

No.C.15/ Accom/2019/(HK)-
Subsidiary Intelligence Bureau
(Ministry of Home Affairs)
Government of India
2nd MSO Bldg, Nizam Palace (16th Fl.),
234/4 A. J. C. Bose Road,
Kolkata-700 020.

Date: 26.03.2019

To
The Section Officer/IT Cell
Website Room No. 10,
Ministry of Home Affairs,
Government of India,
North Block Secretariat,
New Delhi

Sub: Uploading of Tender Notice

Sir,

Kindly arrange to publish the enclosed tender notice in MHA's website on priority basis. The CD No. SIB-KOI-19(1) containing the soft copy is enclosed which may kindly be considered for publication in the website by 04.04.2019. A hard copy of the content to be published is also enclosed hereto. It is kindly requested to ensure to publish the said tender in CPP portal as per the decision of competent authority.

Yours faithfully,

(Kesab Biswas)
Assistant Director/E

Encl: As stated above.

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Subsidiary Intelligence Bureau
(Ministry of Home Affairs)
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234/4 A. J. C. Bose Road,
Kolkata-700 020.

TENDER NOTICE

Date of publication of tender	:	04.04.2019
Last Date of Receipt of Tender	:	03.05.2019
Date of opening Technical Bid	:	09.05.2019
Date of opening of Price Bid	:	13.05.2015

Sealed quotations in two bid systems super-scribing **Tender Notice No. and due date** are invited by the undersigned on behalf of the President of India, from the reputed firms dealing with Ministries and Government Department for deployment of manpower and modern cleaning machines for undertaking mechanized house-keeping for two years from the award of work at Regional Training Centre, Patuli and 9/1, Gariahat Road, Kolkata – 19. Schedule of area including toilet area, scope and periodicity of work is indicated at Annexure-I, II, III & IV. The type of machines & material to be used for undertaking mechanized House-keeping services is indicated at Annexure-V. The terms and conditions of the contract is given in Annexure-VI of the tender document. Form of Technical bid is given in Annexure-VII, Financial Bid in Annexure-VIII and Bank Guarantee in Annexure-IX.

2. Tenders are to be sent by post or delivered by hand so as to reach this office i.e. Assistant Director/E, Subsidiary Intelligence Bureau, 9/1, Gariahat Road, Kolkata-700 019 on or before due date i.e. **03.05.2019**.

3. Tenders are to be quoted on letter-head pad. **Earnest money of Rs.1,00,000/-** (Rupees one lakh only) is to be sent along with the technical bid, in the form of **demanddraft drawn in favour of DDO-I, SIB Kolkata** and payable at State Bank of India, Ballygunj Branch, Kolkata (Code-0018). Bank drafts of unsuccessful bidders will be returned to them. The successful contractor should have to **deposit a sum of Rs.5,00,000/-** (Rupees five lakh) separately as performance security deposit in the form of Bank **Guarantee issued by Scheduled Bank in favour of the DDO-I, SIB Kolkata for a period of two years from the date of tender opening and further**

extendable if needed. The Performances Security Deposit would be refunded after

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successful completion of the contract. In case of breach of the terms and conditions, the performance security will be **forfeited**.

4. The offer is to be enclosed in two sealed covers separately for **Technical Bid and Price Bid** with clearly mentioned on the covers. The outer cover containing the two inner covers, i.e. Technical Bid & Commercial Bid, should be addressed to the Assistant Director/E, Subsidiary Intelligence Bureau(MHA), Govt. of India, 2nd MSO Building, Nizam Palace (16th floor), 234/4, A.J.C. Bose Road, Kolkata-20, super scribing our reference number and the due date. Please note that quotation received after due date and in **unsealed cover will be ignored**. The quotation should reach the undersigned by **1700 Hrs on 03.05.2019**.

5. The **“Technical bids”** prepared by the bidder should comprise the following documents: -

a) **Tender Fee amounting to Rs. 500/- (Rupees five hundred) non-refundable in form of Demand draft drawn on a Nationalized Bank in favour of DDO-I, SIB Kolkata**, and payable at Kolkata is required to be submitted along with tender document.

b) **Attested photocopies** of Work Contract Cell Registration Certificate, VAT Certificate, Service Tax Registration Certificate of Valid Tax Clearance, Certificate issued by the Work Contract Cell of the Sales Tax Department, valid registration with Labor Department of Government of West Bengal under Contract Labour (Registration and Abolition) Act, 1970; proof of turnover and work experience in Government/PSU.

c) The Tenderer should have to produce **documentary proof i.e. Ration Card/Telephone bill/Electricity Bill /Income Tax Certificate**.

d) **Attested copies** of the Registration Number of firm, Provident Fund Account Number allotted by Provident Fund Commissioner, ESI Number, PAN allotted by Income Tax, Income Tax Clearance Certificate.

e) **Satisfactory performance Certificate** issued by the Government/Ministries/Departments/PSU during the last three financial years **(2016-2017,2017-2018 &2018-2019)** for mechanized housekeeping.

f) Documentary **proof of annual turnover of Rs. 50 lakh** or more during last three years.

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g) **Successful execution at least 3 works of similar nature** of not less than Rs. 15 lakh cost for a year.

h) Valid license from the competent authority for carrying out the services and **ISO 9001:2000 Certification** as providers of office services and automated/mechanized housekeeping which should be minimum 3 years old as on 31st March, 2019

l) The bidder should not be/ have not been **blacklisted** by any Government/Department/PSU.

j) The firm **whose services have been terminated by any other organization of IB** on earlier occasion, **need not apply**.

k) Should **possess good quality branded machines** used in the housekeeping work.

l) Should provide cleaning/washing materials for housekeeping work as given in **Annexure-V** for cleaning purpose.

m) Should **produce a solvency certificate from any scheduled bank for an amount not less than Rs. 50 lakhs**.

n) **No Joint Venture/Consortium is allowed** to participate in the tender process.

6. In the “**Financial Bids**” the tenderer should produce/quote the cost or charges of the work to be undertaken. There should be projection of cost/charges on account of number of skilled workers to be employed. The price quoted by the bidder should remain fixed during the entire period of contract and should not be subject to variation on any account.

7. The **Tender should quote Net Monthly Rates (including all types of admissible taxes as on date)** for the work including mechanized machines and cleaning materials /chemicals as mentioned.

8. The contractors are advised to **go through the terms and condition carefully and schedule of area and scope of work**. The contractors should quote the rates in figures as well as in works for undertaking the mechanized House Keeping Services under reference.

Assistant Director/E

RTC, PATULI FOR HOUSEKEEPING SERVICES: -(A) HOSTEL BLOCK

Sl No.	Location	Details of work	Periodicity	Total Manpower
GROUND FLOOR				
1	Pantry room + Store room + Dinning Place + wash room	Cleaning sweeping & dusting	Once a day	4
2	Reception			
3	Gym. -2 room Gents & Ladies			
4	Ward room-3 Room &AttachedToilet -4			
5	Toilet -2 Gents & Ladies			
6	Corridor -2			
7	Stair Case- 2			
8	Lift- 2			

Sl No.	Location	Details of work	Periodicity	Total Manpower
GROUND FLOOR				
1	Staff Bed room -9 + Toilet – 9 + Balcony-18	Cleaning sweeping & dusting	Once a day	2
2	Office Bed room- 1 + Toilet-1 + Balcony- 1+ Hall room			
3	Store room- 4			
4	Tennis room -1 + Toilet- 1 + Balcony- 1			
5	Corridor-2			

Sl No.	Location	Details of work	Periodicity	Total Manpower
GROUND FLOOR				
1	Staff Bed room- 20+ Toilet -20+ Balcony-20	Cleaning sweeping & dusting	Once a day	2
2	Store room small- 2			
3	Store room big- 2			
4	Corridor - 2			

Sl No.	Location	Details of work	Periodicity	Total Manpower
GROUND FLOOR				
1	Staff Bed room- 20+ Toilet -20+ Balcony-20	Cleaning sweeping & dusting	Once a day	2
2	Store room small- 2			
3	Store room big- 2			
4	Corridor - 2			

(B) OFFICE BLOCK

Sl No.	Location	Details of work	Periodicity	Total Manpower
GROUND FLOOR				
1	CONFERENCE ROOM	Cleaning sweeping & dusting	Once a day	2
2	PANTRY			
3	OFFICERS ROOM -2 + WAITING ROOM – 1 + TOITEL- 1			
4	TOILET – 2 GENTS & LADIES			
5	CORRIDOR- 1			
6	STAIR CASE -2			
7	LIFT- 2			

Sl No.	Location	Details of work	Periodicity	Total Manpower
OUT SITE				
1	COMMON AREA	Cleaning sweeping & dusting	Once a day	2
2	GUARD ROOM- 3 + TOILET- 2			
3	ROOM- 1			
4	TOILET-1			
5	PUMP HOUSE-1			
6	POWER HOUSE-1			

Sl No.	Location	Details of work	Periodicity	Total Manpower
1ST FLOOR				
1	STAFF ROOM-3 + TOILET-3 + BALCONY-1+ WAITING ROOM-1	Cleaning sweeping & dusting	Once a day	2
2	CLASS ROOM – 4			
3	TOILET-2 GENTS & LADIES			

4	CORRIDOR-1			
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Annexure-II

Sl No.	Location	Details of work	Periodicity	Total Manpower
2ND FLOOR				
1	LABORATORY-1+ BALCONY-1	Cleaning sweeping & dusting	Once a day	2
2	LIBRARY-1			
3	HALL ROOM-1 + BALCONY-1			
4	HALL ROOM-1			
5	STAFF ROOM-1 SMALL			
6	STAFF ROOM-3 + TOILET-3 + WAITING ROOM- 1			
7	CORRIDOR-1			
8	TOILET-2 GENTS & LADIES			

Sl No.	Location	Details of work	Periodicity	Total Manpower
3RD FLOOR				
1	STAFF ROOM-1 + TOILET-2 + WAITING ROOM-1	Cleaning sweeping & dusting	Once a day	2
2	CLASS ROOM-1			
3	AUDITORIUM-1			
4	SYNDICATE ROOM-1			
5	CORRIDOR-1			
6	TOILET-2 GENTS & LADIES			

9/1, GARIAHAT FOR HOUSEKEEPING SERVICES: -

Sl No.	Location	Details of work	Periodicity	Total Manpower
GROUND FLOOR				
1	ROOMS-4	Cleaning sweeping & dusting	Once a day	2
2	GANTEEN-1			
3	CONFERENCE ROOM-1			
4	GAMES ROOM-1			
5	LADIES TOILET-1			
6	GENTS TOILET-1			
7	LIFT-2			
8	LIFT AREA COMMONPASSAGE			
9	STAIR CASE-2			
10	OUT SIDE SECURITY ROOM-2			
11	OUT SITE COMMON AREA			

Sl No.	Location	Details of work	Periodicity	Total Manpower
1ST FLOOR				
1	ROOMS-12	Cleaning sweeping & dusting	Once a day	2
2	LIFT AREA COMMON PASSAGE			
3	LADIES TOILET-1			
4	GENTS TOILET-1			

Sl No.	Location	Details of work	Periodicity	Total Manpower
2ND FLOOR				
1	ROOM-10	Cleaning sweeping & dusting	Once a day	2
2	LIFT AREA COMMON PASSAGE			
3	LADIES TOILET-1			
4	GENTS TOILET-1			

Annexure-III

Sl No.	Location	Details of work	Periodicity	Total Manpower
3RD FLOOR				
1	ROOM-12	Cleaning sweeping & dusting	Once a day	2
2	LIFT AREA COMMON PASSAGE			
3	LADIES TOILET-1			
4	GENTS TOILET-1			

Sl No.	Location	Details of work	Periodicity	Total Manpower
4TH FLOOR				
1	ROOM – 8	Cleaning sweeping & dusting	Once a day	2
2	HALL ROOM-1			
3	LIBRARY-1			
4	LADIES TOILET-1			
5	GENTS TOILET-1			
6	LIFT AREA COMMON PASSAGE			

SCOPE OF WORK FOR TOILET AREA

Sl No.	Activity	Daily	Weekly	Machines Equipment's
1	Floor cleaning	Wet & dry moping	Scrubbing & drying with single disc. & wet drier	Single disc. Scrubber & wet and dry vacuum cleaner
2	Side wall cleaning	Damp wiping	Wall cleaning & drying with scrubber wet vacuum	High – pressure & wet & dry vacuum jet
3	Wash basin & surrounding area	Damp wiping	Scrubbing & drying scrubber wet vacuum	High pressure & wet & dry vacuum jet
4	Mirror cleaning	Washing & drying with glass kit	----	Glass kit
5	Commodes cleaning	Washing	High pressure cleaning with jet	High pressure jet
6	Urinal cleaning	Washing	High pressure cleaning	High pressure jet
7	Dustbin clearance	Garbage collection & removal	Washing of dustbins	----
8	Electrical board & switches cleaning	----	Damp cleaning	----
9	Exhaust fan cleaning, Tube light cleaning	----	Dry vacuum cleaner	Dry vacuum cleaner

MACHINES REQUIRED FOR MECHANIZED CLEANING /HOUSE KEEPING

1. Single disc floor scrubbing machine-2
2. High pressure water jet cleaner-2
3. Wet and Dry Vacuum cleaner-2
4. Vacuum Cleaner-2
5. Foam Generator Machine (for Carpet Shampoo, Sofas, Curtains etc.) -2

MATERIALS REQUIRED FOR SWEEPING /CLEANING

Sl No.	Brand of Chemicals	Purpose
1	Taski (code-R-2)	General purpose cleaner
2	Taski (code-R-3)	Glass cleaning
3	Taski (code-R-6)	WC/Urine/Washbasin cleaning
4	Taski (code-TR-101)	Carpet Shampooing
5	Taski (code- TR-103)	Detergent liquid for carpet
6	Taski (code-D-7)	Polishing and cleaning of stainless steel lifts
7	Liquid Soap	Hand wash

**DETAILS OF TERMS/CONDITIONS AND SERVICES TO BE PROVIDED
UNDER MECHANISED HOUSE KEEPING INCLUDING LAUNDRY
SERVICES**

- 1.** Contractor should ensure the execution of the assigned work to the full satisfaction of the client department. The details of work required to be undertaken under the scope of the contract has been explained in the Annexure-I, II, III & IV.
- 2.** Contractor would use machines & cleaning material as mentioned in the Annexure-V or any other machine which may be useful in the better execution of the work.
- 3.** All areas should have to be kept in perfect state of cleanliness and hygiene. The sweeping and mopping of all the area mentioned in the schedule would be done as per the periodicity of schedule. If any lapse is found a penalty @ Rs. 5, 000/- (Rupees five thousand) only for each lapse should be recovered from the contractor's bill.
- 4.** Contractor should be responsible for proper and effective cleaning, washing with hydraulic jets and swabbing of toilets floor, sanitary fittings including removal of garbage and blockage/chocking. An inventory of the sanitary fittings would be signed by the contractor and he would be responsible for any loss/damage (except normal wear and tear) to such fittings.
- 5.** Dusting and cleaning of cobwebs in the entire assigned area like floor, ceiling, roof, wall partitions, doors and window surfaces etc. shall also be the responsibility of the contractor. The contractor should himself make arrangements for ladders and other equipment's as may be needed to carry out the work. Any other operation as directed by the officer in charge for keeping the areas neat and clean at all times should also have to be attended to by the contractor on daily basis.

6. The contractor should ensure to depute skilled Safaiwalas having familiarization in the mechanized cleaning. The employees to be deputed should be active, smart, physically fit and disciplined. Contractor should not

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Annexure-VI

frequently change the staff deployed by him for this work. The staff/workers of the contractor should be polite, courteous and well behaved. The contractor should be fully responsible for any act of omission on the part of his workers, their misconduct and any damage to the building. The attendance of the workers should be monitored by an officer of the Department. In case the staffs

do not meet the required standards of performance as per the requirement of the officer in charge, they would be replaced immediately by the contractor. A penalty of Rs. 500/- per day for each Safaiwala/Supervisor should be recovered from the contractor's bill if anyone was found absent/missing from duty as aforesaid.

7. The contractor should arrange and deploy heavy duty scrubbing machines with mopeds for scrubbing of floors. The floors/area adjacent to walls, which may remain un-scrubbed by scrubbing machines should be cleaned manually by using iron brushes, carborandum stones and detergents. Nothing extra should be paid on this account. The contractor should ensure that the workers are conversant with the use of such machines and observe all safety precautions. The Department should not be responsible in any way for any mishap.

8. The contractor only should be fully liable for any monetary or physical loss or injury /death caused to the employees deployed at work place.

9. Any damage caused to the fixture/property of the Department due to negligence of the worker(s) will be liable to be compensated by the contractor.

10. The contractor should ensure proper removal and disposal of unserviceable material and garbage generated in the course of cleaning from the office complex to the approved municipal garbage point /Dhalao, after

proper shorting as per the directions of the officer in charge. Any other operations as directed by the officer in charge to keep the areas/surroundings neat and clean at all times should also be carried out by the contractor.

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Annexure-VI

11. The contractor will also arrange cycle rickshaw for disposal of garbage generated in campus.

12. The contractor should vouch for the proper conduct/good character and integrity of his workers/employees. He /She should also ensure that the workers are properly immunized before or during the course of employment to ensure that no individual is suffering from any chronic or communicable disease. No child labor (less than 14 years' age) should be employed for the work.

13. The contractor should supply fresh sets of uniforms/name plate (badges) gumboots, hand gloves/rubber dastane etc. to his workers for cleaning operations at his own cost. No worker without proper and clean uniform & name-plate (badge) shall be permitted in the complex. The sample of uniform should be approved by the officer in charge/Department. If during working hours any worker is found to be without uniform, a penalty of Rs. 500/- per worker should be levied and such worker should be immediately replaced.

14. The worker should use the toilets earmarked for them.

15. The contractor should not sub-contract any work in connection with the cleaning of these office complexes under any circumstances. He should adhere to the schedule of work given by the officer in- charge.

16. Electricity and water for the cleaning operations should be provided by the Department. But necessary lead wires /cables etc. for operation of the cleaning machines / apparatus etc. should be arranged by the contractor at his own cost.

17. The contractor should be responsible for compliance and fulfilling of all statutory and non-statutory obligations under Minimum Wages Act, Payments

of Wages Act, Employees State Insurance Act, Workmen's Compensation Act and Contract Labour Regulation and Abolition Act etc. including any industrial dispute, in respect of employees deployed at the complex /building. He She would also be liable to comply with provisions of any other law or scheme coming into force in future, relating to employees deputed by his / her agency at work place, or relating to agreement. The contractor should submit the latest

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Annexure-VI

attested copy of the registration certificate under the Employees Provident Fund (and Miscellaneous Provisions) Act, 1952, Employees State Insurance Act, 1949 and Contract Labour (Regulation and Abolition) Act 1971, Service Tax and Sales Tax etc. He /She has also to produce necessary Labour License within 15days of the date of award from the Labour commission Office. The contractor should submit copy of challans for the previous month as proof of depositing the specific EPF and ESI contributions and Service Tax receipt with the concerned Bank in respect of employees posted at work place. The contractor should furnish a due compliance certificate along with copies of challans/ deposit /Payment receipts every month certifying compliance of all statutory/ non- statutory provisions viz.- Minimum wages, ESI, EPF etc. If any authority/ Agency is required to be paid on contractor's behalf concerning the employees at the work place due to any reason or default on his part the Department should be competent to recover/ deduct the said amount from the contractor's Bills.

18. The office complex is a restricted area where unnecessary movements are restricted. The contractor should have to apply for pass for the workers giving their detailed personal particulars, well in advance, to carry out the work. The workers are liable to be frisked at the time of entry/ exit to the complex/ building.

19. Contractor should ensure that his workers do not wander here and there and sit idle in groups during working hours. Due discipline will have to be maintained by the workers. If found, a penalty of Rs. 200/-per worker should be levied for any instance of this kind.

20. Any dispute regarding working hours and compensation to be paid to the workers deployed at the complex should be the responsibility of the contractor. No representation in this regard would be entertained by the Department.

21. The decision of the concerned Assistant Director/E, SIB Kolkata or any other authorized officer regarding the satisfactory standard of cleanliness should be final and binding on the contractor.

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Annexure-VI

22. The contract will normally valid for a period of two years from the date of signing of the contract and start of the work, whichever is later. The department in view of any exigency, may extend the agreement, at the same rate and terms and conditions. However, in the event of services being rendered is found unsatisfactory, the contract is liable to be terminated any time by giving a notice of one month. The decision of the department in this regard will be final.

23. The department may at any time terminate the contract by giving written notice to the contractor, without compensation to the contractor. If the contractor becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.

24. The payment will be released on monthly basis by cheque against a pre-receipt bill, which may be submitted after rendering service for the month. Income tax and other taxes/ charges as applicable from time to time should be deducted at source from the bill.

25. The undersigned reserved the right to accept any tender or to reject any / all tenders without assigning any reason.

26. In the event of any question, dispute or difference arising under this agreement or in connection therewith (except as to the matters, the decision to which is specifically provided under this agreement), the same should be

referred to the Sole Arbitration of an officer to be nominated by Ministry of Law and appointed by the Secretary, Ministry of Home Affairs. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996. There will be no objection to any such appointment on the ground that the Arbitrator is a Government Servant or that he has to deal with the matter to which the agreement relates or that in the course of his duties as a Government Servant he has expressed his view on all or any of the matters in dispute. The award of the arbitrator should be final and binding on both the parties to the agreement. In the event of such an arbitrator to whom

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Annexure-VI

the matter is originally referred being transferred or vacating his office or being unable to act for any reason whatsoever, the said authority should appoint another person to act as an arbitrator in accordance with terms of the agreement and the person so appointed should be entitled to proceed from the stage at which it was left out by his predecessors.

27. The contractor will be required to maintain a register to record complaints about the deficiency in services wherein each complaint received and action taken thereon along with timings, will be recorded by his supervisor. The complaint register will be produced on the first of each month or on demand to an authorized officer for inspection/ further directions as the case may be.

28. The contractor should keep indemnified the IB for any acts of omission/ commission by the contractor/ its workers.

29. No dismissed/ terminated person or the person against whom criminal case is pending in court of law should be deployed. The antecedents of persons should be got verified by police. A certificate to this effect should be furnished by the Agency/ Contractor for each worker before their actual deployment.

30. The competent authority on behalf of President of India does not bind himself to accept the lowest or any other tender, and reserves to himself the

authority to reject any or all of the tenders received without assigning any reason. All tenders, in which any of the prescribed conditions is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer, should be summarily rejected.

31. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.

TECHNICAL BID

Technical Bid must indicate the following information

Sl. No.	Description of requirements	Yes	No
1	Whether technical bid is accompanied with demand Draft for tender fee amounting to Rs. 500/-and earnest money Deposit (EMD) of Rs. 1,00, 000/-		
2	Attested photocopies of work contract cell registration certificate		
3	Attested photocopies of VAT certificate		
4	Attested photocopies of Service Tax Registration certificate of valid tax clearance		
5	Attested photocopies of certificate issued by work contract cell of sales tax department		
6	Attested photocopies of valid registration with labour Department of Government of West Bengal, Kolkata under Contract labour Act.1970		
7	Attested photocopies of work experience in Govt./ PUC		
8	Documentary proof of (ration card, telephone bill, electricity certificate, Income tax certificate) in support of identity.		
9	Attested photocopies of Registration Number of firm		
10	Attested photocopies of Provident Fund Account Number		
11	Attested photocopies of ESI Number		
12	Attested photocopies of PAN card		
13	Attested photocopies of Income Tax clearance Certificate		
14	Satisfactory performance Certificate issued by Govt. Ministry/ Department during last 3 financial year (2016-2017, 2017-2018 & 2018-2019) for mechanized housekeeping including laundry services.		
15	Documentary proof of Annual turnover of Rs. 50 lakh or more during last 3 years		
16	Successful execution of at least 3 works of similar nature of not less than Rs. 15 lakh for a year		
17	Valid license from competent authority for carrying out services and ISO 9001: 2000 certification as providers of office services and automated / mechanized Housekeeping including laundry services which should be minimum 3 years old as on 31.03.2019		
18	Whether the bidder blacklisted by any Govt. Department/ PSU		
19	Whether the bidder possess good quality branded machines used in Housekeeping work as in annexure-V.		
20	Whether the bidder would provide cleaning / washing material for Housekeeping work as given in Annexure-V for cleaning purpose.		
21	Whether the bidder has produced a solvency certificate from any scheduled bank for an amount not less than Rs. 50 lakh		
22	Whether the bidder is a joint venture/ consortium		

Name and signature of
Authorized person
With Seal of the Agency/Firm

Date:
Place:

FINANCIAL BID

QUOTATION FORMAT

A	No. of staff to be deployed	a) wages of employee	Total Amount per month in Rs.
1	Supervisor- 02	b) Detail of PF contributions	
2	Workers- 30	c) ESI Contribution etc. per month	
li	Rate per person inclusive of all charges/tax (service tax to be indicated separately)	d) Uniform charges	
B	Machine		
C	Material/Chemical		
D	Service tax		
		Total=	

I/We accept all the terms and conditions of your letter under reference

Name and signature of

Authorized person
With Seal of the Agency/Firm

Date:

Place:

PROFORMA OF BANK GUARANTEE FOR EARNEST MONEY

(On Non-Judicial Stamp Paper of requisite amount)

Bank Guarantee No._____

To

The DDO-I,

Subsidiary Intelligence Bureau,
(MHA), Govt. of India,
9/1, Gariahat Road,
Kolkata- 700 019.

Sir,

In accordance with your invitation of tender **No.C.15/ Accom/2019/(HK)**-dated **04.04.2019** M/s..... hereafter called the tenderer, with the following Director on their Board of Directors/Partners of the firm,

- 1.
- 2.
- 3.

Wish to participate in the said Tender for the supply of stores for Ministry of Home Affairs (SIB), Kolkata. As a Bank guarantee against Earnest Money, the sum of Rs.1,00,000/- (Rupees one lakh only) valid for six months from the date of opening of the tender viz. 29.08.2016 is required to be submitted by the tenderer as a condition for the participation, this bank hereby guarantees and undertakes during the above said period of six months to pay immediately on demand by DDO-I, SIB (MHA), Kolkata writing the amount of Rs.1,00,000/- (Rupees one lakh only) without any reservation and recourse, if:

- i) The tenderer after submitting his tender modifies the rates of any of the terms and conditions thereof, except with the previous written consent of the Purchaser.
- ii) The tenderer withdraws the said tender within six months after opening of tender, or
- iii) The Tenderer having not withdrawn the tender fails to furnish the contract security deposit imposed for the performance of the contract within the period provided in the general conditions of contract.

The Gurantee shall be irrevocable and shall remain valid upto six months. If further extension to this guarantee is required, the same shall be extended to such required period on receiving instructions from M/s..... on whose behalf this guarantee is issued.

Date

Signature.....

Place

Printed Name

Witness

Designation

(Bank Commercial Seal)

1.....

Assistant Director/E

MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY

To
The Assistant Director/E,
On behalf of the President of India,
9/1, Gariahat Road,
Kolkata-19.

WHEREAS.....
(Name and address of contractor) (hereinafter called "the contractor") has undertaken, in
pursuance of contract No.....dated.....to
undertake..... (description of
service) (hereinafter call"the contract").

AND WHEREAS it has been stipulated by you in the said contract that the
contractor shall furnish you with a bank guarantee by a scheduled Commercial Bank
recognized by you for the sum specified therein as security for compliance with its
obligation in accordance with the contract.

AND WHEREAS we have agreed to give to supplier such a bank guarantee:

NOW THEREFORE we hereby affirm that we guarantors and responsible to you on
behalf of the contractor, up to total Rs. 5, 00, 000/- (Rupees five lakhs) only and we
undertake to pay you upon your first written demand declaring the contract to be in default
under the contract and without cavil or argument, any sum or sums within the limits of Rs.
5, 00, 000/- (Rupees five lakhs) only as aforesaid, without your needing to prove or to
show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of you demanding the said debt from the supplier
before presenting us with the demand.

We hereby agree that no change or addition to or other modification of the terms of
the contract to be performed there under or of any of the contract documents which may
be made between you and the supplier shall in any way release us from any liability under
this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until theday of20.....

(Signature of the authorized office of the Bank)

.....
Name and designation of the Officer

.....
.....

Seal, name & address of the bank and address of the Branch