



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

(Set up by an Act of Parliament)

Centre of Excellence- Jaipur

The Institute of Chartered Accountants of India

ANNOUNCEMENT

TENDER FOR PROVIDING HOUSEKEEPING SERVICES

AT
ICAI

CENTRE OF EXCELLENCE (COE) AT VILLAGE CHOSLA, TEHSIL
CHAKSU, JAIPUR

TECHNICAL BID (Part-I)

Particulars of Bidder:-

M/s.

Address

Tel. No.

Name of the Person

Signing the tender

Mobile No.

E-mail ID

LAST DATE FOR SUBMISSION OF : 24th March 2021 on or before
SEALED TENDERS 2.00 P.M.

TOTAL NUMBER OF PAGES : 25

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Part –I

Technical & Commercial Bid

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**Centre of Excellence-Jaipur
The Institute of Chartered Accountants of India**

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA (ICAI)

**H.O.: ICAI Bhawan, Indraprastha Marg, New Delhi - 110 002
COE: Centre of Excellence, Village Chosla, Tehsil Chaksu, Jaipur**

NOTICE INVITING TENDER (PRESS)

ICAI invites sealed tenders in Two Bid system (Techno- commercial and Financial Bids in two separate covers) from reputed House Keeping Agencies holding valid licenses, for providing housekeeping services at its CENTRE OF EXCELLENCE located at VILLAGE CHOSLA, TEHSIL CHAKSU, JAIPUR. The tender forms can be downloaded from ICAI's website www.icai.org and www.jaipur-icai.org The last date for submission of sealed tender is 24th March 2021 up to 2.00 P.M.

ACTING SECRETARY, ICAI



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA (ICAI)

H.O.: ICAI Bhawan, Indraprastha Marg, New Delhi - 110 002
COE: Centre of Excellence, Village Chosla, Tehsil Chaksu, Jaipur

NOTICE INVITING TENDER (WEBSITE)

ICAI invites sealed tenders in Two Bid system (Techno- commercial and Financial Bids in two separate covers) from reputed and experienced Housekeeping Agencies for providing Housekeeping services at its Centre of Excellence, Village Chosla, Tehsil Chaksu, Jaipur.

RELEVANT INFORMATION AT A GLANCE

1.	Name of the Work	For providing Housekeeping Services at ICAI CENTRE OF EXCELLENCE located at VILLAGE CHOSLA, TEHSIL CHAKSU, JAIPUR
2.	Cost of tender documents	Rs. 1180/- including 18% GST in the form of demand draft only favoring " Secretary, The Institute of Chartered Accountants of India ", payable at Delhi.
3	Last date for submission of tenders	24th March 2021 up to 2.00 P.M. Bids may be dropped in the Box placed at The Institute of, Chartered Accountants of India D-1, ICAI Bhawan, Institutional area, Jhalana Doongari, Jaipur-302004. Alternatively, Tenderers may send the Bids through Speed Post or through courier at the address mentioned herein so as to reach before the last date of submission. The ICAI will not be responsible for any postal delay in receipt of Bid documents. Bids received after due date and time shall be rejected summarily.
4.	Earnest Money Deposit	Demand Draft for Rs 10,000/- (Rupees Ten Thousand only) drawn in favour of Secretary, The Institute of Chartered Accountants of India, payable at Delhi.
5.	Date of opening the Technical Bid (Cover-1)	The Technical bids shall be opened at 3.00 pm on 24th March 2021 or on any other date & time as per discretion of ICAI even if bidders are not present. In the event, the specified date of bid opening is declared as a holiday for ICAI, the bid shall be opened on the next working day at the specified time and location.
6.	Date of opening of Financial bid (Cover -2)	After evaluating the Technical bids on ICAI Parameters, the Financial bids of successful bidders shall be opened on same day or any other date in the discretion of ICAI as notified even if bidders are not present. In the event, the specified date of bid opening is declared as a holiday for ICAI, the bid shall be opened on the next working day at the specified time and location.
7.	Validity of Tender	Tender shall be valid for 90 Days for acceptance from the date of opening of Techno-commercial Bid.
8.	TDS (Income Tax)	As Applicable



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9.	Security Deposit/ Performance Bank Guarantee	The successful Bidder shall be required to furnish within 15 days of acceptance of his bid, Bank guarantee for performance equal to Rs. 50,000/- (Rupees Fifty Thousand only) or 10% of the Annual Contract value whichever is higher, with the ICAI in the manner indicated in General Conditions of Contract. In case, the successful Bidder fails or refuses to sign the agreement or furnish the bank guarantee within the period as indicated above, the earnest money shall be forfeited.
10.	Amount in words	Bidder shall write amount in figures and in words, in case of any discrepancy, amount in words shall be considered as final and binding on both parties.

Note:

1. Housekeeping services would be required at Centre of Excellence at Village Chosla, Tehsil Chaksu, Jaipur spreading in 25 acres of land having residential blocks with 57 rooms and 11 flats, 6 classrooms, two storey administrative block and cafeteria. Bidders are advised to visit the premises at aforesaid address in the office hours where they can contact Mr. Krishna Kumar Sharma Mobile No. 99826-41705.
2. ICAI reserves rights to reject any tender / bid at any stage and/or time fully or partly for whole process and/or for particular contractor and also reserves all rights at any time to add, alter, modify, change, edit & delete any item and/or condition at any stage and/or vary all or any of these terms and conditions or replace fully or partly for whole process and/or for particular contractor or vary all or any of these terms and conditions or replace without assigning any reasons whatsoever. In this regard, the decision of ICAI shall be final and binding on all the participants.
3. ICAI reserves right to reject any or all tenders / bids and the entire tender process without assigning any reason whatsoever.
4. Canvassing in any form in connection with the tender is strictly prohibited and the tender submitted by the Housekeeping Agency which resorts to canvassing is liable to be rejected.
5. ICAI or its representatives shall not entertain any bidder, during the period, the selection of Contractor is in process.
6. ICAI reserves the right to verify the particulars furnished by the tenderer/ bidder, independently.
7. In no case, the request of bidder for change or modification in any terms and conditions related to payment shall be entertained.
8. ICAI reserves the right to modify any condition of Tender documents at any time. ICAI can also issue corrigendum to this tender by notifying the same at www.icai.org and www.jaipur-icai.org.
9. ICAI reserves the right to award contract in full or in part to one or more bidder(s)/ contractor(s) without assigning any reason, whatsoever.
10. ICAI also reserves the right not to accept the lowest bid.



Section – I

ELIGIBILITY CRITERIA

General Eligibility

This invitation to respond to the Tender is open to such qualified and reputed Housekeeping Agencies which are registered and have their registered office in India. Along with the General Eligibility criteria, bidder has to satisfy the following criteria:

1. The Bidder shall have its registered office, preferably in Jaipur and in case of firm / company having registered office in any other State/Union Territory; it must have its Branch office in Jaipur.
2. The Bidder should have average annual turnover of Rs 50.00 Lakhs during the last three financial years ending on March, 2020. Copies of the P&L Account and Balance Sheet duly certified by the Chartered Accountant must be enclosed with the Tender document.
3. The bidder shall have experience in providing Housekeeping services to the Govt. Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or State Government or Public Sector Banks or Local Bodies/Municipalities and must have executed or have a running single work order/contract value more than Rs 20 Lakhs, in the last three financial years. The details including names and address of such organizations along with the value of contract to be provided as part of Technical Bid.
4. The Bidder shall have minimum 5 years experience in providing Housekeeping services.
5. The bidder shall have minimum strength of 10 Housekeeping personnel on its rolls.
6. Bidders should submit details of pending case with the Courts/Arbitral Tribunals against the Proprietor/ Firm/ Partner or the Company (Contractor), if any. A Declaration to this effect be provided.
7. The Bidder shall have the following Registrations and details of the same shall be provided in the Technical Bid:
 - (a) PF & ESI Registration
 - (b) GST Registration
 - (c) Valid License, issued by Regional Labour Commissioner, Govt. of India
 - (d) Proof of compliance of other statutory requirements
 - (e) Income Tax Return/Order Copy.
 - (f) Copies of contracts already executed and those in hand along with their value.
 - (g) Statement indicating financial status, total manpower engaged in various other contracts
 - (h) Proof of Registration of firm /Agency along with Proprietary Certificate/Partnership Deed, MOA, AOA, Incorporation Certificate as the case may be.
 - (i) Profile of the Company / Agency/ Firm



Section – II

INSTRUCTIONS TO TENDERERS

- 1.1 The bidders are advised to examine each and every clause of Tender documents carefully. Bidder shall submit the Tender Documents duly signed and stamped on each page of tender in token of his acceptance along with his bid.
- 1.2 Bid shall remain valid for 90 days from the date of opening of Part I i.e. Techno - commercial Bids.
- 1.3 Sealed tenders are invited under two bid system directly from the established, registered, reputed Housekeeping agencies/firms/companies having wide infrastructure across the country for providing Housekeeping services to the ICAI COE, Jaipur. The cost of tender document is Rs. 1180/- (Rupees One Thousand One Hundred and Eighty Only) including GST in the form of Demand Draft from any scheduled bank should be drawn in favour of **Secretary, The Institute of Chartered Accountants of India**, payable at New Delhi is to be submitted along with the Tender/application form. The non- submission of cost of tender form may lead to rejection of the bid.

1.1 CLARIFICATION REQUESTS BY BIDDER

- 1.4.1 Although the details presented in this Tender Documents comprising of conditions of contract, scope of work etc, have been compiled with all reasonable care, it is the Bidder's responsibility to ensure that the information provided is adequate and clearly understood.
- 1.4.2 Bidder shall examine the Tender documents thoroughly in all respect.
- 1.4.3 Any failure by Bidder to comply with the aforesaid requirement shall not absolve the Bidder from liability, after subsequent award of contract, from performing the work in accordance with the tender Documents.
- 1.4.4 Before tendering, the tenderers are requested to visit the site and satisfy themselves fully regarding the nature of the work and get required clarifications from the ICAI, if any. No plea with respect to want of information or clarification on any particular point shall be entertained after the bid has been received.

1.5 AMENDMENT OF TENDER DOCUMENT

- 1.5.1 ICAI may, for any reason whether at its own initiative or in response to the clarification requested by the prospective Bidder, issue amendment in the form of addendum / corrigendum during the Bidding period and subsequent to receiving the bids.

Any addendum / corrigendum thus issued shall become part of Tender document and Bidder shall submit 'original' addendum/corrigendum duly signed and stamped in token of his acceptance.

- 1.5.2 For addendum issued during the Bidding period, Bidder shall consider the impact in his Bid. For addendum issued subsequent to receiving the Bids, Bidder shall follow



the instructions issued along with addendum with regard to submission of impact on quoted price / revised price, if any.

2. EARNEST MONEY DEPOSIT

- 2.1 The bid must be accompanied by Earnest Money Deposit (EMD), for the amount of Rs. 10,000/- (Rupees Ten Thousand Only) in the form of a Demand Draft drawn on any Nationalized/Scheduled Bank in favour of Secretary, The Institute of Chartered Accountants of India, payable at New Delhi and the same is to be submitted along with the Technical Bid. No interest shall be payable on EMD.
- 2.2 If the bidder, after submission, revokes his bid or modifies the terms and conditions thereof during the validity of his bid except where the ICAI has given opportunity to do so, the earnest money deposit submitted by Bidder shall, in such case, be forfeited.
- 2.3 ICAI may at any time cancel or withdraw the invitation to bid without assigning any reason and the earnest money deposit submitted by Bidder shall in such case be refunded to him/it.
- 2.4 The successful Bidder shall be required to furnish within 15 days of acceptance of his bid, Bank guarantee for performance equal to Rs. 50,000/- (Rupees Fifty Thousand only) or equivalent to 10% of the Annual Contract value whichever is higher, with the ICAI in the manner indicated in General Conditions of Contract. In case, the successful Bidder fails or refuses to sign the agreement or furnish the bank guarantee within the period as indicated above, the earnest money shall be forfeited.

3. DOCUMENTS COMPRISING THE BID

- 3.1 ICAI intends to fully evaluate the technical and commercial submissions.
- 3.2 Bidder is requested to furnish the complete and correct information required for evaluation of his Bid. If the information / documentation forming basis of evaluation is found incomplete / incorrect the same may be considered adequate ground for rejection of the bid.
- 3.3 Bidder shall arrange his/its bid in the following order:

I) PART-I TECHNICAL PART (BID)

Technical part shall comprise of the attachments, specifying attachment number arranged in the order as follows:

- a) Submission of Declaration letter along with Tender document, DD against the cost of tender form, Earnest Money Deposit and its details.
- b) Power of Attorney in favour of authorized signatory of the Bidder.
- c) Organization details
 - In case of a proprietorship firm, the name and address of proprietor, and attested copy of 'Certificate of registration of firm'.



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- In case Bidder is a partnership firm, attested copy of the partnership deed.
 - In case of company (whether private or public), attested copy of the 'Certificate of Incorporation' together with attested Memorandum / Articles of Association, along with certified copy of the Board Resolution for decision of the company to participate in bids.
- d) **Composition of the House Keeping Agency** – Full particulars (whether contractor is an individual, or a partnership firm, or a company etc) of the composition of the House Keeping Agency in detail should be submitted along with name(s) & address(es) of the partners/copy of the Articles of Association /Power of Attorney/any other relevant document.
- e) **Work experience during the specified period** Copies of the detailed work orders indicating date of award, value of awarded work should be enclosed as proof of the work experience.
- f) **Details of completed works** – The client-wise names of work(s), year(s) of execution of work(s), awarded and actual cost(s) of executed work(s), name(s) and full contact-details of the officers /authorities /departments under whom the work(s) was/were executed should be furnished.
- g) **Credit worthiness of the Tenderer and its turnover during the specified period**
Balance sheets of last 3 years should be enclosed ending on March, 2020.
- h) **Name(s) & Address (es) of the bankers of the Tenderer and their contact details.**
- i) List of staff with their qualification and experience.
- j) Copies of labour license, works contract registration and GST registration certificate, Proof of registration with DGR, if any, Proof of Registration with ESI & PF Commissioner with separate code, Proof of compliance of other statutory requirements; Income Tax clearance certificate, Profile of the Company / agency/ firm.
- k) Check list of submission of bid.
- l) Any other relevant document, Bidder desires to submit.

II) PART-II PRICED FINANCIAL PART (PRICE BID)

- a) Priced-financial Part shall be submitted duly filled in.
- b) No stipulation, deviation, terms & conditions, presumption, basis etc. shall be stipulated in Price part of bid. ICAI shall not take cognizance of any such statement and may at its discretion reject such price bids.

4.0 SUBMISSION OF BID

4.1 SUBMISSION IN TWO SEPARATE ENVELOPS

- 4.1.1 Technical and Financial part must be submitted in separate sealed envelopes clearly mentioned as "**Technical Bid**" and "**Financial Bid**" and both the sealed envelopes



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to be put into another envelope and it should be superscribed as **“Tender for providing Housekeeping Services at ICAI Centre of Excellence located at Village Chosla, Tehsil Chaksu, Jaipur”**.

I) PART-I- TECHNICAL PART

- a) This part shall contain technical bid. This envelope shall comprise the signed copy of Tender documents, addendum (if any), the information listed for submission in Part - I under Para 3.3 (I) above. Techno-commercial bid disclosing prices shall be summarily rejected.
- b) The envelope shall have following information clearly written on the outside of the envelope, failing which ICAI will assume no responsibility for the misplacement or premature opening of the bid.

Part-I Technical Part

“Tender for Providing Housekeeping Services at ICAI Centre of Excellence located at Village Chosla, Tehsil Chaksu, Jaipur”

Due date & time of Opening: _ 24th March 2021 at 3.00 PM

From: Address of Bidder: _____

Original earnest money deposit (EMD shall also be enclosed in this part.)

II) PART-II SEALED PRICED FINANCIAL PART

- a) This part of the bid shall contain the Schedule of Rates, duly filled in all respects and other information specifically requested for submission in price part under Para 3.3 (II) above. The envelope shall have the following information clearly written on outside of the envelope, failing which ICAI will assume no responsibility for the misplacement or premature opening of the bid.

PART-II —FINANCIAL/PRICE PART

“Tender for Providing Housekeeping Services at ICAI Centre of Excellence located at, Village Chosla, Tehsil Chaksu, Jaipur”

Name and Address of Bidder: _____

4.2 Address to which bids are to be sent (Post/Courier/Hand /etc.)

**Sh. Manoj Kumar Agarwal, Senior Executive Officer,
The Institute of Chartered Accountants of India
D-1, ICAI Bhawan
Institutional area
Jhalana Doongari
Jaipur-302004**

Bid received after the time and date fixed for receipt of bid is liable for rejection. In case of incomplete submissions, ICAI shall not be under any obligation to give the bidder an opportunity to make good such deficiencies and ICAI may at its discretion treat such bids as incomplete and not consider for further evaluation. Incomplete Bids or Bids received without Earnest Money Deposit (EMD) or Bids received after due date and time of submission will be rejected summarily.



4.3 SIGNING OF TENDER

The Tender shall contain the name, place of business and other prescribed details of the person(s) making the Tender and shall be sent by the Tenderer under his signature. Partnership firms shall furnish full names of all the partners and shall annex a copy of the Partnership Deed with the Tender. It shall be signed in the partnership name by all the partners or by duly authorised representative followed by the name and designation of the person signing. Tender by body corporate shall be signed in the name of body corporate by a person duly authorised to do so. All the pages/documents of the Tender should bear the signature of the tenderer with date. All the entries by the tenderer should be in one ink & legibly written. Any over-writing, corrections & cuttings should bear dated initials of the tenderer. Corrections should be made by writing again instead of shaping or over-writing.

Rates should be quoted both in figures as well as in words. In case the rates quoted in words & figures are at variance, the rates written in words shall be taken as final.

4.4 TECHNO-COMMERCIAL DISCUSSIONS

Bid of the bidder who submits the required EMD shall be taken up for detailed evaluation. Techno-commercial discussions with bidder shall be arranged, if needed.

5. AWARD OF WORK

5.1 The bidder whose bid is accepted by ICAI shall be issued Letter of Intent (LOI). Bidder shall confirm acceptance by returning a signed copy of the LOI. The successful bidder shall be required to execute a formal agreement in accordance with the 'Proforma of Articles of Agreement' within 15 days of receipt of LOI/Detailed Letter of Award.

Contract Documents to be signed between ICAI & selected bidder shall consist of the following:

- a) Agreement
- b) Letter of Intent/ Detailed letter of award
- c) Original Tender document
- d) Addendum / Corrigendum issued to bidder, if any.

5.2 ICAI reserves the right to award the work to more than one bidder on the rates approved by ICAI for better service options.



Section III

SCOPE OF WORK

Housekeeping services would be required at Centre of Excellence at Village Chosla, Tehsil Chaksu, Distt. Jaipur spreading in 25 acres of land having residential blocks with 57 rooms and 11 flats, 6 classrooms, two storey administrative block and cafeteria.

Broad Scope of Work

- Removal of paper, litter, garbage and packing material from all floors/rooms/pantry etc.
- Vacuum cleaning of carpeted floors on a daily basis.
- Dusting of furniture, telephones, etc., firstly with dry cloth and then with Colin/cleaner
- Cleaning and scrubbing of toilets on regular interval /as and when required.
- Cleaning of washbasins, sanitary fittings and toilets floors with dry & wet mops.
- Cleaning of window glasses both sides, frames & air conditioning grills on regular internal/as & when required.
- Dry & wet mopping of staircases, Pantry & lobby area.
- Cleaning of planters.
- Reception, lobbies to be mopped twice/thrice in a shift or as and when required.
- Cleaning of Reception door and main entrance glass door and frames on both sides.
- Dry & wet mopping of main lobby area on regular intervals.
- Dry & wet dusting of glass partitions with glass cleaner.
- Dusting and cleaning of conference tables and chairs.
- Spot cleaning of carpets on regular basis as per prescribed maintenance instructions.
- Cleaning of panel posters, paintings, light fittings, furniture and fixtures etc.
- Scrubbing of staircase, lobbies and outside areas.
- Removal of cobwebs.
- Brass polishing of brass/copper fixtures
- Cleaning of open lawns, footpath area on daily basis – twice a day.
- Cleaning of Glass panes from outside – Once in a month.
- Cleaning and maintenance of artificial plants.

Housekeeping (Cleaning & Sweeping) shall comprise of the following:

S. No.	Works Details	Frequency of Cleaning
1	Rooms	
	Cleaning of the doors	Once in a day
	Removal of the Cobwebs	Once in a week
	Dusting of the verticals	Once in a week
	Cleaning of Electrical Switches	Once in a week
	Spot cleaning of the walls	As required
	Dusting of Windows	Once in a day
	Cleaning of Windows	Once in a week
	Scrubbing of the skirting	Once in a week
	Dusting of other article in the room	Once in a day
	Wet mopping of the Floor	As required
	Dry mopping of the Floor	As required
	Dusting of the Furniture & Fixtures	Once in a day



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	Telephone and Computer Cleaning	Once in a day
	Fax and Photostat Machine Cleaning	Once in a day
	Fax and Photostat Machine Deep Cleaning	Once in a week
	Telephone and Computer Deep Cleaning	Once in a week
	Trash Removals	As required
	Emptying of Dustbins	Twice in a day
	Vacuum Cleaning of Carpets	Once in a day
	Spotting of Carpet	As required
	Cleaning of the Doormat	Once in a day
	Electrical Equipment cleaning	Once in a week
2	Toilets	
	Cleaning of doors and windows	Once in a day
	Scrubbing of the Urinals	Twice in a day
	Scrubbing of the sinks	Twice in a day
	Washing of Toilet walls and floor	Once in a day
	Washing of W/C	Twice in a day
	Washing of W/b	Twice in a day
	Changing of the Urinal Cubes	As required
	Changing of the Odonil cubes	As required
	Cleaning of the Doormat	Once in a day
	Trash Removals	As required
	Refilling of the Soup dispenser	As required
	Refilling of the Toilet paper rolls	As required
	Refilling of the face tissues	As required
	Cleaning of Toilet Fittings	Once in a day
	Cleaning of Washbasin	Once in a day
	Cleaning of Mirrors	Once in a day
3	Stairs	
	Wet Mopping of stairs	Twice in a day (morning/evening)
	Dry Mopping of Stairs	Four times in a day
	Scrubbing of Stairs	Once in a day
4	Passage area	
	Wet Mopping	Twice in a day
	Dry Mopping	As required
	Scrubbing of front entrance tiles	Twice in a week
	Washing of the Floors	As required
5	Pantry	
	Dusting	Once in a day
	Wet Mopping	Twice in a day
	Dry Mopping	Four times a day
	Washing of the Floor	As required
	Trash Removal	As required

The Housekeeping Agency shall employ the following equipments/machines and manpower as required by ICAI to carry out the aforementioned services at COE, Jaipur –

Equipments/Machines

1. Multipurpose single disc machine with accessories (Mono/DS 42)



2. Wet and dry vacuum cleaner (Vacumat)

Housekeeping Staff (Manpower)

No. of Housekeeping Staff _____

No. of Supervisor _____

SHIFT SUPERVISOR

- Supervision by an experienced and qualified supervisor who will be overall responsible for smooth functioning of all facilities. He will be responsible for the discipline of housekeeping staff.

Note:

Cleaning should be completed in the cited premises (except common places) prior to opening of office hours i.e. 9.30 AM so that work in office does not get interrupted in the middle for cleaning purpose.



SECTION-IV

GENERAL CONDITIONS OF CONTRACT (GCC)

1. SCOPE OF SERVICES:

Scope of Services shall be as detailed in Scope of Work (Section –III)

2. EARNEST MONEY DEPOSIT & SECURITY DEPOSIT

2.1 The bidders shall submit an Earnest Money Deposit (EMD) of 10,000/- (Rupees Ten Thousands only), in the form of Demand Draft drawn in favour of "The Secretary, Institute of Chartered Accountants of India", payable at Delhi.

2.2 In case of the unsuccessful bidders, Earnest Money Deposit shall be returned after finalization of the tender process or within three months from the date of opening of tender, whichever is earlier. No interest shall be payable on the EMD.

2.3 The successful Bidder shall be required to furnish within 15 days of acceptance of his bid, Bank guarantee for performance for an amount of Rs. 50,000/- (Rupees Fifty Thousand only) or an amount equivalent to 10% of the Annual Contract value whichever is higher, with the ICAI in the manner indicated herein. In case, the successful Bidder fails or refuses to sign the agreement or furnish the bank guarantee within the period as indicated above, the earnest money shall be forfeited.

2.4 The EMD shall be forfeited by ICAI in case, the tenderer withdraws their offer during the period of tender validity or if after submission of quotation the tenderer fails to honour the contract or refuses to comply with any or all the terms and conditions of the tender or/and the contract arising thereunder.

3. RATES

3.1 The rates as quoted shall be valid up to a period of one year. PF, ESI and the amounts of statutory contributions will also be suitably computed as per prevailing rates and the Contractor will be paid minimum wages, PF and ESI at enhanced rates. No claim for escalation of Service charges shall be entertained.

3.2 All the materials required / used for cleaning will be supplied by the Housekeeping Agency. The list of materials is attached in the Price Bid.

4. PAYMENT TERMS

The payment would be made on monthly basis The Housekeeping Agency to whom the Contract is assigned, shall forward its monthly bill so as to reach the ICAI latest by 3rd day of each succeeding month. Payment of the Bills shall be made after scrutiny/ verification, by the 10th day of the every month in respect of the services rendered in the preceding month. TDS will be deducted as per the prevailing rate.

5. The successful Housekeeping Agency shall render the Housekeeping Services as per the Scope of Work in terms of the quality standards as per the terms of the tender. The quality of service shall be outstanding and any deviation on account of quality of services shall give right to ICAI to terminate the contract. In case the Housekeeping



Agency to whom the contract has been awarded fails to execute the job as per the terms and conditions of the contract, work will be got executed through other agency at the Housekeeping Agency's risk and cost.

The ICAI reserves the right to appoint alternate source/agency by giving due caution notice and levying penalty as deemed appropriate in this regard.

6. PERIOD OF CONTRACT

The contract shall be valid initially for a period of one year from the date of award of contract. On expiry of contract, ICAI will evaluate the performance of services of the Housekeeping Agency. If the services are found satisfactory, the ICAI reserves the right to extend the contract for another one year on the same terms and conditions or the terms as may be mutually agreed.

7. ASSIGNMENT

The Housekeeping Agency shall not assign/ sublet the work or any part thereof except with the prior written consent of the ICAI. Such consent even if provided shall not relieve the Housekeeping Agency from any liability or any obligation under the contract.

8. TERMINATION OF CONTRACT

8.1 Either party may terminate the Contract, without assigning any reason, by giving a two months notice in writing to the other.

8.2 Notwithstanding anything contained at Clause 8.1 herein above and in addition to any other rights or remedy available to ICAI, the ICAI may terminate the contract, at its option in whole or part, by giving a one month notice in writing, in case of any of the following violations by the Housekeeping Agency, if the violations are not remedied in the notice period to the satisfaction of the ICAI.

- i. The Housekeeping Agency refuses to render all or any of the **Housekeeping Services** which the Housekeeping Agency is required to render under the Contract, or refuse to render the same within the time or in the manner or otherwise according to the Contract;
- ii. *The Housekeeping Agency becomes incapable of or unable to perform the Contract;*
- iii. *Death of proprietor or dissolution of Housekeeping Agency or commencement of liquidation or winding up proceedings or appointment of a Receiver or insolvency of the Housekeeping Agency;*
- iv. *Distress execution or other legal process being levied on or upon any of the Housekeeping Agency's assets.*
- v. *The Housekeeping Agency or any person employed by him made an offer for any purpose in connection with the Contract by way of any gift, gratuity, royalty, commission, gratification or other inducement (whether in money or in any other form) to any employee or agent of the ICAI. The decision of the ICAI as to whether any of the event/contingencies mentioned above has occurred shall be final and binding upon the Housekeeping Agency*
- vi. *Housekeeping Agency assigns or sub-lets the work under the contract without the prior written permission from the ICAI.*

8.3 Upon termination of the contract in whole or in part, the Housekeeping Agency shall be entitled only to receive payment in accordance with the Contract for the



Housekeeping services rendered under the contract till the date of termination of contract, and shall not be entitled to any other payment or compensation.

9. FORCE MAJEURE

In the event of either party being rendered unable by force majeure to perform any obligation required to be performed under the Contract by such party, the relative obligation of the party affected by such force majeure shall upon notification to the other party be suspended for the period during which such cause lasts. The cost and loss sustained by the either party shall be borne by the respective parties.

The term 'Force Majeure' as employed herein shall mean acts of God, like fire, earthquake, flood, sabotage, and other irresistible cause like war, revolt, riot which are beyond the control of the either party. However, strike, lockout & other labour or student unrest will not constitute 'force majeure' for the purpose of this contract in respect to obligations of Housekeeping Agency.

Upon the occurrence of such cause(s) and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing immediately but not later than 72 (Seventy-two) hours of the alleged beginning and ending thereof giving full particulars and satisfactory evidence in support of its claim. Time for performance of the relative obligation(s) suspended by the force majeure shall stand extended by the period during which such cause lasts.

If rendering of services are suspended by force majeure conditions applicable to the Housekeeping Agency for an aggregate period of more than 1 (one) month, the ICAI shall have the option of terminating the contract in whole or in part or re-negotiate the contract provisions.

10. The persons engaged by the Housekeeping Agency shall be the employees of the Housekeeping Agency and in no circumstances shall be entitled to claim relationship of employer- employee with the ICAI.

11. In case the ICAI is made party to any litigation by the employee of the Housekeeping Agency for any reason whatsoever, the Housekeeping Agency shall bear/indemnify any cost incurred by the ICAI.

12. INDEMNITY

The Housekeeping Agency shall at all times indemnify the ICAI and shall keep it indemnified from and against any claim, loss, damage, action, proceedings, costs, charges and expenses that may be suffered or incurred by the ICAI on account of any misrepresentation or material breach of any representation made by the Housekeeping Agency or the terms and conditions herein contained or on account of any default or breach or violation or non-observance or non-performance of any applicable law, statute, rule, regulation, directive or guidelines by Housekeeping Agency or any of its employees or representatives or agents in relation to the



contract and attributable to Housekeeping Agency.

13. BLACKLISTING

Without prejudices to the other rights, the ICAI reserves the right to blacklist the Housekeeping Agency in case the Housekeeping Agency commits breach of any terms and conditions of the contract and such blacklisting shall be for the period as decided by the ICAI.

14. ARBITRATION CLAUSE

That in the event of any question, dispute or differences arising out of or in connection with any of the terms and conditions of the tender document or the agreement arising thereunder, in the first instance, the parties hereto shall try to resolve the same by mutual consultation, failing which the same shall be referred to the sole arbitrator to be appointed mutually by the parties. The Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof, shall apply to these arbitration proceedings. Arbitration proceedings shall be held at Delhi and the language of the arbitration proceeding shall be English. The arbitral award shall be final and binding upon both the parties. All Arbitral Awards shall be in writing and shall state the reasons therefor. The cost of the Arbitration shall be borne by both the parties equally.

15. JURISDICTION

Subject to the aforesaid arbitration clause, any dispute between the parties arising out of or in connection with the contract shall be subject to the exclusive jurisdiction of the Courts at Delhi only.

16. AMENDMENT TO CONTRACT

The contract shall not be deemed or understood to have been amended unless amended by a document signed by an authorised representative of each of the parties to the Contract.

17. COMPLIANCE WITH LAWS

The Housekeeping Agency shall at its own cost and initiative fully comply with all applicable laws of the land and with all applicable by-laws, rules, regulations and any other provisions having the force of law, made or promulgated or deemed to be made or promulgated by any government, government agency or department, municipal board, or any other government or regulatory body etc. and shall provide all certificates of compliance therewith as may be required by such applicable laws, by-laws, rules, regulations and orders etc. The Housekeeping Agency shall assume full responsibility for discharge of all statutory obligations such as wages, Leave Salary/Leave encashment, allowances, compensations, EPF, Bonus, Gratuity, ESI, etc. relating to housekeeping personnel deployed in the Premises. The ICAI shall have no liability in regard thereto. In particular, the Housekeeping Agency shall ensure compliance with the following and their re-enactments/amendments:

I. The Code on Wages, 2019



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- II. The Employees Provident Fund and Miscellaneous Provisions Act, 1952
- III. The Contract Labour (Regulation and Abolition) Act, 1970
- IV. V. The Payment of Gratuity Act, 1972
- VI. The Employees State Insurance Act, 1948
- VII. The Child Labour (Prohibition and Abolition) Act, 1986



INFORMATION ABOUT TENDERER

- 1 Name of Tenderer
 - 2 Address with telephone/fax Nos.
 - (A) Head office
 - (B) Branch Office
 - 3 Telegraphic Address/E-Mail Address
 4. (a) Is your firm registered under the Indian Partnership Act 1932?
If so, give the name & address of the partners along with the Registration No.
 - b) Is your concern a proprietary concern? If so, give
Name and Address of the proprietor.
 - (c) Is your concern incorporated under the Companies Act
Or any other law in India? If yes, please give copies
of relevant documents like Memorandum & Articles of
Association and Incorporation Certificate, Bye laws, etc.
 - 5 Have your concern changed its name at any time?
If so, when and the reasons thereof.
 6. Date of commencement of Business
 7. No. of housekeeping personnel at its roll
 8. (a) GST registration No.
 - (b) Details of registration with statutory authorities for:
 - (i) PF
 - (ii) ESI
- Please furnish certified copies of Registration and latest returns as filed with above authorities failing which Tender is liable for rejection.
9. Income Tax Assessment Certificate for the last three years.
 10. Name & address of Principal Bankers. Also submit solvency certificates.
 11. Details of Places where Housekeeping Services are being provided to Govt./ Public Sector Undertaking/ Educational Institutions/ Public Limited co., in the past three years in the format given hereunder.:

Details of Housekeeping Services carried out during the last 3 years



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Organisation	Nature of Job	Value	Area covered	Manpower deployed	Contact Person at such orgn with Tel. No. and his designation

12. Details of infrastructure: - Please furnish complete details of manpower available justifying your case.

13. Turnover/Receipts (last 3 years)

2017-2018	2018-2019	2019-2020

Please enclose copy of latest balance sheet and profit and loss Account.

14. We are enclosing herewith Earnest Money Deposit (Interest free) of Rs.10,000/- through D.D./Pay Order No Dated in favour of the Secretary, the Institute of Chartered Accountants of India payable at Delhi.

15. Any other relevant information.

Signature of the Bidder(s)

Name and Designation of authorised person signing the tender on behalf of the Bidder(s) with Rubber Stamp. Full Name and address of the Bidder(s).



DECLARATION LETTER FROM THE CONTRACTOR

Reference No.....

Date.....

From:

.....
.....
.....
.....

**SUB: Tender for providing House Keeping Services at ICAI Centre of Excellence,
at Village Chosla, Tehsil Chaksu, Distt. Jaipur**

Dear Sir,

Having examined the captioned Tender Documents consisting of Invitation to Tenderer(s), Instructions to Tenderer(s), General Conditions, Scope of Work etc, (hereinafter called the Tender Documents) and having understood the provisions of the said tender documents, having thoroughly studied the requirements mentioned in the Tender documents, I/We hereby submit my/our offer to you in accordance with the terms and conditions and within the time mentioned in the Tender Documents at the price quoted by me/us in the Financial Bid Form along with Technical Bid being submitted separately duly signed in a sealed cover as required. I/We have enclosed herewith duly signed the following documents namely:

1. Instructions to Tenderer(s)
2. Scope of Work
3. General Conditions
4. Information about the Tender
5. Technical Bid
6. Price offered Part i.e. Financial Bid
7. Other documents as required

I/We hereby undertake that the statements made herein and the information given by us are true in all respect and that in the event of any such statement or information being found to be incorrect in respect of any of particulars, the same may be construed to be a misrepresentation entitling the ICAI to avoid any resultant contract/to terminate the contract and I/we will compensate the ICAI for any loss/damage caused due to such misrepresentation and the ICAI may also, at its discretion, may blacklist me/us (the Bidder).

The Tenderer shall be required to deposit and keep deposited along with the tender documents Earnest Money Deposit of Rs. _____/- with the ICAI in terms of provisions of General conditions.

I/We confirm having deposited two demand drafts : -



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- (i) Earnest Money of Rs. _____/- (Rupees _____ Only) by Demand Draft no.....dated.....drawn on..... Bank.....Branch.
- (ii) Cost of Tender Form (Non-Refundable) i.e. Rs. 1,000/- plus GST (Rupees One Thousand Only) by Demand Draft no dated drawn on BankBranch.

We further note that ICAI can amend/alter/ modify the conditions in its discretion.

- (iii) We also agree that the ICAI reserves the right to cancel the entire process of tender without assigning any reason.

Yours faithfully,

Signature(s) of the Tenderer(s)

Name and Designation of authorised Person
signing the Tender on behalf of the Tenderer(s)

Full Name and Address of the Tenderer(s)



**Centre of Excellence-Jaipur
The Institute of Chartered Accountants of India**



**THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA
(ICAI)**

**TENDER FOR PROVIDING
HOUSEKEEPING SERVICES
AT**

**ICAI
CENTRE OF EXCELLENCE (COE) AT VILLAGE CHOSLA, TEHSIL CHAKSU, DISTT.
JAIPUR**

**FINANCIAL BID
(Part-II)**

Particulars of Bidder :-

M/s.

Address

Tel. No.

Name of the Person

Signing the tender

Mobile No.

E-mail ID

**LAST DATE FOR SUBMISSION OF
SEALED TENDERS**

**: 24th March 2021 on or
before 2.00 P.M.**



FINANCIAL BID

Schedule of Rates

Rates are to be provided strictly in the following format, not following this format will lead to cancellation of the tender:

S. No.	Particulars	Rate Per Housekeeping Boy/ Pantry Boy/ Gardener (Rs.)	Rate Per Supervisor (Rs.)
1.	Minimum wages		
2.	PF @12%		
3.	Administrative charges @1%		
4.	ESI (@3.25% be given)		
5.	Service charges, (in percentage)		
6.	Total		

GST to be mentioned extra.

Note:-

1. The **Housekeeping boys** will be considered under the **un-skilled category**. The successful bidder shall provide uniformed and trained personnel and use its best endeavour to provide Housekeeping services to the ICAI. Rates quoted will include all statutory obligations of the contractor under Minimum Wages Act, Contract Labour (R&A) Act, weekly-off replacement charges, cost of uniform of personnel deployed by the contractor, GST, service charges, etc. of the agency. The rate quoted will be for per shift of eight hours per person per day. If the minimum wages is revised by the Government of Rajasthan, the incremental wages, if applicable, will be provided.
2. The offers/bids which are not in compliance of Code on Wages, 2019 and any other Labour laws will be treated as invalid.
3. The contract is for one year.
4. The number of manpower required shown in the scope of work is indicative and the actual number may vary.
5. The bidders may quote the rates in Indian Rupees.
6. All the columns shall be clearly filled in ink legibly or typed. The tenderer should quote the rates and amount tendered by him/them in figures as well as in words. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would be otherwise made the tender liable for rejection.

The Financial Bid form should be on the letter head of agency / company/firm, and be submitted in a separate sealed envelope.

Signature of the Bidder

Name and Designation of authorised Person
signing the Tender on behalf of the Bidder