



Government of India -  
Ministry of Communications -  
Department of Telecommunication -  
O/o Deputy Director General, Telecom Enforcement, Resources & Monitoring -  
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**Website: [www.dot.gov.in](http://www.dot.gov.in)**

NIT NO: DDG/TERM-TN/NIT/2017-18/16 dtd 16.03.2017

E-BID DOCUMENT

FOR

“OFFICE UPKEEP & HOUSEKEEPING SERVICES “

IN

O/o DEPUTY DIRECTOR GENERAL

TELECOM ENFORCEMENT, RESOURCE & MONITORING CELL, COIMBATORE

Price of Bid Document: Rs. 500.00

(Visit us at [www.dot.gov.in](http://www.dot.gov.in), <http://eprocure.gov.in/eprocure/app> or  
<http://eprocure.gov.in/epublish/app> ) -

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**SECTION – I**

**NOTICE INVITING TENDER**

E-Tender on behalf of the President of India is invited under two Packet System viz. Technical Bid and Financial Bid from reputed, experienced and financially sound Companies /Firms /Agencies for providing OFFICE UPKEEP & HOUSEKEEPING SERVICES to the office of DDG (TERM), COIMBATORE, for a period of one year as per the below mentioned schedule.

<b>SCHEDULE TO TENDER</b>		
<b>L. No</b>	<b>Activity Description</b>	<b>Schedule</b>
1	Tender No.	DDG/TERM-TN/NIT/2017-18/16 <b>Dated: 16.03.2017</b>
2	Sale of Tender Document	16.03.2017 to 06.04.2017, The tender document can be downloaded from the DOT web site <a href="http://www.dot.gov.in">http://www.dot.gov.in</a> or the eProcurement portal <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a> by using bidder login credentials.
3	Time and last date of depositing Tender / Bid	11:00 hrs of 06.04.2017
4	Time and Date of Opening of Technical Bid	11:00 hrs of 07.04.2017
5	Minimum Validity of tender offer	90 days from the date of Opening
6	Services to be offered	<b>Office upkeep Services &amp; Housekeeping Services</b> (Estimated approx manpower / work : 1 Unskilled; 4 semi skilled; 4 Data Entry operators; & Job work of cleaning office)
7	Estimated cost of tender	Rs. 19,00,000/-
8	Amount of EMD to be deposited	Rs. 19,000/- DD for an amount of Rs.19,000/-(Rupees Nineteen Thousand only) inclusive of applicable taxes (non refundable) from Nationalized / Scheduled bank drawn in favour of “CAO, O/o CCA, Chennai” payable at Chennai has to be submitted offline (Scanned copy of DD to be uploaded online) towards Bid Security (EMD)failing which the tender will be rejected. Bidders are requested to write their name and full address at the back of the Bank Draft submitted.

9	Performance Security	10% of the tender value
10	Duration of contract	One Year from the date of award of contract.
11	Cost of Bid Document	DD for an amount of Rs.500/- (Rupees Five Hundred only) inclusive of applicable taxes (non refundable) from Nationalized / Scheduled bank drawn in favour of "CAO, O/o CCA, Chennai" payable at Chennai has to be submitted offline (Scanned copy of DD to be uploaded online) towards tender document fee failing which the tender bid will be rejected. Bidders are requested to write their name and full address at the back of the Bank Draft submitted.

12. **Submission of Tenders:** The bid along with the necessary documents should be uploaded in the e-procure.gov.in portal as per guidelines mentioned in the portal. Tender has to be submitted only online at <http://eprocure.gov.in/eprocure/app> in two bid systems i.e (i) technical bid and (ii) financial bid in the prescribed proforma. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the tender documents. Tender sent by any other mode will not be accepted. The list of documents to be submitted along with technical bid and financial bid are detailed in clause No.6 of Section-II of the Tender Document.
13. The Department reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without assigning any reason. The decision of the DDG (TERM), Coimbatore, Ministry of Communication, and Department of Telecommunications in this regard shall be final and binding on all.
14. The aforesaid DDs/Pay orders towards cost for Tender Document and EMD should be submitted offline to Director-I, O/o DDG, TERM Cell, Coimbatore on or before 11:00 hrs on 06.04.2017 and the scanned copy to be uploaded online on or before 11:00 hrs of 06.04.2017. The DD towards the cost of Tender Document and that towards the Earnest Money Deposit should bear the date after the date of NIT.
15. Aspiring Bidders who have not enrolled/registered in e-procurement should enroll/ register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost.

Sd/-  
**DIRECTOR (TERM-TN)**  
**O/O DDG (TERM), TN**  
**Coimbatore - 641043**

## SECTION II

### INSTRUCTIONS TO BIDDERS

**1. Eligible Bidders**

- a. - Bidder should be registered with the labour department of the Central/State Government.
- b. - The bidder should have experience of at least one year in providing the manpower to various central / state government organizations/PSUs for similar kind of services.

**2. Cost of Bidding**

Tender documents downloaded from the web site [www.eprocure.gov.in](http://www.eprocure.gov.in) and also from [www.dot.gov.in](http://www.dot.gov.in). DD for an amount of Rs.500/-(Rupees Five Hundred only) inclusive of applicable taxes (non refundable) from Nationalized / Scheduled bank drawn in favour of “CAO, O/o CCA, Tamilnadu” payable at Chennai has to be submitted offline(Scanned copy of DD to be uploaded online) towards tender document fee. The bidder shall bear all costs associated with the preparation and submission of the bid. The Dy. Director General, TERM Cell, DoT, Coimbatore, Tamilnadu in no case will be responsible for these costs regardless of the conduct or outcome of the bidding process.

**3. Bid Document**

- i. Bid document includes
  - a. - Instructions to bidders
  - b. - General Condition (Commercial) of contract
  - c. - Special conditions of contract
  - d. - Schedule of requirement and Price schedule
  - e. - Bid form
  - f. - Letter of authorization to attend bid opening
  - g. - Certificate on Non-participation of near relatives in the tender.
  - h. - Declaration
- ii. - The bidder is required to examine all instructions, forms, terms and specifications in the Bid document. Failure to furnish all or any of the information required as per Bid document or submission of the bids not substantially responsive to the Bid document in every respect will be at the bidder’s risk and may result in rejection of the bid.
- iii. - A prospective bidder requiring any clarification on the Bid document shall notify in writing. The DDG, TERM Cell, Coimbatore shall respond in writing to any request for the clarification of bid document which it receives not later than 5 days prior to the date of opening of the Tender.

**4. Documents required to be submitted for establishing Bidders Eligibility and Qualifications.**

- a. - The Bidder shall furnish the particulars of past performance of at least one year with supporting documents.

- b. - Partnership Deed or Proprietorship Deed or Article/Memorandum of Association as the case may be with the latest Annual Account in form C6.
- c. - Registration Certificate with ESI.
- d. - Registration Certificate with PF Commissioner.
- e. - The latest license from the Labour Commissioner for operating this type of services.
- f. - Copy of PAN card of the organization.
- g. - Copy of Service Tax Registration Certificate.
- h. - All or any other certificates required as per labour laws.
- i. - Last 2 years Income Tax Returns statements.

**5. Amendment to Bid Document**

- i. - At any time, prior to the date of submission of bid, the DDG, TERM Cell, Coimbatore may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the Bid document by amendments.
- ii. - The amendments shall be notified on-line in „[www.eprocure.gov.in](http://www.eprocure.gov.in)“ and [www.dot.gov.in](http://www.dot.gov.in) and these amendments will be binding on the bidders.

**6. Document comprising the bid**

The bid prepared by the bidder shall comprise the following components.

- a. - Documentary evidence in accordance with clause 1 of Section II that the bidder is eligible to bid and is qualified to perform the contract if his bid is accepted
- b. - Bid security furnished in accordance with clause 10 of Section II
- c. - A clause by clause compliance as per clause 9 of Section II
- d. - Bid form and Price schedule completed in accordance with clause 7 and 8 of Section II.
- e. - All documents as per clause 4 of Section II.

**7. Bid Form**

The bidder shall complete the bid form and the appropriate price schedule furnished in the bid document covering the service to be rendered and price schedule.

**8. Bid Price**

- i. - The bidder shall quote the administrative charges online (in the online BoQ.xls sheet) for providing office upkeep and housekeeping services.
- ii. - The administrative charges as quoted by the bidder in the aforesaid BOQ document shall remain fixed if there is no change in the manpower requirement during the entire period of contract but will vary according to the mandays provided in a month on pro rata basis. However, as per the clause 16 of section II if there is increase in the manpower requirement, the administrative charges quoted online will vary proportionately.

**9. Clause by clause compliance**

A clause by clause compliance of General Conditions (Commercial) of Contract (Section III) and Special Conditions of Contract (Section IV) shall be given along with the bid.

**10. Bid Security**

- i. - The bidder shall deposit Rs.19,000/- (Rupees Nineteen Thousand only) as Bid Security (EMD). The Bid Security shall be in the form of DD drawn in favour of “CAO, O/o CCA, Tamilnadu” payable at Chennai which may be submitted in a separate cover.
- ii. - The successful bidder’s security (EMD) will be discharged upon the bidder’s acceptance of the award of contract satisfactorily in accordance with clause 15 and on furnishing the performance security.
- iii. - The bid Security may be forfeited -
  - a. If bidder withdraws his bid during the period of bid validity specified by the bidder in the bid form.
  - b. If the successful bidder fails:
    - i. - To sign contract in accordance with clause 18
    - ii. - To furnish performance security in accordance with clause 2 of Section-III

**11.** The bid shall be filled either typed or printed and all pages numbered consecutively and shall be signed by the bidder or a person duly authorized, to bind the bidder to the contract. The bids with overwriting/erasures will not be entertained.

**12. Submission of Bid:**

- i. - If tender document fee as per clause 2 and Bid Security in accordance with clause 10(i) of Section-II are not furnished, bid shall be rejected as non-responsive at the bid opening stage.
- ii. - The bid security of unsuccessful bidder will be discharged / returned as early as possible but not later than 30 days after the expiry of the period of bid validity.

**12.1 Instructions for online Bid submission:**

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e-Procurement are at <https://eprocure.gov.in/eporcure/app> .The bidder must carefully follow the instructions:

- i. - Bidder should do Online Enrolment in this Portal using the option Click Here to Enroll available in the Home Page. Then the Digital Signature enrollment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities such as eMudhraCA/GNFC/IDRBT/MtnlTrustline/SafeScripT/TCS.
- ii. - Bidder then logs into the portal giving user id / password chosen during enrollment.
- iii. - The e-token that is registered should be used by the bidder and should not be misused by others.
- iv. - DSC once mapped to an account cannot be remapped to any other account. It can only be Inactivated.

- v. - The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under **My Documents** option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
- vi. - After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document, otherwise, the bid will be rejected.
- vii. - The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
- viii. - If there are any clarifications, this may be obtained online through the eProcurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online. -
- ix. - Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS/RAR/DWF formats. If there is more than one document, they can be clubbed together.
- x. - Bidder should arrange for the EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date and time for the tender.
- xi. - The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids.
- xii. - The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process. -
- xiii. - There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
- xiv. - It is important to note that, **the bidder has to Click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids Which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.**
- xv. - In case of Offline payments, the details of the Earnest Money Deposit(EMD) document submitted physically to the Department and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected
- xvi. - The **Tender Inviting Authority (TIA)** will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
- xvii. - The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
- xviii. - At the time of freezing the bid, the eProcurement system will give a successful bid updation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.



- xix. - After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
- xx. - Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
- xxi. - The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected
- xxii. - The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
- xxiii. - All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual.
- xxiv. - During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer(SSL) with 256 bit encryption technology. Data encryption of sensitive fields is also done.
- xxv. - The bidders are requested to submit the bids through online eProcurement system to the - TIA well before the bid submission end date and time (**as per Server System Clock**). -

### **13. Bid Opening:**

The DDG, TERM Cell, Coimbatore or his representative shall open the e-bids in the presence of bidders or their authorized representative who wish to be present at the time of opening of bids on 27-02-2017 at 15.30 hrs. Authorization letter to this effect shall be submitted by the bidder before they are allowed to participate in bid opening (Format is given in Section-VII).

### **14. Evaluation:**

1. - The bids will be evaluated to determine whether they are complete, whether any computational errors have been made, whether documents have been properly submitted and whether bids are generally in order.
2. - A bid will be considered as non-responsive –
  - i. - If the Bid security (EMD) is not submitted (in form of DD) or amount drawn is less.
  - ii. - If the DD for bid security/cost of tender form is not drawn as given in NIT.
  - iii. - If the bid validity is less than 90 days
  - iv. - If bids are submitted with conditions other than those specified in the Bid document.
  - v. - If there is discrepancy between words and figures, the amount in words shall prevail. If the Contractor does not accept the amount in words, his bid shall be rejected.
  - vi. - Canvassing of any form.

3. - A substantially responsive bid is one, which conforms to all the terms and conditions of the Bid document without material deviation. A bid determined as substantially non-responsive will be summarily rejected.
4. - L-1 among the substantially responsive bids shall be decided based on the administrative charges quoted in On-line BoQ Sheet. The formula adopted shall be as follows.  
$$L1 = \text{Admin. charge per semi-skilled person per month} * 4 + \text{Admin. charge per data entry operator per month} * 4 + \text{Admin. charge per unskilled person per month} * 1 + \text{Admin. charge per month for the job work of cleaning daily} + \text{Admin. charge per month for the job work of cleaning fortnightly}$$
5. - If all the bidders have quoted the same rate, then the period of experience of the bidder will be counted as criteria for selection of L-1. For this purpose, documentary proof of experience submitted along with the bid only will be counted and no other documents shall be entertained.

**15. Award of Contract**

The DDG, TERM Cell, Coimbatore shall consider placement of letter of intent to those bidder(s) whose offers have been found acceptable. The bidder shall within 2 weeks of issue of letter of intent, give his acceptance along with performance security in conformity with the Proforma specified by the authorized officer.

**16. Right to vary quantities**

The DDG, TERM Cell, Coimbatore reserves the right at the time of award of contract / during the contract period to increase or decrease the quantity as per the actual requirement. There is no minimum and maximum number for each category of the services and change of the quantity will not affect the terms and conditions of this bid during its validity.

**17. Signing of Contract**

- i. - Signing of Agreement shall constitute the award of outsourcing contract to the bidder.
- ii. - Upon the successful bidder furnishing the performance security, the Dy. Director General, TERM Cell, Coimbatore shall discharge its bid security in pursuant to Clause – 10(ii) of Section-II.

**18. Annulment of Award**

Failure of the successful bidder to comply with the requirement of Clause 17 shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security in which event the Dy. Director General, TERM Cell, Coimbatore may make the award to any other bidder at his sole discretion or call for new bids.

**19. Period of validity of bids**

- i. - The bid shall remain valid for 90 days after the date of opening of bids. A bid valid for a shorter period shall be rejected by the Dy. Director General, TERM Cell, Coimbatore as non-responsive.
- ii. - A Bidder accepting the request of the Dy. Director General, TERM Cell, Coimbatore for an extension to the period of bid validity, in exceptional circumstances may do so, however the bidder will not be permitted to modify bid.

**20. Cancellation of bid**

The Dy. Director General, TERM Cell, Coimbatore reserves the right to cancel the bid (tender) partly or fully without assigning any reason.

## SECTION III

### GENERAL CONDITIONS (COMMERCIAL) OF CONTRACT

#### 1. **Application**

Submission of bid against this offer shall bind the bidder for the acceptance of all the conditions specified herein and in NIT unless otherwise agreed by the Dy. Director General, TERM Cell, Coimbatore.

#### 2. **Performance Security**

2.1. The successful bidder shall be required to deposit an amount equal to 10% of the tendered value within 2 weeks of conveying the intention for accepting the bid as Performance Security. However if the work is awarded to more than one bidder the security deposit will be collected proportionately among the successful bidders, as per the allotment of security.

2.2. Performance security shall be submitted in the form of Bank Guarantee issued by a scheduled Bank as per the Performa that will be provided by the authorized officer or in the form of DD drawn in favour of "CAO, O/o CCA, Chennai" payable at Chennai. In case of bank guarantee, the validity of the bank guarantee shall be for a period of fifteen (15) months i.e. the bank guarantee shall be valid throughout the period of the contract plus three (3) additional months. In case the contract is extended for a certain period then the bank guarantee is to be renewed up to the extended period plus 3 additional months.

2.3. Performance security will be discharged after compliance of contractor's performance obligation under the contract.

2.4. Performance Security will not carry any interest if paid in the form of DD.

2.5. If the contractor fails or neglects any of his obligations under the contract it shall be lawful for the Dy. Director General, TERM Cell, Coimbatore to forfeit either whole or any part of performance security furnished by the bidder.

2.6. As per the clause 16 of section II, if there is any increase in manpower requirement under any category (Unskilled, Semi skilled and data entry operators), an additional amount equal to 10% of proportionate increase in the contract value shall be deposited as part of performance security in the manner mentioned above.

#### 3. **Executive Time Limit**

The time period as stipulated in the contract or letter of intent shall be deemed to be essence of the contract.

#### 4. **Payment terms**

4.1. - The monthly bill for the manpower supplied in the preceding month shall be submitted in duplicate on or after the first day of every month separately for each services.

- 4.2. - Payment will normally be made within 30 days of receipt of the bill duly verified and certified subject to deduction, if any.
- 4.3. - Income Tax as per the prevailing rules will be deducted as tax at source. However, if any new legislation comes into effect for deduction of tax at source at any other rate, deduction will be made at that rate.
- 4.4. - The bills are to be submitted in duplicate along with the following enclosures and in the manner and form that may be prescribed by the designated officer from time to time. However, the relevant enclosures are specified as follows :
  - i. - Copy of details of payment made to the manpower in the presence of the designated officer of O/o DDG, TERM Cell, Coimbatore. The payment to the manpower shall be done either by cheque or through ECS only.
  - ii. - EPF and ESI Challans for the previous month
  - iii. - List of individual details of contributions made by the employer / employee towards EPF and ESI for the previous month
  - iv. - Copy of the service tax paid receipt for the previous month

**5. Period of validity of the Contract**

Under normal circumstances the contract shall be valid for a period of one year from date of issue of work order. However, contract may be extended for further period up to one year if agreed mutually by the contractor and Dy. Director General, TERM Cell, Coimbatore on the same terms and conditions. However, under no circumstances, service charges shall be revised, upgraded or increased, either during the currency of contract period or during the period of extension of same.

**6. Termination of Contract**

- i. - The DDG, TERM Cell, Coimbatore may without prejudice to any other remedy for breach of contract may terminate the contract in whole or in parts:
  - a) - If the contractor fails to arrange the supply of any or all of the House keeping, Security and Other services for day to day running of the office within the period(s) specified in the contract or any extension thereof granted; or
  - b) - If the contractor fails to perform any other obligation(s) under the contract.
- ii. - The DDG, TERM Cell, Coimbatore may without prejudice, to other rights under Law or the contract provided get the provisioning of office upkeep and house keeping, services for day to day running of the office, done at the risk and cost of the contractor in above circumstances.

**7. Termination for insolvency**

The DDG, TERM Cell, Coimbatore may also by giving written notice and without compensation to the contractor terminate the contract if the contractor becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.

**8. Force Majeure**

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of

any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockage or act of God (Herein after referred to as events) provided notice of happenings, of any such eventuality and given by either party to the other within 21 days from the date of occurrence thereof, neither party shall be responsible of such events and be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of Dy. Director General, TERM Cell, Coimbatore as to whether the supplies have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

**9. Arbitration**

9.1 In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to matter the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitrator, who will be appointed by the Dy. Director General, TERM Cell, Coimbatore.

9.2 The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to aforesaid arbitration and Conciliation Act 1996 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

9.3 The venue of the arbitration proceedings shall be at office of the Dy. Director General TERM Cell, Coimbatore or such other place as the arbitrator may decide.

**10. Set Off**

Any sum of money due and payable to the contractor (including security deposit refundable to him) under the contract may be appropriated by Dy. Director General, TERM Cell, Coimbatore and set off the same against any claim of Dy. Director General, TERM Cell, Coimbatore for payment of a sum of money arising out of this contract or under any other contract made by contractor with Dy. Director General, TERM Cell, Coimbatore.

## **SECTION IV SPECIAL CONDITIONS OF CONTRACT**

1. The special conditions of contract shall supplement the instruction to the Bidders as contained in section-II and General (Commercial) conditions of the contract as contained in section-III and wherever there is a conflict, the provisions herein shall prevail over those in section-III.
2. In case the date fixed for opening of bids is subsequently declared as holiday by the Government of India, the revised schedule will be notified. However, in absence of such notification, the bids will be opened on next working day, time and venue remaining unaltered.
3. The DDG, TERM Cell, Coimbatore reserves the right of disqualifying such bidders who have a record of not meeting contractual obligations against earlier contract entered into with the DDG, TERM Cell, Coimbatore.
4. The DDG, TERM Cell, Coimbatore reserves the right of blacklisting a bidder for a suitable period in case he fails to honour his bid without sufficient ground.
5. The engagement of personnel and payment of wages to them as per existing provisions of various labour laws and regulations is the sole responsibility of the contractor and any breach of such laws or regulations shall be deemed as breach of this contract and is liable for termination of the contract and render him (contractor) ineligible for participation in any future biddings.
6. The Agency will most particularly be held responsible to pay minimum wages every month to their workers deployed at Dy. Director General, TERM Cell, Coimbatore throughout the tenure of this agreement. The minimum wages to be paid to the workers by the Agency will be in accordance with the orders of the Central/State Government issued from time to time.
7. No subcontract is permissible.
8. The near relatives of the staff of Dy. Director General, TERM Cell, Coimbatore recruited or on deputation are prohibited from participation in this tender. The near relation for this purpose are defined as:
  - a) Members of a Hindu Undivided Family
  - b) Husband and wife
  - c) The one is related to the in the manner as father, mother, son(s), son's wife (daughter-in-law), Daughter(s) and daughter's husband (son-in-law), Brother(s) and Brother's wife, Sister(s) & sister's husband (brother-in-law).
9. The bidder should give a certificate to the effect that none of his/her such relative is working in the unit of the Dy. Director General, TERM Cell, Coimbatore as defined above. In case of proprietorship firm the certificate will be given by the proprietor. For partnership firm certificate will be given by each partner(s) and authorized signatory. If at any stage it is found that the certificate issued as above is false, the contract shall be terminated and earnest money /security deposit will be forfeited. The Dy. Director General, TERM Cell, Coimbatore will not pay any damages to the company or firm or concerned person. The company or firm or the person will also be debarred for further participation. (Performa given in Section-VIII).

10. The DDG, TERM Cell, Coimbatore reserves right to counter offer price against price quoted by the bidder if any information obtained/received about cartel formation.
11. The DDG, TERM Cell, Coimbatore reserves the right to vary the quantity in Schedule of requirements as per the actual requirement.
12. The DDG, TERM Cell, Coimbatore reserves the right for placement of full tendered quantity on the lowest bidder itself.
13. The DDG, TERM Cell, Coimbatore can terminate the agreement by giving a notice of one month without assigning any reason.
14. The DDG, TERM Cell, Coimbatore reserves the right to terminate the contract at any point of time in case of unsatisfactory performance. The decision of the DDG, TERM Cell, Coimbatore shall be final & binding.
15. The Agency shall submit monthly duty chart of Office upkeep & House keeping services for day to day running of office to the DDG, TERM Cell, Coimbatore at the commencement of the month. He shall also submit the daily attendance sheet of the House keeping, Security and Other services for day to day running of office for the previous working day. Failure to do so will result in non-payment of the day/days for which the attendance sheet is not furnished.
16. The Agency shall not replace the Office upkeep and House keeping services for day to day running of office for assigned job at random. This shall be done with the prior approval of the DDG, TERM Cell, Coimbatore and full particulars of the House keeping, Security and Other services for day to day running of office so deployed shall be given to the DDG, TERM Cell, Coimbatore. In case any of the House keeping, Security and data entry staff are found to be posted without the approval of the DDG, TERM Cell, Coimbatore, the DDG, TERM Cell, Coimbatore shall not pay for such House keeping, Security and Other services for day to day running of office.
17. No leave of any kind to the House keeping, Security and data entry personnel shall be sanctioned by the DDG, TERM Cell, Coimbatore. The Agency shall be liable to make substitute arrangements in case of the absence of Office Upkeep & House keeping services for day to day running of office. No short leave shall be permitted to the House keeping, Security and data entry personnel unless the agency provides suitable substitute(s) without any extra payment. A register shall be maintained by the Agency at the office of the DDG, TERM Cell, Coimbatore where the duty is performed by the House keeping, Security and Other services for day to day running of office for the purpose of taking/making over of duty by the House keeping, Security and Other services for day to day running of office.
18. Service shall be from 09:30 hrs to 17:30 hrs or as notified by the designated officer from Monday to Saturday, with a lunch break of half-an-hour.
19. Contractor may be called upon for the services on Sundays or Gazetted holidays also, if required, without any extra charge. No other emoluments shall be entitled to except the actual bus fare for services outside office premises.
20. It will be the responsibility of the contractor to meet other transportation, food, medical and any other requirement of contractor's manpower for carrying out the contract works. DDG, TERM Cell, Coimbatore will have no liability in this regard at any stage.



21. For all intent and purpose, the contractor shall be the "Employer" within the meaning of different Labour Legislations in respect of manpower deployed for contractual services.
22. The man power deployed by the contractor shall not have any claims of Master and Servant relationship vis-à-vis DDG, TERM Cell, Coimbatore nor have any principal and agent relationship with or against the DDG, TERM Cell, Coimbatore.
23. The man power deployed by the contractor for the contract shall not be entitled for claim, pay, perks and other facilities which may be admissible to casual, adhoc, regular/confirmed manpower, during the currency or after expiry of the contract. In case of termination of the contract also, the persons deployed by the contractor shall not be entitled to or will have any claim for absorption or relaxation for absorption in the regular/ otherwise capacity in the office of the DDG, TERM Cell, Coimbatore. Contractor should make it known the above to the manpower of the contractor.
24. The contractor shall be solely responsible for redressal of grievances and/or resolution of disputes relating to the manpower deployed.
25. The DDG, TERM Cell, Coimbatore shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by the contractor during the course of their executing the services, or for payment towards any compensation.
26. The agency shall arrange to carry out assigned job without causing any disturbance to the activities in the office.
27. The DDG, TERM Cell, Coimbatore shall supply all the items i.e., cleaning items, tools for cleaning, and other accessories for carrying office upkeep.
28. The necessity for additional Office upkeep & House keeping services for day to day running of office staff may arise during agreement period, as and when additional buildings/additional functions come up in the O/o Dy. Director General in future. The approved agency is bound to meet the additional job / work entrusted by the DDG, TERM Cell, Coimbatore at the same terms and conditions of this bid.
29. The agency shall be responsible for the loss of any items and compensate in full the loss sustained by Principal on account of damage of material during discharge of Office Upkeep & House keeping services for day to day running of office.
30. The Office Upkeep & House keeping workers employed shall be bound to observe all the instructions issued by the DDG, TERM Cell, Coimbatore concerning general discipline, behavior and cleanliness.
31. The DDG, TERM Cell, Coimbatore shall not be liable to provide any residential accommodation or transport to the Office Upkeep & House keeping services for day to day running of office staff. No cooking or lodging shall be allowed inside the office premises.
32. The House keeping, Office Upkeep & House keeping services for day to day running of office Agency shall not be permitted to transfer their rights & obligations under this agreement to any other organization/otherwise.
33. The Office Upkeep & House keeping services for day to day running of office Agency shall submit the bill immediately on completion of month. Payment shall be made only to the contractor and on monthly lump sum basis as per actual service.

34. The Office Upkeep & House keeping services for day to day running of office agency shall indemnify the DDG, TERM Cell, Coimbatore with respect to any dispute arising out of claims made by the Office Upkeep & House keeping services for day to day running of office employed by the agency at the O/o Dy. Director General Coimbatore regarding the payments/salaries paid to them by the Agency.
35. The bidder has to attach the latest rates published by CLC/ALC/State Govt., as the case may be, along with the bid. Further, the contractor shall obtain the revised rates as and when they are published by CLC/ALC/State Govt., as the case may be during the currency of the contract.
- 35.1 The successful bidder shall, throughout the currency of contract period and also during the period of extension of same, ensure the payment of minimum wages to the deployed personnel as per the latest existing/prevalent rates as prescribed, from time to time, by the competent Authorities. In case, if the basic rates and/or Variable DA rates or both are revised or increased by the Labour Commissioner of the relevant region, then, the successful bidder has to make/effect payment at the revised rates, from that month onwards, and claim the same from the Department (DoT).
- 35.2 If any revision in rates of contribution to EPF, ESI, etc. is notified by the competent Authority, then such revised rates may also be claimed from the Department (DoT) on production of proof of payment of the same.
- 35.3 The revised rates, so claimed, shall be paid by the Department after ascertaining the same with the relevant authorities and also, upon verification/cross-check of receipt of the same with the deployed personnel and after scrutiny of relevant records of the contractor.
36. In case, the contractor does not pay the salary (for the previous month) of the manpower deployed within first week of the month, a lump sum penalty of Rs.5,000/- shall be levied on the contractor and the same will be deducted from the bill payable to him.
37. In case, the contractor fails to arrange for the manpower within the time stipulated, similar penalty as above shall be levied which will be deducted from the bill payable to him. Generally the notice period is two days for regular requirement and one day for urgent requirement.
38. In case of non-reporting of the manpower deployed on time or unauthorized absence, a penalty at the rate per day shall be imposed for each day of absence/late coming.
39. The bidder shall have email and also, a telephone on 24 X 7 basis for conveying the requisition of manpower. The email address and the telephone number shall invariably be specified in the bid.
40. ESI cards and EPF balance slips are to be supplied by the Outsourcing Agency to the man power deployed under this contract. Identity Cards also need to be given by the Outsourcing Agency to the man power deployed.

**SECTION V**  
**Schedule of requirement and Price schedule**

**1. GENERAL REQUIREMENTS**

- i) - The manpower engaged for providing the services shall meet the following standards.
- ii) - The manpower to be engaged shall be between 18-40 years in age.
- iii) - His / her antecedents should have been got verified by the agency from the local police authorities.
- iv) - The contractor shall observe the normal business standards of cleanliness, decorum, safety and general discipline while carrying out the works.
- v) - The contractor shall be responsible for the discipline and decorum of the persons being engaged by him.
- vi) - He shall ensure that the persons employed by them possess good character and do not indulge in wrongful practices.
- vii) The contractor should replace its staff when it is found by the officer-in-charge that they are not discharging their duties well.

The contractor shall ensure that any details of office, operational process, technical know-how, security arrangements, and administrative/organizational matters are not divulged or disclosed to any person by its personnel deployed in this office and utmost secrecy and confidentiality must be maintained.

**2. MANPOWER ABILITIES**

- i) Unskilled manpower is required, who will be able to read & write Tamil and also be able to read addresses & names in English.
- ii) Semiskilled manpower is required who should be at least HSC/Intermediate pass from a recognized institute or with Diploma in Computer Science or equivalent, and also familiar with typing, computers, MS Office, and with a fair command on English.
- iii) Data Entry Operator should be at least with BCA or BSc Computer Science or equivalent from a recognized institute, and also familiar with typing, computers, MS Office, programming skills and with a fair command on English.

**3. WORK SPECIFICATIONS : (HOUSE KEEPING & OFFICE UPKEEP SERVICES)**

- a) **Unskilled manpower**
  - i) Opening and Closing of the office.
  - ii) Dusting of all appliances like fans, lights, telephone instruments, photocopier, computers, furniture, files etc., so as to maintain hygiene in office.
  - iii) Making arrangements for tea, coffee, water etc. during the meetings and routinely to the officers of TERM Cell and other official visitors/representatives.
  - iv) Take files / Registers from Desk to Desk and store back in correct location after circulation.
  - v) Attend to calls of officers/ staff and follow their directions.

- vi) Messenger works i.e., to go to the post office to dispatch letters, to go to other offices to deliver letters etc.,
  - vii) Any other miscellaneous type of work assigned by the officer-in-charge.
- b) **Semi Skilled manpower**
- i) Photocopying, making sets of reports and other general office documents.
  - ii) Maintain Dispatch register, write addresses for delivery of official letters by ordinary post and registered post etc.,
  - iii) Distribution of office dak & files of general nature among the officers.
  - iv) Assist in CAF verification and compilations
  - v) Assist in EMF , SA report verification, compilation
  - vi) Any other miscellaneous type of work assigned by the officer-in-charge, including typing in computer, putting up files etc.
- c) **Data Entry Operators**
- i) Assist in CAF data analysis, sample preparation, MIS report preparation
  - ii) Assist in EMF data analysis, monthly report preparation, MIS report preparation
  - iii) Assist in SA report data analysis, report preparation
  - iv) Data Entry and Maintenance of Databases
  - v) Preparation of automated scripts
  - vi) Any other miscellaneous type of work assigned by the officer-in-charge
- d) **JOB WORK OF CLEANING OFFICE**
- The works envisaged under the “job work of cleaning office” has two components (A) Daily Work and (B) Fortnightly work, which are described below. The work shall be done with quality, ensuring neatness and cleanliness. All material required (broom sticks, mopping rod and cloth, phenyl, detergents, liquid soap, brushes, naphthalene balls, perfumes, cleaning cloths etc.,) shall be supplied by the Department (DOT).
- A) **DAILY WORK:** The works mentioned below has to be done daily (6 days in a week) i.e, on all days of the year, except Sundays and the 3 National Holidays (26 Jan, 15 Aug, 2 Oct).
- i) **Sweeping** : Daily Sweeping of office space of 5964 sq ft including dusting / cleaning of tables, furniture, file racks etc..
  - ii) **Mopping** : Daily Wet Mopping of office space of 5964 sq ft
  - iii) **Toilet cleaning:** Daily cleaning of Closets, urinals with toilet cleaner; wash basins with soap; floors of toilet/ bathrooms with phenyl after scrubbing with brush/ broom. (9 toilets)

2 persons are required to be deployed for minimum 3 hours on each day. The work shall be started by 07:30 am and completed by 10:30 am.

**Payment method:** Payment shall be made only for the actual work done daily. Daily signoff will be maintained by the officer in charge, and the payment at the end of the month will be for the actual work done as per the measurement recorded. Towards this the unit rate will be arrived from the approved monthly rate, i.e, per sq ft per day will be arrived for sweeping and mopping; and per toilet per day for cleaning of toilets. The individual item rates for Sweeping, Mopping, and Cleaning of toilets shall be arrived in the ratio 5:5:2 respectively (i.e, respective items will be 5/12, 5/12 and 2/12 of the approved monthly rate). The daily rate will be arrived by dividing the monthly rate by 26. Then the unit rate is arrived by dividing the daily rate by the area for sweeping & mopping; and per toilet rates by dividing with number of toilets. An example is given below to illustrate the method.

Example :

Assuming the daily minimum wage is Rs300 for 8 hours per day. The wage for 6 hours is Rs225. For 26 working days per month the wage = 5850/-

Category	Proportion	Proportion of approved rate	Per day divide by 26	Unit rate per day
Sweeping	5/12	2437.5	2437.5/26	=per day/ area (5964 sq ft)
Mopping	5/12	2437.5	2437.5/26	=per day/ area (5964 sq ft)
Cleaning of toilets	2/12	975	975/26	=per day/ no of toilets (10)

The daily work done will be recorded in a spreadsheet (Excel) and the quantum of work in each category done during the month will be arrived and multiplied by the unit rate per day to arrive at the total amount due.

**B) -FORTNIGHTLY WORK:** The works mentioned below has to be done twice in a month.

- i) - West Wing (Northern side) cleaning: (office space of 2614 sq ft) This portion of the office is less utilized and cleaning work is required to be done only twice in a month. This space is over and above the 5964 sq ft. The cleaning work in this portion (2614 sq ft) includes Sweeping , Mopping of floors, dusting / cleaning of tables, furniture, file racks etc.,
- ii) - Removal of cobwebs, cleaning of fans, tube lights, dusting and cleaning of all windows, doors, wall panel in conference room, name boards etc., for the full office i.e, in (5964+2614) sq ft; Cleaning of roof top and removal of debris/ leaves etc., so as to ensure no water logging takes place on the roof.
- iii) Toilet – acid cleaning, cleaning of toilet walls with soap, scrubbing & removal of stains etc.,

2 persons are required for 3 hours on each occasion, for the fortnightly work. This is in addition to the daily work to be done on that day. The work shall normally be done on alternate Saturdays/ day fixed by the officer-in-charge.

**Payment method:** Payment will be made only for the actual work done fortnightly.

Example :

Assume the approved rate is Rs 300 per day -

Category	Man hours required	approved rate i.e for 8 hours per day	Rate per occasion	Rate per month (for two occasions, multiply by 2)
Removal of Cobwebs, sweeping (west wing alone)	3	300	112.5	225
Mopping (west wing) and 1 toilet	3	300	112.5	225
cleaning of toilet walls, acid wash (10 toilets)	3	300	112.5	225
Removal of cobwebs for office 5759 sq.ft (East wing alone)	6	300	225	450

The fortnightly work done will be recorded in a spreadsheet (Excel) and the quantum of work in each category done during the month will be arrived and multiplied by the rate per occasion to arrive at the total amount due. Signoff per occasion will be maintained by the officer in charge, and the payment at the end of the month will be for the actual work done as per the measurement recorded.

**Penalty for deficient job work of cleaning:** The essence of the job work of cleaning is to maintain the office neat and clean, by doing the job professionally on all days for all works as envisaged, to the satisfaction of the officer-in-charge. In case the work done in a month is less than 95% of the envisaged work that is to be done during that month, a penalty of 10% of the bill amount will be deducted in addition to the proportional deduction already done in the calculation, at the discretion of the competent authority.

#### 4. SCHEDULE OF WORK

This office has requirement for 1 unskilled manpower; 4 semi-skilled manpower ; 4 data entry operators; and job work of cleaning office -- under office upkeep and housekeeping services.

Sl. No	Equivalent to	Tentative numbers required
1	Unskilled	1 (One)
2	Semiskilled	4 (Four)
3	Data Entry Operators	4 (Four)
4	Job Work of cleaning office	2 persons (3 hrs/each)

Service shall be from 09:30 hrs to 17:30 hrs on Monday to Saturday, with a lunch break for items in Sl No. 1 to 3 in the table above; & for Sl No. 4 i.e., Job work the timing shall be from 7:30 am to 10:30 am. The manpower shall report to the designated officer on a daily basis. All the above services shall be provided on all days except Sundays and 3 National Holidays. However, the contractor may be called upon for the services on these days also, if

required. Further on other holidays observed by the DOT, the competent authority, if he/she does not desire the services on that particular day, the same shall not be provided, in which case no payments shall be made for that day.

No other emoluments shall be entitled to, except the actual bus fare for services outside office premises. DOT reserves the right to change the timings indicated above.

## 5. QUANTITY

The quantity shown in the clause 4 – Schedule of work above, is an approximate requirement. The requirement of this office may increase or decrease during the period of contract, and the contractor is bound to provide the number of manpower as per the work order. It is the discretion of DDG (TERM-TN) to engage the numbers as required (either lower or higher), as per the actual requirement which may vary from time to time. Thus DOT reserves the right to reduce or increase the quantity of manpower during the period of contract, as per the administrative requirements of the unit, and the approved contract shall supply the quantity as per the work order. In case the number of manpower required is lesser or nil under a specified category, the contractor shall have no claim for any compensation.

In case of additional requirement of manpower towards Housekeeping / office up keep works for shorter duration, the contractor should be in a position to supply persons at tendered rates, for the period required.

### **Price schedule**

1. Name of the Tendering Company / Firm / Agency :
2. Details of Earnest Money Deposit:
  - DD Amount (in Rs) :
  - DD/Pay Order No :
  - Date of Issue :
  - Name of the Bank and Branch:
3. With reference to the tender, the sums to be payable to the workers/employees under various categories as per the minimum wages act, ESIC, EPF, etc. is mentioned below and is thus not required to be quoted by the bidder. The bidder needs to quote only the administrative charges per person or per job work per month category wise in the online BOQ sheet. The total cost per month mentioned below may change depending upon the quantity of manpower requirement under any category as mentioned in the clause 16 of section II.

Unit cost - per manpower per month							
Sl. No	Description	Indicate in % wherever applicable	Unskilled (1)	Semiskilled (2)	Data Entry Operators (3)	Job work of cleaning daily (4)	job work of cleaning Fortnightly (5)
1	Daily Minimum Wages in Rs. (A)		275	400	450	For 8 hours 300/ for 6 hours 225/-	562.5 per occasion
2	Monthly wages in Rs. = Daily wages x 26 days (B)		7150	10400	11700	225*26=5850	562.5*2=1125
3	Employees Provident Fund contribution as applicable in Rs. ©	13.61	973.12	1415.44	1592.37	NA	NA
4	Employees State Insurance contribution as applicable in Rs. (D)	4.75	339.625	494	555.75	NA	NA
5	Service Tax Liability as applicable in Rs. (E)	15	1072.5	1560	1755	877.5	168.75
6	Total Unit Cost per manpower per month inclusive of all taxes, duties, levies etc., (F=A+B+C+D+E)		9810	14269	16053	6727.5	1293.5
7	Quantity of manpower (Numbers) (G)		1	4	4	1	1
8	Total Cost per month payable to the worker= Unit Cost per manpower per month x Quantity of manpower (H= F x G)		9810	57076	64212	6727.5	1293.5
9	<b>Administrative charge (I)</b>		<b>To be quoted category wise separately only in the online BOQ sheet</b>				
10	Total cost to the tender inviting authority per month on pro rata basis.(J=H+I)		Sum of category wise J values=J(1)+J(2)+J(3)+J(4)+J(5)				

**Signature of Witness with Full Address :**



**SECTION VI  
BID FORM**

**NIT No. DDG/TERM-TN/NIT/2017-18/16**

**dtd**

**16.03.2017**

**To,**

**The DIRECTOR(TERM-TN), O/o DDG (TERM-TN)  
DOT, Coimbatore,**

Dear Sir,

1. - Having examined the conditions of contract and specifications including addenda Nos.....the receipt of which is hereby duly acknowledged, we, undersigned, offer to undertake the work of providing **OFFICE UPKEEP & HOUSEKEEPING SERVICES** in the office of DDG TERM-TN Coimbatore in conformity with the schedule of works, conditions of contract attached herewith and made part of this Bid.
2. - We undertake if our Bid is accepted, we will execute the work/ services in accordance with specifications, time limits & terms and conditions stipulated in the tender document.
3. - If our Bid is accepted, we will obtain the performance guarantees of a Scheduled Bank for a sum (together with Bid Security /EMD) @ 10% of the contract value for the due performance of the contract.
4. - We agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. - Until a formal Agreement is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.
6. - We understand that you are not bound to accept the lowest or any bid, you may receive.
7. - We have enclosed herewith a DD for a sum of Rs. \_\_\_\_\_ towards Bid security.

**EMD particulars  
(Bid Security)**

D.D.No. - \_\_\_\_\_ dated \_\_\_\_\_

Name of the Bank: \_\_\_\_\_

Branch: \_\_\_\_\_

Dated this .....day of.....(the year) -

Signature of Authorized Signatory..... -

In capacity of..... -

Duly authorized to sign the bid for and on behalf of.....

Witness.....

Signature.....

Address.....

**SECTION-VII**  
**BIDDER'S PROFILE & CERTIFICATES**

Passport size  
photograph of the  
bidder /authorized  
signatory holding  
power of attorney

1. Name of the bidder /firm \_\_\_\_\_
2. Name of the person submitting the tender whose photograph is affixed \_\_\_\_\_  
Sri/Smt \_\_\_\_\_

**(In case of Proprietary/partnership firms, the tender has to be signed by Proprietor/Partner only, as the case may be)**

3. Address of the firm  
(Give both Registered office and \_\_\_\_\_  
Operating/Branch office details) \_\_\_\_\_

4. Telegraphic Address \_\_\_\_\_

**e-mail id :** \_\_\_\_\_

5. Telephone No. (With STD Code) (Off) \_\_\_\_\_  
(Fax) \_\_\_\_\_  
(Res) \_\_\_\_\_  
(Mobile) \_\_\_\_\_

6. Registration & Incorporation particulars of the firm :  
**(Please attach attested copies of documents of registration/incorporation of your firm with the competent authority as required by business law)**

- i) Proprietorship - \_\_\_\_\_
- ii) Partnership - \_\_\_\_\_
- iii) Private Limited - \_\_\_\_\_
- iv) Public Limited - \_\_\_\_\_

7. Name of the \_\_\_\_\_  
Proprietor/Partners/Directors \_\_\_\_\_

8. Permanent Income Tax Number,  
Income Tax circle  
**(Attach a copy of PAN card)** .....
9. Service Tax Registration No.  
**(Attach attested copy)** .....
10. EPF Registration No.  
**(Attach attested copy)** .....
11. ESI Registration No.  
**(Attach attested copy)** .....
12. License No. issued by Labour  
officer  
**(Attach attested copy)** .....
13. Bidder's bank, its address and his  
current account number .....
14. Attested copy of experience certificate / certificates issued by the competent authority for the satisfactory work carried out in outsourcing of office up keeping & Housekeeping or job of similar nature to Central/State Government/ Public Sector/ Banks/Private firms etc., during last one year. The summary of that can be tabulated in the given format in chronological order

SL. No.	Details of client along with address, telephone and FAX numbers	Amount Contract(Rs)	Experience certificate for the period from and to	
			From	To
1.				
2.				
3.				

(If the space provided is insufficient, a separate sheet may be attached)

Place : ..... Signature of bidder/Authorized Signatory .....

Date : ..... Name of the Bidder .....

Seal of the Bidder .....

## SECTION VIII

### LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

To -  
The Dy. Director General -  
3rd Floor, Telecom Building, 2,  
Bharathi Park, Road No. II, -  
Coimbatore – 641043 -  
Tel : 0422-2436400 (o) Fax : 2436800. -

Sub:- Authorization for attending bid opening on 07.04.2017

Sir,

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of ..... (Bidder) in order of preference given below.

Order of Preference	Name -	Specimen Signature
1.		
2.		

Alternate Representative

Signature of Bidder

Note

1. - Maximum of two representatives will be permitted to attend bid opening. In case if it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. - Permission for entry to the hall where bids are opened may be refused in case of authorization as prescribed above is not received.

## **SECTION IX**

**Certificate on Non-participation of near relatives in the tender**  
(to be submitted by each partner in case of partnership firms / Companies on the letter head of the company)

### CERTIFICATE

I \_\_\_\_\_ S/o \_\_\_\_\_  
Resident of \_\_\_\_\_ hereby certify that none of my relatives as defined is (are) employed in the DoT as per details given in tender document. In case at any stage it is found that the information given by me is false /incorrect the DDG, TERM Cell, Coimbatore shall have the absolute right to take any action as deemed fit/without any prior information to me.

Signature of the Proprietor / Partner

## **SECTION X**

### DECLARATION

I, \_\_\_\_\_ Son of /Wife of Sri \_\_\_\_\_

Proprietor/Director / Partner of M/s \_\_\_\_\_

do hereby solemnly affirm and declare as under:-

1. - that I am sole proprietor / Partner / Director of M/s \_\_\_\_\_

2. - that I state and declare that the above Firm / Company has never been debarred and / or blacklisted by any State/Central Government / Public Sector Unit / Public Bodies /Municipalities / any Enforcement Authority.

In case of the above declaration is found to be incorrect or wrong, the contract if awarded to the firm shall be liable to cancelled and blacklisted /debarred for future works / contract with the TERM Cell, Coimbatore. Any such action shall however be without prejudice to the rights of O/o Dy. Director General, TERM Cell, Coimbatore under the law.

Signature of the Proprietor / Partner / Director

Sri / Smt./ Ms

Note: The Signatory should not affect any variation in the text of declaration. Declaration in any other form shall not be acceptable and render the bidder for penal action as decided by Dy. Director General, TERM Cell, Coimbatore.