



GOVERNMENT OF INDIA
INDIAN AUDIT & ACCOUNTS DEPARTMENT
OFFICE OF THE PRINCIPAL DIRECTOR
REGIONAL TRAINING INSTITUTE, RANCHI
JHARKHAND, RANCHI - 834002

BID DOCUMENT FOR
DEPLOYMENT OF HOUSEKEEPING STAFF, SECURITY, MTS, DRIVER, DEO & CANTEEN
STAFFS in O/o THE PRINCIPAL DIRECTOR
REGIONAL TRAINING INSTITUTE, RANCHI
JHARKHAND, RANCHI - 834002

(Visit us at www.rtiranchi.cag.gov.in)

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BID NOTICE

Sealed Bids are invited under two bid system from experienced and reputed Manpower Agencies on behalf of the Principal Director, Regional Training Institute, Ranchi, Jharkhand, for outsourcing of **manpower in various category as indicated in the 'Financial Bid'** for the period from 01-05-2021 to 30-04-2022.

Sl. No.	Activity Description	Time Schedule
1.	Bid No.	No. RTI-RAN/Admn-46/Tender for Outsourcing/2021-22/08 dated 08-04-2021
2.	Time and last date of issue of Bid Document	Between 10.00 Hrs and 17.00 Hrs on all working days 12-04-2021 to 20-04-2021 (May be downloaded from our official website also)
3.	Time and last date of depositing bid	17:00 Hrs of 22-04-2021
4.	Time and date of Opening of Bid/Bid	15.30 Hrs of 23-04-2021
5.	Minimum validity of bid offer	60 days from the date of bid opening.
6.	Bid Security	₹50,000/-
7.	Performance Security	₹1,00,000/-
9.	Duration of contract	Valid for a period of one year and extendable for three more term at the same rate and terms and conditions, if agreed mutually.

Intending eligible bidders may obtain Bid Document from O/o the Principal Director, Regional Training Institute, Ranchi, Jharkhand free of cost on any working day (i.e. Monday to Friday from 10:00 Hrs. to 17:00 Hrs) from **12-04-2021 to 16-04-2021**. Bid documents can be downloaded from our website www.rtiranchi.cag.gov.in also.

The Technical Bids will be opened in Conference Hall of this office on **23 APRIL 2021** at 16:30 hours in the presence of such bidders who may wish to be present. The financial bids of only the technically qualified bidders shall be opened by the Committee authorized for the purpose on the same day.

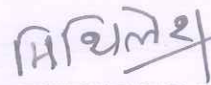
In the light of Department of Expenditure, Ministry of Finance OM No 29(1)/2014-PPD dated 28-01-2014 and No. 29(1)2014/2014-PPD-2 dated 14-09-2014, any bid quoting unreasonable, impracticable service charge /without consideration shall be treated as non-responsive and such bids shall not be considered.

The Competent Authority reserves the right to reject any or all the bids without assigning any reason at any time and the decision of the Principal Director, Regional Training Institute, Ranchi, Jharkhand - 834002 in this regard shall be final and binding.

Successful bidder will have to enter into contract with this office signing the contact document the format of which has been enclosed as Annexure "C".

Terms and conditions of the contract have been listed into the format for Agreement placed as Annexure 'C' which can be modified anytime before final execution.

Note: In case of multiple lower financial bids of same value or having immaterial differences, the successful bidder shall be decided on the basis of experience in providing similar nature of services in govt. offices. So, the bidders may submit copies of maximum number of work orders received during last five years.



(MITHELESH KUMAR JHA)

Sr. Audit Officer/Admn.

O/o PD, RTI, Ranchi, Jharkhand 834 002

SCOPE OF WORK/ SCHEDULE OF SERVICES/QUALIFICATION/EXPERIENCE.

A: HOUSEKEEPING

1. Qualification required is non-matriculate and should have atleast 2 years' experience of working in govt. office or a reputed private institution.
2. The scope of Work and the Schedule of services shall include all works but not limited to cleaning (building), sweeping, mopping of floors, vacuuming of carpets, dusting of furniture and equipment of Client office having carpet area of 55,924 sq. ft. including 40-nos. of toilet units.
3. Housekeeping / cleaning services should be done daily at regular intervals, so that the areas covered under the contract remain, *spic and span* all the time, working hours should be adjusted in such a manner that cleaning work in the morning should be completed well before 9.15 A.M.
4. Proper and effective cleaning, vacuuming, brooming and mopping of office floors corridors, staircases pantries including *sweeping and swabbing* of the premises with water and approved detergent on all the floors, toilets, lounges, common area and entire open space on Ground Floor, cycle stand, car parking area, roofs, porches and approaches to office building with brooms before opening office and after lunch.
5. Proper and effective cleaning, disinfecting and deodorizing including removal of garbage at regular intervals throughout the day.
6. Dusting of all items of furniture (wooden, steel and upholstered) such as tables, chairs, filing cabinets, amirahs, windows and their glasses from inside and outside, furniture, partitions, walls, doors, telephone, notice boards, flower vases, art objects, pictures, paintings, all equipment and machines in the premises, furniture in the reception and adjoining area.
7. Brushing of carpets, mats etc.
8. Providing of liquid soap in toilets and placing of sufficient quantity of naphthalene balls/cakes in the urinals as per requirements. At no time, the liquid soap dispensers shall be kept empty during office hour.
9. Depletion of waste paper/refuse from waste paper baskets/buckets and other places. The refuse shall be disposed off at the nearest garbage point of the Municipal Authorities.
10. Dusting of computer systems and their peripherals, all doors and windows, furniture, fixtures, fans, equipment, accessories etc. and cleaning of all window glasses and grills.
11. Cleaning and dusting of window panes / Venetian blinds/ventilation.
12. Scrubbing / cleaning of toilets, wash basins, sanitary fittings glasses, toilets, floors, etc.
13. Cleaning and dusting of electrical switchboards, light fixtures, fans, air conditioner vents, overhead light fixtures, projectors, fire-fighting equipment, nameplates, plant boxes, doormats etc.
14. Placing garbage bins to avoid stains and stinks and clear them on daily basis.
15. Proper and effective cleaning of glass doors, wooden doors and knobs, sign boards/plaques, brass name plates and name boards etc.
16. Vacuum cleaning of carpets /windows / windowpanes / doors / ledges, etc.
17. Clean all chrome fitting, glass frames, soap holders etc. to a shiny finish.
18. **The contractor shall submit the duty register to the Client as required.**

B: MTS/Night Guards

1. Minimum qualification required is Matriculation and should have atleast 1 years' experience of working in govt. office or a reputed private institution.

The scope of work/Schedule of services shall include

2. General Cleanliness and upkeep of Section /Unit
3. Sanitation work of building /office
4. Cleaning of building and fixtures etc
5. **Watch and Ward duties**
6. Opening and Closing of rooms
7. Upkeeping of Parks, Lawns and Potted Pots etc.,
8. Dusting of Furniture etc.,
9. Maintenance of Office equipment /fixtures and fittings and provide necessary assistance for running of such equipment
10. Driving of Vehicles, if in possession of valid Driving Licence
11. Any other work assigned by superior authority under which the person is deployed.

C: Driver

1. Minimum qualification required is Matriculation, should have driving licence and should have atleast 2 years' experience of working in govt. office or a reputed private institution.

The scope of work/Schedule of services shall include

2. Cleaning of the vehicle.
3. Taking the employer/officer to various places as informed by the officer.
4. Taking the vehicle for servicing when needed and stay late night if required.
5. To perform the duty of a staff car driver.
6. Not to cause any damage to the vehicle intentionally or unintentionally.
7. Expenditure on account of any damage to the vehicle due to negligence of the driver will be borne by the contractor.

D: DEO

1. Minimum qualification required is Class XII pass with typing speed of 8000 key depression/hour on computer and at least 2 years' experience of the DEO in a govt. office
2. All the work usually assigned to DEO in Indian Audit & Accounts Department.

E. Canteen Staff

1. **Atleast two years' experience of providing the following work in a govt. office/reputed private institutions.**
2. Preparation and service of food as decided in the menu in an utmost clean and hygienic condition.
3. Proper maintenance and upkeep of kitchen utensils, modular kitchen installations, refrigerators, deep freezer etc.
4. Regular cleaning of kitchen area.
5. Keeping the kitchen always free of insects and bugs by use of disinfectant in a safe and secure manner.
6. Strict pursuance of provisions of Departmental Canteen Rules in respect of cleanliness and other matters related to departmental canteen.

ANNEXURE "A"

Technical Bids

Technical Bid: Technical Bid should be prepared by neatly filling up this form as per the instruction contained in this tender document and enclosing herewith all the documents required in the form.

Sl. No.	Particulars	To be filled in by the Bidder
1.	Details of Bid Security Deposit(EMD)	
	i) Amount	
	ii) Draft No. and Date and issuing Bank	
	iii) Drawn in favour of Pay & Accounts Officer O/o the PAG(A&E), Jharkhand, Ranchi 834 002	
2.	List of self-attested copies of latest	[Attach as enclosure and refer here.]
	i) Labour licence registration	
	i) Copies of IT returns of last three years	
	ii) ESIC Registration with Code No.	
	iii) EPF Registration No.	
	iv) PAN/TAN Card No.	
	v) G.S.T. No.	
3.	A notarized affidavit and undertaking that the Company has its own trained manpower on its rolls and the workers employed would be paid only through bank account/E-payment at least minimum wages (both for skilled and unskilled) as per orders of Government of India and oblige all statutory requirements with respect to ESI, EPF etc., with reference to those workers.	
4.	Undertaking that the company should abide by General Terms and conditions of this office. A notarized affidavit on a stamp paper of appropriate value to the effect that they have not been blacklisted or their business dealing with the Government Ministries/Departments have not been banned.	
5.	General Information of the Bidders in the form prescribed in the tender documents	

Authorized Signatory of the firm

General Information of the Bidders

Sl. No.	Particulars	To be filled by the firm
1.	Name of the firm/Company	
2.	Address of the firm.	
3.	Tel. No. with STD code.	
4.	Mobile No.	
5.	E-mail.	
6.	Website Address	
7.	Registration & incorporation particulars of the firm/Company	[Attach as enclosure and refer here.]
8.	Private Limited Public Limited If any other- Please specify	
9.	Name of Director (s)/Manager	
10.	Email ID of Director (s) /Manager	
11.	Mobile No. of Director (s) /Manager	
12.	Bidder's account number, name of the bank, its address	[Attach as enclosure and refer here.]
13.	Permanent Account Number(Please attach copies of income tax return for the last three years)	
14.	Service Tax number/Goods & Service Tax Number (Attach copies of registration)	
15.	TIN number/GST number	
16.	EPF registration number (attach copy)	[Attach as enclosure and refer here.]
17.	ESIC Registration number (attach copy)	[Attach as enclosure and refer here.]
18.	Particulars of EMD : Demand Draft/Bank Guarantee No. Date Name of Bank Address of Bank Validity of BG/DD	[Attach as enclosure and refer here.]

Authorized Signatory of the firm

ANNEXURE "B"

FINANCIAL BID

(i) The wages payable to the outsourced employees shall be the minimum wages *plus* VDA determined by the govt. from time to time. The EIS and EPF shall also be as per statutory requirement. The bidder is required to quote its Service Charge in Table given below:

(ii) The consolidated monthly amount/prices shall be inclusive of all charges including your contribution towards ESIC, EPF and Service Charges.

(iii) The prices in the Price Schedule shall show separately applicable taxes as may be levied by the Government from time-to-time and the same shall be charged in addition to the applicable rate.

(iv) The Contractor shall mandatorily ensure that the cost per head as shown in the Table below is paid as monthly wages to their employees who are deployed in Client's premises for different services.

Sl. No.	Particulars	Housekeeping(6) Canteen Attendant(1) Unskilled Total - 7	Assistant Halwai- cum-Cook(1) Security/MTS(5) Semi-skilled Total 6	DEO(1) Halwai-cum-Cook(2) Driver(1) Skilled Total - 4
1	Wages (in ₹): the latest wages including VDA as announced by GoI or the concerned State Govt., whichever is higher.	534	603	707
2	Wages for 26 days for 1 person	13884	15678	18382
3	ESI @ 3.25%	451	510	597
4	EPF @ 13%	1805	2038	2390
5	Total	16140	18226	21369
6	Service Charge (In ₹)			
7	Other charges, if any.			
8	Total			
9	Goods & Services Tax @ 18%			
10	Total			
11	Total amount for each item of service			
12	Grand Total for Supply of HK, Security/MTS, DEO, Driver & Canteen Staff per month.			

(This page to be printed in landscape view)

Note: Please submit copies of work orders received from govt. offices/PSUs during last five years.

Authorized Signatory of the firm

ANNEXURE "C"

Agreement

THIS AGREEMENT is made onbetween **Principal Director, Regional Training Institute, Ranchi 834 002** (hereinafter referred to as "Client" which expression unless excluded or repugnant to the context be deemed to include his successors and assigns), and whose principal place of office is at Ranchi-834 002 .

AND

M/s.....having its registered office at.....(hereinafter referred to as "the Contractor" which expression shall unless excluded by or repugnant to the context be deemed to include his successors, heirs, executors, administrators, representatives and assigns) of the other part for providing manpower for Housekeeping, Security, Driver, DEO, Halwai-cum-Cook, Assistant Halwai-cum-Cook, Canteen Attendant and MTS related services to the Client.

NOW THIS AGREEMENT WITNESSTH as follows:

WHEREAS the Client invited bids through open bid, vide Notice Inviting Bid dated _____ for "hiring of manpower for Housekeeping, Security, Driver, DEO, Halwai-cum-Cook, Assistant Halwai-cum-Cook, Canteen Attendant and MTS related services at its office" under Bid No. _____.

AND WHEREAS the Contractor submitted his bid vide..... in accordance with the procedure mentioned along with the bid documents and represented therein that it fulfils all the requirements and has resources and competence to provide the requisite services to the Client

AND WHEREAS the Client has selected M/s.....as the successful bidder ("the Contractor") pursuant to the bidding process and negotiation of contract prices, awarded the **Letter of Acceptance (LoA) No.**, to the Contractor on for a total sum of (Rupees..... Only).

AND WHEREAS the Client desires that the manpower for Housekeeping, Security, Driver, DEO, Halwai-cum-Cook, Assistant Halwai-cum-Cook, Canteen Attendant and MTS related services (as defined in the Bidding Document) be provided, performed, executed and completed by the Contractor, and wishes to appoint the Contractor for carrying out such services.

AND WHEREAS the Contractor acknowledges that the Client shall enter into contracts with other contractors / parties for the Housekeeping, Security, Driver, DEO, Halwai-cum-Cook, Assistant Halwai-cum-Cook, Canteen Attendant and MTS related services in case the Contractor falls into breach of the terms and conditions as stipulated in the Bid Document and it shall waive its claim whatsoever in this regard.

AND WHEREAS the terms and conditions of this Contract have been fully negotiated between the Client and the Contractor as parties with competent authority of equal standing.

AND WHEREAS the Contractor has fully read, understood and shall abide by all the terms and conditions as stipulated in the Bid Documents for providing manpower for Housekeeping, Security, Driver, DEO, Halwai-cum-Cook, Assistant Halwai-cum-Cook, Canteen Attendant and MTS related

services in the Client's premises, **failing which the Contract is liable to be terminated** at any time, without assigning any reasons by the Client.

AND WHEREAS the Contractor shall be responsible for payment of GST, the documentary proof of the same must be submitted within one month of payment of particular bill to which the GST is related.

AND WHEREAS the Client and the Contractor agree as follows:

- The Contractor shall provide manpower services for Housekeeping, Security, Driver, DEO, Halwai-cum-Cook, Assistant Halwai-cum-Cook, Canteen Attendant and MTS related work at Client's premises as per the Schedule of Services which may be amended from time to time by the Client during the period of contract and it shall always form part of the contract. The Contractor shall abide by such assignments as provided by the Client from time to time.
- The Contractor shall provide manpower services for Housekeeping, Security, Driver, DEO, Halwai-cum-Cook, Assistant Halwai-cum-Cook, Canteen Attendant and MTS related services work through its uniformed and trained personnel for the performance of its services hereunder and these personnel deployed shall be the employees of the Contractor only.
-
- The contractor shall be charged **penalty @3%** per day of the gross monthly amount payable, if the contractor does not provide the services satisfactorily.
- If the personnel of the contractor fails to provide services or does not turn up for duty on time, pro-rata deduction shall be made from the payment of the person concerned.
- The Contractor shall cover all its personnel under the relevant laws of EPF, ESIC etc. proof of which should be submitted by the Contractor. The Contractor shall also submit to the Client the details of amount deposited on account of EPF and ESIC in respect of the deployed personnel to the concerned authorities every month with bill.
- The Client shall have the right to reject the services of any personnel who is considered to be undesirable or otherwise and similarly the Contractor reserves the right to remove any personnel with prior approval of the Client.
- The Contractor shall cover its personnel under Insurance for personal accident and death whilst performing the duty and the Client shall own no liability and obligation in this regard.
- The Contractor shall exercise adequate supervision to reasonably ensure proper performance of Housekeeping, Security, Driver, DEO, Halwai-cum-Cook, Assistant Halwai-cum-Cook, Canteen Attendant and MTS related services in accordance with Schedule of Services.
- The Contractor shall issue identity cards / identification documents to all its employees who will be instructed by the Contractor to display the same during duty hours without fail.
- The personnel of the Contractor shall not be the employees of the Client and they shall not claim any salary or allowances, compensation, damages or anything arising out of their employment/duty under this Contract. The Contractor shall make them known about this position in writing before deployment under this agreement.
- The Contractor shall also provide at its own cost all benefits statutory or otherwise to its employees and the Client shall not have any liability whatsoever on this account. The Contractor shall also

abide by and comply with the Labour laws, Workmen Compensation Act, EPF Laws, ESIC Laws, Income tax laws and Minimum Wages Laws, Contract Labour (Regulations & Abolition Act) or any other law in force.

- **The components of payment of wages shall comprise of minimum wages as per Minimum Wages Act (Central), ESIC, EPF, Service Tax/GST and Service Charge and these may vary as and when the rate of the minimum wages and these taxes are revised by the Govt. However, service charges would remain fixed during the whole period of contract. If any substantive complaint is made about deduction of wages in any form, the service of contractor will be terminated by the office at its own discretion and the contractor agrees to abide by such decision.**
- Monthly bill from 1st day of the previous month to the last day of the previous month, will be submitted by the Contractor by the 5th of the following month in triplicate. And it shall make the payment to its employees without waiting for the bill to be cleared from this Office.
- The Contractor shall submit a copy of wages sheet showing monthly wages paid to its personnel along with EPF/ESIC deposit.
- Manpower provided shall be trained and shall not be below 18 years of age and above 60 years of age.
- Manpower provided must possess minimum qualification and experience as indicated in the tender document. Any lapse on this part shall be treated as a serious breach of contract.
- Before contract is entered into, the vendor will supply bio-data and experience certificate for worker/DEO/Driver from Govt. Institution or reputed private institutions where they have worked in past.

In addition to the above, the following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other Contract documents.


- (a) The Letter of Acceptance (L.o.A.) issued by the Client.
- (b) Notice to Proceed/Work order (NTP) issued by the Client.
- (c) The complete Bid, as submitted by the Contractor.
- (d) The Addenda, if any, issued by the Client.
- (e) Any other documents forming part of this Contract Agreement till date. (Performance Bank Guarantee, Bank Guarantee)
- (f) Charges – Schedule annexed to this Agreement
- (g) Supplementary Agreements executed from time to time.

Any changes/modifications/amendments required to be incorporated in the Contract Agreement at a later stage shall be discussed and mutually agreed to by both the parties and such supplementary agreements shall be binding on both the parties and shall form part of this contract agreement.

This Contract shall be governed by and construed in accordance with the laws of India. Dispute, if any, shall be resolved through joint discussion failing which the matter shall be referred for arbitration to a sole arbitrator to be appointed by the Client in accordance with the provision of the Arbitration & Conciliation Act, 1996. The contract shall be subject to the exclusive jurisdiction of the Courts in Ranchi.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed in accordance with the laws of India on the day, month and year indicated above.

Signed on behalf of the Contractor


Signed on Behalf of the Client
(Authorised Signatory)
Sr. Audit Officer/Admn
O/o Principal Director, RTI, Ranchi