitration and Conciliation Act, 1996 as amended from time to time.

- iii. The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/ service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract.
- iv. Arbitration proceedings will be held at **Bhubaneswar** only.

8. Force Majeure:

If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. The performance of any obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to if any or seven days, whichever is more, either party may at its option terminate the contract.

9. Jurisdiction of Court:

The courts at Bhubaneswar shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

- 10. The contractor shall deploy only capable personnel below the age of 55 years whose character and antecedents have been verified by the Police.
- 11. The contractor shall ensure that house keeping personnel have been given identity cards. The ESI and EPF no. may also be included in the ID-cards. They shall display their ID-card while performing duty.
- 12. The contractor shall submit the ESI and EPF number of deployed House Keeping personnel attested by authorized signatory of the firm, name of the Bank with account number, MCCR, IFSC Code, Branch address etc. within one month of deployment.
- 13. The NAI , Records Centre, Bhubaneswar, shall have the right, within reason, to have any person removed that is considered to be undesirable or

otherwise and similarly Contractor reserves the right to change its staff with prior intimation to the NAI .

14. The NAI shall have no liability financial or otherwise, for any harm/ damage/ injury caused to the manpower or machinery deployed by the firm in the course of performing work of this Department. Neither the firm nor his house keeping personnel shall have any claim on this Department for compensation or financial assistance on this account. Undertakings from the firm and from the persons to this effect shall be required to be submitted to this deptt.
15. The contractor shall at his own cost, if required, take necessary insurance coverage in respect of his staff and other personnel for service to be rendered and in no case the NAI would compensate for the losses and damages of material/ manpower.
16. If any staff of the contractor is found absent from his duty or found to be neglecting the duty assigned or showing improper demeanor or found indulging in misbehavior or shows untruly improper conduct or found consuming alcoholic drinks, paan, smoking, loitering without work or is found not in proper uniform, then necessary recovery of the wages for the said person shall be made at double the rate. In that event he shall not be treated on duty on that date.

17. Obligations of the Contractor

- i. The Contractor shall completely indemnify and hold harmless the NAI and its employees against any liability, claims, losses or damages sustained by it or them by reason of any breach of contract, wrongful act or negligence by the Contractor or any of its employees engaged in the provision of the Security services to the NAI .
- ii. The Contractor shall not Sub-Contract or Sub-let, transfer or assigns the contract or any other part thereof. In the event of the contractor contravening this condition, NAI shall be entitled to place the contract elsewhere on the contractor's risk and cost and the contractor shall be liable for any loss or damage, which the NAI may sustain in consequence or arising out of such replacing of the contract.
- iii. The Contractor shall be solely responsible to tackle the matters in case any of its staff deployed under this contract falls sick or is injured or goes on strike/unfair activities or causes any damage to the property, etc. during performance of his/her duty. It shall indemnify NAI in all respects under this contract. All liabilities arising out of such incident shall be borne by the contractor.

- iv.** The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The contractor shall submit copies of acknowledgements evidencing filing of returns timely and shall keep the NAI fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise.
- v.** The contractor shall comply the provisions of Payment of Gratuity Act, 1972; Payment of Wages Act, 1948; Fatal Accidental Act, 1955; Minimum Wages Act, 1948; Employees Provident Fund & Employees Provision Act, 1952; ESI Act, 1948; Employers Liability Act, 1961; and Contract Labour (Regulation & Abolition Act), 1970 or any modifications thereof or any other Laws relating thereto and rules made there under from time to time. The firm will submit copy of licence etc in respect of these as applicable to this contract. NAI will not own any responsibility in this regard.
- vi.** If the contractor is a partnership of two or more persons, all such persons shall be jointly and severally liable to the NAI for the fulfillment of the terms of the contract. Such persons shall designate one of them to act as authorized representative/ authorized signatory. The partnership shall not be altered without the approval of the NAI.
- vii.** NAI will deal with authorized officer of the agency for all types of service related and miscellaneous issues. If at anytime the agency removes the authorized officer it should be immediately communicate the NAI slomg with the name of the officer replacing the predecessor. NAI will not deal with any other person other than the officer/representative authorized by the firm.
- viii.** The contractor shall ensure that its personnel shall not at any time, without the consent of the NAI in writing, divulge or make known any trust, accounts matter or transaction undertaken or handled by the NAI and shall not disclose any information about the affairs of NAI. This clause does not apply to the information in public domain.
- ix.** The contractor shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over, whenever required by the NAI .
- x.** The service providing agency shall be solely responsible for the redressal of grievances/ resolution of disputes relating to person deployed. NAI shall, in no way, be responsible for settlement of such issues whatsoever.
- xi.** In case of non-performance/ inadequate performance, the NAI reserves the right to get the work done from other sources at the risk & cost of the agency.
- xii.** The service provider shall engage necessary number of house keeping personnel as required by this department from time to time. The said persons

engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their salary every month. There is no Master and Servant or Employer and Employees relationship between the employees of the service provider and this department and further the said persons of the service provider shall not be entitled to claim any employment, engagement or absorption against the vacancies in any post in the NAI, in future.

- xiii. The service provider's persons shall not claim any benefit/ compensation/ absorption/ regularization of service from/ in this Department under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 or any other law. Undertakings from the persons to this effect shall be required to be submitted by the service provider to this department.
- xiv.** Without limiting any of his other obligations or liabilities, the Contractor shall, at his own expense, take out workmen's compensation insurance as required by law and undertaken to indemnify and keep indemnified the NAI from and against all manner of claims and demands and losses and damages and cost (including between attorney and clients) charges and expenses that may arise in regard to the same or that the Department may suffer or incur with respect to and/or incidental to the same.
- xv.** This being a service contract, all men, all material and machinery will be arranged and deployed by the contractor at the rate quoted in the financial bid.
- xvi.** The service provider will submit the bill, in triplicate, in respect of a particular month in the first week of the following month. The payment will be released by the third week of the following month after deduction of taxes deductible at source under the laws in force.
- xvii.** If as a result of post – payment – audit, any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered from the contractor.
- xviii.** As far as EPF is concerned, it shall be the duty of the Contractor to get PF code number allotted by RPFC against which the PF subscription, deducted from the payment of the personnel deployed. Employer's amount of contribution should be deposited with the respective PF authorities within 7 days of close of every month. The contractor shall submit the particulars of the employees deployed. In any eventuality, if the contractor fails to remit employee/ employer's contribution towards PF subscription etc. within the stipulated time, NAI shall be entitled to recover the equal amount from any

money due or accrued to the Contractor under this agreement, with an advice to RPFPC, duly furnishing particulars of personnel deployed.

- xix.** In the event of default being made in the payment of any money in respect of wages of any person deployed by the contractor for carrying out of this contract and if a claim thereof is filed in the office of the Labour Authorities and proof thereof is furnished to the satisfaction of the Labour Authorities, the NAI may, failing payment of the said money by the contractor, make payment of such claim on behalf of the contractor to the said Labour Authorities and any sum so paid shall be recovered from the contractor.
- xx.** If any money shall, as the result of any instructions from the Labour authorities or claim or application made under any of the Labour laws, or Regulations, be directed to be paid by the NAI, such money shall be deemed to be payable by the contractor within seven days. The NAI shall be entitled to recover the amount from the contractor by deduction from money due to the contractor or from the Performance Security.

18. Financial Bid:

The bidder shall upload the **BoQ file: "Financial Bid" as per the instructions given in para 5.6 of the tender document.**

19. Online Bid Submission Process:

Online bids complete in all respects must be uploaded in <http://eprocure.gov.in/eprocure/app> latest by the date and time schedule mentioned in Document Control Sheet.

- i. The Online bids should be submitted electronically in **2 covers** i.e. **Technical Bid in Cover 1 & BoQ- Financial Bid in Cover 2.**
- ii. Bids **NOT** submitted as per the specified format and nomenclature will be out rightly rejected.
- iii. Any alteration by way of over-writing/over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.
- iv. Hypothetical or Conditional tenders shall **NOT** be accepted on any ground and shall be rejected straightway.
- v. NAI will **NOT** be responsible for any delay on the part of the bidder in obtaining the terms and conditions of the tender notice or submission of the tender bids. The exclusive responsibility for timely submission of bid would vest with the bidder.
- vi. The offers submitted by telegram/fax/E-mail etc. shall **NOT** be considered. No correspondence will be entertained on this matter.
- vii. Tender process will be over after the issue of contract letter (s) to the selected bidder(s).
- viii. Bids not quoted as per the format given by NAI will be rejected straightway.

ix. Any counter condition or deviation from terms and conditions of the tender will be liable for rejection of bid.

20. Bid Opening Process:

- i. Online bids complete in all respects received along with Demand Draft/Pay Order of EMD (Physically) will be opened on the date and time as mentioned. Bids received without EMD will be rejected straight away.
- ii. Essential Eligibility Criteria/Technical bids of only those bidder(s), whose EMD instruments are found to be in order, will be opened afterwards in the same bid opening.
- iii. The bidders will be able to view the status of bid opening in the portal by clicking on Tender Status link and giving the tender id as input.
- iv. In case the day on which tender is to be opened is declared as Holiday by Govt. of India, the tender will be opened on the next working day without any change in timings.
- v. Financial bids of only those bidders, whose bids are found technically qualified by the Technical Evaluation Committee, will be opened for further evaluation.

21. Technical Evaluation Process:

- i. A duly constituted Technical Evaluation Committee (TEC) will analyze, evaluate and shortlist Technical Bids.
- ii. During the technical evaluation, if any of the parameters is not met, the bid will be summarily rejected.

22. Evaluation of Financial Bids:

- i. The Financial Bids of only technically qualified bidders will be opened electronically on a specified date and time to be intimated to the respective bidders by NAI and the same will be evaluated by a duly constituted Financial Evaluation Committee (FEC).
- ii. **LQ1, LQ2, LQ3.....** bidders will be decided on Total Value (TV) of Column No. J of **BoQ** : “Financial Bid” uploaded in the tender document. The bidder with Lowest Price Conforming offer (**LQ1**) adjusted to two decimal places) will be considered as most responsive bidder for awarding of the contract.
- iii. The lowest evaluated bidder quoting “NIL” Agency/Service charges over and above the minimum rate of wages in **BoQ: “Financial Bid”** shall be treated as unresponsive and the bid will be rejected. The decision for either forfeiture of EMD or refund to bidder in such case will be taken by NAI and intimated to the bidder.
- iv. Rate should not be quoted less than the rates provided under Minimum Wages Act,1948 as notified by the Central government.
- v. The bidders may also note that C tax or other taxes at rate, as applicable from time to time will be deducted from their monthly bills by NAI.

Annexure I

DETAILS OF HOUSE KEEPING SERVICES COMPLETED

(This should be printed on the letter-head of the agency)

Sr. No.	Description of Work	Postal Address of Client with Contact Numbers	Contract Value (in Rs.)	Starting Date	Completion Date
1					
2					
3					
4					
5					
6					
7					
8					

Dated:

(Stamp & Signature of Bidder)

Annexure: II

Essential Eligibility Criteria

1. Essential Eligibility Criteria Compliance Sheet (to be filled and submitted by the bidder along with the Technical Bid)

2. All the supporting documents duly signed with respect to Sl No. 1 to 15 will be uploaded in pdf format.

Sl. No.	Particulars	Documents whether uploaded or not (Yes/No)*	Page No. of the uploaded documents must be mentioned
1.	The scanned copy of EMD instrument: Earnest Money Deposit to be uploaded in pdf format		
2.	The complete postal address of its registered office and Bhubaneswar office of the bidder with functional telephone / FAX number and valid e-mail ID to be uploaded.		
3.	Duly signed Annexure-IV with stamp of the tender in token of proof to have read and accepted all the terms and conditions mentioned therein		
4.	Undertaking on notary affidavit about non-black listed company/firm and no police case either pending or contemplated		
5.	Permanent Account Number (PAN		
6.	Labour License/Registration No. under the Contract Labour (Regulation & Abolition) Act, 1970		

7.	EPF Registration No.		
8.	ESI Registration No.		
10.	Valid Registration Certificate under Odisha shops and Commerical Establishment Act, 1956 for carrying on business of commercial establishment in the state of Odisha		
11.	GST Registration No.		
12.	Copy of the IT returns filed for the financial year 2017-18		
13.	Documentary evidence of payment receipts showing deposits of EPF contribution of minimum 50 regular employees for the month of April, 2019		
14.	Documentary evidence of payment receipts showing deposits of ESI contribution of minimum 50 regular employees for the month of April, 2019		
15.	The bidder must have work experience of minimum 5 years in providing house keeping services including 3 years in Govt. / Semi Govt / PSU / Corporation. To show/justify work experience, one copy of the 1 st job contract/order and one copy of job order/contract during 2017-18 as proof of continuance of house keeping services to be uploaded		

18. Documentary proof of Financial turn over of minimum Rs.50,00,000/- [on](#) an average per year calculated on the basis of past three financial years to be uploaded. (supporting document of only in one page duly certified by the Chartered Accountant to be uploaded).

Financial Year	Amount (in Rs.)	Remarks, if any
2015-2016		
2016-2017		
2017-2018		
Average Amount:		

Name & Designation of the Authorised Signatory:

Name_____

Designation_____

Office Address_____

Office Phone_____

Residence Phone_____

Mobile No._____

E-mail ID-----

Place:_____

Signature of Authorised signatory

Date:_____

Name:.....

SEAL.....

BANK DETAILS

Information to be given in company's letter head and upload the **Cross Copy of Cheque**. This is required for crediting the amount in the bank.

A.	PARTY DETAILS:-	
1.	Party Name (As Per Bank)	
2.	Address	
3.	City	
4.	State	
5.	Pin Code	
6.	Telephone No. with Fax	
7.	E-mail Address (for payment alerts)	
B. PARTY BANK DETAILS :-		
10.	Bank Name	
11.	Bank Type (RBI/SBI/PSB/PVT.)	
12.	Branch Name, Address with pin code and Telephone Nos.	
13.	Branch Code	
14.	Bank Account No. (as appearing on the Cheque Book)	

15	Account Type (S.B. Account/ Current Account/Cash Credit etc.)	
16	Ledger No.	
17	7-Digit Bank BSR Code No.*	
18	9-Digit MICR Code No.	
19	12-Digit IFSC Code No.	

***BSR Code is Mandatory.**

Signature of the Investor/Customer

DECLARATION

I, _____ Son/Daughter of

Sh. _____

Proprietor/Partner/Director/ Authorised Signatory of M/s _____

_____ am competent to sign the

declaration and execute this tender document;

I have carefully read and understood all the terms and conditions of the tender which are fully acceptable to me.

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

Date: _____ (Signature of Authorised Person)

Place: _____ Full Name: _____

Seal: _____

Note: 1. The above declaration, by the authorized signatory of the bidder in token of acceptance of the terms and conditions should be enclosed with Technical Bid.

2. The above declaration can also be made on the letter head of bidder.