



MSME-TOOL ROOM, HYDERABAD
 CENTRAL INSTITUTE OF TOOL DESIGN
 (Ministry of MSME- A Govt. of India Society)
 Balanagar, Hyderabad – 500 037
 TEL.No.23772747, 23776268 FAX No.040-23772658
 E-mail:administration@citdindia.org Visit: www.citdindia.org



Date. 04.01.2021

E - PROCUREMENT NOTICE

INVITING TENDERS FOR PROVIDING HOUSEKEEPING SERVICES ON RATE CONTRACT

1. **Housekeeping Services** : Required disciplined & good physique and good healthy personnel to provide Housekeeping services on rate contract basis to clean the total Office buildings, office equipments, Office rooms, Class rooms, Labs & Shop floors, grass cutting, lawn maintenance, watering to plants and trees. Cleaning of Dust of Electrical appliances like lights & Ceiling fans and other items like Machinery, computers etc.

2. Daily Sweeping of Internal roads of campus, removal of cobwebs & cleaning of sumps & overhead tanks & water coolers, drainage periodically, Sweeping & mopping of all the office rooms, office Corridors & Cleaning of Office & Hostel building toilets before 09.30AM.

3. In addition to this, helper/Attender/peon duties are advised to take care in lifting of scrap and other grade machined scrap from shop floor area and also should dump the scrap in the allotted scrap yard to maintain the environment Clean & Green as per this office scope of work.

4. Any other works with the approval of concerned HOD and as per their requirement from time to time.

Sl. No.	Tender search by Organisation	Description	Tender Fee Rs.	EMD	Due date for submission of tender	Opening of tender
1.	Development Commissioner MSME Central Institute of Tool Design, Hyderabad	Providing House Keeping services	2,500/- for each Tender through NEFT/RTGS/DD	Bid Securing Declaration Form shall be submitted	25.01.2021	27.01.2021

The detail specification along with General Terms and Conditions may be downloaded from website by logging on to e-procurement portal <http://eprocure.gov.in/eprocure/app> on payment of Tender schedule cost & EMD as mentioned above. The bidders are advised to enroll/register on the e-procurement website. In order to submit the bids, the bidders are required to have Digital Signature Certificates issued by any of the Certifying authority of India. The Bidders shall be solely responsible for checking the website for any addendum/corrigendum issued in this regard and take into consideration the same during submitting the bids. The bids are to be submitted on online through CPP portal <http://eprocure.gov.in/eprocure/app>.



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E-mail:citdpurchase@citdindia.org Visit: www.citdindia.org

INVITING TENDERS FOR PROVIDING HOUSEKEEPING SERVICES ON RATE CONTRACT

Ref: CITD/ADMIN/2/HKS/20-21

Date: 04.01.2021

CITD invites **on-line bids** from Licensed Contractors for providing good physique personnel for House Keeping Services to maintain office environment Clean & Green as per CITD scope of work & Terms & Conditions mentioned below.

Prospective Bidders may download the Tender Document from www.citdindia.org / <https://eprocure.gov.in/eprocure/app>. Bidders are advised to go through instructions provided at "Instructions for online Bid Submission" and submit duly filled bids online on the website <https://eprocure.gov.in/eprocure/app> as per the schedule given in the Tender Document.

Sl.No	Specifications
1.	Providing House Keeping Services to maintain the office environment Clean & Green on RATE CONTRACT basis.

Detailed specifications should be provided along with supporting technical literature if any, quotations with inadequate information will not be considered.

Terms & Conditions:

Eligibility Criteria:

TENDER FEE:- Rs.2500/- (Non Returnable)

1. Tender Fee shall be transferred through NEFT/RTGS and Soft copy of the Transaction ID shall be uploaded in CPP Portal along with Technical Specifications.
Beneficiary details: Name: Central Institute of Tool Design, A/c No: 52065280065, Bank Name-State Bank of India, Balanagar X Road Branch, Balanagar, IFS Code: SBHY0020085.

EMD:- Bid Securing Declaration Form shall be submitted alongwith Tender Documents.

3. Documents of Technical specifications must be submitted in **PDF format** only.

4. **The Institute will not be responsible for any postal delays.** Detailed specifications, terms and conditions can be obtained through **CPP Portal** & CITD website www.citdindia.org from **Dt. 05.01.2021**

DUE DATE FOR SUBMISSION OF TENDER: Dt. 25.01.2021
OPENING OF TECHNICAL BIDS: Dt.27.01.2021
OPENING OF COMMERCIAL BIDS (TECHNICALLY QUALIFIED PARTIES):Dt.03.02.2021
VENUE OF THE TENDER OPENING:-CITD, HYDERABAD

5. The Institute reserves the right to increase or decrease the quantity, postpone / cancel reject any or all the tenders without assigning any reason.

Validity:

Offer terms and conditions should be clearly mentioned, taxes if any should be exclusive. Bids Should be valid for 90 days from due date for submission of tender.

Submission of Bids:

Two bid On-line System:

Two bid system will be followed for this tender. In this system bidder must submit their offer on-line as explained below

"Technical bid" shall contain (pdf format –online) &

"Commercial Bid" shall contain: (in Excel format i.e in BOQ format only through online only.)

- a. Duly filled Technical & commercial Bid with proper Office seal and signature of authorized person with name, designation & contact no. The bid should be uploaded through online only.
- b. Authorization letter issued by the competent authority of bidder authorizing the signatory to sign on behalf of the bidder.
- c. Other documents necessary in support of eligibility criteria, brochures etc.other than mandatory documents.

Note: CITD reserves the right to reject the bid if any of the above listed documents is not submitted. **All the documents shall be signed, stamped and numbered**
The technical & commercial bid should addressed to:

**Principal Director,
Central Institute of Tool Design,
Balanagar, Hyderabad - 500 037.
Email: administration@citdindia.org**

Any clarifications / information can be contacted Shri.S.Ramakrishna, Asstt.Dir(A&A)through email: administration@citdindia.org or over telephone No. 040-23776168.

Tender Reference No.: **CITD/ADMN/2/HKS/20-21** shall be mentioned in the Bid. For all other further correspondence addressed to **Principal Director, Central Institute of Tool Design, Balanagar, Hyderabad-500037.**

INSTRUCTIONS FOR ONLINE BID SUBMISSION

The Bidders are required to submit softcopies of their bids electronically on the CPP Portal, using valid digital signature certificate. The instructions given below are meant to assist. The bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and may submit their bids through online on CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at <https://eprocure.gov.in/eprocure/app>

REGISTRATION

- Bidders are required to enroll on the e-procurement module of the CPP Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link [click here to enroll](#). Enrollment of the CPP Portal is free of charge.
- As part of the enroll process, the bidders will be required to choose a user name and assign a password for their accounts.
- Bidders are advised to register their valid email id / addresses and mobile nos as part of the registration process. These would be used for any communication from the CPP Portal.
- Upon enrollment, the bidders will be required to register their valid digital signature certificate (Class II/III certificates with signing key usage) issued by any certifying authority, recognized by any CCA India with their profile.
- Online one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- Bidders then log into the site through the secured log in by entering their user id or Password and the password of the DSC / etoken.

SEARCHING FOR TENDER DOCUMENTS

- There are various such 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, where in the bidders may combine a number of search parameters such as organization name, firm of contract, location, date, other key words etc., To search for a tender published on the CPP Portal.
- Once the bidder has 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' Folders. This would enable the CPP Portal to intimate the bidders through SMS / Email in case there is any corrigendum issued to the tender document.
- The bidder should make a note of the unique tender id assigned to each tender in case they want to obtain any clarification/ help from the help desk.

PREPARATION OF BIDS

- Bidders should take into account any corrigendum published on the tender document before submitting their bids.
- Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Any deviations from these may lead to rejection of the bid.
- Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / scheduled and generally, they can be in pdf/ XLS / RAR/ DWF Formats. Bid documents may be scanned with 100 dpi with black and white option.
- To avoid the time and efforts, required in uploading the same set of standard documents which are required to be submitted as part of every bid, a provision uploading such standard documents (Ex: PAN card copy, Annual reports, Auditors certificates etc.)has been provided to the bidders. Bidders can use " My Space area available them to upload such documents. These documents may be submitted from the MY space area while submitting a bid, and need not to be upload again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS:

- Bids should log into the site well in advance for bid submission so that he /she upload the bid in time i.e on or before the bid submission Date & time. Bidder will be responsible for any delay due to other issues.
- The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- Bidder has to select the payment option as offline to pay the tender fee / EMD as applicable & enter details of the instrument(s).
- Financial bids to be submitted in Excel and BOQ format.
- The server time (which is displayed on the bidder's dash board.) will be considered as the standard time for referencing the deadline for submission of the bids by the bidders; opening of bids etc., the bidders should follow this time during bid submission.
- 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 Encryption technology. Data storage encryption of sensitive fields is done.
- The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- Upon the successful and timely submission of bids, the portal will give successful bid submission message and a bid summary will be displayed with the bid no. and date & time of submission of the bid with all other relevant details.

ASSISTANCE TO BIDDERS

- Any queries related to the tender document and the terms & conditions contained therein should be addressed to the tender inviting authority for a tender are the relevant contact person indicated in the tender.
- Any queries relating to the process of online bid submission or queries relating to the CPP Portal in general may be directed to the 24 * 7 CPP Portal Helpdesk. The contact no. for the helpdesk is 18002337315.

GENERAL INSTRUCTIONS TO THE BIDDERS

- The tenders will be received online through Portal <https://eprocure.gov.in> / [eprocure/app](https://eprocure.gov.in/eprocure/app). In the technical bids, the bidders are required to upload all the documents in pdf format.
- Possession of valid class –II/III digital signature certificate (DSC) in the form of smart card / etoken in the company” name is a pre-request for registration and participating in the bid submission activates through <https://eprocure.gov.in> / [eprocure/app](https://eprocure.gov.in/eprocure/app). Digital signature certificate can be obtained from the authorized certifying agencies, details which are available in the <https://eprocure.gov.in> / [eprocure/app](https://eprocure.gov.in/eprocure/app). under the link information above DSC. Tenders are advised to follow the instructions provided in the instructions to the tenders for the e-submission of the bids online through the CPP Portal for the procurement at <https://eprocure.gov.in> / [eprocure/app](https://eprocure.gov.in/eprocure/app).

Put company's address stamp**(Technical bid) Company Profile****HOUSE KEEPING (CLEANING) SERVICES ON RATE CONTRACT for CITD,Hyderabad -37**

DETAILS OF THE FIRM & EXPERIENCE Etc.:

Sl No	Description / particulars	Information
01.	Name of the Firm, Authorized person and address & Telephone No.	
02.	No. of years experience in the field	
03.	<u>No. of Contracts on hand(As on Date)</u> a) Govt. Departments..... b) Pub. Sector Undertakings..... c) Private Contract.....	
04.	<u>Total No. of Employees on Role:</u> Un-Skilled(Housekeeping etc. staff) (Toilets & General cleaning & etc works as per our Scope of work.	
05.	<u>Statutory Fulfillment details:</u> 1. Valid Labour Contract Licence No. & Validity up to: 2. ESI Code No. 3. P.F.Code No. 4. GST Tax No. 5. PAN No.	
06.	Encl: 1. List of Govt. Clients(at least 2 during 5 years) 2. List of other Clients	
07.	<u>No. of Deployment of House Keeping Staff</u> 1.Sweeping, Mopping, Cleaning of toilets 2 .One Supervisor is mandatory to monitor the day to day cleaning works.	
08.	Audited Statement of A/Cs for the last financial year	
09.	I.T>Returns for last financial year	
10.	GST Tax Returns for last financial year	
11.	Whether your organization is providing uniforms to your employees	Yes/ NO
12.	Whether any proceedings initiated/pending against your firm/your employee by any Statutory/legal/Police authorities.	Yes/ No
13.	Submission of Bid Securing Form (Rs.2,00,000/- (Two lakhs Only) to be deposit with CITD on receipt of rate contract agreement).	Yes/No
14.	Any other information	

Signature of Authorised Person:
Designation & Seal of the Firm:

The Principal Director
Central Institute of Tool Design
Balanagar, Hyderabad — 500 037

DECLARATION OF THE TENDERER

I / We do hereby distinctly and expressly declare and acknowledge that before submission of my/our tender, I/We carefully followed the Instructions in the tender notice and have read the conditions, specifications and the relevant clauses of all the labour statutes.

I/We have made such examination in the Tender documents and specifications etc., and the location where the said work is to be done and such investigation of the work required to be done and in regard to the manpower required to be furnished so as to enable me /us thoroughly to understand the intention of the same and the requirements, agreements, stipulations etc., containing in the contract and in the said specifications and distinctly agree that I/We will not hereafter make any claim or payment upon the Institute based upon or arising out of alleged misunderstandings and misconception on my/our part of the said requirements, agreements, stipulations, restrictions and conditions etc.

I /We also declare and undertake payment of statutory contribution to PF, ESI & GST by way of separate challans in respect of our employees posted at the Institute and produce the proof of payment along with monthly bill for processing the payment.

I/Weenclosed the documents as required in the Tender Notice.

SIGNATURE OF CONTRACTOR
FIRM SEAL

**TOOL ROOM – HYDERABAD
CENTRAL INSTITUTE OF TOOL DESIGN
BALANAGAR, HYDERABAD – 500 037**

**THE FOLLOWING DOCUMENTS ARE MANDATORY TO QUALIFY TECHNICALLY AND ALSO TO PROVIDE HOUSE KEEPING SERVICES ON
RATE CONTRACT**

1. In order to qualify technically, all the Licensed & Registered Contractors should produce the Following valid documents up to due date of submission of Tenders failing which those bids will be rejected summarily.

- Valid labour contract License
- Valid Firm registration
- ESI Registration
- PF Registration
- GST Registration & No.
- PAN No.
- List of Govt, clients(Minimum Two)
- Valid MSME registration(if registered)
- Valid NSIC registration(if Registered)

2. Contractor should quote total lumpsum rate (**inclusive of statutory deductions,**

Service charges & GST) offered **per month** for the total engaged employees.

3. Monthly bills will be released on submission of proof of statutory payment of ESI, PF & GST by the Contractor. TDS will be deducted on all payments.
4. Contractor shall be responsible for strict compliance of all statutory liabilities.
5. For other general conditions which form part of the contract, Please refer Annexure.
6. Interested contractors may visit the campus to access the required strength of employees on your own, before submitting your optimum and lump sum offer **per month** inclusive of statutory deductions, Service charges & GST.

NAME OF THE WORK : **HOUSE KEEPING(CLEANING)** AT CITD, Hyderabad
(INSTITUTE & HOSTEL CAMPUS)

MSME-Tool Room, Hyderabad (Central Institute of Tool Design) established in 1968 by the Govt. of India with the assistance of UNDP and ILO, is a pioneering Institution in the field of Tool Engineering & manufacturing for Micro, Small & Medium enterprises in the Country.

This institute is looking for House Keeping agency to keep this institute Clean & Hygiene for its Hyderabad and Vijayawada campus all the time for **one year** period. Hyderabad campus is spread around 8.5 Acres of land and with compound wall, Vijayawada campus around 0.5 Acres is covered and having the following buildings in its Hyderabad & also at Vijayawada Campus:

Hyderabad Campus: 8.5 acres

S.No	Building	S.No	Building
1	Administration Block	7	Tool Engineering (Diploma) Block
2	Automation Block	8	CNC Block
3	Tool Room Block-I	9	Hostel -I
4	Tool Room Block-II	10	Hostel -II
5	Tool Engineering (CAX) Block	11	Hostel-III(Girls Hostel)
6	Canteen	12	PD Quarter
13	Heavy Machinery	14	Warden Quarter

Vijayawada Campus : 0.5 acres

S.No	Building
1	Tool Room----1 No
2	Training Block-----1No.

The agencies are urged to actually visit the campus before participating in the tendering process for better understanding.

CITD SCOPE OF WORK

Contractor's scope

Scope of work includes but not limited to the following:

- i. Sweeping, cleaning with broom and wet mopping of all buildings floors including open spaces, corridors, staircase removal of debris including tree branches, campus premises (main roads including approach roads), office buildings, Tool Room & Production buildings, and its surrounding areas, main control room, Substation, main gate security office and its surrounding areas, Hostel I , II & III Hostel and its surrounding area, canteen and its surrounding areas, Generator and its surrounding areas, and sweeping and cleaning of any other activity area like common area in campus, roads etc. all over the campus area are to be covered in this operation. All debris should be sent out once in a week from common collection point where daily it is dumped
- ii. Removal of dead animals and disposal of the same in designated primary area as and when required.
- iii. Daily cleaning of Toilets/washrooms (Morning & Evening) in all office buildings, floors, Maintenance of drainage system and filling of water in over head tanks. Availability of sweeper for cleaning of toilets/wash rooms , wash basins should be ensured on holidays too.
- iv. Manpower for this operation has to be distributed in a way so that all the areas as mentioned above to remain clean & hygiene every day. In other words, area wise cleaning to be distributed throughout the week to maintain cleanliness during Holidays too.
- v. On visit of any dignitaries on any day (including Holidays), Sweeping cleaning of the premises & Toilets/Washrooms shall ensure without any compromise.
- vi. Collection of waste/garbage and related waste items from office buildings floors including open spaces, corridors, staircase and removal of debris from all campus premises (main roads including approach roads), office buildings, Tool Room & Production buildings, and its surrounding areas, main control room, Substation, main gate security office and its surrounding areas, Hostel I & II & III Hostel and its surrounding area, canteen and its surrounding areas, Generator and its surrounding areas, and sweeping and cleaning of any other activity area like common area in campus, roads etc. and collection of the same at local designated point after sweeping and cleaning of the areas.
- vii. Certification shall be done by CITD Officer/HOD's designated by CITD. A log book to be maintained by Contractor.
- viii. Supervision of job shall be in Contractor's scope. However, a close liaison shall be maintained with the CITD Officer for day-to-day progress of the job.

ix. Lodging and to & fro Local Travelling of their staff and workman from work site to their place of stay should be taken care by contractor only.

SPECIAL TERMS AND CONDITIONS OF RATE CONTRACT

1. Contractor needs to deploy manpower for the said job with all necessary tools and equipment for completing the work efficiently.
2. The Manpower deployed under this contract should not be under influence of liquor or any other intoxicant while on duty.
3. The Contractor shall have to ensure the safety and proper working condition of its workers as well as smooth operation of the Contract by providing one set of uniform (for both gents & ladies), Identity Card, Rain-coat, Dust Mask, Gum-boot, Hand Gloves etc. to his staff without any extra cost to CITD.
4. **All items (Standard Material-Branded only) like brooms, Mopping Stick (Pocha), Dusting Cloth, Phenyl, Washing & cleaning materials, liquid soaps, toilet perfume bars & Cakes, cleaning liquids, Toilet cleaning brush, wiper, Phenyl for cleaning purpose, naphthalene cubes, containers and garbage/ Dead animal collection & disposal vehicle with Trolley etc. required for executing the contract shall be arranged by the contractor only.**
5. The Manpower deployed should be able to converse in Telugu/Hindi/English.
6. The Contractor shall depute one **Supervisor** to look after the work under this contract. He shall be completely responsible for overall completion of day to day operations and will report to CITD concerned Officer.
7. Non performance of day to day activities as per scope of CITD will be viewed seriously.
8. Deputed House Keeping Personnel shall be polite, courteous, well behaved and honest.
9. Contractor shall be completely responsible for any theft, burglary or damage any other mischievous deeds committed by House Keeping personnel during contract period.
10. House Keeping personnel shall not disturb the employees or make any kind of noise/ nuisance in the Campus.
11. The Aadhar Copy & other Credentials of each engaged housekeeping personnel / supervisor shall deposit duly signed by Agency awarded the Contract.

TIME SCHEDULE

The Contractor shall have to mobilize the manpower within 1 week from the date of issue of Letter of acceptance/Rate contract Order, whichever is earlier.

General Terms and Conditions of Contract

1. The execution of the work may entail working in all the site and weather condition and no extra rate will be considered on this account. The Contractor may have to carry out the jobs to work round the clock as per our requirement to be decided by CITD officer and the Contractor should take this aspect into consideration for formulating his rates and quotation. No extra claim/overtime will be paid on this account.
2. The age of House Keeping personnel (Male & Female) should be below 50 years only.
3. Electricity, Water will be provided free of cost at one point as per requirement of the job subject to availability and usage.
4. CITD may allocate temporary space for putting House Keeping tools & equipment, accessories etc. Free of cost.
5. The Contractor shall have to make his own arrangements for all Tools & equipments (Tackles), Skilled and Unskilled labours etc. required for the job. The work is subject to inspection at all time by the CITD Officer and the Contractor shall have to carry out the work to the entire satisfaction of the CITD.
6. **Sub-Contracting:** Sub-Contracting of the job will not be allowed at any cost.
7. The contract will be initially valid for a period of **one year** from the date of issue of offer of Rate contract shall be extended depending upon their performance.
8. The agency should obtain and produce license under the "The contract Labour (Regulation & Abolition Act 1970) from the Labour Department. The agency shall maintain, and if necessary, submit to the Institute for inspection on demand the records such as Muster roll, Payment register etc. The Institute will not bear any liabilities pertaining to the personnel engaged by the House Keeping Contractor.
9. The Contractor/House Keeping agency will strictly observe the required standards to maintain proper account of payments including statutory benefits (ESI & PF etc.) being made to the personnel of the agency. The statutory financial statements (Income tax, Professional Tax, GST Proof of ESI & PF payments etc.) and any other documents as may be required by the Institute shall be produced for scrutiny by the agency on demand. The House Keeping agency shall be solely responsible for any failure to fulfill the statutory obligations and shall indemnify the Institute against all such liabilities, which are likely to arise out of the agency's failure to fulfill such statutory obligations.
10. CITD authorized official will screen/assess all the House Keeping personnel deputed/deployed to the institute.

- 11.No accommodation will be provided in the campus for the House Keeping personnel / Supervisor. The agency shall make its own arrangements for its personnel.
- 12.The agency shall alone be liable to pay compensation for any damage/death /injury sustained by the personnel or any other members of the agency as sustained by them in the course of their work/ duty at the Institute during the contract period.
- 13.The House Keeping personnel shall ensure politeness, good behaviour, good conduct, application, alertness and commitment in the discharge of duty of personnel engaged by them.
- 14.The personnel of the House Keeping agency shall not be treated or considered as employees of the Institute under any circumstances. The agency personnel shall maintain decency and decorum till the end of contract period
- 15.The Agency personnel shall perform their duties effectively and diligently in accordance with the general procedure laid down by the Institute from time to time.
- 16.In the event of theft, pilferage or damage to the institute's property, after necessary investigations, if proved beyond doubt that the Agency/their personnel are responsible, the agency shall take all the liability till the end of contract.
- 17.The rates agreed upon shall remain unchanged until the expiry of the Rate contract period or till they are amended by the Institute in accordance with institute's norms.
- 18.Bill/s have to be submitted, after the completion of every month and the Institute will work out to release payment within 15 working days time from the date of submission of bill/s. The payment of the bill will be effected only on production of the verified photo copies of the previous months wage sheet, GST, ESI & EPF remittance and half yearly/yearly return under the respective Acts. TDS will be deducted as per norms.
- 19.On all matters pertaining to this tender, the decision of the Principal Director of the Institute shall be final and binding.
- 20.The Institute reserves the right to accept / reject any or all the tenders without assigning any reasons.
- 21.The agencies are urged to actually visit the campus with the permission of the CITD Officer before submission of their technical and financial bids separately.
- 22.Absenteeism must not exceed 3% of the total deployment in any month. The Institute shall reserve the right to impose penalty for excess absenteeism or failure to deploy adequate personnel in stipulated period.

23. Any or all disputes arising out of these agreement/contract shall be settled by arbitration at Hyderabad jurisdiction under The Arbitration & Conciliation Act by a single Arbitrator to be appointed by the Principal Director, CITD, Hyderabad .
24. Successful House Keeping Agency/ contractor shall execute an agreement in the prescribed format on stamp paper of appropriate value after verification of original documents related this contract.
25. The housekeeping agency shall submit **Bid Securing Declaration Form along with Tender Documents**
26. On receipt of Rate contract the Security agency should deposit Rs. 2,00,000/- (Two Lakhs Only) with CITD towards Security deposit through NEFT/RTGS or Bank Guarantee drawn infavour of Principal Director, Hyderabad from any Nationalized Bank with one year validity from the date of issue of award.
27. Interest will not be paid on Security Deposit.

PRINCIPAL DIRECTOR

TENDER NOTICE REF.NO.CITD/ADMN/HKS /20-21

PART-B: COMMERCIAL BID

QUOTATION FOR PROVIDING HOUSE KEEPING SERVICES ON RATE CONTRACT BASIS

S.NO.	LOCATION	Lumpsum offer Per month for total employees in Rs. (deployed inclusive of statutory deductions, Service charges & GST)	No. of candidates to be provided per day by the contractor
1	HYDERABAD CAMPUS(8.5 Acres)		
2	Vijayawada Campus(0.5 Acres)		

Note: Interested agencies are advised to visit the CITD Campuses and may assess the required no. of persons before submitting your Techno Commercial Bid.

Please note that all the agencies are advised to quote their lump sum per month inclusive all statutory payments & deductions.

Do not forget to sign & put the agency seal on your commercial Bid document, failing which the Bid will be rejected summarily

Commercial bid should be uploaded in the prescribed BOQ format only.

Signature

Name of the Proprietor/Managing Director

Name & seal of the Agency

Bid Securing Declaration Form

Date: -----

Tender No. -----

To (insert complete name and address of the purchaser)

I/ We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am/We are in a breach of any obligation under the bid conditions, because I/We

- a) Have withdrawn /modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid, or
- b) Having been notified of the acceptance of our Bid, by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if Iam /We are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder, or (ii) thirty days after the expiration of the validity of my/our Bid.

**Signed: (insert signature of the person whose name and capacity are shown)
In the capacity of (insert legal capacity of person signing the Bid Securing Declaration)**

Name: (insert complete name of person signing he Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on ----- day of ----- (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a joining venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)