

OFFICE OF THE ACCOUNTANT GENERAL (A&E) TELANGANA, HYDERABAD**Tender Notice for providing Manpower for Housekeeping services**

Office of the Accountant General (A&E) Telangana, Hyderabad invites ONLINE TENDERS from reputed firms dealing with Ministries/Govt. departments for providing man powers for Housekeeping Services at this office building situated at AG Office Complex Saifabad, Hyderabad under Open Tender Enquiry Method. **The firms having a registered office at Hyderabad only can apply. They should have at least one-year minimum service experience in Government Organizations/PSUs**

Sl.No	Item	Description
1	Tender Number	AG (A&E) TS/outsourcing of Housekeeping services
2	Name of work.	Providing Manpower for Housekeeping services for a period of one-year w.e.f., 01/06/2022 to 31/05/2023. The description is given in the tender document.
3	Date of issue	10-05-2022
4	Submission of Tender/Proposal	The bid documentation must be submitted ONLINE ONLY
		1. Technical Bid as per Annexure-I.
		2. Financial Bid as per Annexure-IV.
5	Contact Details for Bid Queries	1. Name: V.S.N.PRABHU, Sr. Accounts Officer Email:prabhu48.anp.ae@cag.gov.in
		2. Name: Sri P.K. PRAHALLAD RAO, Asst. Accounts Officer Phone: 040 -23237165, 22331565 Email:prahallada27.anp.ae@cag.gov.in
6	Submission of Proposal (Both Technical & Financial)	23-05-2022, 12:00 hours.
7	Opening of Technical Bid	23-05-2022, 15:00 hours in the chambers of Competent authority, office of AG (A&E) Telangana, Hyderabad.
8	Opening of Financial Bid	24-05-2022, 12:00 hours in the chambers of Competent authority, office of AG (A&E) Telangana, Hyderabad.
9	Site Visit for understanding scope of work and Pre-bid meeting	12-05-2022 and 13-05-2022. Between 3 to 5pm (only two persons from each company)
10	Earnest Money Deposit	₹ 3,50,000/- Demand Draft/ Bank Guarantee in favour of Sr. Accounts Officer (Bills), O/o the Accountant General (A&E), payable at Hyderabad
11	Payment Terms	The payment will be made through e payment on monthly basis.
12	Performance Guarantee	10% of the contract value within 15 days of receipt of the value of the work order.

13	Authority for acceptance of the tender	Accountant General (A&E) Telangana, Hyderabad.
14	Validity	The contract, if awarded, shall be for a period of one year from the date of signing of Contract Agreement, In case of breach of conditions of Contract or in the event of not fulfilling the minimum requirements / statutory requirements, the Client shall have the right to terminate the contract forthwith in addition to forfeiting the performance security amount deposited by the contractor and initiating administrative actions for black listing etc, solely at the discretion of the competent authority of the office of Client. The initial period of contract is further extendable on year to year basis at the sole discretion of the office of the Client subject to satisfactory services of the Contractor

Sd/-
Sr. Accounts Officer/OE

TENDERSCHEDULE

NameoftheWork	E-Tender for Providing Housekeeping Personnel on outsourced basis at the Office of the AccountantGeneral(A&E),Hyderabad, Telangana
EstimatedCostforone yearcontract	Refer GEM Bid Document
LastDate &submissionofE-Tender	As per Bid specification uploaded on GeM Portal.
Date &Timeof openingofonlineTender	As per Bid specification uploaded on GeM Portal.
Earnest Money Deposit (EMD) in requiredform to be sent by Post / Delivered in hand	On or before the last date of submission of ETender(Technical)
Performance Security Deposit / SecurityDeposit (PSD / SD) to be deposited bysuccessfulbidder	10%of theContract Value

MINIMUM ELIGIBILITY CRITERIA

S.No.	Eligibility criteria	Documents required
1.	EMD as sought under this tender document	DD / Bank Guarantee number and date along with bid security declaration
2	Duly signed & stamped copy of the entire tender document.	The entire tender document to be duly signed & stamped by the bidder on each page. Copy of document of registration of companies, copy of product license may be provided.
3	PAN Card and GST certificate	Copy of PAN Card and GST certificate to be provided.
4	Income tax returns (ITRs) for last three consecutive financial years	Copy of Income tax returns for last three consecutive financial years (period from 2018-19, 2019- 20, 2020-21).
5	The firm should have a minimum of 03 years experience in successfully executing works of similar nature. The firm should have successfully completed similar works of at least Rs.30 lakhs in Govt. / Semi Govt. / PSUs during last three years FY- 2018-19, 2019- 20, 2020-21.	Copy of Work orders, Appreciation certificate, Performance certificate etc. may be enclosed.
6	The company must be a profit-making company for the last three consecutive FY- 2018-19, 2019-20, 2020-21.	Turnover of the company should be minimum Rs.30 lakhs in each of the last three FY 2018-19, 2019- 20, 2020-21. Copy of audited Profit and Loss Account and Balance sheet are to be provided.
7	Bidders should be ISO- 9001 certified.	ISO Certification should be provided
8	Bidder should have valid registration in EPF Department.	Document to this effect should be attached.

INSTRUCTIONSTOBIDDERSFORSUBMISSIONOFBIDS

1. The e-tenders are being invited for Outsourcing Manpower for Housekeeping Services through GeM. All the instructions of GeM bidding are applicable. Tender must be submitted through GeM only. Bids received in physical mode shall not be accepted. Detailed information regarding the items, application / tender forms, EMD details, specifications, terms and conditions can be downloaded from the following websites: <https://cag.gov.in/ac/telangana/en> or gem.gov.in
2. While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
3. The interested bidders shall submit their tender(s) both Technical bid and financial bid through online mode in www.gem.gov.in. The bidders shall upload all the documents as per Eligibility criteria for Bidders.
4. Any corrigendum to this tender will be notified through the aforesaid websites only. The undersigned reserves the right to accept or reject any or all the bids without assigning any reason at any stage.
5. The Bidder is expected to examine all instructions, eligibility criteria, forms, terms and conditions in the tender document. Failure to furnish complete information as required with reference to the tender document shall result in rejection of the bid.
6. Place of HOUSEKEEPING SERVICES and No. of Persons required.

Sl. No	Location of the office	Total No. of Persons
1.	OFFICE OF THE ACCOUNTANT GENERAL(A&E), TELANGANA, SAIFABAD, HYDERABAD	22

EMDEXEMPTIONS:

1. Bidders have to submit a valid Bid Security Declaration (Annexure-VI) in the technical bid along with EMD.
2. Bids received without Bid Security and Bid Security declaration will not be considered and summarily rejected.
3. Any attempt to negotiate directly or indirectly on the part of the Bidder with authority competent to finally accept the Tender or influence the acceptance of the tender by any means will result his tender excluded from consideration.
4. Conditional tender, illegible and ambiguous tender, partially filled tender, incomplete tender and tender without enclosing required documents will be summarily rejected.
5. This office reserves the right to accept or reject any bid without assigning any reason at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for this Office's action.
6. The bidder, at the bidder's own responsibility and risk, may visit at their own cost and examine the site of required services and its surroundings and obtain all necessary information for preparing the bid and entering into a contract for the services.
7. Clarification regarding any ambiguity in eligibility criteria may be sought through e-

mail at prabhu48.anp.ae@cag.gov.in

8. It requires that this office as well as bidder observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, this office will reject a proposal for award, if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question. It will declare a firm ineligible either indefinitely or for a stated period of time for award of the contract if, at any time it determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing a contract.
9. Tenderers are requested that, before quoting their rates or filling tender, the tender form may please be read out thoroughly (line by line), the Competent Authority of this office will not be held responsible for any error/oversight of his own. Manpower Service Agencies intending to participate in the rate contract should first ensure that they fulfill all the eligibility criteria as prescribed under the terms and conditions mentioned herein before, otherwise the tender will be summarily rejected. Tenderer should quote only for the rate Percentage(%) of administrative charges/service charges and for the material cost in the Financial Bid (Annexure–IV and Annexure V).

General Terms and Conditions

1. The personnel will report to the Designated Officer and follow his/her instructions.
2. The Bidder must be registered with the statutory Central and State authority viz., ESI, EPF, Income Tax, GST Registration etc., and should have a valid Central Labour License / obtain valid Central Labour License for supply of manpower as mentioned in the tender document. All existing statutory regulations of both the State as well as the Central Governments, shall be adhered to by the contractor and all records maintained thereof shall be available for scrutiny by this Office. Any failure to comply with any of the above regulations or any deficiency in service will render this contract liable for immediate termination without any prior notice.
3. PAN/GST No. should be enclosed.
4. The contractor should pay the personnel a minimum wage at the prevailing rate fixed under the Minimum Wage Act. During the contract period if any statutory increase of wages/ DA etc., is to be maintained based on the circular/Notifications issued by the Office of the Chief Labour, Commissioner, Ministry of Labour & Employment, Government of India from time to time. Any breach of this condition will result in the immediate termination of the contract.
5. The Contractor should furnish copies of all remittance challans /receipts of statutory levies paid in respect of EPF, ESI, GST, etc of previous month along with the claim/bill of current month.
6. No wages / remuneration will be paid to any staff for the days of absence from duty.
7. The service charges/rates quoted by the agency shall be fixed for the contract period and no request for any change / modification shall be entertained before expiry of contract period.
8. The contractor should ensure that wages are paid before 7th of every month, without waiting for the Clients department for release of their monthly bill.

9. Payment to the contractor will be made by NEFT/RTGS/ECS only, on presentation of the bill. Income Tax, GST and other taxes, if any shall be deducted at source as per the rates notified by the respective authorities.
10. The contractor shall indemnify and keep this Office indemnified against all acts of omission, negligence, dishonesty or misconduct of the personnel engaged and this Office shall not be liable for any damages or compensation to any personnel or third party.
11. All damages caused by the personnel to the property of the Department shall be recovered from the contractor.
12. This Office reserves the right to terminate the contract at any time without giving any notice or reasons whatsoever.
13. The contract will be in force for a period of one year from the date of award of contract. This Office reserves the right to extend the contract further, subject to satisfactory performance of the contractor.
14. The service provider should have at least a minimum of three years' experience of deployment of different categories of manpower in Ministry/Departments of Govt. of India/Central PSU's/Nationalized banks/State Govt. Departments/Autonomous/Statutory Bodies/Corporations. The copy of the experience certificate/work order issued by the respective office should be provided.
15. Bank Guarantee from a reputed bank for 10 % (ten) of Annual Value of the contract as performance guarantee should be submitted. In case of deficiency of service / loss due to negligence, this guarantee will be invoked in addition to any other action that may be initiated including termination of contract. The guarantee will be valid during the contract period and also two months after the end of the contract period.
16. The service provider shall fill in the required details as per annexure and enclose the supporting documents which does not contain any ambiguity. Incomplete enclosure of documents shall be rejected, and the tender shall be disqualified
17. Any dispute arising out of the agreement or that, which may arise in future, shall be resolved by taking recourse to mutual settlement, failing which the dispute will be subject to courts of Hyderabad jurisdiction only.
18. There is no Master and Servant relationship between the employees of the service provider and this office and further that the said person of the service provider shall not claim any absorption in this office or the Government of India.
19. The service provider's person shall not claim any benefit / compensation / absorption / regularization of services from / in this office under the provision of Industrial Disputes Act., 1947 or Contract Labor (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be submitted by the service provider to this office.
20. The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative / organizational matters as all are of confidential /secret nature.
21. The service provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work. The service provider shall be responsible for any

act of indiscipline on the part of persons deployed him. The agency shall be bound to prohibit and prevent any of their employees from being intoxicated while on duty, trespassing or acting in any detrimental or prejudicial to the interest of this office. The decision of the officer In-charge upon any matter arising under the clause shall be final and binding on the agency.

22. That the persons engaged shall not be below the age of 21 years or above the age of 55 years and they shall not interfere with the duties of the employees of this office.
23. The service provider shall not assign, transfer, pledge or subcontract the performance of such services without the prior written consent of this office.
24. The transportation, food, medical and other statutory requirement under the various Acts / Government Regulations in respect of each personnel of the service provider will be the sole responsibility of the service provider.
25. The service provider shall ensure proper conduct of his persons in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering either individually or in groups.
26. The character of antecedents of each personnel of the service provider will be got verified by the service provider before their deployment and a certification to this effect will be submitted to the Office.
27. The Office of the Accountant General (A&E) Hyderabad may at its discretion at any point of time during the validity of the contract, require the service provider to dismiss or remove from the site of work, any person or persons, as employed by the service provider, who may be incompetent or for his/her/their misconduct and the service provider shall forthwith comply with such requirements.
28. The successful agency/bidder shall furnish the list of persons to be deployed along with the following documents in respect of the individual manpower who will be deployed by them at Accountant General(A&E) office, Hyderabad, before the commencement of the work:
 - i. Biodata of each person along-with self attested copies of the certificate in respect of their educational /professional qualifications etc.
 - ii. Attested copy of matriculation certificate containing date of birth.
 - iii. Certificate of verification of antecedents of person by local police authority.
 - iv. Detailed proof of identity like driving license, bank account details, proof of residence and 2 passport size photographs of the personnel to be deployed by the agency in this office i.e., Office of the Accountant General(A&E), Hyderabad, Telangana.
 - v. The successful agency/bidder should ensure that the personnel deployed are medically fit.

Bid Evaluation:

1. Bids, in respect of which EMD has been furnished, will only be considered for technical evaluation.
2. Financial bids of technically qualified bidders will be considered for financial evaluation.
3. The Service provider should quote the service charges as a percentage of monthly wage bills exclusive of GST. The percentage of service charges shall not be less than the applicable TDS Rate as per income tax rules.
4. Subject to satisfaction of all terms and conditions of this tender, the bidder quoting the lowest service charge shall be awarded the contract. If more than one bidder quotes the lowest rate, as per guidelines in GEM portal the buyer shall have two options for placement of Contract:
 - a. Placement of contract by selection of an agency from amongst the L-1 bidders through a Random Algorithm run by GeM system (or)
 - b. Placement of contract on any one of the L- 1 bidders based on any criteria as deemed fit by the Buyer with appropriate internal approvals.

Scope of Work for Housekeeping related functions:

1. 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 equipments of Client office having carpet area of 2,15,000 sft including 80 toilet units.
2. The Contractor shall deploy all housekeeping staff at the Client office in the manner and as per the instructions of the Client.
3. The Contractor has to provide workforce in sufficient numbers to maintain the building as required and of quality to ensure workmanship of the degree specified in the Contract and to the satisfaction of Client.
4. The Contractor shall ensure that all housekeeping staff is fully conversant with the premises and with the clients business activities and its related housekeeping requirements.
5. The Contractor shall submit their own schedule of activities for approval of the Client for improvement of housekeeping services.
6. The building and its surrounding areas shall always be kept in well hygienically clean and disinfected conditions.
7. 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 the personnel with prior permission of the Client, emergencies, exempted.
8. The Contractor shall cover its personnel under insurance for personal accident and/ or death whilst performing the duty.
9. The Contractor shall exercise adequate supervision to ensure proper performance of housekeeping services in accordance with the requirements.

10. The Contractor shall issue identity cards / identification documents to all its employees who will be instructed by the Contractor to display the same at all times. The personnel of the Contractor shall be subject to detailed direction and control of the Contractor and in relation to manner and model of performance of duties, as agreed vide this agreement.
11. 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.
12. 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.
13. It shall be the sole responsibility of the Contractor to maintain the housekeeping services of cleaning and maintenance of the Client's office building at AG office complex in the most hygienic, clean and standard way and in the manner as desired by the Client.
14. The Contractor shall also ensure that all Building areas viz. Outer, Toilets, Floors, Basement, Main Entrances, Rooms, Halls etc. are neat and clean every time and shall be maintained in the neat and tidy position every time. In case it is found that the housekeeping services are not rendered satisfactorily, it shall invoke the penalties clauses as defined in the tender document and the Client shall have the right to terminate the Contract besides forfeiting the performance bank guarantee submitted by the Contractor.
15. Contractor must provide two sets of liveries to its employees / supervisors with their photo identity cards properly displayed during duty time. No extra payments shall be claimed by the Contractor or its deployed staff from the Client for such items.
16. The Contractor must provide salary slips, EPF numbers and ESI Cards, duly activated, to all the deployed manpower at Client s office. The Contractor should also ensure that EPF statements to the deployed manpower are provided immediately after the financial year closing. Any delay in submission of these records will force Client to deduct a proportionate amount from the bills, as decided by the competent authority of Client
17. Contractor must employ adult and skilled personnel only. Employment of child labour shall lead to the termination of the contract at the risk and cost of the Contractor.
18. Contractor shall deploy/engage reliable persons after proper character and police verification and impose any conditions as per prevailing contractual labour laws for such engagements, take disciplinary action or reward any person at work etc., at its sole costs, risks and responsibilities. Contractor shall intimate the details like name, age, parentage, address (residential as well as permanent) of all staff to the Client and shall also intimate changes in addresses of the staff as and when they take place.

19. Contractor shall deal with and settle the matters related with unions and shall make sure that no labour disputes / problems are referred to Client. It shall totally indemnify Client in this regard.
20. Contractor should at all times indemnify Client against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936; Minimum Wages Act, 1948; Employers Liability Act, 1938; the Workmen Compensation Act, 1922; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961; Hyderabad Shops and Essential Act or any modification thereof or any other law relating thereto, and rules made hereunder from time to time. Client will not own any responsibility in this regard.
21. Contractor staff shall always be disciplined, properly dressed and be presentable all the time during duty. The persons deployed by Contractor shall be properly trained, have requisite experience and skills for carrying out a wide variety of work. The Contractor shall be solely responsible to tackle the matters in case any of its staff deployed under this contract falls sick or is injured or goes on strike/ unfair activities etc. during performance of his/her duty. It shall indemnify Client in all respects under this contract.
22. Be it private or public areas, the Contractors employees shall be liable to be frisked/ checked by the security personnel at Client premises or on duty at any time during performance of their duties.
23. Contractors employees shall perform their duties at the premises with due diligence and take all precautions to avoid any loss or damage to the government property/person.
24. Contractor shall be solely responsible for any indiscipline, theft, loss or damage to any person or persons/property at the premises on account of acts of omission and commission by the staff deployed by him.

SUPERVISION

- The Contractor shall depute one full time experienced Supervisor in this domain in Client office at his own cost who, shall ensure that all jobs of housekeeping services, are rendered to Client in accordance with the instructions of the Contract/tender document.
- The Contractor's Supervisor shall be the first line of contact for Client, who shall report to the designated officers of Client for all requirements.
- The Contractor shall ensure that all statutory /mandatory requirements either related to wages disbursements or related to deposition of EPF/ESIC with concerned authorities or providing of ESIC facilities to the manpower are fulfilled through Contractor or its Supervisor.
- The Contractor shall ensure that the Supervisor is well versant with all housekeeping requirements and who should be prompt enough to initiate all required action.
- The Contractor should ensure that all the outsourced personnel are liable to be rotated among the duty points monthly to prevent breach, transgression and

nepotism. Agency should review the rotation process in this regard.

SCHEDULE OF SERVICES

1. DAILY SERVICES

- 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 8.45 A.M. Contractor will arrange manpower for special VIP visits at no extra cost.
- Proper and effective cleaning, 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, basement and Approaches to office building with brooms before opening office and only swabbing after lunch.
- Proper and effective cleaning, disinfecting, deodorizing fitting including removal of garbage at regular intervals throughout the day.
- Dusting of all items of furniture (wooden, steel and upholstered) such as tables, chairs, filing cabinets, almirahs, windows and their glasses from inside and outside furniture s, partitions, walls, doors, and telephone instruments, notice boards, flower vases, art objects, pictures, paintings, all equipments and machines in the premises, adjusting of all items of furniture in the reception and adjoining area.
- Brushing of carpets mats etc.
- Spraying of air fresheners in the reception area, IA& AS officer chambers, conference rooms, Committee/Seminar rooms and providing toilet paper rolls.
- Cleaning of lifts.
- Removing 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.
- Vacuum Cleaning of areas.
- Cleaning, dusting, vacuuming, and disinfecting of floors, walls and ceilings removal of waste and any other garbage from the entire area covered under the contract (such as halls, conferences rooms, committee rooms, office rooms, cabins, cubicles, etc.).
- Sweeping, cleaning, mopping with disinfectant cleaner of area covered under the contract including all staircases, cabins, lobbies, reception, training rooms, office rooms, meeting rooms, security office and other areas as covered in the contract.
- Cleaning of baskets, wastepaper baskets, cobwebs, etc. and disposing off all the collected refuse at designated site on daily basis.
- Dusting of computer systems and their peripherals, all doors and windows,

furniture, fixtures, fans, equipments, accessories etc. and cleaning of all window glasses and grills.

- Cleaning and dusting of window panes / Venetian blinds.
- Spraying Room Fresheners in all rooms on a daily basis at regular intervals.
- Scrubbing / cleaning of toilets, wash basins, sanitary fittings glasses, toilets, floors, etc.
- Cleaning and disinfecting all vitreous fixtures including toilets, bowls, urinals, sinks, toilet seats, containers etc. Brush thoroughly to include below water level and under rims including areas at hinges and cistern handles. Re-stock toiletries, which include, air fresheners, sanitary cubes, naphthalene balls in toilets, etc. after daily check-ups in the morning, afternoons and on call basis during daytime.
- Cleaning and dusting of electrical switchboards, light fixtures, fans, air conditioner vents, overhead light fixtures, projectors, fire-fighting equipments, nameplates, plant boxes, doormats etc.
- Placing garbage bins to avoid stains and stinks and clear them on daily basis.

2. WEEKLY SERVICES (TO BE CARRIED OUT ON ALL SATURDAYS/HOLIDAYS)

- Proper and effective cleaning of glass doors, wooden doors and knobs, sign boards/plaques, brass name plates and name boards etc.
- Washing and scrubbing of floor areas, washrooms, basement, outer, main entrance (all areas) with defined chemicals.
- Vacuum cleaning of carpets wherever provided.
- Cleaning of curtain wall glasses from outside (Monthly)
- Dusting of entire area including windows / windowpanes / doors / ledges, etc.
- Thorough cleaning / sweeping / washing / mopping with disinfectant cleaners of all floors, staircases and toilets. Scrubbing of all floors and ceramic tiles base. Cleaning of ceiling and high walls, removal of wash stains on walls, cleaning of roofs, porches etc.
- Cleaning of sanitary fittings, toilets drain pipes etc. in the toilets with standard cleaning material.
- Cleaning of all windows glasses and grills with detergents / cleaning agents.
- Washing of outside area.
- Clean all chrome fitting, glass frames, soap holders etc. to a shiny finish.
- The contractor shall submit the duty register to the Client as required.

3. PATROLLINGPROCEDURES

- The Supervisor will keep taking round of the building/premises and keep a watch

over the deployed staff and ensure execution of housekeeping services smoothly.

- Patrolling should be done on an hourly basis and it should be ensured that strict cleanliness is maintained.
- The Supervisor will keep a watch on the activities of the deployed staff.
- If he finds anything unusual / untoward, a written report must be given to the AO (OE)/AAO (OE-I)/Caretaker/Security Supervisor in the office of the Client.

4. FRISKING/CHECKINGPROCEDURES

- All contract staff will be thoroughly frisked at the time of their leaving the office premises in the evening.
- If any untoward incident is found, it must be reported to Senior Accounts Officer (OE).

ANNEXURE – I TECHNICAL BID

Sl.NO	PARTICULARS	To be filled in by the Bidder
1.	Name of the firm	
2.	Address and telephone number of the firm	
3.	Organisation E mail ID	
4.	Registration and incorporation particulars of the firm	
5.	List of Attested copies of IT returns for the last 2 years	
6.	Registration and incorporation particulars of the firm	
	(i) ESIC Registration with Code No.	
	(ii) EPF Registration No.	
	(iii) PAN/TAN Card No.	
	(iv) GST Registration No.	
7.	A Notarized Affidavit and undertaking that the firm is having (i) at least three years' experience for providing housekeeping services in Ministries/Departments under Government of India, State/PSU working cost Rs.30 lakh for entire contract in the last 2 years.	
8.	The company should have its own trained manpower on their rolls. A Notarized affidavit and undertaking that the workers employed would be paid at least minimum wages (both for skilled and unskilled) as per orders of Govt. of India and oblige all statutory requirements with respect to ESI, EPF etc., with reference to those workers	
9.	The proof of company carrying out at-least one similar work costing not less than Rs.30 lakh for entire contract in last two years.	
10.	Undertaking that the company should abide with General Terms and conditions of this office shall give a demonstration. A notarized affidavit on a stamp paper of Appropriate value to the effect that they have not been black listed or their business dealing with the Government Ministries/Departments have not been banned.	

Signature of authorized person

Date:

FullName:

Place:

Seal:

ANNEXURE- II
(To be submitted with technical bid)

DECLARATION

1. I, _____ Son/Daughter/wife

of Sri _____ Proprietor/Director, authorized signatory of the
Agency/Firm, mentioned above, is competent to sign this declaration and execute this
tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide to them;
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Date:

FullName:

Place:

Seal:

ANNEXURE–III
(To be submitted with technical bid)
Details of the existing contracts

	Name and Address of the organization, Name, Designation and Telephone / Fax No. of the officer concerned	In Government/ Private Sector	Details regarding the contract including manpower deployed	Value of Contract (Rs.)	Duration of the Contract	
					From	To
1.						
2.						
3.						
4.						
5.						

Signature of the Tenderer or Authorized signatory of the Tenderer with seal of the Firm/Agency.

Date:

FullName:

Place:

Seal:

ANNEXURE IV - Financial Bid for Housekeeping

Sl.No	Particulars	Housekeeping (22)
1	Wages (In Rs) as announced by GoI Ministry of labour and employment w.e.f 01/10/2021 to 31/03/2022	
2	Wages for 26 days for 1 person	
3	ESI @	
4	EPF @	
5	Total (2+3+4)	
6	Service Charges (In Rs)	
7	Material Cost (as in Annexure III)	
8	Other Charges, if any	
9	Total (5+6+7+8)	
10	Goods and Service Tax @	
11	Total (9+10)	
12	Total amount for each item of Service (No. of persons * Column no 11)	

Signature:
(Authorised Signatory)
Designation:
Stamp:

Place:

Date:

ANNEXURE-V

(EXCLUSIVELY FOR MATERIAL COST for Carpet area of 2,15,000sqft and 80 toilet units)

Quantities indicating the Approximate requirement as shown below (permonth).

Sl.No	NameoftheItem	Quantity	Amount
1	Softbrooms	24	
2	Wet mops	48	
3	Wet mops Round(for bathrooms)	10	
4	Soap Oil (in litre)	100lts	
5	Kent mop refill wiper	10	
6	Hand wash	100lts	
7	Room Spray (Premium) in Numbers	20	
8	Smell out balls(180gms)	56	
9	Cleanzo / Phenyle (in litre)	150lts	
10	Colin spray (in litre)	5	
11	Dusting Cloth(Yellow and White)	36	
12	Any other material in addition to the above material		
13	TOTAL AMOUNT		

***Aforesaid quantities are not exhaustive and may vary depending on requirement. If the above materials are not able to ensure an effective, efficient and timely housekeeping service management in the office complex, the contractor will have to provide additional items as per requirement. No extra payment whatsoever will be made for these additional quantities. Quotation / Estimate shall be submitted for the amount quoted.**

ANNEXURE-VI

Bid SecurityDECLARATION

I/We hereby accept that if I/We withdraw or modify the bids during the period of validity, or if I/We are awarded the contract and I/We fail to sign the contract or to submit a performance security before the dead line defined in the tender document, I/We will be suspended for a period of six months from being eligible to submit Bids/Proposals for contracts with the Office of the Accountant General (A&E), Telangana, Hyderabad.

Signature:
(Authorised Signatory)
Designation:
Stamp:

Place:

Date:

ANNEXURE-VII

TECHNICAL BID CHECK LIST

S.No.	Documents	Remarks Yes/NO
1.	Bid security Declaration	
2.	Copy of last 03 years annual income tax returns	
3.	Proof of experience as Man power supplier	
4.	Copy of PAN	
5.	Copy of GST Registration, Latest Annual Return Copy	
6.	Copy of EPF Registration, Latest ECR Challans	
7.	Copy of ESI Registration, Latest Challans	
8.	Copy of valid Labour license under contract labour Act 1970 for engagement of manpower along-with CLC Annual Return	
9.	Satisfactory work completion certificate.	
10.	Copy of Registration / Incorporation of the company/Firm/Agency	
11.	Affidavit regarding not blacklisting	
12.	Proof regarding local office	
13.	Any other statutory Registration	