



INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES

(Deemed University)

An Autonomous Organization of Ministry of Health & Family Welfare,

Govt. of India,

Govandi Station Road, Deonar, Mumbai # 400088.

Tel: 022-42372400/25563254 - Fax: 022-25563257

Website: www.iipsindia.org

NOTICE INVITING TENDER FOR PROVIDING HOUSEKEEPING SERVICES MANPOWER & PROVIDING MATERIAL FOR HOUSEKEEPING AT IIPS, MUMBAI

TENDER NO. IIPS/EM./HKS/EM01/2017

- Name of the work : **Providing Housekeeping Services Manpower & Providing Material for Housekeeping at IIPS, Mumbai**
- Earnest Money Deposit : **Rs. 1,00,000/-** in the form of D.D. payable at **Mumbai** in the name of **Director, IIPS**
- Date & Time of Closing of Tender : **24.11.2017 at 2.00 PM.**
- Date & Time for Opening of Tender (Part - B) : **24.11.2017 at 3.00 PM.**
- Address for submission of tender : International Institute for Population Sciences
Govandi Station Road, Deonar,
Mumbai-400 088
- Place of opening of the Tender : International Institute for Population Sciences
Govandi Station Road, Deonar,
Mumbai-400 088

International Institute for Population Sciences

Govandi St., Rd., Deonar, Mumbai-400 088

☎ 022-25563254/55/56

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web site: www.iipsindia.org

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* PRICE BID

NOTICE INVITING TENDER FOR PROVIDING HOUSEKEEPING SERVICES MANPOWER & PROVIDING MATERILA FOR HOUSEKEEPING AT IIPS, MUMBAI

1. Name of the Contractor :
(Full address with Tel. No.)
2. Constitution of the Contractor :
Proprietorship / Partnership /
Private Limited Company / Public
Limited Company
3. Registration No. of the firm/Agency :
4. Validity of Tender : 90 days
4. Rates :

** Rate must be quoted in sealed envelop
as per details provided in the Annexure:
i) Annexure I : Price Bid : Material Charges
ii) Annexure II : Price Bid : Labour Charges

Signature of the Contractor or
his Authorised Signatory with Seal of
the Agency / Firm

Date:

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- * To be put in a separate sealed envelope superscribing the wordings
i) **“PRICE BID”**, Notice Inviting Tender No. and Name of the Tenderer.
i) Price Bid : Annexure I : Material Charges
ii) Price Bid : Annexure II : Labour Charges

** **Note:** The rates quoted for manpower should be inclusive of administrative charges including all government taxes such as GST etc., & the minimum wages and other statutory charges but must be shown item wise like basic, DA, allowances, Bonus, PF, ESIC etc., as per existing minimum wages act and labour law stipulations etc. of state/central govt. as applicable in this regard, whichever is more. Bids in which, not filled-in any part in price bid will be rejected.

PRICE BID

ANNEXURE “I”

(I) Material Supply Charges

S.No.	List of Material to be provided by Contractor	Quantity	Rate (Rs.)
1.	Bleaching Powder	1 Kg	
2.	Glass cleaner like of Colin or equivalent etc., 500 ml.	1 No.	
3.	Hand wash Liquid 500 ml. like Dettol or equivalent	1 No.	
4.	Antiseptic Liquid 500 ml. like Dettol, Savlone or equivalent	1 btls	
5.	Flush Clean Mat	1 doz	
6.	Floor Duster	1 doz	
7.	Hand Duster	1 doz	
8.	Hard Broom for road sweeping etc.,	1 No.	
9.	Soft Broom for tiles sweeping etc.,	1 No	
10.	Toilet cleaner 500 ml. Harpic or equivalent	1 No.	
11.	Hockey Brush	1 No.	
12.	Jali Brush	1 No	
13.	Toilet/urine pot Napthalene Ball	1 doz.	
14.	Detergent powder like Surf or equivalent	1 kgs.	
15.	Air freshner of branded company	1 doz	
16.	Disinfectant for tiles cleaning like Phenyel or equivalent	1 ltrs	
17.	Toilet Paper Roll	1 roll	
18.	Yellow Duster	1 doz	
19.	Tissue Paper One Roll	1 Roll	
20.	Basket Garbage Bag (Small)	1 Doz.	
21.	Basket Garbage Bag (Big)	1 Doz.	
22.	Scotch Bite	1 Doz.	
23.	Vessels washing powder like Wheel Powder or equivalent	1 Kgs.	
24.	Steel Mop	1 No.	
25.	Plastic bucket (Medium size)	1 No.	
26.	Dust pan	1 Doz.	
27.	Odopic Powder or equivalent	1 Kgs.	
28.	Wet mop set	1 No.	
29.	Dry Mop Set	1 No.	
30.	Glass clean wiper	1 No.	
31.	Scrubbing pad	1 Doz.	
32.	Wet mop refill	1 nos	
33.	Floor wiper	1 nos	
34.	Hand Gloves for toilet or drainage chamber cleaning	1 pair	
35.	Mask of good quality	1 Nos	
36.	Gumboot	1 pair	
37.	Vitrified floor cleaner liquid	1 ltr	
38.	Urine pot fragrance mat	1 pair	

- If bid is finalised then the cost of actual used material will be consider in the monthly bill. The rate will remain same for the complete contract period or extended period. All above material should be of **reputed manufacturer or ISI standard**. Corresponding monthly required material for campus cleaning for approx. 5.3 acres and approx. 26,000 sqmt constructed area. Considering this bidders should stock the material listed above for one or two month for Deonar and Nerul campuses. All necessary entries should be made with bringing the material inside with proper challan to be given to security guard and EM section otherwise no payment will be made.

PRICE BID

ANNEXURE “II”

Workers Pay Charges per person/ per month not less than as per minimum wages of state/central Govt. Whichever is more. (All wages includes holiday and month is considered for 30 days /31 days same).

A Labours Pay (Manpower / Labour Charges)

Sr. No.	Salary Breakup	Manpower	
		Housekeeping Labour	Gardener*
1	Basic		
2	Special Allowances (If any please specify.....)		
3	P.F.		
4	E.S.I.C		
5	Bonus		
6	Administrative charges per employee		
7	Any other Statutory charges/taxes 1.----- 2.----- 3.----- 4.----- 5.----- 6.-----		
	Total		

- (B) Tree trimming (as and when required) ***Essential***
 Per tree cost
 Big Tree Branches Cutting Rs. _____
 Medium Tree Branches Cutting Rs. _____

Permission for cutting the dangerous tree branches as well as throwing of tree waste will be complete responsibility of the housekeeping agency.

Note :

- i] Conditional price Bid on the Institute by the bidder will not be considered and price bid will be rejected.
- ii] All columns in the price bid needs to be fill up. Incomplete price bid in any manner will be rejected.

*** TECHNICAL BID – PART 'A'**

**QUESTIONNAIRE TO BE FILLED UP BY THE AGENCY APPLYING FOR
TENDER PROVIDING HOUSEKEEPING SERVICES MANPOWER & PROVIDING
MATERIAL FOR HOUSEKEEPING AT IIPS, MUMBAI
(ALL ARE MANDATORY)**

1. Status of Contractor
Including partners
2. Bio-Data of key top
Official (please attach)
3. Details of any Tie-ups if any
(please attach)
4. Experience
5. Copy of IT clearance of last
Three assessment years
(Please attach)

6. Financial Status of Bidder and/or his
Associates Including Annual Report of
Past 3 years with ROC (Registration of
Companies) receipts duly authenticated
by. Chartered Accountant

Financial Year	Annual Turnover	Annual Profit	Income Tax paid
2016-17			
2015-16			
2014-15			

(Please fill all figures and attach all receipts and challans)

7. Current list of clients where 50 or
more personnel of the Contractor
are working (only top 5 names should be given)

Sr. No.	Name of the Company	No. of Housekeeping staff deployed	Cost of work order	Wages paid per head per month to labour (Gross Pay)
1				
2				
3				
4				
5				

8. Name and address of 5 clients for references and Work Satisfactory Certificate must be attached

Sr. No.	Name of Company	Full Address with contact details
1		
2		
3		
4		
5		

- 9. ESI Registration No.
Attach a copy of the Registration Certificate / letter.
- 10. PF Registration No. Attach a copy of the PF Registration letter
- 11. List of equipments proposed to be used for Cleaning
(please attach the copy of purchase receipts of all equipments enlisted below)
 - Heavy Duty Industrial vacuum cleaner
 - Heavy Duty scrubbing machine
 - Heavy Duty Water Jet Spray
 - Any other items. -----

- 12. Income Tax Permanent Account No.
- 13. Details of EMD / Bank Draft No.
- 14. Have your firm / agency blacklisted,
banned or contract has been terminated
(If yes, please provide details, please seen instructions)

Signature of the Contractor or
his Authorised Signatory with Seal of
the Agency / Firm

Date:

- To be put in a separate sealed cover / envelope superscribing the wordings “TECHNICAL BID”, Notice inviting Tender No. and Name of the Tenderer. All technical documents like literature, catalogues, etc. are to be put in the same envelope. Price bid of agency / firms who technically qualify only will be opened for further consideration.

If any information is found misleading, false or hidden by the bidder then bid/contract will be rejected/terminated at any stage after issue of work order also.

TECHNICAL BID – PART 'B'

REQUIREMENT OF SUBMISSION FOR TENDER

Please provide self attested all the following documents

1. ORGANISATION INFORMATION

Applicant is required to submit the following information in respect of his organization

- Name & postal address, Telephone & Fax number etc.
- Year of establishment and commencement of practice.
- Copies of original documents defining the legal status, place of registration and principal places of business.
- Name & title of Directors and Officers to be concerned with the project, with designation of individuals authorized to act for the organization.
- Information on any litigation in which the applicant was involved during the last five years including any current litigation.
- Authorization to employer to seek detailed references.
- Number of technical professionals, in present company, indicating their deployment in the proposed work.
- Certificate about non involvement of criminal cases, court cases, arbitration and any other either individual or official or with organisations.

2. ORGANISATIONAL STRUCTURE

- The applicant should have sufficient number of employees. The applicant shall submit a list of employees stating clearly how they would be deployed in this place. The in-house capability of the firm should be brought out clearly indicating the details of working firm.

3. LETTERS FROM

- Completion Certificates, appointment letters, etc. from clients for similar project type.

4. COMPANY DOCUMENTS

- Registration certificates, PAN card, PF documents, Service Tax Registration. Any other statutory documents.

5. FINANCIAL DOCUMENTS

- Audited Financial documents for past 3 years including 2016-17, 2015-16 & 2014-15.

6. TENDER

- Applicants are required to return this document duly signed along with the submission.

DISCLAIMER

The information in this document has been prepared to assist the firm in preparing the non binding tender and it is clarified that:

- It does not constitute an invitation to offer or an offer in relation to the transaction.
- This document does not constitute any contract or agreement of any kind whatsoever.
- This document does not, purport to contain all the information that the interested firms and their advisors would desire or require in reaching decisions as to the requirement. Interested firms should form their own view as to what information is relevant to such decisions and make their own independent investigations in relation to any additional information.

GENERAL CONDITIONS OF THE TENDER

1. The Technical bid shall be opened at **24.11.2017 at 3.00 PM** or such later date, as may be notified by IIPS. If the said date is declared as holiday at a later date the tender will be opened on the next working day at 3.00 p.m.
2. The Tender shall remain open for acceptance for ninety (90) days from the date of opening of tenders by International Institute for Population Sciences (“IIPS”). The time limit for acceptance may be extended by IIPS at its discretion for such further period, as it may notify.
3. Earnest Money Deposit (“EMD”) should be submitted by DD for Rs. 1,00,000/- drawn in favour of **Director, IIPS** payable at **Mumbai**. Tender received without EMD or not in the proper format or incomplete bid proposals shall be liable to be summarily rejected at the discretion of IIPS.
4. Tender received from IIPS employees (Bonafide or retired) shall not be considered, and no correspondence or intimation will be entertained.
5. **The invitation to tender calls for bid proposals in two parts viz. Technical Bid and Price Bid.**
 - i. Technical bid shall consist of EMD for the required amount as per the tender documents and technical details. Technical details should be submitted in duplicate. Leaflets/information brochures (if any) showing the technical and general details of the services & equipments to be utilized shall also be enclosed with the technical bid. **The tender form and all annexure and attachments there to shall be submitted with this bid with each page being consecutively numbered and duly signed by the bidder along with the seal of the Contractor.**
 - ii. Price bids shall consist of item-wise price details in the given proforma of the tender and shall be submitted in duplicate.

The technical bids and price bids should be submitted in individual separate sealed envelopes superscribed with “**Technical Bid**” / “**Price bid**”/“**PRICE BID**”, {Notice Inviting Tender No. and Name of the Tenderer. i) Price Bid : Annexure I : Material Supply Charges ii) Price Bid : Annexure II : Manpower / Labour Charges”, **as applicable. Sealed envelopes containing the Technical Bid and the Price Bids shall again be put in another envelope duly sealed and superscribed with the tender number, name of work, due date of opening and Name of the Contractor.** At the time and date of opening of tender, only technical bids shall be opened and read out in open.
 - iii. The time and date of opening of price bids shall be intimated to the technically qualified bidders later.
 - iv. Tender not complying with the above conditions are liable to be rejected without any further reference.
 - v. This tender document is not transferable. The tendered work, if awarded, is not transferable.

Those bidder has provided housekeeping services to IIPS earlier, they should produce work satisfactory certificate and No Objection Certificate from IIPS authority i.e., Director or Registrar failing which their bid will not be considered / opened.

Similarly as per information provided in technical bid like audited documents and references found negative or doubtful then price bid will not be considered or opened.

Tender documents can be obtained from the Accounts Officer of IIPS against submission of tender document fee of Rs. 1000/- in the form of cash or Banker's Cheque or DD drawn in favour of "**Director, IIPS**" payable at **Mumbai**. Also the same can be downloaded from our website **www.iipsindia.org** Tender documents downloaded from our website should be attached with an additional DD of Rs. 1000/- drawn in favour of "**Director, IIPS**" payable at **Mumbai** towards the tender document fees, at the time of submission of tender along with Technical Bid. Tender documents downloaded from website and not attached with the requisite fee as above will not be considered and shall be summarily rejected.

Annexure "A"

TERMS AND CONDITIONS AND SCOPE OF WORK FOR PROVIDING PROVIDING MATERIAL & MANPOWER FOR HOUSEKEEPING SERVICES AT IIPS, MUMBAI

1. The contractor shall depute a minimum of Thirty Five (35) nos. of labours for six days a week for execution of the contract ("**Contractor Employees**"). The contractor shall be responsible for the good conduct and behavior of the **Contractor Employees**. If any of the Contractor **Employees** is found misbehaving with the supervisory staff or any other staff member / student of the IIPS, the Contractor shall, on receipt of instructions of the Registrar in this regard, replace such employee, OF the Contractor's. The Contractor shall issue necessary instruction to the Contractor employees to act upon the instructions given by the supervisory Staff of IIPS. IIPS authority may ask any labour to leave campus if required for his misconduct etc.,
2. The Contractor shall take and procure the Contractor Employees to take, proper care of the buildings, premises and campus of IIPS and maintain the same in good and clean condition at all times.
 - (a) In the event of any loss being caused to IIPS on account of negligence/dereliction of duties or performance of their obligations by the Contractor or Contractor employees, the Contractor shall be liable to indemnify IIPS for such loss, out of the Contractor's insurance cover or otherwise, such loss being quantified after an inquiry comprising of the representative of IIPS and the Contractor.
 - (b) The Contractor shall be held responsible for the damages/sabotage caused to the property of IIPS due to any events of force majeure.
3. Contractor and the Contractor Employees shall take day-to-day instructions from the Registrar or OS(EM) or Caretaker or other authorities of IIPS.
4. If the Contractor fails to perform and / or implement the assigned jobs or parts there-of or the Standard Operating Procedures annexed at Annexure "A" hereto to the satisfaction of the Registrar IIPS or on any day in any part of the areas assigned, IIPS may, without prejudice to its other rights and remedies, levy a charge of Rs. 300 for each day or part thereof, until the Contractor performs that job to the satisfaction of the Registrar or any other officer nominated by Director, IIPS. The contractor shall provide an adequate replacement in case any of the Contractor Employees proceed on leave.

This will be at no additional expenses to IIPS. In case of any absence on duty by a Contractor Employee, the Contractor shall be levied a fine of Rs. 300/- per Contractor Employee per day of such absence. This deduction shall be in addition to the penalty for non-implementation of or non-performance as per Standard Operating Procedures as mentioned above. This will also be in addition to the claim of IIPS as mentioned above.

5. Consolidated rate for provision of House Keeping for IIPS campus includes all the roads and buildings of IIPS at Deonar and Nerul quarters. The contractors may carry out site inspection prior to quoting the rates.
6. The list of minimum quantity of material required to be supplied by the contractor is attached as Annexure "I". The contractor shall use ISI standard or high quality cleaning material for providing house-keeping services to IIPS. Adequate stock of the material shall be maintained always(at least of one to two month). The stock will be subject to inspection by the authorities of IIPS and a proper record will be maintained. In case at any time it is found that substandard materials are being used or supply of quantity of materials is inadequate resulting in the materials being out of stock, the contractor shall be liable for penalty as decided by Director, IIPS, subject to a minimum amount of Rs. 300/-. The decision of Director, IIPS shall be final in this regard. While taking material in the campus it should be entered in the entry register kept at both security gate along with challan and get passes and later should be reported in writing to Institute authority like Registrar or OS(EM) or Caretaker etc.,
7. None of the Contractor employees shall engage or enter into any kind of private work during their assignment to IIPS for providing house keeping services, failing which a penalty of Rs. 300/- per day per person shall be imposed on the contractor, without giving any notice. The amount of such penalty shall be deposited by the contractor immediately with Accounts Officer of IIPS failing which such penalty shall be deducted from the payments due to the Contractor.
8. Contractor shall abide by all applicable laws including all Labour and welfare Laws (ESI, PF, BONUS, Income Tax, Service Tax or any other extra taxes levied by the Government), the Companies Act, etc. and shall adopt all required welfare measure for the Contractor Employees and discharge all other obligations concerning thereto. The Contractor shall furnish adequate proof to IIPS in this regard. It is again clarified that all such responsibilities and obligations, whether specified herein or not, shall be the exclusive responsibility and obligations of the Contractor, and IIPS shall not be held liable for such responsibilities / obligations manner what-so-ever.
9. The contractor shall not employ any person of age below 18 years and above the age of 60 years. They should be sound in health in carrying out the duty and should not have infected diseases. The contractor shall not subcontract the assigned work to any other agencies
10. The Contractor Employees proposed to be employed by the Contractor for providing house keeping services envisaged hereunder shall be subject to screening by IIPS, to ascertain their antecedents, suitability and skills. Before deploying any Contractor

Employee in IIPS, the Contractor shall furnish complete particulars and obtain written approval of the designated officer of IIPS. Candidate should be send with letter from the firm about deployment of human resources, mentioning details of his/her name, adequate proof of identification, Police verification is a must for every labour deployed in IIPS. IIPS reserves the right to interview the Contractor Employee (s), if considered necessary by it, before giving such approval.

11. IIPS reserves the right to ask and require the contractor to remove any Contractor's Employee deployed by the Contractor, without assigning any reason/notice therefore.
12. The Contractor shall in no case pay the Contractor Employees wages at a rate less than the statutory minimum rates every month. The payment should be made preferably through bank account in rare cases cheque request with prior approval of IIPS authority will be considered and record of that should be kept in a register which may be examined by the Registrar of IIPS at any time. In case the contractor fails to make timely and statutory payment of wages and other dues to the Contractor Employees, IIPS may make such payments to the Contractor Employees directly and suitable deductions in this regard shall be made by IIPS from the amount to be paid to the contractor. Statutory payment must be deposited in time to concern authority and reports have to
13. No Contractor Employee shall work for more than 27 days in a month or as specified by applicable Labour legislation.
14. The Contractor shall deposit an amount of Rs. 3,00,000/- (Rupees Three Lakh only) or one month of price bid as mention in work order whoever is more as Security deposit with the IIPS for the entire duration of the contract. Security deposit has to be deposited after receiving of work order and before commencement of housekeeping services at IIPS. The Contractor shall also provide a Bank Guarantee to IIPS equivalent to two months wages for each of the Contractor Employee proposed to be deployed at IIPS, which may be used in case the contractor fails to pay the Contractor Employees their dues or in case of any other default. The bank guarantee has to be provided within 15 days from the date of work order and should be valid for the entire duration of the contract.
15. The Contractor will get all the Contractor Employees, verified of their antecedents, through Special Branch, Mumbai Police and a certificate to this effect be furnished by the Contractor to IIPS before deployment of such Contractor Employees. The contractor should also maintain proper records / documents of the same.
16. That no right, much less a legal right shall vest in the Contractor Employees to claim or have employment or otherwise seek absorption in IIPS nor the contractor Employees shall have any right whatsoever to claim the benefits and/ or emoluments that may be permissible or paid to the employees of IIPS. The Contractor Employees will remain the employees of the Contractor and this should be the sole responsibility of the Contractor to inform and clarify it to the Contractor Employees before deputing them on work at IIPS. All the liabilities, legal binding etc., for the labours will be with Bidder/Agency/Contractor and IIPS will not be responsible for any liability. If

arbitration did not worked out then any legal disputes will be subject to jurisdiction of Mumbai Courts.

17. The quality of service should be such that the overall cleanliness is of high standards.
18. The payment shall be made by IIPS to the contractor for the Contractor Employees actually employed for providing house keeping services hereunder. IIPS has the right to reduce / increase the strength of Contractor Employees as per its requirements.
19. The Contractor must pay minimum wages to the Contractor Employees as per the Minimum Wages Act and satisfy all the other applicable statutory requirements.
20. Without limiting the conditions mentioned in the tender document, if any of the Contractor Employees prefer claim for employment with IIPS, the Contractor shall, at its own cost, deal with such claim and settle such claims without any obligation on the part of IIPS regarding such claims or settlements thereof. Over all responsibility of any legal matter regarding this contract will of bidder.
21. The Contractor shall indemnify IIPS and keep IIPS indemnified against all losses, claims or demands arising out of or due to any acts or things done or purported to be done by the Contractor or the Contractor Employees including but not limited to any claim for employment by the Contractor Employees.
22. International Institute for population Sciences reserves the right to accept or reject any or all the tenders without assigning any reason. If required acceptance of partial tender bid i.e., only for labour supply or only for material will be decided by IIPS authority, while/after scrutiny of technical or financial bid..
23. The Agency shall be fully responsible for any kind of accident/mis-happening to their staff as we as machineries while attending the complaints or at work in the IIPS premises.
24. 35 persons regularly required but number of persons may be increased as per requirements. So rates may be quoted for each person and monthly payment will be given as per person attended on duties i.e. presence of the number of persons.
25. Out of these persons four person must be well known & well acquainted of gardening and garden related work. (Certificate of experience/ profile must be submitted).
26. If required on special occasion workers have to work beyond office hours and on holidays of the Institute.
27. Institute will ask bidder/agency one day free demonstration for all type of work inside the campus Deonar & Nerul, before awarding / finalizing the work order.
28. After finalizing financial bid and acceptance of the tender by the bidder, work should be commenced immediately after fulfilling of all requirements like sufficient materials and

required no. of labours, deposit of security deposit, bank guarantee, agreement on bond paper etc.,

29. The period of contract is for one year which may be extended by one year at a time maximum upto 3 years on satisfactory performance & mutual consent.

SCOPE OF WORK

1. Shifting of furniture from one place to another in Deonar & Nerul Campus. Maintenance of empty quarters.
2. Class rooms Seminar Hall & Convocation Hall arrangements as per requirements.
3. **Bushes and trees trimming as and when required. Wild weed, bushes, grass cutting and cleaning of all campus. Housekeeping Staff or Supervisor or Contractor, he/she will coordinate with MCGM office to obtained necessary permission. It will be also ensured by the contractor that all tree waste will be thrown out of Institute immediately.**
4. **For cleaning of campus drainages blocking, toilet pipe lines blocking etc. should be taken care and safety and whenever necessary modern equipments & machinery must be used in working.**
5. Surrounding in campus in all cleaning like side area, front area, between area and terraces etc.
6. During rainy season, care should be taken for proper cleanliness at dumped areas, low level areas & area below all water tanks in order to control the water borne diseases such as malaria, dengue etc., If this type non cleanliness is observed by MCGM officials then housekeeping agency will be fully answerable, responsible for their action as per their rule.
7. Lawn making & maintenance, plantation of trees or plants, overall maintenance of garden
8. Any other work as and whenever necessary. (such cleaning of fans, water cooler etc.,)

Termination of Contract:

- A. In case of any dispute arising out of this contract, the decision of the Director and Sr. Professor, International Institute for Population Sciences, Mumbai shall be final and binding on both the parties.
- B. IIPS reserves the right to terminate the contract at any time without assigning any reason to the firm.
- C. In case of unsatisfactory performance or due to consistent reduction in work, the contract is liable to be cancelled by giving a notice of ten days to the firm in writing.
- D. The performance will be monitored during the first one months and if the performance is not found satisfactory, contract may be terminated.

ACCEPTANCE CERTIFICATE

I.....(designation).....,
of (Name of the Company)..... hereby accept the
above mentioned Terms & Conditions for the House Keeping Services at IIPS, Mumbai.

Date:

Signature & Company Seal

Place:

**CHECKLIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH TECHNICAL BID
MANDATORY**

Sr. No.	Documents to be submitted	Submitted	Remarks
1	Copy of Registration of firms	Yes/No	
2	Copy of Biodata of contractor / partner(s) etc.,	Yes/No	
3	Copy of Registration certificate of EPF	Yes/No	
4	Copy of Registration Certificate of ESIC	Yes/No	
5	Copy of Labour license	Yes/No	
6	Copy of Income Tax Return for last 3 years	Yes/No	
7	Copy of GST Registration	Yes/No	
8	Copy of latest ISO Certificate	Yes/No	
9	Copy of PAN/TAN Card	Yes/No	
10	List of Govt. clients indicating quantum of work executed.	Yes/No	
11	Proof of work completion certificate atleast three Govt. clients	Yes/No	
12	Details of EMD deposited	Yes/No	
13	Details of Cost of bidding document	Yes/No	
14	Copy of VAT clearance Certificate	Yes/No	
15	Last 3 years audited statement from Chartered Accountant	Yes/No	
16	Proof of payment for income tax paid for last 3 year	Yes/No	

Date:

Signature & Company Seal

Place: