

O.S.T.C. FARIDABAD.

Tender Document

for providing

Housekeeping Services at OSTC, FARIDABAD.

**ORIENTAL STAFF TRAINING COLLEGE,
SECTOR-11, MATHURA ROAD,
FARIDABAD.**

(Please Check that number of pages are 49)

**TENDER DOCUMENT FOR
PROVIDING**

“HOUSEKEEPING SERVICES”

AT

**ORIENTAL STAFF TRAINING COLLEGE,
SECTOR-11, MATHURA ROAD,
FARIDABAD.**

**TECHNICAL BID
PART - I (UNPRICED)**

**Tender Document for Providing
"HOUSEKEEPING SERVICES"
at OSTC, FARIDABAD
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PART –I TECHNICAL BID (Unpriced)

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SECTION-I

**THE ORIENTAL INSURANCE COMPANY LIMITED
ORIENTAL STAFF TRAINING COLLEGE,
SECTOR-11, MATHURA ROAD, FARIDABAD.**

NOTICE INVITING TENDER FOR PROVIDING HOUSEKEEPING SERVICES

Chief Manager, Oriental Staff Training College, (OSTC), invites sealed tenders in the prescribed format under two bid system - **Technical Bid (Part-I un-priced) & Financial Bid (Part-II priced)** - from the full time Housekeeping service providers possessing Eligibility Criteria as under:

- 1) The Contractor should be registered as Firm with appropriate Authority or a Company registered under Companies Act (Attach Certificate).
- 2) The Contractor will be required to register with the Government Labour Department for obtaining a valid license under the Contract Labour (Regulation and Abolition) Act for engaging the workers and submit the relevant certificate from the Competent Authority for deployment of Workers in our Organization. The Contractor will be required to submit this Certificate/Exemption Certificate within one month of award of the work.
- 3) The Contractor should be having valid ESI, EPF No., PAN No, Service Tax Number (attach document in support of the same).
- 4) The Average Turnover of the contractor during 2008-09, 2009-10 & 2010-11 should be at least Rs.10 lakhs. (Attach Certificate from Chartered Accountant)
- 5) The Contractor should have a **minimum experience of 3 years i.e, 2008-09, 2009-10 and 2010-11** in providing Housekeeping Services to Residential Training Centres of Banks/Insurance Companies/ Central or State Government Organizations/ Educational Institutions or to minimum 50 bedded Hospitals/ at least 3 Star Hotels/ Organizations of Repute (Attach Certificates from the Concerned Employers).

Interested Contractors, as mentioned above, can obtain the detailed tender document containing the terms & conditions, against a written request on their own letter head from the office of Manager, Oriental Staff Training College, (OSTC), Faridabad against Cash/ submission of a non-refundable Demand Draft of Rs.500/- (Rs.Five Hundred only) drawn on any Nationalized / Scheduled bank in favour of “**The Oriental Insurance Co.Ltd., A/c. Staff Training College**” payable at **Faridabad** on all working days (Monday to Friday) between 10.00 to 14.30 hours. The time schedule of tendering is specified below

i)	Issue of tender document	:	10.05.2012 to 31.05.2012.
ii)	Tender document Fee (Non-refundable)	:	Rs.500/- (Rs.Five hundred only)

Signature and Seal of Tenderer

Technical Tender – HouseKeeping May 2012

iii)	Last date & time for submission of tender	:	07.06.2012 upto 5.00 P.M.
iv)	Date & time of opening of Technical Bids	:	08.06.2012 at 11.30 A.M.
v)	Date of Pre-bid conference		18.05.2012 at 11.00 A.M.
vi)	Date & time of opening of Financial Bids	:	Will be intimated to the Technically qualifying bidders at a later date
vii)	Earnest Money Deposit (EMD)	:	Through Demand Draft Rs.30,000/- (Rs.Thirty thousand only).

The tender document can also be downloaded from the website **www.orientalinsurance.org.in** and the same will be accepted along with the tender fee of **Rs.500.00 (Five Hundred only)**, mentioned above, through a separate Demand Draft drawn on any Nationalised/Scheduled bank favouring **“The Oriental Insurance Co.Ltd., A/c. Staff Training College, payable at Faridabad.**

All amendments/information with respect to this Tender will be uploaded on the Company’s Website www.orientalinsurance.org.in and notice thereof will not be published in any newspaper. All Tenderers are, therefore, advised to visit the website regularly for updates.

Chief Manager, OSTC, reserves the right to reject any or all of the tenders in part or full without assigning any reason(s).

**Chief Manager
OSTC, Faridabad.**

Signature and Seal of Tenderer

Section - 2

Instructions to Tenderers

General :

- 1.1** Oriental Staff Training College,(OSTC), Faridabad is a Corporate training centre of The Oriental Insurance Co.Ltd., a premier Public Sector Insurance Company which has been established to impart training to its officers to promote professional and holistic human resource development inter alia through skills and knowledge up-gradation/ refurbishment of its personnel. The College is developed as a well contained, residential, facility.
- 1.2** Sealed tenders with proper personal identification mark, in two parts (**Part-I Technical Bid - unpriced and Part-II Financial Bid - priced**) are invited from eligible Tenderers, by Chief Manager, OSTC, Faridabad on behalf of The Oriental Insurance Co.Ltd., for "**Providing full time Housekeeping Services at OSTC, Faridabad**" for a period of three years from the date of commencement of contract as per agreement.
- 1.3** The duration of the contract for the first term is for a period of three years from the date of commencement of work after award of work. Initially the contract will be awarded for one year and the contractor will be paid the statutory amount, Cost of other amenities plus administrative/service charges as quoted by the Contractor in the Financial Bid. The Wages and other statutory amounts payable by contractor as per Financial bid to the workers will be reimbursed to the contractor as amended by Central Govt./State Govt. from time to time. The percentage of administrative/service charges as quoted by the Contractor in the Financial Bid, will remain fixed during the first year of the contract. On Satisfactory completion of first year of the contract, the administrative/service charges shall be increased by **10% of the previous year percentage**, while renewing contract for the second and third year. For e.g. if the contractor quotes 10% service charges/administrative charges then for first year it will be 10%, 11% for second year and 12.1%. for the third year . **Service tax if applicable shall be extra and borne by OSTC.** **All statutory deductions such as TDS, surcharge, Education cess, Higher education cess etc. will be deducted from the monthly bill as applicable from time to time.** Here again in the event of the Contractor not fulfilling the conditions of such automatic extension, OSTC reserves its right to forfeit the **security deposit of Rs.1,00,000/- (Rupees One Lac only)** placed with OSTC hereinafter mentioned. However, decision of the OSTC shall be final and binding on the contractor, in respect of such confiscation of the security of **Rs.1,00,000/-**.

Signature and Seal of Tenderer

2.0 **Issue of Tender Document:**

2.1 The tender document can be obtained from the office of the Manager, Oriental Staff Training College, Sector-11, Mathura Road, Faridabad. by submitting a written request on the letter head **against cash/ submission of a non-refundable Demand Draft of Rs.500/- (Rs.Five Hundred only)** drawn on any Nationalized/Scheduled Bank in favour of **“The Oriental Insurance Company Limited A/c. Staff Training College, payable at Faridabad only during all working days (Monday to Friday) between 10.00 hours to 14.30 hours from 10.05.2012 to 31.05.2012.** In case, the tender document is downloaded from the website, the tender fee of Rs. 500/- should be paid through a separate demand draft drawn on a Nationalised /Scheduled bank favouring **“The Oriental Insurance Company Limited A/c. Staff Training College” payable at Faridabad** which should be invariably enclosed with the **Technical Bid (Part – I un-priced).** **The tenders for which Tender Fee is not paid shall be summarily rejected.**

3.0 **Submission of Tender:**

3.1 The tender (containing separate sealed envelopes for **Technical Bid Part –I un-priced & Financial Bid Part – II priced**) should be submitted in a **sealed third envelope** marked on top **"Tender for Providing HouseKeeping Services at OSTC, Faridabad"** with the name, address and telephone number of the Tenderer at the bottom of the cover on the left. The complete sealed tender addressed to Chief Manager, OSTC, Faridabad **should be dropped in the locked tender box available at the reception on ground floor at OSTC, Faridabad till 17.00 hrs up to 07.06.2012.** OSTC shall not be responsible if the Tenders are delivered elsewhere or are not delivered on time due to postal or any other delays.

3.2 OSTC may, at its discretion, extend the deadline for submission of Tenders in accordance with clause - 4.3 hereunder.

3.3 **Precautions while filling the Tenders:**

The tenderer while filling the tenders should take care of the following:

Signature and Seal of Tenderer

- a) Before tendering, the tenderer may visit the site where intended services are to be provided and satisfy himself /themselves as to the conditions prevalent at the site. No claim on this account shall be entertained by the OSTC under any circumstances subsequently.
- b) The **Technical Bid (Part – I un-priced)** envelope must have all the essential documents, failing which the tender will be deemed as non-responsive and disqualified for bidding process. The list of documents to be attached with Technical Bid is mentioned in Annexure-I checklist for documents placed in the Technical Bid(Part-I)(un-priced) envelope. The details of documents to be attached are as under:
- i (a) Demand draft for Earnest Money Deposit (EMD) of **Rs.30,000.00 (Rs. Thirty Thousand only)** drawn in the favour of “The Oriental Insurance Co. Ltd. A/c Staff Training College” payable at Faridabad issued by any scheduled commercial bank.
- (b) Demand Draft for Rs.500/- as cost of tender if downloaded from website. drawn in the favour of “The Oriental Insurance Co. Ltd. A/c Staff Training College” payable at Faridabad issued by any scheduled commercial bank.
- ii) Self attested Copy of PAN Card issued by the Income Tax Department .
- iii) Self attested Copy of Service Tax Registration certificate issued by Competent Authority(if applicable)
- iv) Self Attested Copy of PF registration certificate issued by the concerned authority.
- v) Self attested copy of ESI registration certificate issued by the concerned authority.
- vi) The Contractor should have a minimum experience of 3 years i.e, 2008-09, 2009-10 and 2010-11 in providing Housekeeping services to residential training centres of Banks/Insurance Companies/ Central or State Government Organizations/ Educational Institutions or to minimum 50 bedded Hospitals/ at least 3 Star Hotels/ Organizations of Repute (Attach Certificates from the Concerned Employers).
- vii) Proof of turnover for the last three financial years (2008/09, 2009/10, 2010/11) duly certified by a Chartered Accountant (minimum average annual turnover should be Rs.10 lacs). (Attach certificate).

Signature and Seal of Tenderer

viii) **The Agency should be registered as Firm with appropriate Authority or a Company registered under Companies Act (Attach Certificate).**

ix) **Compliance Report as per given draft at Annexure II in the tender document.**

x) **Declaration in the form of a Affidavit on non-judicial stamp paper of requisite value duly notarized, with regard to prosecution /blacklisting of Bidder (as per annexure VI of the tender document).**

xi) **Tendering Agency's profile (as per Annexure III of the tender document)**

xii) **Participation of near relative of employees in the Tender/Execution of work as per Annexure IV**

3.3(C) Financial Bid envelope (Part – II priced) should be sealed with wax/tape and consist of only the Financial Bid Part-II (Priced)Tender document showing the rates/net amount Chargeable by the contractor for the tender for Housekeeping.

3.3(d)The amount per month and percentage of Service / Administrative charges should be quoted both in words and figures in the financial bid format. This net amount chargeable per month, quoted by the contractor will include his Service charges /administrative charges besides wages not less than as prescribed under Minimum Wages Act 1948 (Act XI OF 1948),Employers' contribution toward PF under EPF Act 1952, Employers' contribution toward ESI Scheme under ESI Act 1948,Payment of Bonus, under Payment of Bonus Act, 1965 and Rules, 1956 payment of compensation for overtime /weekly off/National holiday/any other holiday, as applicable and as amended from time to time and or any other rule framed there under from time to time by the Central Govt or State Govt and or any other Authority constituted by or under any law, for the category of persons deployed by the contractor. Service tax if applicable shall be extra and borne by OSTC All statutory deductions such as TDS, surcharge, Education cess, Higher education cess will be deducted as applicable from time to time.

3.3 e) Tenderer signing the tender should clearly specify whether he is signing as sole proprietor, partner, under power of attorney or as Director/ Manager/ Secretary etc., as the case may be. Copies of the document authorising the signatory to sign the tender on behalf of tenderer should be attached with the tender.

Signature and Seal of Tenderer

3.3 f) All overwritings/corrections should be duly signed by the Tenderer.

3.3 g) One bid per bidder – Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners is a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.

3.3 h) Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of Land. Such action will result in the rejection of bid, in addition to other punitive measures.

3.4 Late & delayed Tenders:

a) Bids must be received in OSTC, Faridabad at the address specified above but not later than the date and time stipulated in the Notice Inviting Tender. The OSTC may, at its discretion, extend the deadline for submission of bids in which case all rights and obligations of the OSTC and the Bidder will be the same. The information thereof will be available on the Company's website **and notice thereof will not be published in any newspaper. All Tenderers are, therefore, advised to visit the website regularly for updates.**

b) Any bid received by OSTC after the deadline for submission of bids, as stipulated above, shall not be considered and will be returned unopened to the bidder.

4.0 Amendment of Tender Document:

4.1 At any time prior to the last date for submission of Tenders, OSTC may for any reason, whether at its own initiative or as a consequence of Pre-Bid conference in response to a clarification requested by a prospective Tenderer, modify the Tender documents by amendment.

4.2 The amendments shall be intimated in writing or by Post or by FAX or by e-mail to all prospective Tenderers on the address intimated at the time of purchase of Tender document from the office of Manager, OSTC, Faridabad and also uploaded on website of the Company or at the time of attending pre-bid conference and those amendments will be binding upon them. Hence all tenderes are, therefore advised to visit the company's website regularly for updates.

4.3 Chief Manager, OSTC may, at his discretion, extend the deadline for the submission of tenders suitably.

Signature and Seal of Tenderer

4.4 Chief Manager, OSTC, before opening of financial bids, at its discretion may increase or decrease the scope of services required under the tender. In such a case OSTC shall seek fresh financial bids keeping in view the changed scope of services required.

5.0 Opening of Tenders: The Technical Bids (Part – I unpriced) shall be opened on 08.06.2012 at 11.30 A.M. in the office of Manager, Oriental Staff Training College, Faridabad in the presence of Tenderers or their authorised representative(s) who wish to be present. **The Financial Bids (Part – II priced)** of only those Tenderers, whose technical bid is found responsive will be opened at a later date and time to be informed by the OSTC by uploading on our website. The tender opening committee (TOC) of OSTC shall open the properly sealed tenders only. **Unsealed or improperly sealed tenders shall be rejected. Conditional bids will also be summarily rejected.**

All the Financial Bids (Part – II Priced) of tenderers whose Technical Bids (Part – I unpriced) have been opened, will be sealed in one envelope acknowledged by Tender Opening Committee and will be kept in the custody of Chief Manager, OSTC till the date of opening of the same.

6.0 Earnest Money Deposit:

6.1 Each tender must be accompanied with an **Earnest Money (EMD)** in the form of a demand draft **for Rs. 30,000 (Rupees Thirty thousand only)** drawn on any nationalized / scheduled Bank in favour of **The Oriental Insurance Company Ltd., A/c. Staff Training College payable at Faridabad only**. No other form will be accepted for submission of EMD. The said demand draft of the earnest money must be attached with the **Technical Bid (Part-I unpriced)**. **At the back of the demand draft, the name of the Tenderer should be clearly written with the caption "Providing HouseKeeping Services at OSTC, Faridabad"**. Tenders submitted without E.M.D. shall not be evaluated or considered.

6.2 The earnest money will be forfeited:

6.2.1 If the Tenderer withdraws his Tender during the period of Tender validity.

6.2.2 If in the case of the successful Tenderer, the Tenderer fails to:

- (a) Comply with all the terms and conditions of the agreement.
- (b) Comply with the rules and regulations set forth by Govt. such as PF, ESI etc.

Signature and Seal of Tenderer

6.3 Return/refund of EMD to the unsuccessful/non-responsive Tenderer(s) will be made normally within 30 days after the successful award of work. No interest shall be payable on it under any circumstances.

7.0 Declaration and Details by tenderer:

7.1 A declaration for acceptance of all the terms and conditions of the contract must be submitted by the Tenderer as per the **Annexure – “II”**.(Compliance Report)

7.2. Tenderer should also submit the Contractor profile and details as in the **Annexure – “III”**.

8.0 Validity and Evaluation:

8.1. The Tenders shall be valid for a period of at least four months from the date of opening of the tender.

8.2. Incomplete, conditional tenders and fax/e-mail/telegraphic tenders are liable to be rejected.

8.3. Tenders are not transferable under any circumstances.

8.4 The bidders whose technical bids have been found apparently responsive as per documents and information furnished viz. a viz. criteria laid down in the Tender Document will be short listed.

In order to satisfy itself about the nature and quality of services rendered by the tenderer, OSTC may depute its Officer(s) or authorized representative to visit the institute/establishments mentioned by the bidder. Besides, OSTC may also arrange for verification of various documents / testimonials submitted by bidder in support & compliance of technical criteria as laid down in the tender document. It will be mandatory for the bidder to extend full cooperation to OSTC so that necessary verification is completed without any delay. In case the bidder fails to cooperate or where after verification it is concluded that bidder does not meet with the criteria as laid down in the Tender Document, then his bid would be considered as non- responsive and their financial bids will not be processed further.

The Technical Bids of those bidders, where OSTC after its inspection / investigation / verification is satisfied with regard to compliance of technical criteria as laid down in the Tender Document, will be declared as found responsive .

Signature and Seal of Tenderer

8.5 The Financial Bids (Part-II-Priced) of only those tenderers whose Technical Bids (Part-I-Un priced) are found responsive by OSTC will be opened , further processed and evaluated.

8.6. The net amount chargeable per month and percentage of Service/Administrative charges should be quoted in figures as well as in words. In the event of any contradiction between the two, the net amount chargeable per month/ percentage of Service/Administrative charges quoted in words shall be considered for evaluation and same shall be binding upon the tenderer.

8.7 OSTC will award the contract to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per terms and conditions incorporated in the bidding document.

8.8 OSTC will communicate the successful bidder by letter sent through **Courier/Registered Post/e-mail and by uploading on Company’s website** that his bid has been accepted. This letter (hereafter and in the condition of contract **called the “Award Letter”**) shall prescribe the net amount per month/percentage of Service/Administrative Charges which OSTC will reimburse to the contractor in consideration of the execution of work/services by the contractor as prescribed in the contract.

8.9 Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of EMD.

9.0 Acceptance of Tender:

9.1. OSTC reserves the rights to accept, reject any or all Tenders without assigning any reasons thereof.

9.2. OSTC reserves the right to disqualify such Tenderers who have a record of not meeting the contractual obligations against earlier contracts entered into with OSTC, or with any central or state government agencies.

10. Delays in Performance and liquidation of damages..

10.1 Start of services shall be made by the Contractor in accordance with the time schedule specified in the work order. Extension will not be given except in exceptional

Signature and Seal of Tenderer

circumstances.

10.2 In case the services are not started on the stipulated date as indicated in the work order, OSTC reserves the right to cancel the work order and / or recover liquidated damage charges to the extent of the charges incurred by OSTC in making alternative arrangements along with penalty of Rs.1000.00 per day for the delay period.

10.3 The cancellation of the work order shall be at the risk and responsibility of the Contractor and OSTC reserves the right to award the work at the risk and cost of the defaulting Contractor.

11.0 Security Amount:

The successful Tenderer shall be required to deposit a sum of Rs.70,000/- (Rupees Seventy thousand only) as security amount by a Demand Draft drawn in the favour of **The Oriental Insurance Co.Ltd. A/c. Staff Training College, payable at Faridabad** within 15 days from the date of receipt of work award letter. The EMD of the successful tenderer will also be merged with the security amount. This total security amount of Rs.1,00,000/- (Rs.One lac only) will remain with OSTC throughout the period of contract. This security amount will be refunded to the contractor on completion/Termination/Cancellation of the Contract after deducting any dues payable to OSTC on whatsoever account subject to contractor submitting a **“No Dues” indemnity bond on non judicial stamp paper of requisite value duly notarised as per specimen enclosed in Annexure_V_**. The security amount will not bear any interest of whatsoever kind.

12.0 Signing of contract:

The successful Tenderer shall present himself for signing the contract within two Weeks after receipt of Award Letter from OSTC. Commencement of Housekeeping services shall be made by the Contractor in accordance with the time schedule specified in the Work Order issued by OSTC.

13.Relationship with Employees:

OSTC will debar parties from tendering having relatives working in **OSTC and/or The Oriental Insurance Company Limited** in any capacity. A non-relationship Certificate (at Annexure – “IV”) is required to be submitted.

Signature and Seal of Tenderer

14.Blacklisted/Prosecution of Bidders:

OSTC will debar Individual/Firm/Organization including its Partners/Shareholders /Directors who have been blacklisted/prosecuted by any departments/statutory bodies in any State or by any Court of Law. A non blacklisting/prosecution declaration in the form of Affidavit as per **Annexure VI** is required to be submitted.

15.License to run Housekeeping services under Contract Labour (Regulation and Abolition Act 1970)

Immediately after the award of work to the Contractor, they will apply for obtaining a certificate/license from the office of **The Assistant Labour Commissioner (Central) Faridabad** to employ workers at OSTC for providing Housekeeping services and submit the relevant certificate/exemption certificate **within one month** from the date of award of the work. Extension of time period and waiver of this certificate, if required, will be at the sole discretion of OSTC depending upon the circumstances.

16. The Contractor will be required to comply with the provisions of all relevant Acts, Notifications, Rules, Regulations and Guidelines etc., issued/ notified by Central Government /Haryana Government/Municipal Corporation Faridabad or any other Statutory Authority/Body, in force as on date or enacted/notified/implemented by any concerned authority during the period of contract. In case due to any violation by contractor of any provision of any Act, Notification, Rule, Regulation and Guideline etc. , if any penalty / fine /challan is imposed/ filed against OSTC, then OSTC will recover all such money from the contractor including expenses / damages which OSTC deems fit. Besides. OSTC may also terminate the contract and forfeit the security deposit lying with OSTC.

ANNEXURE- I

CHECK-LIST FOR DOCUMENTS PLACED IN TECHNICAL BID PART-I (UNPRICED) ENVELOPE. (See Condition No.3.3b of Section 2)

Please tick (✓)

Sr. No.	Documents to be attached	Yes	No
1	a) Earnest Money Deposit (EMD) of Rs.30,000/- (Rs.Thirty thousand only) in the form of DD issued by any scheduled commercial bank in favour of The Oriental Insurance Co.Ltd., A/c.Staff Training College payable at Faridabad b) Demand Draft for Rs.500/- issued by any scheduled commercial bank in favour of The Oriental Insurance Co.Ltd. A/c. Staff Training College payable at Faridabad if the tender is downloaded from Company's website.		
2	Tenderer's self-attested copy of the PAN card issued by the Income Tax Department		
3	Self attested copy of Service Tax Registration No (if applicable)		
4	Self attested copy of valid Employee Provident Fund Registration number.		
5	Self attested copy of valid ESI Registration No		
6	The Contractor should have a minimum experience of 3 years i.e, 2008-09, 2009-10 and 2010-11 in providing Housekeeping services to residential training centres of Banks/Insurance Companies/ Central or State Government Organizations/ Educational Institutions or to minimum 50 bedded Hospitals/ at least 3 Star Hotels/ Organizations of Repute (Attach Certificates from the Concerned Employers).		
7	The Average Turnover during 2008-09, 2009-10 & 2010-11 should be at least Rs.10 lakhs. (Attach Certificate from Chartered Accountant)		
8	The Agency should be registered as Firm with appropriate Authority or a Company registered under Companies Act (Attach Certificate).		
9	Compliance Report as per given draft at (Annexure-II in the Tender Document).		
10	Declaration in the form of affidavit on non-judicial stamp paper of requisite value duly Notarized that individual /firm/organization including its Partners/ Share holders/Directors were never blacklisted/prosecuted by any department/statutory authority in India or by any Court. (Annexure-VI of the tender document).		
11	Tendering Agency's profile as per Annexure III of the tender document.		
12	Participation of near relative of employees in the tender /execution of work as per Annexure IV		

Signature and Seal of Tenderer

ANNEXURE- II
COMPLIANCE REPORT

To

Chief Manager,
Oriental Staff Training College,
Sector-11, Mathura Road,
Faridabad-121006.

Sub: Regarding tender for "Providing Housekeeping Services at OSTC, Faridabad.

Dear Sir,

I/We certify that I/We have read the terms and conditions of the tender. I/We undertake that it is my/our responsibility to ensure that being the employer in relation to persons engaged/deployed by me/us to provide the services/activities under this tender as well as to make the payment of monthly wages/salaries, which in any case shall not be less than the minimum wages as fixed or prescribed under the minimum wages, Act, 1948 along with all other statutory dues as Employees Provident Fund, Employees State Insurance, Employees deposit Link Insurance etc. to our employee. I/We undertake to observe the compliance of all the relevant labour laws as applicable viz. Payment of wages act, 1936, Minimum Wages Act, 1948 Contract Labour (Regulation and Abolition) Act, 1948, Contract Labour (Regulation and Abolition) Act, 1970, State/UT Contract Labour (R&A) Rules, 1974, EPF Act, 1952, ESI Act (1948) as applicable and as amended from time to time and or any other Rules framed there under from time to time by the Central or State Government and or any authority constituted by or under any law, for the category of persons deployed by me/us.

Certified that I/We have read over the tender document containing **Section-I** (Notice inviting Tender), **Section-2** (Instructions to tenderes), **Annexures I to VI**, **Section-3** (General terms and conditions), scope of service (**Annexure A**), Deployment of Workers/Supervisor (**Annexure B**), Proposed set of Uniforms for deployed staff (**Annexure C**), Service Charges (**Annexure D**), Payment Terms and Conditions (**Annexure E**) and Financial Bid and have understood the contents.

I/We undertake to abide the terms and conditions as laid down in the tender document and the Annexures as stated above in case the work order is allotted to me/us in near future.

Place:

Signature of Tenderer _____

Name of the Tenderer:-----

Date:

Address:-----

Signature and Seal of Tenderer

ANNEXURE- III

TENDERER AGENCY'S PROFILE

Affix duly Attested P.P. Size recent photograph of the authorized representative of the prospective bidder.

1.	Name, address of firm/Agency and Telephone numbers.	
2.	Registration No. of the Firm/Agency	
3	Name, Designation, Address & Tel. No. of Authorized person of firm / Contractor to deal with	
4	Fax Number E- Mail Mobile Number	
5	Please specify as to whether tenderer is sole proprietor /Partnership firm / company or any other establishment.	
6	Name, Address and Telephone No. of Heads/ partners etc. be specified	
7	PAN No. issued by Income Tax Dept.	
8	Provident Fund Account No.	
9	ESI Number	
10	Details of Bid Security deposited: (a) Amount : b) DD No. (c) Date of issue: (d) Name of issuing Bank	
11	Name of the person if any to whom Authorization / Power of Attorney granted.	
12	Any other information	

Signature of the Tenderer with Seal

Signature and Seal of Tenderer

ANNEXURE- IV

**Participation of near relatives of employees in the tender /
execution of works.**

I / We / Our Organization,including our Partners/Share holders/Directors hereby certify that none of my/our relative (s) as mentioned in **Clause No. 13 of Instructions to Tenderers Section-II** of the tender document is/are employed in **Oriental Staff Training College/The Oriental Insurance Company Limited** as per details given in tender document. In case at any stage, if it is found that the information given by me/us is false/ incorrect, Oriental Staff Training College / The Oriental Insurance Company Limited shall have the absolute right to take any action as deemed fit without any prior intimation to me.

Signature of the Tenderer with Seal.

Name of the Tenderer.

Designation:

Signature and Seal of Tenderer

ANNEXURE V

Please do not submit this Indemnity bond now.

(To be submitted when the contract is cancelled/Terminated/ Completed for refund of Security amount)

DEED OF INDEMNITY EXECUTED IN FAVOUR OF THE ORIENTAL INSURANCE COMPANY LIMITED(On Non Judicial Stamp Paper of Rs.100/- duly notarized)

This deed of indemnity executed on _____ at

Faridabad by _____ on behalf of (Name and address of the

Housekeeping Service Provider) (herein referred to as the Service Provider) favouring

Oriental Staff Training College (herein referred to as the Principal having their office at

Bata Mor, Mathura Road, Sector-11, Faridabad witness as follows:

- 1) The Service Provider had been working for the Principal, OSTC at Faridabad for Providing HouseKeeping Services .
- 2) The Service Provider has made a security deposit of Rs_____ only) for Housekeeping Services as provided under item No.1 above.
- 3) The Contract for providing HouseKeeping services on hire has been completed/ terminated by the Principal/ Cancelled by the Principal/ Service Provider w.e.f. _____.
- 4) The Service Provider has paid all dues of the workers engaged in aforesaid Housekeeping services and has also paid all the bills of the materials purchased for the purpose of the above mentioned Housekeeping service under item No.1.
- 5) The Service Provider having satisfied the Principal that there are no outstanding dues of any sort and also that he has not caused any damage to the property of the Principal and on the request of the Service Provider the Principal has agreed to refund the aforesaid security deposit of Rs._____.

Signature and Seal of Tenderer

6) Now in the above premises and in consideration thereof Service Provider agrees and undertakes as follows:

- A) In the event of any dues to the workers found to be still unpaid or any amount found outstanding to the supplier of goods and articles purchased for the purpose of aforesaid Housekeeping Services as provided under item No.1 or in the event of any damage, breakage or any other injury to the property of the Principal caused by the service provider or his workers, the contractor shall, on being required by the Principal, pay and make good all those dues or damages forthwith.
- B) In the event of delay of failure to pay or make good any amount in the above connection which the Principal has to pay or make good any such bills or incur any expenses or defend any proceedings with regard to the above Service Provider (Name of the Service Provider) hereby undertakes to indemnify the Principal against all claims, demands, expense, losses, proceedings and all liabilities of whatsoever nature,

In witness whereof the Service Provider has signed his deed of indemnity at the place and date above mentioned in presence of following witness:

Witness:

1. Signature:

Name :

Address :

Signature of the Service Provider with Stamp of Firm

(Indemnifier)

2. Signature:

Name :

Address :

Signature and Seal of Tenderer

ANNEXURE –VI

**(AFFIDAVIT ON STAMP PAPER OF REQUISITE VALUE, REGARDING NON
BLACKLISTING/PROSECUTION)
(To be notarized)**

Date:_____

I hereby depose that neither me nor our Organization
_____ Including our
Partners/Shareholders/Directors were ever blacklisted/prosecuted by any
departments/statutory body(ies) in any State or by any Courts of Law.

Witness:

Deponent

Verification:

Verified at _____ on _____ and the contents mentioned/stated
above in this affidavit is true to the best of knowledge based on firm records and no
material is hidden there from.

Deponent

Section - 3

General Terms and Conditions of Contract

1. THE SERVICES

1.1 The (Contractor) shall provide **services** more particularly defined in **Annexure A** hereof [**the “Scope of Service”**] to OSTC under this Agreement in the manner and on the terms and conditions contained herein.

1.2 The Contractor shall comply with the instructions provided by OSTC from time to time relating to the performances of the services, duties and obligations under this agreement. The services rendered by Contractor shall be subject to regular review by OSTC and its decision as to the quality thereof shall be final and absolute.

1.3 The Contractor and all persons engaged by Contractor shall abide by the applicable OSTC rules, guidelines, policies and procedures at all times during the performance of the services and the regulations issued by the various Government Authorities under whose jurisdiction this agreement will fall, from time to time.

2. THE SERVICE CHARGES

In consideration of the services to be provided by Contractor and performance of the terms and conditions contained in this agreement, OSTC shall pay to the Contractor such cost and charges as described in **Annexure D hereof [the “Service Charges”]**.

2.1 The net amount chargeable per month quoted by the Contractor include minimum wages, cost of Statutory benefits and other amenities besides his Service Charges/administrative charges as per Financial Bid. The duration of the contract for the first term is for a period of three years from the date of commencement of work after award of work. Initially the contract will be awarded for one year and the contractor will be paid the statutory amount, cost of other amenities plus administrative/service charges as indicated in the Financial Bid. The Wages, other statutory amounts payable by contractor as per Financial bid to the workers will be reimbursed to the contractor as amended by Central Govt./State Govt. from time to time. The percentage of administrative/service charges will remain fixed during the first year of the contract. On Satisfactory completion of first year of the contract, the administrative/service charges shall be increased by **10% of the previous year percentage**, while renewing contract for the second and third year. For e.g. if the contractor quotes 10% service charges/administrative charges then for first year it will be 10%, 11% for second year and 12.1%. for the third year . **Service tax if**

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applicable shall be extra and borne by OSTC All statutory deductions such as TDS, surcharge, Education cess, Higher education cess will be deducted as applicable from time to time

2.2 The Contractor shall raise the invoice/bill and OSTC agrees to pay such invoices/bills within 15 working days of receipt and acceptance of the invoice/bill.

2.3 All payments to Contractor under this agreement shall be made subject to deductions, withholding of all applicable, taxes and charges from time to time in force

3. REPRESENTATIONS AND WARRANTIES OF

3.1 The Contractor represents and undertakes that:

a) It has full power and authority to enter into this agreement and perform the services and it has the necessary expertise and equipment to duly perform the services under this agreement.

b) It shall render the services and perform its obligations and duties under this agreement accurately and efficiently and in accordance with the instructions, specifications, procedures, standard, guidelines, time frame, if any as mentioned in this agreement, or as are issued from time to time by OSTC for the performance of the services to the satisfaction of OSTC.

c) It shall be responsible for its corporate and personal taxes if any, and shall indemnify and hold harmless OSTC for any liability in this connection.

d) It shall be responsible for ensuring that all persons engaged by Contractor to provide services to OSTC shall hold at all times the necessary expertise and qualifications and shall abide by OSTC's instructions, specifications, procedures, standard, guidelines, and time frames at all times during the performance of the services.

3.2) Labour Regulations and payment of wages:

a) The Contractor shall obtain a valid labour license under the Contract Labour (R&A) Act 1970 and the Contract Labour (R&A) Central Rules, 1971 and submit a copy to OSTC as per **Condition No. 15** under **Instructions to Tenderers, Section-2 of Technical Tender**. He shall continue to have a valid license until the completion of work. The Contractor shall also comply with the provisions of the **Child Labour (Prohibition and Regulation) Act 1986, Payment of Wages Act 1936, Minimum Wages Act 1948, Employees Liability Act 1938, Workmen's Compensation Act**

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1923,(Employees Compensation Act,1923 and as amended by Act No.45 of 2009 (w.e.f. 18.01.2010), Industrial Dispute Act 1947, Maternity Benefits Act 1961, Payment of Bonus Act, 1965 with Rules 1956, Employees State Insurance Act,1948, Provident Fund and Miscellaneous Provision Act,1952 and Apprentices Act, 1961 or the modifications thereof or any other laws relating there to and the rules made there under from time to time. The Contractor is fully responsible to observe the above laws as amended from time to time in regard to his employees and compensation and other benefits / risks in relation to employees to be engaged by him. The Contractor shall maintain all the statutory registers required under labour laws. The Contractor shall also produce these records on demand by OSTC authority. If he fails to do so, his failure will be a breach of the contract and OSTC may at its discretion cancel the contract without prejudice to any other action under the law and contract. The Contractor shall also be liable for any pecuniary liability arising on account of any violation by him of the provisions of the Acts.

b)The regulation aforesaid shall be deemed to be part of this contract and any breach thereof shall be deemed to be a breach of this contract.

c)OSTC shall have the right to deduct from the money due to the Contractor, any sum required or estimated to be required, for making good the loss suffered by a worker or workers, by reason of non- fulfillment of the conditions of the contract of the benefit of the workers, non-payment of wages or of deduction made from their wages which are not justified by their terms of the contract or non-observance of the Regulations.

d) If in the course of execution of contract by the contractor, any minor or major damage is caused by contractor or his workmen to the persons or property of the OSTC, after joint investigation by the OSTC and contractor, any claims arising there-from shall be recovered, settled and dealt with directly by contractor, who shall render all assistance and co-operation to the OSTC, if any inquiry is held thereon.

4. INDEPENDENT CONTRACTOR AND EMPLOYEES OF CONTRACTOR

4.1 Nothing herein shall be deemed to create any partnership, joint venture, Contractor between OSTC and Contractor or their representatives and employees and nothing herein shall deem to confer on any party, any authority to incur any obligation or any liability on behalf of the other party. The Contractor is an independent contractor and not an employee, agent, associate or authorized representative of OSTC and the Contractor undertakes that it shall not undertake any obligation or liability in the name of or on behalf of OSTC whatsoever.

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4.2 Nothing in this agreement shall by implication or expression be taken to mean or imply that any of the persons deployed, engaged as per **Annexure ‘B’(Deployment of workers/Supervisor)** by the Contractor for rendering the services, are employees of OSTC or engaged by OSTC. Contractor to render the services to OSTC by deploying workers/supervisors shall be in sole employment of Contractor and Contractor shall be solely and fully responsible for their acts, salaries, wages, remunerations and, or, any other statutory or other payments and the like. Under no circumstances shall OSTC be liable for any payment or claim or compensation [including but not limited to compensation on account of injury, death, termination] and in case any liability falls on OSTC for any reason, the Contractor shall keep OSTC indemnified against the same. In order to give effect to this, **the Contractor shall incorporate suitable clause in the appointment letters to be issued to its employees that they are employees of contractor, a copy of which should be given to OSTC for perusal and record.**

4.3 The Contractor will arrange Workmen’s Compensation Insurance Policy for his employees in the joint name of The Oriental Insurance Co.Ltd., and the Contractor from any nationalized Insurance Company other than Oriental Insurance Co.Ltd., The cost will be borne by OSTC on actual premium paid.

4.4 In the event OSTC notifies that it is not satisfied with any of the persons, employees, workers, supervisors and the like, engaged by contractor to render the services to OSTC, or if OSTC has reason/s to believe that a person/s engaged by Contractor to provide services to OSTC is/are not abiding by OSTC’s rules, guidelines, policies and procedures, then Contractor shall, within 7 days, replace such person/s to the satisfaction of OSTC.

4.5 Contractor undertakes to keep and hold OSTC harmless and indemnified in this regard.

5. CONFIDENTIALITY

All commercial and other information, data and documents, whether written, oral or in any other form, furnished to Contractor by OSTC or its employees, representatives or agents, shall be considered confidential by Contractor and Contractor shall take all the

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necessary precautions, acceptable to OSTC, to keep the confidential information secret and confidential.

6. INSPECTION AND RIGHT TO AUDIT

6.1 The Contractor shall upon receipt of a 2 days notice, allow OSTC, its management, auditors, regulators and/or agents, the opportunity of inspecting, examining, auditing and /or taking copies of the OSTC records with Contractor.

6.2 The Contractor will co-operate with the OSTC's internal or external auditors to assure a prompt and accurate audit of OSTC's record and data with Contractor and Contractor shall also co-operate in good faith and in the best of efforts basis with OSTC to correct any practices, which are found to be deficient as a result of any such audit within a reasonable time after the receipt of the OSTC's audit reports. Such audit/audit reports will be at the expense of OSTC.

6.3 The contractor shall see that employees under them follow the instructions/directions given by the competent authority and shall be complied with immediately by the staff of the contractor.

7. INDEMNIFICATION & PENALTY

7.1 The Contractor hereby undertakes to keep and hold OSTC indemnified and harmless against all costs, expenses, claims, liabilities and proceedings, which may be caused to or suffered by OSTC or made or taken against OSTC, which are directly or indirectly arising out of breach of this agreement by Contractor or by any act or omission of the persons engaged by Contractor for performing the services or otherwise employed or engaged by Contractor.

7.2 The Contractor hereby undertakes to indemnify OSTC in respect of all claims, damages, costs and expenses suffered or incurred by OSTC on account of any claims of the nature described in **Condition 4** asserted against OSTC by any member of Contractor or engaged by Contractor to provide services under this agreement.

7.3 That Contractor shall wholly and solely be liable for all disputes and liabilities arising out of/while providing the services under this contract for any purchases, any sample taken by Govt. Authorities or otherwise for any dispute under the Laws of the land, in any court of law.

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7.4 That Contractor shall keep a security deposit of Rs.1,00,000/- (Rupees One lac only) with the OSTC for the due performance and observance of the terms and conditions of the Contract. That the amount of security of Rs.1,00,000/- shall be refunded without any interest thereof to the contractor after the termination/completion/cancellation of the said contract. However, OSTC reserves the right to deduct any amount in case the Contractor or their employees, servants, agents, etc. cause any damage to the articles supplied or property or deterioration detected at any time during the contract period and the same shall be recovered out of the security deposit amount of Rs.1,00,000/-, For refund of security amount the contractor will submit an indemnity bond on Non Judicial stamp paper of requisite amount duly notarized regarding “No Dues” confirmation. **The specimen of the Indemnity bond is enclosed as per Annexure V (Also refer clause No.11.0 of Section-II).**

8. SUB CONTRACTING

8.1 The Contractor shall itself perform the services and all obligations and duties under this agreement. Except with the prior written consent of the other party, neither the benefit nor the burden of this agreement shall be assignable by either of the parties except that OSTC may assign or transfer its rights and obligations under this agreement to any entity which acquires all or substantially all of the OSTC’s operating assets or into which OSTC merged or reorganized pursuant to any merger or reorganization.

8.2 The Contractor shall itself perform its services, obligations and duties under this agreement, provided that in case Contractor requires the assistance of some other specialized Contractor or to engage some other Contractor in the discharge of its obligations under the contract, such Contractor may be engaged only with the prior written approval of OSTC and in any event such Contractor shall be absolutely accountable only to Contractor and Contractor shall be absolutely responsible and accountable to OSTC and liable for such Contractor’s acts and omissions.

8.3 OSTC’s approval to such sub contract shall not create any relationship between OSTC and the subcontractor nor shall it discharge Contractor from its responsibilities for performance of the services in its entirety Contractor shall be absolutely responsible and liable for all acts and omissions of such sub-contractor and shall

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always keep and hold OSTC harmless and indemnified in respect of any damages, costs or expenses incurred or suffered by OSTC, which arises from any act or omission of sub contractor.

9. TERM AND TERMINATION

9.1(a). In the event of the Contractor not fulfilling the conditions of such automatic extension the OSTC reserves its right to forfeit the **security deposit of Rs.1,00,000/- (Rupees one lac only)** placed with OSTC hereinafter mentioned. However, decision of the OSTC shall be final and binding on the contractor, in respect of such confiscation of the security of **Rs.1,00,000/-**.

9.1(b). The contract can be renewed for a second term of 3 years at the discretion of OSTC on the terms, conditions on mutual negotiation and consent.

9.2. That OSTC reserves the right to cancel or terminate this agreement by giving thirty days notice in writing without giving or assigning any reason(s) for doing so, and **in the event of the Contractor wishing to terminate this agreement, the Contractor shall have to give at least six months notice to OSTC in writing** and in either event, the Contractor shall hand over the peaceful and vacant possession of the space (accommodation) provided by virtue of the Agreement. The Contractor shall also hand over forthwith all the articles provided to them. However, no broken item(s)/articles(s) shall be taken back which must be replaced by the Contractor or shall pay the cost thereof.

9.3 The Contractor further agrees, that in the event of the earlier termination by either parties to the contract or expiry of the agreement, contractor shall be obliged to continue providing the services on the same terms and conditions as provided in this agreement, till such time as OSTC is able to procure an alternative arrangement or provider for providing the services at the premises of OSTC or has agreed in writing to allow the contractor to discontinue earlier. OSTC to ensure that all payments due for services rendered by Contractor till the expiry or the earlier termination of the agreement shall be paid to Contractor within 30 days thereof after the submission of indemnity bond regarding **“No Dues” on non- judicial stamp paper of requisite value duly notarized.**

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9.4.Notwithstanding anything stated elsewhere in this agreement; if either party commits breach of any of the terms and conditions of this agreement, a written notice may be served upon the party committing such a breach by the other party and in case the breach is not rectified within a period of fifteen days from the date of receipt of the notice by the party committing the breach, then the party giving such notice shall be entitled to terminate this agreement forthwith without prejudice to its other rights. This termination will be as per **condition No.9.3** mentioned before.

10.ARBITRATION

In the event of any question, dispute or difference arising under this agreement or in connection therewith except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to sole arbitration by OSTC or an Arbitrator appointed by them specifically for resolution of dispute/difference under this contract. The arbitration shall be conducted under the Indian Arbitration and Conciliation Act 1996 and any amendments thereof. The venue of the arbitration proceedings shall be OSTC Faridabad or any such other place as the arbitrator may decide.

11. FAKE DOCUMENTS;

If at any later date, it is found that the documents and certificates submitted by the Contractor are forged or have been manipulated, the work order issued to the Contractor shall be cancelled and Security Deposit issued to OSTC shall be forfeited without any claim whatsoever on OSTC and the contractor is liable for action as appropriate under the extant laws.

12.0 In case of Death of the Contractor:

Without prejudice to any of the rights or remedies under this contract, if the Contractor dies, OSTC shall have the option of terminating the contract without compensation to the legal or other heirs of the Contractor.

13. MISCELLANEOUS

13.1 Neither party shall be liable by any reason of failure or delay in the performance of its obligations under this agreement if such failure or delay is caused by acts of God, War or any other cause beyond its control and without its fault or negligence.

- 13.2** Nothing in this agreement confers any right upon Contractor to use OSTC's trademarks, trade names, service marks or brand names or other intellectual property rights.
- 13.3** This agreement supersedes all prior understandings, if any, between the parties concerning the subject thereof.
- 13.4** If any of the provisions of this agreement are rendered invalid or legally unenforceable, then the remaining provisions of the agreement shall be held valid and binding on the parties.
- 13.5** No amendments to the agreement shall be valid unless executed in writing and signed by both the parties.
- 13.6** The Contractor shall not without the prior written consent of OSTC assign this agreement.
- 14.(a)** OSTC shall accept no liability explicit or implicit for, nor any financial or other consequences arising from, sickness, injury, damages or death of the personnel of the Contractor, of the staff members or of any sub-Contractor or agent or of any person performing on their behalf any work under the present contract, including the time spent in travel, nor for any damages which may arise by reason of the neglect or default of any of them.
- b)** For the purposes of this contract, the term third party shall be "inter-alia" officials of OSTC and its agents and officials, as well as any person or entity employed by the Contractor or engaged for the Contractor, in order to perform services for, or supplying goods to the Contractor in connection with the implementation of the present contract.

15. INSURANCE:

The contractor will take Workmen Compensation Insurance Policy for his all workers/supervisor. The policy is to be taken in the joint name of The Oriental Insurance Co.Ltd., and the Contractor from any nationalized Insurance Company except The Oriental Insurance Co.ltd., The Contractor will also take Mediclaim insurance for Rs.1,00,000/- each for all workers from any nationalized Insurance Company. The cost of Workmen Compensation Insurance Policy will be reimbursed by OSTC to the contractor on production of premium paid receipt. The cost for mediclaim policy will be borne by the Contractor.

16. That the Contractor shall maintain proper records about the attendance of their staff in the prescribed format as given in the Contract Labour (Regulation and Abolition) Act, 1970 along with contract labour (Regulation and Abolition Rules, 1971. relevant Act and

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would ensure that full staff strength is maintained. If due to any exigency if any worker/supervisor is absent the Contractor should take immediate steps to provide its substitute. He should not depute the existing worker/supervisor to continue the duty except in rare instances. If he does so then the Contractor will be solely responsible for the penalty/action, if any as per labour laws prevailing. Further OSTC will not pay any extra amount for any overtime or similar exigencies under any case in addition to amount per month quoted in the Financial Bid. It will be the sole responsibility of the Contractor to deal with such exigencies.

The contractor has to ensure that he gives weekly off to Supervisor/Workers as per the relevant statute. If the contractor calls the Supervisor/Worker for work on weekly off day then the contractor will be solely responsible for the penalty/action if any as per labour laws prevailing. Further OSTC will not pay any extra amount for work on weekly off in addition to total amount quoted by the contractor in the Financial Bid .

17. Payment of bills for Housekeeping services will be made on monthly basis provided that the Housekeeping Services provided were/are satisfactory during the month and subject to deduction as per **Penalty Clause (Clause No.25)** mentioned herein after. The monthly bill payment will be made provided the Contractor submits the attested photocopies of the following documents (Also refer **Annexure-E-Payment terms and conditions.**)

- a).Attendance sheet of the employees of the month on the format prescribed in the Contract Labour (Regulation and Abolition Act, 1970) Act No.37 of 1970 along with Contract Labour (Regulation and Abolition)Rules,1971.
- b).Salary sheet of the month showing receipt of the wages on the format prescribed in the Contract Labour (Regulation and Abolition Act, 1970) Act No.37 of 1970 along with Contract Labour (Regulation and Abolition)Rules,1971.
- c)..Deposit Challan of previous month showing the individual figure of deposit of contribution of provident fund of employees and employer, with the appropriate authority.
- d).Deposit Challan of previous month showing the individual figure of deposit of contribution of ESI of employees and employer, with the appropriate authority.
- e).Bonus paid to the employees at the end of the year (Receipts of Bonus paid to individual employee in the presence of OSTC Officials)..
- f) Deposit of contribution of provident fund and contribution of ESI of employees and employer should be with a challan separately for OSTC. It should not contain the contribution of PF and ESI of employees of other organizations being serviced by the Contractor.

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g) If payment made by cheque, then a copy of Bank account statement of previous month showing credit of wages/benefits in favour of workmen should be submitted every month with the bill .

18.The Contractor will deduct ESI contribution and Provident fund contribution of the employees from the minimum wages of the Housekeeping Supervisor/workers at the rate as applicable from time to time and deposit the same with the appropriate authorities along with Employer's contribution of ESI and PF as per the rate applicable from time to time.

19.The Contractor will obtain the PF No. and ESI No.,for Supervisor and of all his workers from the appropriate authority and submit the copy of the same to OSTC. The contractor has also to obtain **smart card** of ESI for their workers/supervisors from the concerned statutory authority and hand over the same to the workers/supervisors with photocopy to OSTC.

20.At the end of each financial year the contractor at his own cost will obtain a statement from the Provident fund Commissioner showing the details of PF (Employees and Employers contribution) deposited with the Provident Fund Commissioner of each Worker/Supervisor and hand over the same to the worker/Supervisor with a Photostat copy to OSTC.

21.That the Contractor will be liable to get the Provident fund refunded from the Provident Fund Commissioner of the Supervisor/Worker, if terminated, dies or leaves the job.

22.That the contractor himself shall visit the premises at least once a week and whenever needed and contact the person authorized by the OSTC to look into Housekeeping matters. Any deficiencies in the services should be rectified immediately when pointed out by such authorized person.

23.It will be the responsibility of the contractor to store the materials purchased by OSTC and given to him, properly in the space provided by the OSTC. The security of such material will be the sole responsibility of the Contractor.

24. The contractor has to ensure that the wages to the Workers/Supervisor are paid within the stipulated time period as provided under relevant statute in force within State of Haryana. Contractor will not link the payment of wages to the Workers/Supervisor with settlement of his bills by the OSTC. The Contractor has to first pay the wages to the Workers/Supervisor and then put up his bill for reimbursement.

25. PENALTY CLAUSE

OSTC will deduct from the monthly bill and or from Security deposit , if any penalty is imposed due to breach of any provision as mentioned under Para 16 of Section-2, or due to any of the following reasons:

25.1 If the housekeeping staff is not found in proper uniform and displaying photo identity card, a penalty of Rs 500/- per instance per person shall be deducted from the contractor's bill.

25.2 If the housekeeping staff is found indulging smoking or under influence of alcohol or narcotics drugs on duty hours, a penalty of Rs. 500/- per instance per person shall be deducted from the Contractor's bill and such staff shall not be allowed to enter the complex in future.

25.3 If the housekeeping staff is found sleeping during duty hours, a penalty of Rs. 500/- per instance per person shall be deducted from the bill of the Contractor.

25.4 If a housekeeping staff is missing from his/her place of duty except for any valid reason, a penalty of Rs. 500/- per instance per person shall be deducted from the contractor's bill.

25.5 If the behaviour of the housekeeping staff is found harsh/rude and non-cooperative towards Officers/employees of OSTC & other Visitors, a penalty of Rs. 500/- per instance shall be deducted from the contractor's bill.

25.6 If any staff is found performing the duty by submitting fake name and address or found impersonating, a penalty of Rs. 500/- per instance per person shall be deducted from the contractor's bill and such staff shall not be allowed to enter the complex in future.

25.7 If the contractor is unable to provide the desired number of workers/ personnel without any valid and convincing ground then besides deduction of wages suitable penalty may be imposed and amount will be recovered from his monthly bill.

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25.8 If there is any other complaint about HouseKeeping services and immediate remedial measures as per satisfaction of OSTC are not taken by the contractor, an amount equal to Rs. 500/- or 5% of the bill amount for that day, whichever is more, per day will be deducted as penalty for the number of days of the complaints, from the bill payable to the contractor. The decision of the Chief Manager in this regard shall be final.

26. NOTICE

Any notice or notification in connection with this agreement shall be in writing, delivered either personally, register post acknowledgement due, speed post or courier and any notice or other written communication pursuant hereto shall be addressed to OSTC or Contractor at their respective addresses mentioned in the contract (Agreement)

ANNEXURE –A
“SCOPE OF SERVICE”

HOUSEKEEPING:

1. The Contractor shall be responsible for maintaining the entire premises clean at all time.
2. The works shall be carried out in accordance with these conditions, specifications and relevant Indian Standards and as per instructions of the OSTC.
3. The Contractor should keep the usage of the water and electricity to a reasonable level. If it is found that water and electricity are not used properly and involves a lot of wastage, the OSTC reserves the right/option to levy charges/penalty on the Contractor.
4. Cleanliness is the essence of this contract.
5. All the cleaning material e.g. brooms, detergents, dusters, Acid, Detergent Powder, Phenyl, Colin, Harpic,. Polish etc. for cleaning, sweeping,. Scrubbing, washing etc. will be supplied by OSTC. All the items to be provided in the rooms such as Soap, Mosquito repellent tablet, Chappals etc. will also be supplied by OSTC.
6. It will be the responsibility of the Contractor to switch on and off lights, fans, AC,TV, and computers etc. and also open and close the rooms as may be prescribed as required for its functioning.
7. The Contractor will have duplicate keys of all rooms, buildings etc. as required for its functioning.
8. It will be the responsibility of the Contractor to store the materials purchased by OSTC for housekeeping properly in the space provided by the OSTC. The security of such material will be the sole responsibility of the Contractors.
9. The Contractor hereby agrees and undertakes to return to the OSTC all materials supplied by the OSTC to it on termination/completion of the contract for any reason whatsoever.
10. On termination of the contract, the Contractor shall discontinue use of and hand over peaceful possession of the OSTC premises together with fixtures and articles therein in good condition.
11. All the tools and plumbing equipments etc. required to carry out the sanitary maintenance works shall be supplied by Contractors.

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12. . Contractor shall provide the services as specified below:

HOUSEKEEPING OF THE HOSTEL BLOCK:				
S.N	SPECIFIED AREA OF WORK	NATURE AND SCOPE OF WORK	FREQUENCY	TIMING
1.	THIRTYNINE HOSTEL ROOMS ON THE GROUND FLOOR, FIRST FLOOR AND SECOND FLOOR	REMOVAL OF COWWEBS, DUSTING AND WIPING THE WINDOWS AND THEIR GLASS PANE, DOORS AND POLISHING THEIR HANDLES, SWEEPING AND WIPING THE FLOOR, SPRAYING DISINFECTANT AND ROOM FRESHNER	DAILY	BETWEEN 7.30 AM to 5.00PM (Lunch 12.00 Noon to 1.30 PM)
	- DO -	WASHING AND SCRUBBING THE FLOOR OF THE ROOMS WITH SOAP WATER AND DRYING IT.	WEEKLY, ON SUNDAYS	BETWEEN 7.30 AM to 5.00PM (Lunch 12.00 Noon to 1.30 PM)
2.	ALL BATHROOMS ATTACHED TO THE HOSTEL ROOMS AT GROUND FLOOR, FIRST FLOOR AND SECOND FLOOR.	DUSTING SWEEPING, CLEANING, POLISHING, WIPING AND REMOVAL OF COWWEBS, DUSTING AND WIPING THE WINDOWS, GLASS PAIN, CHINA CLAY SANITARY FITTINGS, LOOKING GLASS AND DOORS, POLISHING DOOR HANDLES, METAL SANITARY FITTINGS, WASHING, CLEANING AND WIPING THE WALL TILES AND FLOOR, SPRAYING DISINFECTANT AND ROOM FRESHNER.	DAILY	BETWEEN 7.30 AM to 5.00PM (Lunch 12.00 Noon to 1.30 PM)
3.	ALL FURNITURE, FIXTURES, FITTINGS INCLUDING ELECTRICAL FITTINGS OF HOSTEL BLOCK, OFFICES, LECTURE HALLS, DORMITORY ETC.	DUSTING, CLEANING AND WIPING THE FANS, GEYSERS, ROOM HEATERS, AIRCONDITIONERS, COMPUTERS, FURNITURE/FIXTURES/FITTINGS AND POLISHING OF FITTINGS.	DAILY	BETWEEN 7.30 AM to 5.00PM (Lunch 12.00 Noon to 1.30 PM)
4.	PASSAGE, LOBBY. AND COMMON AREAS	SWEEPING, CLEANING & WIPING	EVERY ONE HOUR	BETWEEN 7.30 AM to 5.00PM (Lunch 12.00 Noon to 1.30 PM)

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5	GENERAL BATHROOMS	SWEEPING,DUSTING,WIPING,WASHING, POLISHING OF THE WASH ROOM DOORS, WINDOWS AND WINDOW PANES, TAPS AND SOAP CONTAINER & MIRROR, WASHING AND SCRUBBING THE FLOOR, WALL TILES, SANITARY FITTINGS WITH SOAP/HARPIC/COLIN/ACID ETC. AND PROVIDING URINAL PHENYL CUBES.	AT REGULAR INTERVEL	BETWEEN 7.30 AM to 5.00PM (Lunch 12.00 Noon to 1.30 PM)
6.	ALL TRAINING HALLS, OFFICE ROOMS AND CABINS OF OFFICERS, LIBRARY, BALCONIES, COTTAGE, DG SET ROOMS,. SECURITY ROOMS, DOCTORS' ROOM, PUMP HOUSE, AND OTHER AUXILLIARY BUILDING IN THE COLLEGE CAMPUS.	SWEEPING, CLEANING, WIPING, WASHING, DUSTING, POLISHING AND ALL RELATED WORK	TWICE DAILY	BETWEEN 7.30 AM to 5.00PM (Lunch 12.00 Noon to 1.30 PM)
7.	HOSTEL ROOMS	BED MAKING, SETTING BED SHEETS, BLANKETS, PILLOWS ETC.	DAILY	BETWEEN 7.30 AM to 5.00PM (Lunch 12.00 Noon to 1.30 PM)
	HOSTEL ROOMS	CHANGING OF LINEN	TWICE A WEEK	BETWEEN 7.30 AM to 5.00PM (Lunch 12.00 Noon to 1.30 PM)
	HOSTEL ROOMS	CHANGING OF TOWELS	ALTERNATE DAYS	BETWEEN 7.30 AM to 5.00PM (Lunch 12.00 Noon to 1.30 PM)
	HOSTEL ROOMS	PROVIDING BATHING SOAP	ONCE A WEEK OR AS PER NEED.	BETWEEN 7.30 AM to 5.00PM (Lunch 12.00 Noon to 1.30 PM)
	HOSTEL ROOMS	PROVIDING MOSQUITO REPELLENT TABLET.	DAILY	BETWEEN 7.30 AM to 5.00PM (Lunch 12.00 Noon to 1.30 PM)
8.	GENERAL BATHROOMS	PROVIDING HAND SOAP/LIQUID SOAP	DAILY	BETWEEN 7.30 AM to 5.00PM (Lunch 12.00 Noon to 1.30 PM)
9	CLEANING OF ALL SHAFTS	CLEANING	ONCE A MONTH	BETWEEN 7.30 AM to 5.00PM (Lunch 12.00 Noon to 1.30 PM)

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10.	ROOF TOP.	SWEEPING, CLEANING & WASHING.	TWICE A WEEK BETWEEN 7.30 AM to 5.00PM (Lunch 12.00 Noon to 1.30 PM)
11	ALL OPEN AREAS (INSIDE & OUTSIDE)	SWEEPING, AND CLEANING.	TWICE DAILY BETWEEN 7.30 AM to 5.00PM (Lunch 12.00 Noon to 1.30 PM)
	Maintenance	ENTIRE SANITARY FITTINGS, PUMP HOUSE, WATER TANKS INCLUDING FILLING & CLEANING OF OVERHEAD TANKS, UNDERGROUND TANKS ETC. OF THE COLLEGE CAMPUS.	FILLING OF WATER TANKS IS TO BE DONE DAILY. CLEANING OF OVERHEAD TANKS AND UNDERGROUND TANKS TO BE DONE ONCE IN A MONTH. BETWEEN 7.30 AM to 5.00PM (Lunch 12.00 Noon to 1.30 PM)
12	SEWAGE AND WATER HARVESTING SYSTEM.	CLEANING OF SEWAGE AND WATER HARVESTING SYSTEM, CLEANING OF GULLY TRAPS, MANHOLES SEPTIC TANKS AND ALSO TO LIASON WITH SEWER DEPTT. OF MUNICIPAL CORPORATION OF FARIDABAD IN CASE OF BLOCKAGE OF SEWER.	ONCE A MONTH BETWEEN 7.30 AM to 5.00PM (Lunch 12.00 Noon to 1.30 PM)
13	PEST CONTROL	WHOLE OSTC COMPLEX ARRANGE FOR PEST CONTROL	TWICE A MONTH BETWEEN 7.30 AM to 5.00PM (Lunch 12.00 Noon to 1.30 PM)
14	Front office maintenance	RECEPTION MANNING. (FOR DETAILS OF WORK REFER CLAUSE NO.13(ANNEXURE-A SCOPE OF WORK).	24 HOURS
	Front office maintenance	EPABX OPERATION, PREPARATION AND INSTALLATION OF TRAINING AIDS AND EQUIPMENTS LIKE OHP, LCD, COMPUTERS, WHITE BOARDS WITH MARKER ETC	DAILY/ WHENEVER REQUIRED

Note: In addition OSTC may assign any work with relation to housekeeping of the College not mentioned specifically in the above table.

Frequency and timing of the work can be altered at the discretion of OSTC looking into the needs, and quantity of work.

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13. Front Office Maintenance includes following work:-

- i. Receive all telephone calls, around the clock.
- ii. Maintenance of proper registration of arrival/departure of the participants at the College and would ensure smooth and efficient checking in and checking out of all the participants.
- iii. Registration of the trainees coming to the College as well as for allocating rooms to them. They shall also see that the luggage of the participants is carried from Reception counter to the rooms or from the rooms to the Reception counter at the time of their leaving the College.
- iv. The keys of the rooms will be kept by the attendant.
- v. Distribution of newspaper every day in each room, Library, lobbies, office and/or other places as instructed.
- vi. Storing and providing sports items such as Rackets, Shuttle Cocks, Carrom Powder, Carrom Coin, Table Tennis Racket, Table Tennis Balls, Swimming Costumes &/or other items to the participants on demand. (Material will be provided by OSTC)
- vii. To maintain the complaint Register for any problem faced by the participant in room facility and also ensure that the complaint is referred to the appropriate authority for its immediate disposal.
- viii. To provide Training Materials to the participants such as folders, study material, pen, note-book etc. as provided by the training deptt.
- ix. Maintenance of proper record of the telephone calls received on behalf of the participants and also ensure that the same are conveyed to the concerned participant.
- x. To ensure that the rooms are ready for possession by the participants before their arrival.
- xi. Checking the entire room before the participant leaves to ensure that all the items are intact.

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- xii. Maintenance of information on all time-tables of buses, trains, airlines as well as the directory of all necessary telephone numbers and shall provide all necessary information desired by the participants.
- xiii. To attend to all emergency situation related to the participants including sickness during off hours and holidays and bring it to the immediate notice of the College authorities.
- xiv. Preparation of check-list of all the work to be done under the contract and on a daily basis check all the work and submit a report on the check list format to the Estb. Deptt. while maintaining a copy duly accepted by the Estb. Deptt. with themselves for record and spot check.
- xv. To help the participants in confirming their reservation for travel, help them in hiring taxi and all other assistance required by them.
- xvi. Shifting of furniture/Training Aids such as tables, chairs, etc. /OHP etc. from one hall to other hall or within the College Campus.
- xvii. To display the details of the programmes to be conducted on the display board.
- xviii. To prepare name plates of the participants and faculties.
- xix. To maintain the entire stock of Bed sheets, linen, blankets, pillows, curtain etc. and to see that they are given for laundry in time and receive back in time after cleaning and in the same quantity.
- xx. To bring to the notice of OSTC if the laundry work is not satisfactory.
- xxi. To arrange Tables/Chairs in the lawn for group photo/Lunch/Dinner.
- xxii. A complete list of all Furniture, Fixtures, Fittings/Loose item in each room will be provided by OSTC to the Contractor, who has to ensure their safety at all times and get them physically verified/checked twice a month with the concerned department of OSTC.
- xxiii. To contact OSTC panel Doctor in case of any medical aid required by the participant.
- xxiv. To do all other works as instructed by the College Authorities from time to time
(All materials will be supplied by OSTC).

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“DEPLOYMENT OF WORKERS/SUPERVISOR/RECEPTIONIST”

ANNEXURE-B

The Contractor shall be responsible for taking good care of all Buildings/Furnitures/Fixtures/Fittings/Electric/Electronic/Computer items etc. They will employ only those plumbers, supervisors, receptionists, sweepers and other workers who have worked for at least for two years in a reputed institution. Besides experience, the Supervisor and Receptionists should be qualified to a minimum of Intermediate and should be well versed in speaking, reading and writing **Hindi and English**.

The Contractor shall employ under mentioned employees for rendering satisfactory services on all days.

Worker	1st shift	2 nd Shift	3 rd Shift
Timings	00.00 Midnight to 8.00 A.M .	08.00 A.M to 04.00 P.M.	04.00 P. M. to 12.00 Midnight
Receptionist	01 (One)	01 (One)	01 (One)

Total Receptionists required: 03 Nos.

<u>Type of workers</u>	<u>No. of workers</u>	<u>Timings</u>
1. Plumber	01 (One)	7.30AM to 5.00PM (lunch 12.00 Noon to 1.30 PM)
2. Sweepers for cleaning, sweeping, dusting, polishing etc.	06(Six)	
3. Workers for rooms preparation (Room Boys)	04 (Four)	
04. Supervisor	01 (One)	

Note: Timings can be altered at the discretion of OSTC.

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- 1).The Contractor should furnish a schedule every week/fortnightly after consultation with OSTC regarding the shift duties of the various workers employed.
- 2).The employees engaged by the Contractor should observe the discipline and should see that the decency and decorum are maintained within the course of their employment.
- 3) The experience and qualification can be relaxed at the sole discretion of OSTC depending upon the merits of each case individually. The contractor at his own does not have any authority to relax the experience and qualification.
- 4) Supervisor appointed by the Contractor shall oversee all the affairs of Housekeeping at all times. This person should have full authority and resources for efficient running of Housekeeping service.
- 5).The Contractor shall ensure that the working hours of the workers and Supervisor are so segregated so as to suit the timings for housekeeping and that it does not exceed the minimum number of hours as stipulated under the relevant statutory act.
- 6).Immediately on receipt of the work order, the Contractor will supply a list of names with the bio-data along with photo of all the persons to be deployed under this contract to OSTC with proper certification that they are satisfied with their bonafides and that their necessary verification has been done from the proper authorities. Thereafter all the workers or Supervisor to be employed by the Contractor will first be screened / interviewed by OSTC and only on being found fit for the job by OSTC will be allowed to be deputed for the job by the Contractor and that the Contractor should facilitate the process of screening/interview. This process shall also be followed for any mid-term inclusion of the Supervisor/ workers due to additional need or termination. The format for the bio-data will be given by OSTC.
- 7).The services of the workers or Supervisor once approved by OSTC will not be dispensed with or they will not be replaced by the Contractor without the approval and consent of OSTC in writing.
8. OSTC may, at its discretion and subject to availability of space allow a few employees of the contractor to stay in the OSTC premises for early/late hour duties. The contractor will pay a lumpsum amount of Rs.1000/- per month for providing accommodation to their workers. This amount will be deducted from the bill of the Contractor every month. Their presence,

however, should not cause any nuisance to the normal functioning of the OSTC. They will not be permitted to bring their relative/friend/acquaintance for overnight stay in College premises.

9. OSTC has the discretion to increase/decrease the number of workers/Supervisor/Receptionist. Accordingly amount payable per month will also increase/decrease as per Minimum Wages Act and %age service charges quoted in the Financial Bid.

10. OSTC has the discretion to employ workers of other category such as Yoga teacher, carpenter, Painter, mason, mistri etc. The eligibility criteria for such workers such as qualification, experience etc. will be decided by OSTC. These categories of workers will be included and contractor will be paid as per category of workers (Minimum Wages Act) and % service charge quoted in the Financial Bid.

11..However, OSTC reserves the right to expel any employee of the Contractor who is found guilty of misconduct.

ANNEXURE-C

Proposed set of Uniforms for deployed staff **(To be arranged and provided by the Contractor)**

1. The contractor will provide to all workers, Supervisor and Receptionists deployed in the college with two sets of uniform and other accessories once the work is awarded as per the design and colour to be decided by OSTC.
2. The cost of all the items of the uniform and accessories for the workers as well as the Receptionists and Supervisor has to be borne by the Contractor who also has to ensure that the uniforms are always kept neat and clean by their workers. The average cost of the uniform etc. per person per year shall **be Rs.3000/-**.

ANNEXURE-D

“SERVICE CHARGES” [COST OF SERVICES]

1. The contractor will be paid minimum wages, (Item 1 of the Financial Bid), cost of Statutory benefits and other amenities besides his Service Charges/administrative charges as per Financial Bid. Minimum wages per month (S.No. 1) and other statutory payments S.No. 2(a) to 2(f) of the Financial Bid will be paid by the Contractor to workers and reimbursed to Contractor as per Minimum Wages Act and other statutes in force and amended from time to time. Percentage of Service/Administrative charges quoted by the Contractor under S.No.4 of the Financial Bid will remain fixed during the first year of Contract. This administrative/service charges shall be increased by 10% of the previous year percentage while renewing contract for the second and third years. For e.g. if the contractor quotes 10% service charges/administrative charges then for the first year it will be 10%, 11% for the second year and 12.1% for the third year but the net amount thereof will vary depending upon revision of minimum wages from time to time.

The Contractor will be required to take Mediclaim policies for his all workers for a minimum Sum insured of Rs. One Lakh per worker and per month outgo under Col.2(h) of Financial Bid will remain fixed during the contracted period of three years. The Mediclaim Policy has to be taken from the beginning of the contract i.e, for the 1st, 2nd and 3rd year for each worker for one lakh each.

The Contractor will be required to take W.C. Insurance in respect of his all workers and cost thereof will be borne by OSTC.

Nature and design of Uniform will be decided by OSTC and per month outgo will be as mentioned in Col.2(g) of Financial Bid will remain fixed during the contracted period of three years.

Initially the contract will be for one year from the date of the award of the work. On Satisfactory completion of first year of the contract, the administrative/service charges shall be increased by **10% of the previous year**, while renewing contract for the second and third year. For e.g. if the contractor quotes 10% service charges/administrative charges then for first year it will be 10%, second year 11% and third year 12.1%

2. The two policies (Mediclaim & W.C.) will be obtained by the contractor and it will be the duty of contractor to see that policies so obtained are renewed timely throughout the entire period of contract. If any damages occur due to non renewal of policies by the contractor then the contractor will bear the cost.
3. It would be preferable if the Wages and benefits payable to workers is arranged through the bank at Faridabad where OSTC has its account. If paid in cash then it is mandatory to be disbursed in the presence of designated OSTC officials. If payment made by cheque, then a copy of Bank account statement of previous

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month showing credit of wages/benefits in favour of workers should be submitted every month with the bill .

4. If any of the contractor's employee sustains any injury during duty hours, then all the expenses incurred on treatment are to be borne by the Contractor. Later on if these expenses are paid under Insurance taken by the Contractor for his worker, the same will be payable to the Contractor/adjusted through the salary payable to Worker, if paid by the insurance company to worker.

ANNEXURE-E

“PAYMENT TERMS AND CONDITIONS”

BILLING PROCESS AND DOCUMENTS

S.N.	REQUIREMENT	TIMELINE	INFORMATION REQUIRED	SUPPORT DOCUMENTS
1.	<p>Bill for the amount per month quoted and agreed by the contractor.</p> <p>(i) For the first year of contract as the amount quoted by the contractor in the Financial Bid</p> <p>(ii) For the second year of contract the amount per month arrived after increase of service charges/administrative charges by 10% on the first year percentage.</p> <p>(iii) For the third year of contract the amount per month arrived after increase of service charges/administrative charges by 10% on the second year percentage</p>	To be raised every month.	<p>Following information is required in the bill</p> <p>a) Bill No./date clearly written</p> <p>b)Service-tax registration number [no service tax will be payable incase the invoice does not carry the service tax number]</p> <p>c)PAN Number.</p>	<p>a. Photocopy of the attendance register of the month duly endorsed by the Contractor on the format as provided by the Haryana State The Contract Labour (Regulation & Abolition) Act 1970(Act no. 37 of 1970) along with Contract Labour (Regulation & Abolition)Rules ,1971</p> <p>b. Salary receipt sheet of that month on the format as provided by the Haryana State The Contract Labour (Regulation & Abolition) Act 1970(Act no. 37 of 1970) along with Contract Labour (Regulation & Abolition)Rules ,1971 bearing the signatures of OSTC officials in confirmation of disbursement of salary in their presence and duly endorsed by the Contractor.</p> <p>c. Photocopy of challan of previous month EPF and ESI duly deposited with the appropriate authority (Employers and Employees</p>

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				<p>contribution) alongwith list duly received by EPF and ESI department of all the workers deployed for Housekeeping bearing PF/ESI number, their individual amount of PF/ESI deposited (Employers and Employees). The challan should not include the PF/ESI deposit of the other firms of the contractor.</p> <p>d) If payment made by cheque, then a copy of Bank account statement of previous month showing credit of wages/benefits in favour of workmen should be submitted every month with the bill .</p> <p>e) Any other document as required by OSTC.</p>
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PAYMENT CRITERIA

S.N	PAYMENT MODE	PAYMENT AGAINST	TIMELINE	DEDUCTIONS
1.	Payment will be made through ECS only (Electronic Payment)	Bill raised for payment given as above.	Within 15 days From receipt of bill. .(if delayed for whatsoever reason, no interest will be paid)	Deductions, if any, will be made as per clause 25 of Section 3

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