



**LIMITED**

आई एफ सी आई लिमिटेड

(A Government of India Undertaking)

(भारत सरकार का उपक्रम)

TENDER

FOR

Comprehensive Contract for Housekeeping Services (Including Gardening, Stone Polishing & Pest Control) at IFCI Bhawan, Ahmedabad

Tender No. IFCI/ARO/Estates/HK/Tender/2016-17/03 Dated 22/02/2017

Deputy General Manager (Ahmedabad Regional Office)  
IFCI LIMITED

(A Government of India Undertaking)

Regional Office: 501, IFCI Bhawan, CG Road, Ahmedabad-380006

Regd. Office: IFCI Tower, 61 Nehru Place, New Delhi-110019

Website: [www.ifcilttd.com](http://www.ifcilttd.com)

Telephone- 079-26468433/26445376

**NOTICE FOR INVITING QUOTATIONS/BIDS**

**Re: Invitation of Quotation/Bids for Comprehensive contract for Housekeeping Services (Including Gardening, Stone Polishing & Pest Control) at IFCI Bhawan, Ahmedabad.**

IFCI Ltd. (IFCI) invites sealed bids in two bid system (Technical & Financial Bid) for Comprehensive contract for Housekeeping Services (Including Gardening, Stone Polishing & Pest Control) at Ahmedabad for its Office Premises at Ahmedabad Regional Office (ARO) from experienced and reputed contractors, agencies/firms engaged in Housekeeping Services having minimum three years experience in the field.

Reputed housekeeping agencies having sound background with minimum 3 years experience in providing housekeeping services may send their offer for the above job in a sealed cover super scribed on the top of envelope "Quotation for comprehensive housekeeping services at IFCI's Ahmedabad Regional Office" at the following addressed on or before 16/03/2017 by 14:00 hrs.

The Deputy General Manager  
IFCI Limited  
Ahmedabad Regional Office  
501, IFCI Bhawan,  
C. G. Road,  
Near Lal Bungalow,  
Ahmedabad – 380006

The bid Document along with terms and conditions can be downloaded from IFCI website [www.ifcilttd.com](http://www.ifcilttd.com). Corrigendum/addendum, if any, will be available on IFCI Website only. In case of any query, may contact Ph. No.079-26468433/26445376. The bids received after last date and time will be rejected. **IFCI reserves the right to reject all or any bid/quotation wholly or partly without assigning any reason whatsoever.**

Sd/-  
Deputy General Manager

Place: Ahmedabad  
Date: 22/02/2017

Tender No. IFCI/ARO/Estates/HK/Tender/2016-17/03

Dated 22/02/2017

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### **IFCI Introduction**

IFCI Ltd., (IFCI), the first Development Financial Institution (DFI) of India, set up in 1948, has its Regional Office at IFCI Bhawan, CG Road, Near Lal Bunglow, Ahmedabad and Registered Office at IFCI Tower, 61 Nehru Place, New Delhi-110019 with pan-India presence across 17 key locations. IFCI is a Government of India Undertaking under the Ministry of Finance.

### **Instruction to Bidders (ITB)**

**1. Name of Work:** Comprehensive contract for Housekeeping Services (Including Gardening, Stone Polishing & Pest Control) at Ahmedabad.

**2.** IFCI Ltd. (IFCI) invites bids by tender system in two bid system (Technical & Financial Bid) from experienced and reputed contractors, agencies/firms engaged in housekeeping services having minimum three years' experience in the field.

**3.** Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

**4. Address for submission of bid:**

The Deputy General Manager  
IFCI Limited  
Ahmedabad Regional Office  
501, IFCI Bhawan,  
C G Road, Near Lal Bunglow,  
Ahmedabad-380006,  
Gujarat

**5. Procedure for submission of bids:** The bids shall be submitted as under:-

a) **Envelope-A:** Marked with "**Technical Bid for Comprehensive Housekeeping Contract at IFCI's ARO**" consisting of complete Bid document, all Annexures, **except Financial Bid Annexures**, any other relevant supporting documents duly signed, stamped with date as token of acceptance of the terms & conditions of bid document.

b) **Envelope-B:** Marked with "**Financial Bid for Comprehensive Housekeeping Contract at IFCI's ARO**" consisting only of the financial bid in the format at Annexure-15 duly signed and stamped with date.

c) All Bid documents must be submitted duly signed, stamped with date by authorized person.

d) **The Technical Bid envelope and Financial Bid envelope are to be submitted in separate sealed covers and both the envelopes are to be placed in another big envelope, which shall be sealed and scribed on the top of envelope 'Quotations for Comprehensive Housekeeping Contract at IFCI's Ahmedabad Regional Office'**

e) The bids are to be submitted at IFCI's reception counter or through courier/post on or before 14:00 hrs on 16/03/2017.

**6. Opening of Technical Bids:** Envelope-A will be opened in IFCI's office premises at Ahmedabad on 16/03/2017 at 14:00 hrs. IFCI shall evaluate the technical bid to pre-qualify the bidders.

**7. Opening of Financial Bids:** After opening of Technical bids, if the firm fulfills the technical criteria, their financial bid will be opened. The financial bids shall be opened on 16/03/2016 after evaluation of the technical bids.

**8. Presence during opening of bids:** If desired, applicants may depute their representatives during opening of bids by issuing an authorization letter.

**9. Validity of bids:** Tender submitted by Bidders shall remain valid for acceptance for a minimum period of 120 days (One Hundred and Twenty) **Validity period** from the last date of submission of bid.

**10.** IFCI reserves the right to reject any or all the offers without assigning any reasons thereof.

**11.** Conditional bids or revocable bids would be summarily rejected.

**12. Criteria for Qualification:**

The eligibility criteria for pre-qualification of a bidder are as under:-

- a) The contractor/agency/firm having track record in Housekeeping Services (Including Gardening, Stone Polishing & Pest Control), and maintenance of residential /office complexes in the relevant area, at least for three years in PSUs/PSU Banks/MNCs/Corporate.
- b) Contractor's average turnover should be minimum Rs.30 lakh in a year, (consecutively for the last 3 years ending 31<sup>st</sup> March, 2016). The contractor/ firm should also have earned net profit for the last 3 years. An undertaking to this effect should be submitted.
- c) Should have minimum of three years of experience in similar nature of work.
- d) Should have a Registered Office/Branch in Ahmedabad at least for the last 3 years.
- e) Should submit detailed profile of the Organization, (giving list of works in hand and carried out during the last three years, names & addresses of the clients, value of work, (performance certificate from the concerned agencies with name of the concerned person, contract mobile/telephone no. and e-mail ID) number of manpower deployed and such other details in respect of works, along with testimonials and other relevant documents, i.e. Proof of Organization, ESI/PF Registration Code, Company Registration No., Service Tax, TIN No., Income Tax Clearance Certificate and PAN etc.
- f) List of Category-wise number of manpower employed on the rolls of the contractor to be submitted. At least 20% of the manpower to be deployed on our premises should be from the regular rolls of the contractor. An undertaking to this effect should be submitted.
- g) The contractor should also intimate official E-mail address and telephone no. for all communication in order to avoid loss of time. All communications from IFCI shall be sent by E-mail/speed post.
- h) Integrity Pact (IP) shall also be applicable.
- i) Offers of tenderers who are under suspension/banned/black-listed by any PSU/Govt. Department /PSU Banks/ or otherwise shall not be considered. Further, if any of the partners/directors of the contractor's organization /firm is blacklisted or having any

criminal case against him, their tender shall not be considered. An Undertaking to this effect should be submitted.

- j) The tenderer should also deposit non-refundable Application Money of Rs.1000/- (DD/PO) (payable at Ahmedabad) in favour of IFCI Ltd. with Technical Bid.
- k) Preference will be given to the MSE tenders, who are registered as MSE in any of the recognized body as specified by Ministry of Micro, Small & Medium Enterprises (MSME) as per the provisions of the Public Procurement Policy for MSEs Order, 2012 issued by the Ministry of Micro, Small & Medium Enterprises, Govt. of India.
- l) MSE vendors are exempted from EMD and Application Money.
- m) IFCI reserves the right to request for any documents/certificate/clarification from the tenderer/contractor relevant to above qualifying criteria and the same must be submitted within 7 (seven) days of receipt of any such communication from IFCI, failing which suitable action shall be taken by IFCI.
- n) The agency should be registered with the concerned authorities.
- o) The agency should also submit sample of photograph of each housekeeping personnel in uniform.
- p) The bidder shall be summarily disqualified in case required documents are not submitted.

### **13. Authorization and Attestation:**

The bidder has to submit an authorization letter or valid Power of Attorney on behalf of company/firm for signing the document.

### **14. Award of Work:**

IFCI reserves the right to split the job into two or more parts and to award the work to separate agencies/bidders subject to the work experience and fulfilment of other terms & conditions and specifications.

### **15. Acceptance / Rejection of Bid:**

- i) IFCI does not bind itself to accept the lowest tender.
- ii) In case single bid is received by IFCI last date for submission of bid may be extended by IFCI.
- ii) IFCI also reserves the right to accept or reject any tender in part or full without assigning any reason whatsoever.
- iii) IFCI also reserves the absolute right to reject any or all the Bids at any time solely based on the past unsatisfactory performance by the bidder(s). The opinion/decision of IFCI regarding the same shall be final and conclusive.

**16.** In case no bid or insufficient bids are received, or for any other reason whatsoever, IFCI may at its sole discretion cancel the whole tendering process or extend the last date and time of submission of the bid.

**17. Pre-bid Meeting:** For any clarification on the Bidding Document, a pre bid meeting will be held on **09/03/2017 between 16:30 to 17:30 Hrs.** at 501, IFCI Bhawan, CG Road, Ahmedabad-06, Gujarat.

**18.** Any separately submitted discount letter on the financial price shall not be considered by IFCI and shall be a ground for disqualification. Evaluation of financial bid shall be considered only on the quoted price in the financial bid submitted by the bidders.

**19. Contact Person:** In case of any query, you may contact any of the following officials:

- a) Shri Alan Savio Pacheco, DGM at Ahmedabad (079-26468433) & E-mail: ahm.rohead@ifcilttd.com
- b) Shri Anil Vasava, Manager at Ahmedabad (079-26445376) & E-mail: anil.vasava@ifcilttd.com

**20. Earnest Money Deposit(EMD):** Bidder should pay specified amount towards Earnest Money deposit as follows:

20.1 Rs.1,00,000/-(Rupees One Lakhs Only) in the form of Demand Draft/PO drawn on any Nationalized /Schedule bank in favour of "IFCI Ltd." payable at Ahmedabad.

20.2 EMD will not carry any interest.

20.3 EMD will be refunded to the unsuccessful bidders after finalization of the bid and EMD of successful bidder shall be returned after execution of Contract Agreement and submission of security deposit.

**20.4 The Earnest Money Deposit submitted by the bidder may be forfeited if,**

- a) Successful bidder fails to execute an Agreement within specified time as per intimation/request of the IFCI,
- b) Successful Bidder withdraws his tender or backs out after acceptance,
- c) Bidder withdraws his tender before the expiry of validity period stipulated in the bidding document,
- d) Bidder violates any of the terms and conditions of the tender,
- e) Bidder revises any of the items quoted during the validity period,
- f) Bidder is found to have indulged in fraudulent practices in the bid submission process.

**21.** Preference will be given to the MSE bidders, who are registered as MSE in any of the recognized body as specified by Ministry of Micro, Small & Medium Enterprises (MSME) as per the provisions of the Public Procurement Policy for MSEs Order, 2012 issued by the Ministry of Micro, Small & Medium Enterprises, Govt. of India. MSE bidders are exempted from EMD and tender document fees provided they submit necessary certificate for benefit of exemption in fees and EMD.

**22. Corrections:**

No corrections or overwriting will be entertained in the financial bid.

**23. Firm Rates:**

The Service charges quoted by bidder shall remain firm till completion of contract. It is, however, clarified that the contractor shall ensure minimum wages to persons deployed at IFCI Bhawan as and when revised by the concerned authority.

**24. Site Inspection:** Before submission of offer, the bidders are advised to inspect the site of work and the environment and be well acquainted with the actual working and other prevalent conditions, facilities available, position of material and labour, means of transport and access to site, accommodation, etc. No claim will be entertained later on the grounds of lack of knowledge of any of these conditions.

**25. Scope of Work**

IFCI Bhawan is a 5 storied office building with basement & Car Parking ground. The premises is occupied by IFCI and various reputed MNCs/ tenants. IFCI intends to award the work of Comprehensive Housekeeping Services on job contract basis. Most of the personnel are to be deployed at IFCI Bhawan, some personnel may be deployed at other premises owned by IFCI in Ahmedabad, as per requirement. The personnel deployed by the contractor should be duly qualified and trained to the satisfaction of IFCI, having requisite experience of housekeeping services in high rise buildings and should have been with the applicant housekeeping agency as per the period specified below. The following minimum criteria are to be adhered to for carrying out the duties/works as per requirement.

- a) IFCI Bhawan has Ground floor + Five Floors + 1 Basement. House keeping services are required at (i) One unit occupied by IFCI on the fifth floor, (ii) Common areas on all floors, (iii) Ground floor and basement (iv) terrace (v) Landscaped area/pavement around IFCI Bhawan. It is advised that the contractor may visit and inspect the site and ascertain the scope of work and no claim whatsoever shall be entertained on any account in future.
- b) The working hours for above services will be six days a week. The required number of personnel (minimum 5) would be deployed by the contractor in suitable shift duties. The contractor may have to deploy some workforce at other premises owned by IFCI in Ahmedabad, as per requirements. Exact working hours will be fixed in consultation with Officer-in-Charge of IFCI.
- c) The contractor will provide comprehensive maintenance services of the entire area (as above) during the tenure of the contract. All the routine, preventive maintenance, are included in the scope of works. All spares/ consumables, cleaning material etc. must be of standard make and conforming to ISI/BIS specifications.
- d) Routine Preventive Maintenance Schedule: The Contractor would also prepare a Preventive Maintenance Schedule of all the services in consultation with officer-in-charge of IFCI
- e) The contractor will maintain an inventory of critical spare parts /consumables etc. (at IFCI premises) for the purpose of corrective and preventive maintenance and submit the list along with technical bid.

The number of housekeeping staff required at IFCI Bhawan is tabulated below:

| Sr. No.  | Particulars   | Hours Duty       |
|----------|---|------------------|
| <b>A</b> | <b>Housekeeping Supervisor</b>                                  | 8 Hours (1 duty) |
| <b>B</b> | <b>Housekeeping Staff</b>                                       |                  |
|          | IFCI Office at 5 <sup>th</sup> floor                            | 8 hours (1 duty) |
|          | Common area from 1 <sup>st</sup> Floor to 5 <sup>th</sup> floor | 8 hours (1 duty) |
|          | Ground Floor of IFCI Bhawan                                     | 8 hours (1 duty) |
|          | Basement of IFCI Bhawan   | 8 hours (1 duty) |
|          | <b>Total Duties (A+B)</b>                                       | <b>5 Duties</b>  |



- a) A list of persons deployed, together with their qualification, experience and copies of the appointment letters have to be submitted to IFCI. The contractor has to arrange for the latest police verification from the parental police station of the employee as well as from the present residential address police station of the persons deployed within one month of the award of work and would issue name badges and I-Cards to the deployed personnel. Any subsequent changes in the deployment of personnel shall be notified in advance.
- b) The contractor may inspect the building/premises thoroughly, before quoting for the work.
- c) The contractor shall assist IFCI to maintain liaising with Police Department or any statutory body on behalf of IFCI from time to time to get any permission, licenses, permit etc. as required.
- d) The contractor will maintain an inventory at IFCI Bhawan, with regard to above services.

**26. AREAS COVERED UNDER MAINTENANCE:**

| (a) | IFCI Bhawan  | Area Sq. Ft. |
|-----|--|--------------|
| 1   | Carpet area  | 34,961       |
| 2   | Italian Marble   | 6,000        |
| 3   | Toilets/Wash rooms                                     | 11           |
| 4   | Equipment Rooms  | 2            |
| 6   | Aluminum/Gypsum False Ceiling on 5 <sup>th</sup> floor | 2400         |

|     |   |                     |
|-----|---|---------------------|
| (b) | <b>IFCI Car Parking at Basement. covered area</b>   | Entire Area         |
|     | Entire Car Parking at Basement. Should be dusted, washed and mopped daily to remain clean. Removal of cobwebs as a routine exercise daily. Cleaning of all electrical fittings once in a week and on need base. Dust control on morning-evening basis.        |                     |
| (c) | <b>IFCI Bhawan Surroundings :</b>   | Entire Surroundings |
|     | Daily cleaning of entire surroundings area of IFCI Bhawan, Entry/Exit area, Gardens, staircase, etc. should be kept clean at all times. Washing of tiles flooring etc. at least once in a week.   |                     |
| (d) | <b>Gardening &amp; Horticulture Maintenance: Near Car parking Ramp.</b>   | Entire Area         |
|     | Proper upkeep & maintenance of entire Horticulture work at all floors of IFCI, IFCI Car Parking, IFCI Bhawan surroundings gardens etc. Regular cleaning of plants/flower/ seasonal plants/ plots as per need base/requirement. Daily cleaning of gardens etc. |                     |

|     |  |
|-----|--|
| (e) | <b>Office Areas:</b>   |
| 1.  | The general office cleaning including toilets has to be completed half an hour before the start of office hours and two hours after closure of office hours. However, office area, lobby areas, lift areas, stair cases, toilets, reception/ entrance area etc.(i.e. entire IFCI Tower) will have to be kept sparkling clean at all the time and at any call from IFCI concerned officials. However, on Saturday, Sunday and holidays, work can be carried out on full day basis in consultation with IFCI official. |
| 2.  | General cleaning of office rooms and hall including partitions, lobby area, lift area, toilets, reception, entrance etc. All areas should be sparkling clean and dry at all the times. Soaps, air fresheners and cleansing agents as might be specified are to be used at contractors' costs. Frequency: 2 times a day.  |
| 3.  | Removal of waste paper and garbage (final waste/ garbage will have to be disposed off according to the instructions:   |

|     |   |
|-----|---|
|     | Frequency: Daily after office hours.  |
| 5.  | Dusting/ cleaning of all furniture, wet & drying/ mopping with cleansing agent. The cleaning agents to be used are such which are presently in use in five star hotels and exclusive posh offices & multinational companies, as specified.<br>Frequency: Window and door sponging from inside/ outside with proper cleaning of frames/ pictures on walls, cleaning of blinds, minimum once a week.      |
| 6.  | Room-fresheners:<br>Frequency: To be sprayed daily before 9 AM and during lunch hours.  |
| 7.  | Cleaning & dusting of computer/ terminals/ telephone/ fax/ telex machines/ photocopying machines and all sophisticated electronic equipment.<br>Frequency: Daily before and after office hours. Special cleaning agents to be used for sophisticated equipment without any damage/ leakage of liquids etc. to the instruments (only computers and monitors to be cleaned in the presence of the users). |
| 8.  | Stocking of toiletries such as tissue rolls, liquid soaps, naphthalene balls, urinal cubes, odonil etc. Harpic cleaning/ scrubbing of toilets/ WCs/ urinal stands/ wash basins/mirrors etc. of all the toilets.<br>Frequency: Daily in the morning and afternoon and on call basis.   |
| 9.  | Providing towels to all the staff the Sr. Executives upto DGM level and for other as per requirement (Samples to be got approved)<br>Frequency: Towels to be changed/ replaced weekly in the morning. No extra charge for cleaning/ washing/ replacement would be paid.   |
| 10. | Cleaning/dusting of planters paintings/ posters/ notice boards/ name plates etc.<br>Frequency: Daily without disturbing the décor/ finishing of the paintings/ pictures. Cleaning agents accordingly be selected for use.   |
| 11. | Thorough cleaning/ washing of entire floor area from basement to terrace/ roof tops using special chemicals for granite/ marble/ other flooring and absolute drying/ mopping thereafter.<br>Frequency: Once in a week during holidays as may be specified   |
| 12. | Cleaning of light fittings/ fans/ tube lights and such other fittings/ false ceiling etc. including electronic items using special cleansing agents.<br>Frequency: Once in a week and on need basis.  |
| 13. | Thorough vacuum cleaning of chairs/ sofas/ filing cabinets/ cupboards etc.<br>Frequency: Once in a week.  |
| 14. | Removal of cobwebs. Frequency: As a routine exercise daily.   |
| 15. | Glass/ windows/ doors sponging. Frequency: Once in a week or early as per requirement.  |
| 16. | Shampooing/ Dry-cleaning of carpets, sofas, chairs, blinds, etc.<br>Frequency: As per requirements. At least once in a quarterly.   |
| 17. | Wax polishing of all floor area. Frequency: quarterly.  |
| 19. | All common area should be dusted and mopped at frequent intervals to remain sparkingly clean.   |
| 20. | Cleansing agents or other non-acidic, non-corrosive agents with pleasant fragrance to be used. Room fresheners of reputed companies to be used.   |
| 21. | Cleaning of tea cups, cutlery used by IFCI staff and guest.   |

**27. Cleaning Machines/Equipments:** Appropriate number of machines/ equipments to be stationed permanently at site as per requirements. List of some of the machines as follows :-

| S.No | Description of Equipments               | Qty. | Remarks                                |
|------|---|------|--|
| 1.   | Wet & Dry Vacuum Cleaners               | 1    | Carpet & Chair Shampooing              |
| 2.   | Single Disc Scrubbing Machine SDTROOPER | 1    | Hard floor area (marble, granite etc.) |
| 3.   | Visa Versa Squeegee                     | 2    |  |

|    |  |   |  |
|----|--|---|--|
| 4. | Dorsilano Backpack Vacuum                                | 2 |  |
| 5. | Wega Trolley   | 3 |  |
| 6. | Manual Flipper   | 2 |  |
| 7. | Any other machine as per site requirement to be provided |   |  |

**28. Precaution to be taken as under:**

|    |   |
|----|---|
| 1. | The floors to be washed by floor scrubbing machines and to be polished appropriate Johnson Diversey/ Ecolab chemicals only. The floors with ceramic tiles/ granite or marble to be polished in such a way that risk of people slipping over polished surfaces, is totally eliminated. Liquid/ wax polish usage shall not be permitted.  |
| 2. | No acidic cleansing agents on marble/ granite/ ceramic tiles/ synthetic tiled surface to be used to avoid discolouration or permanent bleaching or pitting.   |
|    | <ul style="list-style-type: none"> <li>- No wire brushed or coarse grained grinding bits to be used to avoid permanent scratches appearing on the floor surfaces.</li> <li>- For cleaning/ maintenance of glass and laminated surfaces, suitable cleansing agents to be used. No coarse or a synthetic non-absorbent cloth to be used.</li> <li>- All surfaces and structures made out of natural wood with soft cloth and a thin layer of silicon polish to be applied to preserve the natural luster.</li> <li>- Both the canteens &amp; toilets disinfecting treatment to be daily done before office hours.</li> <li>- Single disk machines and polishing machines, automatic scrubber-driers, cleaning agents, vacuum sweepers, steam vacuum/ wet and dry vacuum cleaners to be used whenever required at contractor's risks.</li> <li>- The housekeeping staff have to be in a smart uniform supported by identity cards and name badges during duty hours.</li> <li>- Weekly report of the works carried out shall be submitted to the concerned IFCI official.</li> </ul> |

**29. List of Materials:**

|         |  |
|---------|--|
| Sr. No. | List of material: Consumables/ Durables/ Semi-durables/ Special chemicals to be used.<br>(Consumables to be made available for checking whenever called for by IFCI officials and should only be of reputed brands/products like Johnson Diversey/ Birla 3 M/ Ecolab/ Procter & Gamble/ Balsara, Hindustan Unilever etc. wherever applicable). |
| 1       | Dust Control Mop/Frill   |
| 2       | Dustpan  |
| 3       | Kentucky Mop   |
| 4       | Hand Dusters (White) - Micro fibre only.   |
| 5       | Hand Dusters (Yellow) - Micro fibre only.  |
| 6       | Floor Dusters  |
| 7       | Feather Dusters  |
| 8       | Brooms (Hard/Soft with stick)  |
| 9       | Rubber Squeeze   |
| 10      | Sponges  |
| 11      | Nylon Hard Bristle Scrubbing brushes   |
| 12      | Nylon Soft Bristle Upholstery brushes  |
| 13      | W.C. Brushes   |
| 14      | Toilet Brushes   |
| 15      | Carpet Brushes Soft  |
| 16      | Nylon Scrubber   |
| 17      | Pantry Gloves  |

|    |   |
|----|---|
| 18 | Red pad                                       |
| 19 | Heavy Duty Stripper                           |
| 20 | Cobweb Cleaner                                |
| 21 | Floor Wiper                                   |
| 22 | Glass Wiper                                   |
| 23 | Buckets                                       |
| 24 | Dustpan                                       |
| 25 | Caddy Basket                                  |
| 26 | Mug   |
| 27 | Vacuum Pump                                   |
| 28 | Heavy Duty floor cleaning liquid spiral       |
| 29 | Everyday floor cleaning & disinfectant liquid |
| 30 | Liquid soap - Lifebouy/ Dettol                |
| 31 | Urinal cubes                                  |
| 32 | Naphthalene balls                             |
| 33 | Odonil/ Deodrant                              |
| 34 | Liquid toilet cleaner and disinfectant        |
| 35 | Brasso/Data Polish                            |
| 36 | Face tissue paper/ toilet rolls               |
| 37 | Air purifiers                                 |
| 38 | Room freshener spray                          |
| 39 | Spiral - Cleaning liquid                      |
| 40 | Suma Inox D-7                                 |
| 41 | Taranova                                      |
| 42 | Taski R-1                                     |
| 43 | Taski R-2 floor Sanitizers                    |
| 44 | Taski R-3 Glass Cleaners                      |
| 45 | Taski R-4                                     |
| 46 | Taski R-5                                     |
| 47 | Taski R-6 Toilet Cleaners                     |
| 48 | Taski R-7                                     |
| 49 | Taski R-8                                     |
| 50 | Taski R-9                                     |
| 51 | Taski TR-101 for Carpet                       |
| 52 | Taski TR-103 for Carpet                       |
| 53 | R-20 plus (Superstripper)                     |
| 54 | Good Sense Fabric Freshener                   |
| 55 | 3 M Liquid Polish                             |
| 56 | Sumabac detergent sanitation                  |
| 57 | Sumagrill                                     |
| 58 | Suma total (all purpose cleaner)              |
| 59 | D-7 - Glass Descaler                          |
| 60 | Colin Bottle                                  |
| 61 | Harpic  |
| 62 | VIM   |
| 63 | Scotch Brite                                  |
| 64 | Garbage Bas Black (Small/Big)                 |
| 65 | Spiral  |
| 66 | Toilet Gloves                                 |
| 67 | Toilet Pump                                   |
| 68 | Trigger Bottle                                |
| 69 | Wet Mp Set                                    |
| 70 | Wet Mop Refill                                |

|    |  |
|----|--|
| 71 | Or any other materials required as per site conditions/requirements. |
|----|--|

**30. Area under stone polishing and maintenance:**

|    |  |
|----|--|
| 1. | Maintenance & Polishing of Italian Marble Stone at all Floors and Ground Floor Lobby at IFCI Bhawan (Maintenance : Daily) (Polishing Once in a Month)                |
| 2. | Maintenance & Polishing of marble of lift lobby floors at 1st , 2nd, 3rd, 4th, 5th, Ground floor, Basement (Daily) (Maintenance : Daily) (Polishing Once in a month) |

**31. Pest Control Services:**

| Sl. No. | Location   | Type  | Pesticide to be used     | Frequency  |
|---------|--|---|--------------------------|--|
| 1.      | Outside Surroundings of IFCI Bhawan & Car Parking. Ground Floor Lobby, outside area of all floors, Wash Rooms, Staircase, IFCI Office and Basements etc. | Spray and fumigation (Anti-Mosquitoes and other insects etc.) | DDVP/ Baygon concentrate | Weekly in the evening  |
| 2.      | Outside Surroundings of IFCI bhawan & Car Parking. Basements of IFCI Tower & Car Parking   | Fogging (Anti-Mosquitoes & other insects etc.)                | Canon (Lyndane)          | Once in a week (Every Saturday /Sunday)  |
| 3.      | Rodent/Rat treatment IFCI Bhawan & Car Parking   | Rat treatment   | Zinc Phospate            | Once in a month to be placed with service cards as a record in plastic trays/plates. |
| 4.      | IFCI Bhawan & Car Parking : Drainage treatment in basements, IFCI Office and ground floor  | Spray (cockroaches & other insects etc.)                      | Chloropyrifas            | Weekly   |
| 5.      | Officers Residential Premises  | Spray, fumigation and Rodent control                          | As per requirement       | On requirement basis   |

**Note: The above list is indicative only. Anything which is not indicated in the above list, but forms part of the overall services, shall be deemed to be included in the scope of work. The contractor may inspect the building/premises thoroughly, before quoting for the work.**

**The contractor should physically inspect the entire area which are to be covered under contract and also to make an assessment of the average consumption of consumables, etc., before quoting their rates.**

**32. IMPORTANT NOTE:**

- a) The bidder shall submit authenticated documentary proof in support of financial turnover certificates/annual audited reports of last 3 years certified by Chartered Accountant.
- b) "**Similar work**" means providing Housekeeping Services work in High rise building or multi-storeyed modern building having in PSUs/PSU Banks/Financial Institutions/MNCs/Corporates etc.
- c) The bidder should also submit sample of photograph of each in uniform of housekeeping personnel and also submit proof of Registration.

d) The bidder shall submit signed and scan copy of PO Copies/Work order copies/ completion/ performance certificate issued by client in support of satisfactory completion of similar works during the last 3 years.

e) **The bidder shall submit signed and scan copy of Tender Acceptance Letter (Annexure-3).**

f) The bidder should submit signed and scan copy of detailed profile of the Organization, (giving list of works in hand and carried out during the last 3 years, names & addresses of the clients, value of work, number of manpower deployed and such other details in respect of works, along with testimonials and other relevant documents, i.e. Proof of Organization, ESI/PF Registration Code, Company Registration No., VAT Clearance Certificate, Service Tax, TIN No., ITR and PAN etc.)

g) List of Category-wise number of manpower employed on the rolls of the contractor be submitted. At least 20% of the manpower to be deployed on our premises should be from the regular rolls of the contractor. An undertaking to this effect should be submitted.

h) The bidder should submit signed and scan copy of partnership firm/partnership deed, if any.

i) The Bidder should be having adequate manpower, equipment etc. to smoothly executed the work.

**33. Contract Period:** The Contract will be **initially for a period of two years with a provision of one year extension subject to evaluation of the performance** of service provider/Contractor by IFCI before end of second year contract. In the event of extension of contract for the third year the service charges shall be the same as that quoted by the bidder for the first two years and all other terms and conditions will remain unchanged. The performance of the service provider/Contractor will be evaluated every year on a continuous basis and the extension /renewal of contract will be based on performance evaluated by IFCI.

## **GENERAL CONDITIONS OF CONTRACTS (GCC)**

### **1. Downloading Bid document from the website**

The Bidder may download Tender Document along with terms and conditions from IFCI website [www.ifcilttd.com](http://www.ifcilttd.com) home page by navigating to "**Tenders / Procurement of Goods and Services**". Bidder must keep track of any corrigendum and/ or addendum or any change in the schedule or any other relevant information issued in respect of the subject tender by IFCI.

### **2. Amendment to Bid documents**

At any time prior to the deadline for submission of Bids, IFCI may, for any reason, whether at its own initiative or in response to a clarification sought by any prospective bidder, modify the bidding documents by amendment / addendum/corrigendum.

i) The corrigendum/amendment will be issued /published in website [www.ifcilttd.com](http://www.ifcilttd.com) only. Bidders shall be solely responsible to check the web site for the amendment issued in shape of Corrigendum and/or Addendum up to last date of submission of bid.

### **3. Clarification on Bids**

a) To assist in the examination, evaluation and comparison of the technical bids, IFCI may, at its discretion, ask the Bidder for a clarification on its Bid. No change in price of the Bid shall be sought, offered or permitted. If required, IFCI reserves the right to ask the bidders to submit supplementary documents to support the documents already submitted by the bidder.

b) IFCI reserves the right to conduct joint post bid discussion after opening the technical bids, for clarification on technical bid and may amend the technical bid requirements so as to bring all the bidders on to a common platform.

### **4. Execution of Contract Agreement**

The successful bidder's responsibility under this contract commences from the date of issue of the Letter of Intent /work order by IFCI. The Bidder shall submit an unqualified acceptance to the Letter of Intent/Work order within the period stipulated therein. The successful bidder shall be required to execute an agreement in the prescribed form, on a non-judicial stamp paper of Rs.100/- within 15 days from the issue of LOI/Work Order. The contract agreement shall be signed by a person duly authorized/empowered by the bidder. The bidder shall pay for all stamps duty and legal charges, incidental expenses, if any

### **5. Abnormal Rates**

The bidder is expected to quote its service charge after careful analysis of cost involved considering all specifications and conditions of contract. In case it is noticed that the rates quoted by the bidder are unusually high or unusually low, it will be a sufficient ground for rejection of the tender unless the reasonableness of the rates is convincing. If required, IFCI may request the bidder to submit supporting documents to ascertain reasonableness of the rates. The same shall be furnished by the bidder expeditiously on IFCI's demand. Rejection shall be at the sole discussion of IFCI.

6. The contractor shall ensure trouble free and smooth operation and maintenance of the Systems at all times. All complaints have to be attended to, in minimum agreed time, as per industry norms/practice, failing which, IFCI will be at liberty to get the work done on its own/another agency and recover the costs incurred from your running bills/security deposit.

7. The Contractor shall maintain the following records and log books during the contract period:
- a) Necessary records of the services\work carried out will be maintained and the same has to be countersigned by the officer-in-charge of IFCI whenever asked by IFCI.
8. The contractor shall keep proper upkeep of all areas under the contract.
9. IFCI will not be responsible for any lapse on the part of the Contractor in enforcing of provisions of any Labour Acts /Laws, viz., Payment of Wages Act, Minimum Wages Act, Contract Labour (Regulation & Abolition) Act, 1970 and (Central) Rules, 1971 / Industrial Disputes Act, 1947 and (Central) Rules 1957, Employee's State Insurance Act, 1948 (ESI), Employee's Provident Funds and Miscellaneous Provisions Act, 1952 EPF), Gratuity, Workmen Compensation Act, Bonus Act, etc. It will be the contractor's responsibility to abide by all Statutory Laws/Regulations applicable to the contract labour engaged by him on the Contract Work. Receipt of any complaints on this ground viewed seriously. It is expressly understood that the manpower deployed by the contractor are not on the rolls of IFCI and no legal relationship of whatsoever subsists between IFCI and such personnel employed by the contractor.
10. This being a pure works contract, the personnel engaged by the contractor and deployed by him at IFCI premises will be in no way be deemed as working under employment of IFCI and there shall not exist any employer-employee relationship between IFCI and the contractor or his personnel deployed by him. The Contractor or personnel shall have nothing to do with IFCI either in respect of wages/salary or such other statutory benefits or compensation etc. under the Labour Laws and other related Laws i.e. Gratuity, Bonus or Workmen Compensation Act or any other law in force. The contractor shall obtain an appropriate/adequate Policy i.e. Contractor All Risks (CAR) Policy so as to meet any obligation in any eventuality. The Contractor will be responsible for providing benefits like ESI, PF, Bonus, Group Insurance Scheme etc. under the relevant rules/laws of the State Government. The Contractor shall be solely liable for any dispute that might arise in any matter in future for violation/non-compliance of Labour Laws/regulations and IFCI will have no responsibility, whatsoever.
11. Thorough checking of employees of the contractor during entry/exit would be done by security staff of IFCI.
12. The employees of the contractor will work strictly under the direction and administrative control of the contractor's Supervisor. However, the contractor's Supervisor will have to execute the work through their employees according to the requirement, need and/ instructions of the designated officers of IFCI. It is clarified that if IFCI is not satisfied with the services / conduct of any of the deployed personnel, the same shall be brought to the notice of the supervisor and the said personnel shall be replaced immediately to the satisfactory of IFCI. IFCI reserves the right to review performance of the deployed personal and recommend location of posting/shift. IFCI also reserves the right to review the performance of the supervisor from time to time and request replacement of the supervisor if performance is found unsatisfactory.
13. The employee of the contractor will ensure strict discipline and behavior and diligent performance of their duties most befitting to the décor of the most modern mechanized building and the employees of the contractor shall not in any manner cause any interference, annoyance, nuisance etc. to IFCI staff or its business or working and will be liable for immediately replacing/relocating the individual employee if the services rendered by him are not found to be satisfactory.
14. In case of any damage to IFCI's property/premises for which contractor is accountable, the contractor will be liable to pay the compensation to IFCI as may be advised by IFCI. The contractor shall also take full responsibility and compensate IFCI for any loss/damage/break-down caused to the installation due to negligence of his workers.



15. IFCI will not be responsible for any injury/death caused to the employees provided by the contractor at site. It will be the responsibility of the contractor to abide with the all the provisions of the Workmen Compensation Act, 1923 and no compensation, whatsoever shall be paid by IFCI in this regard.

16. The workforce deployed by the contractor should be adequately covered under Personal Accident Insurance Plan.

17. Dispatch Instructions

a) The General Conditions of Contract form part of the Tender specifications. All pages of the tender documents shall be numbered and duly signed by hand of the authorized representative, stamped and submitted along with the offer in token of complete acceptance thereof. The information furnished shall be complete by itself. The bidder is required to furnish all the details and other documents as required in the following pages.

b) Bidders are advised to study all the tender documents carefully. Any submission in tender shall be deemed to have been done after careful study and examination of the tender documents and with the full understanding of the implications thereof. Should the bidder have any doubt about the meaning of any portion of the Tender Specification or find discrepancies or omissions in the scope of work or the tender documents issued are incomplete or shall require clarification on any of the technical aspect, the scope of work etc., bidder shall at once, contact the authority inviting the tender well in time (so as not to affect last date of submission) for clarification before the submission of the tender. Bidder's request for clarification shall be with reference to Sections and Clause numbers given in the tender documents. The specifications and terms and conditions shall be deemed to have been accepted by the bidder in his offer. Non-compliance with any of the requirements and instructions of the tender enquiry may result in the rejection of the tender.

c) Integrity Pact (IP) shall be applicable for all tenders / contracts as indicated in tender document. This integrity pact shall be issued as part of the Tender documents and shall be submitted by the bidder along with Technical bid duly filled, signed and stamped by the authorized signatory who signs the bid. Only those vendors / bidders who have entered into such an IP with IFCI shall be considered qualified to participate in the bidding. Entering into this pact shall be a preliminary qualification.

18. Data to be Enclosed

Full information shall be given by the bidder in respect of the following. Non-submission of this information may lead to rejection of the offer.

a) Income Tax Permanent Account Number: Certified copies of Permanent Account Numbers as allotted by Income Tax Department for the Company/Firm/Individual Partners, Tender Acceptance Letter etc. shall be furnished along with tender.

b) Organization Chart: The organization chart of the bidder's organization, including names, addresses and contact information of the Directors/Partners may be furnished along with the offer.

c) An attested copy of the Power of Attorney/Authorization letter, in case the tender is signed by an individual other than the sole proprietor.

d) Proof of Turnover.

- e) Proof of Registration Number for PF, ESI, Service Tax, TIN No. PAN etc.
- f) Evidence of minimum three years experience.
- g) In Case of Individual Tender: His /her full name, address and place & nature of business.
- h) In Case of Partnership Firm: The names of all the partners and their addresses. A copy of the partnership deed/instrument of partnership duly certified by the Notary Public shall be enclosed.
- i) In Case of Companies: Date and place of registration including date of commencement certificate in case of Public Companies (certified copies of Memorandum and Articles of Association are also to be furnished) Nature of business carried on by the company and the provisions of the Memorandum relating thereof.
- j) The Contractor should submit details of the terms and conditions of the personnel deployed by him at IFCI. The contractor shall also ensure the police verification of each and every person deployed by him at IFCI. The contractor shall also submit copies of the appointment letters of the personnel deployed at IFCI, at the time of commencement of the contract or whenever change/replacement of any person (s) takes place during the period of the contract. The Contractor will also submit copies of ESIC card issued by Employee State Insurance Corporation and UAN No. of each housekeeping personnel deployed at IFCI Bhawan within one month from the date of joining by housekeeping staff. Further the contractor shall submit monthly statement of Provident Fund and ESIC deposited contractor along with monthly invoice. IFCI may ask to furnish the details of personnel deployed by the contractor at any time during the period of contract.

#### 19. Language

- a) The bidder shall quote the rates in English language and international numerals. These rates shall be entered in figures as well as in words. For the purpose of the tenders, the metric system of units shall be used.
- b) All entries in the tender shall either be typed or written legibly in ink. Erasing and over-writing is not permitted and may render such tenders liable for rejection. All cancellations and insertions shall be duly attested by the bidder.

20. Price Discrepancy: In the case of financial bid opening, if there are differences between the rates given by the bidder in words and figures the amount quoted by the bidder in words shall be taken as correct.

#### 21. Evaluation of Bids

- a) Technical bids submitted by the bidder will be opened first and evaluated for fulfilling the Pre-qualification criteria and other conditions in NIT/Tender documents, based on documentary evidences submitted along with the offer.
- b) In case the same qualifying experience is claimed by more than one agency, then the agency who has executed the work as per documentary evidence submitted shall only be qualified. Scope of qualifying work should be totally with the agency who has executed and in case it is only labour, consumables without tools & plants (T&P), then the responsibility of execution is assigned to the first agency and not to the agency who has

executed only as labour supply contractor. Further, IFCI reserves the right to ask for further proofs including submission of TDS certificates for the said job.

c) In case the qualifying experience is claimed by private organizations based on work order and completion certificates from another private organization, IFCI reserves the right to ask for further proofs including submission of TDS certificates for the said job.

d) Assessing Bidder capacity for executing the current tender shall be as per Notice Inviting Tender.

e) Financial bids of shortlisted bidders (qualified in technical bid) shall only be opened.

f) In the event of a tie in Financial bids, the bidder with the higher annual turnover for FY 15-16 (as provided at Annexure 2 and confirmed by a C A certificate) will be declared L1 followed by the bidder with the next highest turnover and so on.

g) Conditional bids may be rejected by IFCI. The technical evaluation shall be made strictly on the basis of the documents submitted by the bidders in support of the eligibility, the technical and commercial response. All the required information shall be furnished strictly in prescribed schedules/Annexure only. Any information indicated other than prescribed schedules/Annexure shall not be entertained. IFCI's decision in this regard shall be final and binding.

## 22. **Security Deposit**

Upon acceptance of Tender, the successful Bidder is required to deposit an amount of Rs.1,50,000/- (Rupees One Lakh Fifty Thousand Only), as Security Deposit. The Security Deposit should be furnished before commencement of the work by the contractor. Security Deposit may be furnished in any one of the following forms:-

a) Pay Order/Demand Draft in favour of IFCI Ltd.

b) Bank Guarantee from Scheduled Banks/Public Financial Institutions as defined in the Companies Act.

c) The Security Deposit shall not carry any interest.

d) The validity of Bank Guarantees towards Security Deposit shall be upto the completion period as stipulated in the Letter of Intent/Work Order +3 Months, (i.e. 27 months) and the same shall be kept valid by proper renewal till the acceptance of Final Bills of the Contractor, by IFCI.

e) It is the responsibility of the bidder to get the Bank Guarantees revalidated/extended for the required period as may be advised by IFCI. IFCI shall not be liable for issue of any reminders on expiry of the Bank Guarantees.

f) IFCI reserves the right of forfeiture of Security Deposit in addition to other claims and penalties in the event of the Contractor's failure to fulfill any of the contractual obligations or in the event of termination of contract as per terms and conditions of contracts with IFCI.

## 23. **Return of Security Deposit**

Security Deposit shall be refunded/Bank Guarantee(s) released to the Contractor after deducting all expenses /other amounts due to IFCI, after completion of the contract plus three months.

**24. Bank Guarantees**

Wherever Bank Guarantees are to be furnished / submitted by the contractor, the following shall be complied with:

- a) Bank Guarantees shall be from Scheduled Banks/ Public Financial Institutions as defined in the Companies Act.
- b) It is the responsibility of the bidder to get the Bank Guarantees revalidated/extended for the required period as advice by IFCI. IFCI shall not be liable for issue of any reminders on expiry of the Bank Guarantees.
- c) In case the Bank Guarantees are not extended before the expiry date, IFCI reserves the right to invoke the same by informing the concerned Bank in writing, without any advance notice/communication to the concerned bidder/contractor.
- d) Bidders to note that any corrections to Bank Guarantees shall be done by the issuing Bank only through and amendment in an appropriate non judicial stamp paper.
- e) The Original Bank Guarantee may be sent directly by the Bank to IFCI under Registered Post (Acknowledgement Due), addressed to the Deputy General Manager, Ahmedabad Regional Office, IFCI Ltd., 501-IFCI Bhawan, CG Road, Near Lal Bunglow, Ahmedabad-06, Gujarat.

**25. Validity of Offer**

The rates in the Tender shall be kept open for acceptance for a minimum period of 120 (One Hundred and Twenty) days from last date of offer submission (including extension, if any). In case IFCI calls for negotiations, such negotiations shall not amount to cancellation or withdrawal of the original offer which shall be binding on the tenders.

**26. Rejection of Tender and Other Conditions**

- a) IFCI reserves the right to accept or reject the tenders without assigning any reason whatsoever.
- b) Conditional tenders, unsolicited tenders, tenders which are incomplete or not in the form specified or defective or have been materially altered or not in accordance with the tender conditions, specifications etc., are liable to be rejected.
- c) Tenders are liable to be rejected in case of unsatisfactory performance of the bidder with IFCI or bidder who do not comply with the latest guidelines of Govt. of Gujarat/Ministry/Commissions of Govt. of India. IFCI reserves the right to reject a bidder in case it is observed that they are overloaded and may not be in position to execute this job as per the required schedule. The decision of IFCI will be final in the regard.
- d) If a bidder who is a proprietor expires after the submission of his tender or after the acceptance of his tender, IFCI may at their discretion, cancel such tender. If a partner of a firm expires after the submission of tender or after the acceptance of the tender, IFCI may cancel such tender at their discretion, unless the firm retains its character.
- e) IFCI will not be bound by any Power of Attorney granted by changes in the composition of the firm made subsequent to execution of the contract. They may, however, recognize such power of attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the contractor concerned.

- f) If the bidder gives wrong information in his tender, IFCI reserves the right to reject such tender at any stage or to cancel the contract if awarded and forfeit the Earnest Money/Security Deposit/any other money due.
- g) Canvassing in any form in connection with the tenders submitted by the Bidder shall make his offer liable to rejection.
- h) In case the proprietor, Partner or Director of the Company/Firm submitting the Tender, has any relative or relation employed in IFCI, the authority inviting the Tender shall be informed of the fact as per specified format as per relevant annexure attached along with the offer.
- i) The successful bidder should not sub-contract part or complete work detailed in the tender specification undertaken by him.
- j) The Tender submitted by a techno commercially qualified bidder shall become the property of IFCI who shall be under no obligation to return the same to the bidder. However, unopened financial bids and late tenders shall be returned to the bidders.
- k) Discount letter, if any on financial price shall not be considered by IFCI.
- l) IFCI shall not be liable for any expenses incurred by the bidder in the preparation of the tender irrespective of whether the tender is accepted or not.

**27. Cancellation of Contract in Full or in Part**

IFCI at its sole discretion can terminate the contract at any time during the period of contract, If the Contractor:

- a) At any time makes default in proceeding with the works with due negligence and continues to do so even after a notice in writing from the IFCI Ltd.; or
- b) Commits default in complying with any of the terms and conditions of Contract and does not remedy it or take effective steps to remedy it within 15 days after a notice in writing is given to him in that behalf by the IFCI Ltd.; or
- c) Fails to quarterly performance evaluation of the service provider/contractor by IFCI; or
- d) Violates any of the terms and conditions stipulated in the agreement/tender document.
- e) Despite repeated reminders by IFCI, contractor continue to provide poor performance and services are not improved as desired by IFCI. Contractor fails to pay to housekeeping personnel prevailing minimum wages and as and when revised by authority.
- f) IFCI may validate minimum wages paid by the contractor with concerned authority and if it is found in violation of minimum wages then the contract may be terminated by IFCI.

**28. Law Governing the Contract and Court Jurisdiction**

The contract shall be governed by the law for the time being in force in India. The civil court having original civil jurisdiction at Ahmedabad shall have an exclusive jurisdiction in regard to all claims in respect of the Contract. No other civil court shall have jurisdiction in case of any dispute, under this contract.

29. Issue of Notice

a) Service of notice on contractor: Any notice to be given to the contractor under the terms of the contract shall be served by sending the same **by Registered Post/Speed Post/E-mail** to or leaving the same at the Contractor's last known address of the principal place of business (or in the event of the contractor being a company, to or at its Registered Office). In case of change of address, the notice shall be served at changed address as notified in writing by the Contractor to IFCI. Such posting or leaving of the notice shall be deemed to be good service of such notice and the time mentioned to the condition for doing any act after notice shall be reckoned from the date so mentioned in such notice.

b) Service of notice on IFCI: Any notice to be given to IFCI under the terms of the Contract shall be served by sending the same by post.

30. Use of Office Space: No space belonging to IFCI shall be occupied by the contractor without written permission of IFCI.

31. Commencement of Work

a) The contractor shall commence the work as per the time indicated in the Letter of Intent/Work Order from IFCI and shall proceed with the same with due expedition without delay.

b) If the contractor fails to start the work within stipulated time as per LOI/Work Order or as intimated by IFCI at its sole discretion will have the right to cancel the contract. The Earnest Money and/or Security Deposit with IFCI will stand forfeited without any further reference to him without prejudice to any and all of IFCI's other rights in this regard.

c) All the work shall be carried out under the direction and to the satisfaction of IFCI.

32. Rights of IFCI

IFCI reserves the following rights in respect of this contract during the original contract period or its extensions if any, as per the provisions of the contract, without entitling the contractor for any compensation.

a) To terminate the contract or get any part of the work done through other agency or deploy IFCI's own/hired/otherwise arranged resources, at the risk and cost of the contractor after due notice period of two weeks by IFCI in the event of:

- (i) Contractor's continued poor performance
- (ii) Failure to pay minimum wages to the deployed personnel as declared by State Government from time to time.
- (iii) The Contractor not submitting adequate documentary proof for payment of each component of minimum wages
- (iv) Withdrawal from or abandonment of the work before completion of the work
- (v) Contractor's inability to progress the work for completion as stipulated in the contract
- (vi) Poor quality work
- (vii) Corrupt act(s) of the Contractor
- (viii) Insolvency of the Contractor
- (ix) Persistent disregard to the instructions of IFCI

- (x) Assignment, transfer, sub-letting of contract without IFCI's written permission
- (xi) Not fulfilling one or more contractual obligations
- (xii) If in the opinion of IFCI, the contractor is overloaded and is not in a position to execute the job as per required schedule

b) To effect recovery from any amounts due to the contractor under this or any contract or in any other forms, the moneys IFCI is statutorily forced to pay to anybody, due to contractor's failure to fulfil any of his obligations. IFCI shall levy overheads of 5% on all such payments.

c) In the event of poor performance of the contractor or in the event that IFCI incurs physical or financial damages on account of acts of the personnel deployed by the contractor, IFCI shall be at liberty to get repairs / work done through other agencies and the expenses shall be recovered from the monthly payment due to the contractor. If the expenses / damages incurred exceed the monthly billing of the contractor, the contractor shall make good the balance amount to IFCI.

33. Responsibilities of the contractor in respect of local laws, employment of works etc.

The contractor shall fully indemnify IFCI against any claims of whatsoever nature arising due to the failure of the contractor in discharging any of his responsibilities. The following are the responsibilities of the contractor in respect of observance of local laws, employment of personnel, payment of taxes etc.:

a) The contractor at all times during the continuance of this contract shall, in all his dealings with local labour for the time being employed on or in connection with the work, have due regard to all local festivals and religious and other customs.

b) The contractor shall comply with all applicable State and Central Laws, Statutory Rules, Regulations etc. such as Payment of Wages Act, Minimum Wages Act, Workmen Compensation Act, Employer's Liability Act, Industrial Dispute Act, Employers Provident Act, Employees State Insurance Scheme, Contract Labour (Regulation and Abolition) Act 1970, Payment of Bonus & Gratuity Act and other Acts, Rules and Regulations for labour as may be enacted by the Government during the tenure of the Contract and having force or jurisdiction at Site. The Contractor shall also give to the local Governing Body, Police and other relevant Authorities all such notices as may be required by the Law.

c) The Contractor shall obtain independent License under the Contract Labour (Regulations and Abolition Act, 1970) as required from the concerned Authorities based on the certificate (Form-V) issued by the Principal Employer/Customer.

d) The Contractor shall pay all taxes, stamp duty, fees, license charges, deposits, tolls, royalties, commission or other charges which may be liable on account of his operations in executing the contract.

e) Contactor shall be responsible for provision of Health and Sanitary arrangements (more particularly described in Contract Labour Regulation & Abolition Act), Safety precautions etc. as may be required for safe and satisfactory execution of contract.

f) The contractor shall be responsible for provision of potable drinking water for the deployed personnel.

g) The Contractor shall be responsible for proper accommodation including adequate medical facilities for personnel employed by him.

- h) The Contractor shall ensure that no damage is caused to any person/property of other parties working at site. If any such damage is caused, it is responsibility of the contractor to make good the losses or compensate for the same.
- i) The Contractor shall arrange, coordinate his work in such a manner as to cause no hindrance to other agencies working in the same premises.
- j) All safety rules and codes applied by the IFCI at site shall be observed by the contractor without exception. The contractor shall be responsible for the safety of the equipment/material and works to be performed by him and shall maintain all light, fencing guards, slings etc. or other protection necessary for the purpose. Contractor shall also take such additional precautions as may be indicated from time to time by the Engineer with a view to prevent pilferage, accidents, fire hazards. Due precautions shall be taken against fire hazards and atmospheric conditions. Suitable number of Clerical staff, watch and ward, store keepers to take care of equipment/materials and construction tools and tackles shall be posted at site by the contractor till the completion of work under this contract.
- k) The contractor shall arrange for such safety devices as are necessary for such type of work and carry out requisite site tests of handling equipment, lifting tools, tackles etc. as per prescribed standards and practices.
- l) Contractor has to ensure the implementation of Health, Safety and Environment (HSE) requirements as per directions given by IFCI/Customer. The contractor has to assist in HSE audit by IFCI/Customer and submit compliance Report. The contractor has to generate and submit record/reports as per HSE plan/activities as per instruction of IFCI/Customer.
- m) The contractor will be directly responsible for payment of wages to his workmen. A pay roll sheet given all the payments given to the workers and duly signed by the contractor's representative should be furnished to IFCI site for record purpose, if so called for.
- n) In case of any class of work for which there is no such specification as laid down in the contract, such work shall be carried out in accordance with the instructions and requirements of IFCI.
34. Maintenance of Registers and forms: The contractor shall be responsible to maintain the registers/forms as required under the prevalent labour laws in force from time to time. The contractor shall maintain the above neatly, completely and legibly for inspection by various statutory authorities and the company officials even at short notice
35. Insurance
- a) It is the sole responsibility of the contractor to insure his materials, equipments, workmen, etc. against accidents and injury while at work and to pay compensation, if any, to workmen as per Workmen's compensation Act. The work be carried out in protected area and all the rules and regulations of the IFCI in the area of project which are in force from time to time will have to be followed by the contractor.
- b) If due to negligence and or non-observation of safety and other precautions by the contractors, any accident/injury occurs to the property/manpower belong to third party, the contractor shall have to pay necessary compensation and other expense, if so by the appropriate authorities.



c) The contractor will take necessary precautions and due care to protect the material, while in his custody from any damage/loss due to theft or otherwise till the same is taken over by IFCI or customer. The contractor will submit necessary documents for lodging/processing of insurance claim. IFCI will recover the loss from the contractor, in case the damage /loss is due to carelessness / negligence on the part of the contractor. In case of any theft of material under contractor's custody, matter shall be reported to police by the contractor immediately and copy of FIR and subsequently police investigation report shall be submitted to IFCI for taking up with insurance. However this will not relieve the contractor of his contractual obligation for the material in his custody.

#### 36. Strikes & Lockout

The contractor will be fully responsible for all disputes and other issues connected with his labour. In the event of the contractor's labour resorting to strike or the Contractor resorting to lockout and if the strike or lockout declared is not settled within a period of seven days, IFCI shall have the right to get the work executed through any other agencies and the cost so incurred by IFCI shall be deducted from the Contractor's bills/deposits. Further, IFCI reserves the right to terminate the contract in case of any strike/lockout of the contractor.

#### 37. Force Majeure

The following shall amount to Force Majeure:

a) Acts of God, act of any Government, War, Sabotage, Riots, Civil commotion, Police action, Revolution, flood, Fire, Cyclones, Earth quake and Epidemic and other similar causes over which the contractor has no control.

b) If the contractor suffers delay in the due execution of the contractual obligation due to delays caused by force majeure as defined above, the agreed time of completion of the job covered by this contract or the obligations of the contractor shall be extended by a period of time equal to period of delay, provided that on the occurrence of any such contingency, the contractor immediately reports to IFCI in writing the causes of delay and the contractor shall not be eligible for any compensation.

#### 38. Arbitration & Reconciliation

a) In case amicable settlement is not reached in the event of any dispute of difference arising out of the execution of the contract or the respective rights and liabilities of the parties or in relation to interpretation of any provision by the contractor in any manner touching upon the contract, such dispute or difference shall (except as to any matters, the decision of which is specifically provided for therein) be referred to the sole arbitration of the arbitrator appointed by IFCI.

b) The award of the Arbitrator shall be binding upon the parties to the dispute.

c) Subject as aforesaid, the provisions of Arbitration and Reconciliation Act 1996 (India) or statutory modifications or re enactments thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause. The venue of the arbitration shall be held at Delhi and the language of the proceedings shall be in English. Subject to the above, the Courts at Delhi alone shall have the jurisdiction to deal any disputes between the Parties pertaining to the contract.

d) Work under the contract shall be continued during the arbitration proceedings.

e) Failure to comply with any of the above conditions can result in termination of the contract, forfeiture of the security deposit, penalty as may be decided by IFCI and future blacklisting of the contractor.

### 39. Monthly Payment

The payment shall be released on monthly basis after the close of each month against the invoice provided by the contractor. The invoice for each month shall be prepared on the basis of actual working hours of personnel deployed and subject to verification by IFCI. The monthly bill for the above said contract shall be submitted by the contractor by the 7<sup>th</sup> day of the following month and payment shall be released upon satisfactory performance, after adjusting any cost borne by IFCI due to any damages / unfavorable situations caused by the contractor or his employees. Income tax and other taxes and surcharge at source, as applicable will be deducted from payments at the prevailing rates. The payment shall be made on submission of the following documents to the satisfaction to the IFCI:

- a) Certificates (as per annexure-11 attached) with regard to payment made in accordance with the latest Minimum Rates of Wages as fixed from time to time as per the State Govt., Gujarat Administration. The Contractor shall furnish photo copies of monthly Wages Payment Sheet duly signed by individual employees along-with bills.
- b) Photo copies of Bank Challans of previous month for the amount deposited in the bank for ESI and PF along with certificate and list of employee whose ESI and PF has been deposited.
- c) Housekeeping personnel wise statement of ESIC and PF deposited with concerned authority for the previous month to be submitted to along with bill to IFCI.
- d) Salary should be paid to the bank account of housekeeping personnel and cash payment will not be allowed.
- e) The Contractor will furnish every month a certificate along-with bill to the effect that all statutory obligation/ requirements have been complied with in regard to wages, contribution to PF/ ESI/ Gratuity etc to their staff and IFCI will not assume any responsibility thereto.
- f) In case of Non-compliance with any of the above condition IFCI shall return the bill submitted by contractor and payment shall be released after compliance by the contractor.
- g) Necessary supporting documents w.r.t. payment of salary to housekeeping personnel as and when demanded by IFCI shall be submitted by contractor.
- h) Attested photocopy of RTGS, Cheques, Demand Draft w.r.t. payment of salary to housekeeping personnel, and PF, ESI and other statutory dues shall be submitted to along with monthly bills.
- i) The contractor shall compulsorily issue the salary slip to every housekeeping personnel and supervisor in the following format;

|                   |                       |                            |  |
|-------------------|-----------------------|----------------------------|--|
| Name of Employee: |                       | Designation:               |  |
| Month:            |                       | No of days present & duty: |  |
| Salary Statement  |                       | ESI No:                    |  |
|                   |                       | PF No.                     |  |
|                   | Amount payable as per | Amount paid                |  |

|                    | minimum wages act |  |                         |  |
|--------------------|-------------------|--|-------------------------|--|
| Basic              |                   |  | Deduction Amount        |  |
| Special Allowances |                   |  | EPF                     |  |
| DA                 |                   |  | ESI                     |  |
| Bonus              |                   |  |                         |  |
| <b>Gross wages</b> |                   |  | <b>Total Deductions</b> |  |
| Net Payable (Rs.)  |                   |  |                         |  |

It is clarified that the aforementioned format is indicative and the Contractor shall pay the manpower components stipulated under Minimum Wages notified by the Government of Gujarat from time to time. It is further clarified that each manpower shall be deployed for not more than one duty per day. Accordingly, IFCI shall not be liable to pay overtime.

40. General Conditions of the Contract (GCC), ITB, Tender form and Special Conditions of the Contract (SCC) will form the part of the contract.

41. All Annexures are to be submitted with the bids duly signed.

### **Special Conditions of the Contract (SCC)**

- 1 **Manpower:** The Contractor shall deploy adequate manpower including relievers at IFCI Bhawan and other sites of IFCI to the satisfaction of IFCI in appropriate shift duties (at least the stipulated number in tender document) with requisite qualifications, professional competency and work experience in respective areas of their duties as outlined above in Scope of Work. The services of the personnel deployed at sites, shall be made available six days a week. IFCI will not be responsible for any overtime payments to the personnel deployed by the contractor for any reason whatsoever. Duty allocation and roaster control shall be the contractor's responsibility. Exact working hours will be fixed in consultation with officer-in-charge of IFCI. IFCI reserves the right to advise replacement/change in the manpower deployed by the contractor, if his service is not found satisfactory. In case the proposed manpower deployed by the Contractor is reduced, the monthly charges will also be reduced proportionately. Similarly, the charges for extra deployment would be modified based on the applicable rates quoted in the bid.
- 2 The contractor shall also deploy a qualified and experienced housekeeping Supervisor (as above) at site, who should have worked with the contractor for a minimum period of one year and already handled similar job in a high rise building/modern storied building/with an organization of repute. The supervisor shall be responsible for liaising the activities at site.
- 3 The contractor has to provide at least two proper sets of uniform with his organization's name/logo, shoe, raincoat, umbrella and I-card etc. to the manpower deployed at IFCI.
- 4 IFCI reserves the right to terminate the contract without assigning any reasons whatsoever giving one months notice to the contractor. Similarly the contractor will also have to give three months notice in case contractor wants to discontinue the contract.
- 5 The rates quoted by the bidder for service charges will remain firm during the currency of the contract.
- 6 Details of cases pending with any Court of Law, if any, status thereof, to be submitted.
- 7 The Contractor will have to pay at least minimum rates of wage, circulated from time to time by Govt. of Gujarat under the Minimum wages Act, to the personnel deployed by him at IFCI. Payment to the workers shall be paid directly in their bank account through Bank as per latest guidelines of Labour Department.
- 8 The contractor shall be liable for indemnifying the IFCI from any liability on account of his employees and/or meeting any Statutory Obligations required under labour Laws of the Central/State Government(s). IFCI will therefore not assume any responsibility thereto.
- 9 The contractor have to note that all the moveable and immoveable assets existing in the premises are to be taken care of him/Housekeeping Agency and in case of any loss, damage or theft, the agency will responsible for any loss caused to IFCI on account of housekeeping lapses. In this connection, contractor have to maintain a stock register at the site.
- 10 If the housekeeping staff deployed by the contractor are not suitable due to negligence or any other reasons of whatsoever nature, he has to change the housekeeping personnel immediately. The contractor has to depute their Supervisor on daily basis to the above site to monitor the housekeeping staff on duty.
- 11 IFCI reserves the right to reject any of the offers at technical/financial stage, if the same is not upto the expectation of IFCI without assigning any reason.

12 The employee of contractor will ensure strict discipline and behavior and diligent performance of their duties most befitting to the décor of the most modern mechanized building and the employees of contractor shall not in any manner cause any interference, annoyance, nuisance etc. to IFCI staff or its business or working and will be liable for immediately replacing the individual employee if the services rendered by him are not found to be satisfactory.

13 The housekeeping staff proposed to be posted at our office premises must be in appropriate uniform, well-behaved, trust-worthy, honest, sincere, vigilant and competent enough to safe guard the premises. The police verification certificates in respect of the housekeeping staff to be deployed at our premises should be furnished to us, in original, for our record.

14 IFCI is not responsible for any injury/death caused to the employees provided by contractor at IFCI. It will be the responsibility of contractor to abide with the all the provisions of the Workmen Compensation Act, 1923 and no compensation, whatsoever shall be paid by IFCI in this regard.

15 Thorough checking of staff during entry/exit would be made by IFCI's security guards.

**TENDER FORMS**

**Annexure-1**

**BIDDER INFORMATION**

**Date:** \_\_\_\_\_

| <b>S. No.</b> | <b>Particulars/Details</b>   |     |
|---------------|--|-----|
| 1             | Name of the Bidders/ Firm  |     |
| 2             | Communication Address  |     |
| 3             | Telephone No. Office   |     |
|               | Mobile   |     |
|               | Fax  |     |
|               | E-Mail   |     |
| 4             | Website  |     |
|               | Authorised Person - Name   |     |
|               | Designation  |     |
|               | Mobile   |     |
| 5             | E-Mail ID  |     |
|               | Alternate Authorised Person - Name   |     |
|               | Designation  |     |
|               | Mobile   |     |
| 6             | E-Mail ID  |     |
|               | Employee's PF & Miscellaneous Provision Act, 1952 (Valid PF code required)             |     |
|               | ESI Number & DATE (Valid ESI code required)  |     |
|               | PAN  |     |
| 9             | TIN No.  |     |
| 10            | VAT No.  |     |
| 11            | Company Registration No.   |     |
| 12            | Service Tax Registration No.   |     |
| 13            | Income Tax Return for last 3 years.  |     |
| 14            | Beneficiary Bank Details   |     |
|               | Bank Account No  |     |
|               | IFSC/NEFT Code   |     |
|               | Name of Bank   |     |
| 15            | Address of Branch  |     |
|               | Particular of Earnest Money Deposit (EMD)  |     |
|               | Amount   | Rs. |
|               | (DD/PO) No.  |     |
|               | Date   |     |
| 16            | Name of the Bank   |     |
|               | Address of Bank  |     |
| 16            | The bidder should have office in Gujarat for the last 3 years.*(Address proof of local |     |

|    |  |  |
|----|--|--|
|    | office)  |  |
| 17 | The bidder should have Average Annual Turnover at least Rs.30 lakh in last 3 year ending March, 31 <sup>st</sup> 2016.   |  |
| 18 | Furnish the names with address & telephone nos. of three responsible persons who will be in a position to certify about the services/quality as well as the past performance of your organization. |  |
| 19 | Whether, MSME, if yes, attached valid copy of certificate.   |  |

(Fill up the above table & Enclose legible copies of the supporting documents)

Date:  
Place:

Signature of authorized person  
Full Name & Designation:  
Company's Seal

**Annexure-2**

**A. Details of Similar Experience:** Housekeeping Services work in high rise building or multistoried modern building during the last 3 years.

| Sl. No. | Name & Address of the client, Concerned Person and contact/ Mobile No | Name & Location of work | No. of Floor in Building in which housekeeping services provided | Registration under (PASARA). | Value of Work (In lakh) | Contract Period (from__To_ __) | Completion/ Performance Certificate enclosed 'Yes' or 'No' | Any other information you would like to give |
|---------|---|-------------------------|--|------------------------------|-------------------------|--------------------------------|--|--|
| 1       | 2   | 3                       | 4  | 5                            | 6                       | 7                              | 8  | 9  |
|         |   |                         |  |                              |                         |                                |  |  |

(Fill up the above table & Enclose legible copies of the supporting documents)

**B. Details of Technical and skilled manpower**

| Ser. No. | Name and Designation | Qualification | Experience | Any Other Information |
|----------|----------------------|---------------|------------|-----------------------|
| 1        | 2                    | 3             | 4          | 5                     |
|          |                      |               |            |                       |

**C. Financial Capability:** Average Annual Turn Over of the bidder during the last 3 years

| Ser. No. | Financial Year | Turnover (Rs. in lakh) |
|----------|----------------|------------------------|
| 1        | 2013-14        |                        |
| 2        | 2014-15        |                        |
| 3        | 2015-16        |                        |
|          | Average        |                        |

(Fill up the above table and Enclose copy of Turn over certificates, profit/loss statement certified by any Chartered Accountant.)

Date:  
Place:

Signature of authorized person  
Full Name & Designation:  
Company's Seal



**Annexure -3**

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**

Date:

To,  
Deputy General Manager,  
Ahmedabad Regional Office  
IFCI Limited  
IFCI Bhawan  
CG Road  
Near Lal Bunglow  
Ahmedabad -380006  
Gujarat

Sub: Acceptance of Terms & Conditions of Tender.

Ref: Tender No. IFCI/ARO/Estates/HK/Tender/2016-17/03 dated 22/02/2017

Name of Tender / Work: - Housekeeping Services (Including Cleaning & Dusting, Gardening, Stone polishing & Pest Control) at IFCI Bhawan, CG Road, Near Lal Bunglow, Ahmedabad-06, Gujarat.

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site [www.ifcilt.com](http://www.ifcilt.com) as per advertisement, given in the above mentioned website.
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents of all pages (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by department/ organization has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking/Private organization.
6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit /Security deposit or both absolutely.

Date:  
Place:

Signature of authorized person  
Full Name & Designation:  
Company's Seal

**Annexure -4**

**OFFER FORWARDING LETTER/TENDER SUBMISSION LETTER**  
(To be typed submitted in the letter Head of the Company/firm of Bidder)

Offer Reference No.....

Dated:.....

To,

Deputy General Manager,  
Ahmedabad Regional Office  
IFCI Limited  
IFCI Bhawan  
CG Road,  
Near Lal Bunglow  
Ahmedabad -380006  
Gujarat

Dear Sir,

Sub: Submission of Offer against Tender No. IFCI/ARO/Estates/HK/Tender/2016-17/03 dated 22/02/2017

I/We hereby offer to carry out the work detailed in the Tender Specification issued by IFCI Limited, in accordance with the terms and conditions thereof.

I/We have carefully perused the following listed documents connected with the Tender documents and shall abide by the same.

- i) Amendments/Clarifications/Corrigenda/Errata/etc issued in respect of the Tender documents by IFCI.
- ii) Notice Inviting Tender (NIT)/ (Technical Bid)
- iii) Financial Bid
- iv) Documents referred to in tender document
- v) Forms and Procedures

Should our Offer be accepted by IFCI for Award, I/we further agree to furnish 'Security Deposit' for the work as provided for in the Tender Conditions within the stipulated time as may be indicated by IFCI.

I/We further agree to execute all the works referred to in the said Tender documents upon the terms and conditions contained or referred to therein and as detailed in the appendices annexed thereto.

I/We have deposited/depositing herewith the requisite Earnest Money Deposit (EMD) as per details furnished in the tender document.

**Authorised Representative of Bidder**

Signature:

Name:

Address:

Place:

Date:

**Annexure -5**

**DECLARATION BY AUTHORISED SIGNATORY OF BIDDER**  
(To be typed submitted in the letter Head of the Company/firm of Bidder)

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To,

Deputy General Manager,  
Ahmedabad Regional Office  
IFCI Limited  
IFCI Bhawan  
CG Road,  
Near Lal Bungalow  
Ahmedabad -380006  
Gujarat

Dear Sir,

Sub: **Declaration by Authorised Signatory**

Ref: i) Tender No. IFCI/ARO/Estates/HK/Tender/2016-17/03 dated 22/02/2017  
ii) All other pertinent issues till date

I/We hereby certify that all the information and data furnished by me with regard to the above Tender Specification are true and complete to the best of my knowledge. I have gone through the specifications, condition, stipulations and other pertinent issues till date, and agree to comply with the requirements and Intent of the specification.

I further certify that I am authorized to represent on behalf of my company/firm for the above mentioned tender and a valid Power of Attorney/Authorization letter to this effect is also enclosed.

Yours faithfully,

(Signature, Date & Seal of Authorized  
Signatory of the Bidder)

Date:

Enclosed: Power of Attorney/Authorization letter

**Annexure -6**

**DECLARATION CONFIRMING KNOWLEDGE ABOUT SITE CONDITIONS**  
(To be typed submitted in the letter Head of the Company/firm of Bidder)

To,

Deputy General Manager,  
Ahmedabad Regional Office  
IFCI Limited  
IFCI Bhawan  
CG Road,  
Near Lal Bunglow  
Ahmedabad -380006  
Gujarat

Dear Sir,

Sub: **Declaration confirming knowledge about Site conditions**  
Ref: i) Tender No. IFCI/ARO/Estates/HK/Tender/2016-17/03 dated 22/02/2017  
ii) All other pertinent issues till date

I/We \_\_\_\_\_ hereby declare and confirm that we have visited the site as referred in IFCI Tender Specifications and acquired full knowledge and information about the site conditions including Wage structure, Industrial Climate, the Law & Order and other conditions prevalent at and around the site. We further confirm that the above information is true and correct and we shall not raise any claim of any nature due to lack of knowledge of Site conditions.

I/We, hereby offer to carry out works as detailed in above mentioned Tender Specification, in accordance with Terms & Conditions thereof.

Yours faithfully,

(Signature, Date & Seal of Authorized  
Representative of the Bidder)

Date:  
Place:

**Annexure -7**

**NO DEVIATION CERTIFICATE**

(To be typed submitted in the letter Head of the Company/firm of Bidder)

To,

Deputy General Manager,  
Ahmedabad Regional Office  
IFCI Limited  
IFCI Bhawan  
CG Road,  
Near Lal Bunglow  
Ahmedabad -380006  
Gujarat

Dear Sir,

Sub: **Declaration by Authorized Signatory**

Ref: i) Tender No. IFCI/ARO/Estates/HK/Tender/2016-17/03 dated 22/02/2017  
ii) All other pertinent issues till date

We hereby confirm that we have not changed/modified/materially altered any of the tender documents as downloaded from the website/issued by IFCI and in case of such observance at any stage, it shall be treated as null and void and his tender shall deemed to be withdrawn.

We also hereby confirm that we have neither set any Terms and Conditions nor have we taken any deviation from the Tender conditions together with other references applicable for the above referred NIT/Tender Specification.

We further confirm our unqualified acceptance to all Terms and conditions, unqualified compliance to Tender Conditions, Integrity Pact (if applicable) and acceptance to Reverse bidding process.

We confirm to have submitted offer in accordance with tender instructions and as per aforesaid reference.

Thanking you,

Yours faithfully,

(Signature, Date & Seal of Authorized  
Signatory of the Bidder)

**Annexure -8**

**DECLARATION FOR RELATION IN IFCI**

(To be typed and submitted in the Letter Head of the Company/Firm of Bidder failing which the offer of Bidder is liable to be summarily rejected)

To,

Deputy General Manager,  
Ahmedabad Regional Office  
IFCI Limited  
IFCI Bhawan  
CG Road,  
Near Lal Bunglow  
Ahmedabad -380006  
Gujarat

Dear Sir,

**Sub: Declaration for relation in IFCI**

Ref: Tender No. IFCI/ARO/Estates/HK/Tender/2016-17/03 dated 22/02/2017

I/We hereby submit the following information pertaining to relation/relatives of Proprietor/Partner (s)/Director(s) employed in IFCI

**Tick(✓)any on e as applicable:**

1. The Proprietor, Partner(s), Director(s) of our Company/Firm DO NOT have any relation or relatives employed in IFCI

OR

2. The Proprietor, Partner(s), or Director(s) of our Company/Firm have relation/relatives employed in IFCI and their particulars are as below:

(i)

(ii)

Signature of the Authorised Signatory

**Note:**

1. Attach separate sheet, if necessary.
2. If IFCI Management come to know at a later date that the information furnished by the Bidder is false, IFCI reserves the right to take suitable action against the Bidder/Contractor.

**Annexure -9**

**NON DISCLOSURE UNDERTAKING (INTEGRITY PACT)**

(To be typed and submitted in the Letter Head of the Company/Firm of Bidder)

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**NON DISCLOSURE UNDERTAKING (INTEGRITY PACT)**

I/We understand that IFCI is committed to Information Security Management System as per their Information Security Policy.

Hence, I/We M/s \_\_\_\_\_ who are submitting offer for providing services to IFCI against Tender No. IFCI/ARO/Estates/HK/Tender/2016-17/03 dated 22/02/2017, hereby undertake to comply with the following in line with Information Security Policy of IFCI, as applicable from time to time.

- To maintain confidentiality of documents & information which shall be used during the period of the Contract.
- The documents & information shall not be revealed to or shared with third party which shall not be in the business interest of IFCI

(Signature, date & seal of Authorized  
Signatory of the bidder)

Date:

**Annexure -10**

**DECLARATION**

(TO BE TYPED ON A LETTER HEAD OF THE COMPANY/ FIRM)

To,  
Deputy General Manager,  
Ahmedabad Regional Office  
IFCI Limited  
IFCI Bhawan  
CG Road,  
Near Lal Bunglow  
Ahmedabad -380006  
Gujarat

Ref: Tender No. IFCI/ARO/Estates/HK/Tender/2016-17/03 dated 22/02/2017

Dear Sir,

1. We have carefully read and understood all the terms and conditions of the tender and hereby convey our acceptance to the same.
2. The information / documents furnished along with the above offer are true and authentic to the best of my knowledge and belief. We are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law.
3. We have apprised our self fully about the job to be done during the currency of the period of agreement and also acknowledge to bear consequences to of nonperformance or deficiencies in the services on our part.
4. We have no objection, if enquiries are made about the work listed by us.
5. We have not been blacklisted by IFCI or any other organization where we have worked. Further, if any of the partners/directors of the organization /firm is blacklisted or having any criminal case against them, our bid shall not be considered. At any later point of time, if this information is found to be false, IFCI may terminate the assigned contract immediately.
6. We have not been found guilty by a court of law in India for fraud, dishonesty or moral turpitude.
7. We agree that the decision of IFCI in selection of Bidders will be final and binding to us.

Date:  
Place:

Signature of authorized person  
Full Name & Designation:  
Company's Seal:

N.B: The above declaration, duly signed and sealed by the authorized signatory of the company, should be enclosed with Technical Bid.



**Annexure -11**

(On Company Letter Head)

Ref No.

Dated: \_\_\_\_\_

Deputy General Manager,  
Ahmedabad Regional Office  
IFCI Limited  
IFCI Bhawan  
CG Road,  
Near Lal Bunglow  
Ahmedabad -380006  
Gujarat

**CERTIFICATE**

It is certified that all the dues of personnel deployed at IFCI Site, for the said contract, have been paid upto..... by us, in accordance with the latest minimum rates of wages, as fixed by the State Govt. / Gujarat Administration wages act/ state regulation order. All the statutory obligations/requirements have been compiled with, in regards to payment of wages, contribution to PF/ESI/Gratuity/Bonus etc. and any other dues have been met and IFCI will not assume any responsibility thereto. The Contract Labour (Regulation & Abolition) Act, 1970 and (Central ) Rules, 1971 have also been complied with.

Further, certified that the consolidated monthly payment challans to ESI & PF authorities includes the contributions deducted from all personnel deployed at IFCI Bhwan.

We also confirm that the wages of workers were credited to their bank account on\_\_\_\_\_.

ESI contribution relating to workers amounting of Rs.\_\_\_\_\_ was deposited on\_\_\_\_\_ (copy of challan enclosed).

EPF contribution relating to workers amounting of Rs.\_\_\_\_\_ was deposited on\_\_\_\_\_ (copy of challan enclosed).

Regards

Signature  
(Name of the Concerned Person)

For & on behalf of (Name of Company)

Seal of the Company

**Annexure-12**

**LOI/AWARD LETTER/WORK ORDER FROMAT**

No.

Date:

To

Dear Sir,

**Re: Name of Work**

This has reference to the following:-

- a) Our invitation of bids, Tender No.IFCI/ARO/Estates/HK/Tender/2016-17/03 dated 22/02/2017
- b) Tender Document on the above subject.
- c) Your bid reference No. .... dated .....
- d) Opening of Technical Bid on ..... at .....at IFCI Bhawan, CG Road, Ahmedabad
- e) Opening of Financial Bid on ..... at ..... at IFCI Bhawan, CG Road, Ahmedabad
- f) IFCI Ltd. (IFCI) and ..... (...../The Contractor)

2. In this connection, IFCI is pleased to award .....(Name of Work) at Regional Office of IFCI Limited at IFCI Bhawan, CG Road, Ahmedabad-380006, from ..... to ..... at a Contract Value of Rs...../- (Rupees .....only), plus applicable taxes, per year for a period of two years from the date of execution of contract agreement as detailed below. The scope of work, ITB, special/ general terms and conditions as per the tender, corrigendum/addendum if any, various declarations submitted as part of the bid, as more specifically defined in the Tender, will form a part of the contract. You will provide and maintain highest standards of performance, comprehensive services and proper upkeep of all areas under contract during the period of the contract and all maintenance required thereto.

3. Further, you are required to furnish a Security Deposit equivalent to 10% of the average contract value of 1<sup>st</sup> year and 2<sup>nd</sup> year, i.e. Rs...../- (Rupees ..... only) in the form of Pay Order/ Demand Draft/ Bank Guarantee (as per prescribed proforma) valid up-to the contract period + 3 months on or before signing the contract agreement with all agreed terms and conditions of the contract.

4. During the period of the above said contract, in case your services are found to be unsatisfactory and breach of any terms & conditions are observed, IFCI may terminate the aforesaid contract as per the terms of the tender document and you will be disqualified from participating in future tenders/bids of IFCI.

5. You are advised to make necessary arrangements for deploying your manpower as per the said contract and take over the work/site from the existing vendor/contractor in good working/trouble-free condition. After taking over, you have to ensure that all services are rendered without any problem from .....

6. You are required to execute contract agreement for the said work as per the prescribed proforma on a non-judicial stamp Paper of Rs.100/- within 15 days from the date of the LOI/Award Letter/Work Order. The contractor shall pay for all stamps duty and legal charges, incidental expenses, if any.

7. Please return the duplicate copy of this letter duly signed by your authorized signatory as a token of your unconditional acceptance.

Yours faithfully,

(Signature of issuing officer)

**Annexure-13**

**CONTRACT AGREEMENT FORMAT**

(To be executed on Non-judicial Stamp Paper of Rs.100/-)

This agreement made this day of ..... day of ....., 2016 between IFCI Limited, a Company incorporated under the Companies Act, 1956, having its Regional Office at IFCI Bhawan, CG Road, Near Lal Bunglow, Ahmedabad -380006, Gujarat and Registered Office at IFCI Tower, 61, Nehru Place, New Delhi-110019, (hereinafter referred to as "IFCI", which expression shall unless repugnant to the context and meaning thereof includes its successors and assigns) of the ONE PART.

AND

M/s .....Name and address of contractor..... (hereinafter referred as "Contractor") of the SECOND PART which expression shall unless repugnant to the context and meaning thereof includes its successors and assigns) of the SECOND PART.

AND WHEREAS

- A. IFCI is desirous of availing the services for .....(Name of work)..... hereinafter referred to as "(The work)" at its Regional Office at IFCI Bhawan, CG Road, Near Lal Bunglow, Ahmedabad -380006, Gujarat (hereinafter referred to as "IFCI Bhawan");
- B. The Contractor has represented that the Contractor is sufficiently equipped to carry out and possesses extensive experience in the field of (.....Name of work.....) in accordance with the terms and conditions prescribed in this regard;

In response to an invitation of NIT/Tender No. .... dated ..... issued by IFCI for .....(Name of Work)....., the Contractor submitted his/their offer dated ..... and whereas IFCI relying upon the representation of the Contractor has accepted the offer of the Contractor on the terms and conditions specified in the Letter of Intent No./Award Letter/Work Order No. .... dated ..... read with the reference cited therein and also the terms and conditions laid down in the NIT issued/ published in the newspapers and mentioned in IFCI website [www.ifcilt.com](http://www.ifcilt.com).

- C. The tender documents including the notice letter, inviting tender, instruction to bidder, General Conditions of Contract, Special Conditions of Contract, corrigendum/addendum if any, Bill of Quantities (BOQ)/Price schedules, General obligation, Specifications, Time schedule of completion of jobs, Acceptance of Letter of Intent/Award letter/Work order and any statement of agreed variations, if any, shall be read as "Mutatis Mutandis" form part of this Contract though separately set out herein and are included in the expression " the Contract" wherever herein used.

NOW THEREFORE, THIS AGREEMENT WITNESS AS FOLLOWS:

1. This Agreement shall come into force with effect from ..... and shall remain in force till .....
2. That the Contractor shall carry out/ execute the work of (...name of work...) more particularly described in the Tender specifications of Tender No. IFCI/ARO/Estates/HK/Tender/2016-17/03 dated 22/02/2017, read with scope of work, ITB,

special/general terms and conditions as per the tender, various declarations submitted as part of bid by the Contractor which form a part of the Contract.

3. The contractor has furnished to IFCI Security Deposit equivalent to Rs.1,50,000/- (Rupee One Lakh Fifty Thousand Only) in the form of Demand Draft/Pay Order/Bank Guarantee for sum of Rs...../-, towards satisfactory performance and completion of the Contract.

4. That in consideration of payments to be made to the Contractor by IFCI in accordance with LOI /Work order dated ..... given by IFCI prior to this agreement, the Contractor hereby covenants and undertakes with IFCI that the contractor shall execute and carry out the work in conformity, in all respects with the terms and conditions specified in this Agreement and the documents submitted by him, governing the same.

5. That the Contractor shall be deemed to have carefully examined the workload specified in the tender document, this Agreement and the documents submitted/governing the same and also to have satisfied himself as to the nature and character of work to be executed buy him.

6. That the Contractor shall carry out the services of the said work to the complete satisfaction of the officer nominated by IFCI for this purpose.

7. That IFCI shall be entitled to deduct from the Contractor's running bills or otherwise income tax or such other taxes as provided in the Income Tax or law of land.

8. That it is hereby agreed by and between the parties that non-exercise, forbearance or omission of any of the powers conferred on IFCI and/ or any of its authorities will not in any manner constitute waiver of the conditions hereto contained in these presents and the liability of the Contractor with respect to compensation payable to IFCI or Contractor's obligations shall remain unaffected.

9. The Contractor shall duly comply in all respects, with the provisions of all statues, rules and regulations applicable to it and/or its employees including but not limited to the Minimum Wages Act, Employees Provident Fund and Miscellaneous Provisions Act, Employees State Insurance Act, Payment of Bonus Act, Contract Labour (Regulation & Abolition) Act or other statutory rules, regulations, bye-laws as applicable or which become applicable in future.

10. That the payments made to the Contractor's employees or otherwise, under statutory obligations, on behalf of the Contractor, shall be liable to be adjusted /recoverable from the payments accrued to the Contractor.

11. That all documents signed/submitted/agreed upon by the Contractor specified in the scope of work, ITB, special/general terms and conditions as per the tender, various declarations submitted as part of the bid, will form part of this Contract.

12. That the Contractor shall pay to the workers deployed by him at IFCI as proposed in the offer referred above and in compliance with prevailing minimum wages as declared by Govt. of Gujarat time to time.

13. The Contractor shall at all times be solely responsible and/or liable to issue and maintain adequate insurance for the life and safety of its employees and shall ensure that the said insurance policies do not lapse.

14. The Contractor shall indemnify and keep indemnified IFCI against all claims, demands, suits and proceedings whatsoever that may be brought or made against IFCI by or behalf of any person, body, authority, whomsoever and all penalties, levies, taxes, losses, damages, costs, charges and expenses and all other liabilities of whatever nature which IFCI may now hereafter

be liable to pay or sustain by virtue of or as a result of the performance or non-performance by the Contractor of any of the terms and conditions of this Agreement or applicable laws.

15. The Contract hereby agrees that it shall not assign or transfer or sub-contract this Agreement or part thereof to any third party under any circumstances.

16. Notwithstanding anything contained herein above, IFCI shall have the right to terminate this Agreement at any time during its currency by giving one months' notice to the Contractor without assigning any reason and IFCI shall be entitled to recover any money becoming due under this Agreement from the Contractor.

17. Any dispute or difference of any nature whatsoever regarding any right, liability, act, omission of either of parties hereto arising out of or in relation to this agreement or any matter incidental thereto shall be referred to the arbitration of a single arbitration as per the provisions of the Arbitration & Conciliation Act, 1996. The Arbitrator shall be appointed by the CEO & MD of IFCI and the parties shall bear the costs of such arbitration in equal shares. Such arbitration shall be held at Delhi and the courts at Delhi alone shall have the jurisdiction to deal with the arbitration proceedings and the awards in accordance with law.

In witness hereof, the parties hereto have respectively set their signatures in the presence of:

Signed by: \_\_\_\_\_

Signed by: \_\_\_\_\_

For and on behalf of the Contractor or by an authorized person or holding a valid Power of Attorney in the presence of

for and on behalf of IFCI Ltd. in the presence of \_\_\_\_\_

\_\_\_\_\_

1.  
Witness: \_\_\_\_\_

Witness: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

2.  
Witness: \_\_\_\_\_

Witness: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Annexure-14**

**BANK GUARANTEE FORMAT FOR SECURITY DEPOSIT**

(To be executed on Non-judicial Stamp Paper of Rs.100/-)

To  
IFCI Limited  
IFCI Bhawan, CG Road,  
Ahmedabad-380006

Bank Guarantee No.:  
Date:  
Amount:  
Valid upto:

THIS DEED OF GUARANTEE made this \_\_\_\_Day of \_\_\_\_, 2016, by The Name of Bank \_\_\_\_\_, a banking company incorporated under Banking Companies Act, 1970, / Company Act, 1956 having its Head Office at \_\_\_\_\_ and having Branch at \_\_\_\_\_ (hereinafter called the Bank, which expression shall unless repugnant to the context and meaning thereof includes its successors).

**In favour of**

M/s. IFCI Limited, a company incorporated under the Companies Act, 1956, having its Regional Office at IFCI Bhawan, CG Road, Near Lal Bunglow, Ahmedabad-06, Gujarat and Registered Office at IFCI Tower, 61, Nehru Place, New Delhi-110019, India (hereinafter called "the **Employer/IFCI**", which expression shall unless repugnant to the extent and meaning thereof includes its successors and assigns).

WHEREAS the Employer and **M/s (Name of the Contractor/\_\_\_\_\_**, having their Registered Office at (**Address of the Contractor\_\_\_\_\_** (hereinafter called "**the Contractor**", which expression shall unless repugnant to the extent and meaning thereof includes its successors and assigns) have issued Award Letter/LOI No. .... dated ..... whereby the Contractor has agreed to carry out the work of "**(Name of work \_\_\_\_\_**" **subject** to the terms therein contained.

AND WHEREAS in accordance with the terms and conditions of the Agreement, the Contractor has agreed to furnish a Bank Guarantee to the Employer in the form acceptable to the Employer, for a sum of **Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)** to ensure timely and satisfactory performance by the Contractor of its obligations under the Agreement.

AND WHEREAS the Bank has at the request of the Contractor agreed to furnish an irrevocable guarantee in favor of the Employer to duly secure the performance by the Contractor of its obligations under the Agreement of Services on the terms and conditions herein contained.

NOW THIS DEED WITNESSETH AS FOLLOWS:

1. The Bank hereby unconditionally and irrevocably guarantees the due and punctual performance and observance of and compliance by the Contractor of the covenants, agreements, conditions and provisions expressed or implied on the part of Contractor to be performed, observed or complied with under the Agreement in accordance with the terms thereof and in the event of Contractor's non-performance, non-observance and non-compliance of the same for any reasons, the Bank shall absolutely, irrevocably and unconditionally without any right of set off or counter claim, forthwith upon receipt of a written demand by the Employer and without demur or protest and without reference to the Contractor pay to the Employer a sum not exceeding **Rs. \_\_\_\_\_**. A demand so made by the Employer shall

be final and binding on the Bank and the Bank shall be obliged to pay the amount demanded forthwith to the Employer.

2. The Bank's liability under this Guarantee is restricted to **Rs.**\_\_\_\_\_/-
3. The decision of the Employer, for the time being in force, or at any time thereafter as to the non-performance, non observance and non-compliance by the Contractor of the covenants, agreements, conditions and provisions expressed or implied, of the part of the Contractor, to be observed, performed or complied with under the Agreement shall be final, conclusive and binding upon the Bank and shall not in any circumstances be questioned by the Bank.
4. Any demand for payment under the Guarantee shall be made on the Bank by the Employer in writing at **The Name of Bank \_\_\_\_\_ with address \_\_\_\_\_** and shall be deemed to have been sufficiently made by the Employer if the writing containing the demand is sent and received by the Bank by registered post to the address as aforesaid or sent to the Bank by hand delivery at such address and written acknowledgement obtained to such delivery.
5. The guarantee obligations of the Bank hereunder shall continue in force and effect and be binding on the Bank in accordance with its terms up to .....
6. As between the Bank and the Employer (but without affecting the Contractor's obligations) the bank shall be liable under this Guarantee as if it were the sole Principal Debtor. The bank's liability hereunder shall not be discharged nor shall its liability be affected by:
  - (i) Any time, indulgence, waiver or consent at any time given by the Employer to the Contractor;
  - (ii) Any amendment to the Agreement;
  - (iii) The making or the absence of any demand by the Employer on the Contractor or any other person for payment;
  - (iv) The enforcement or absence of enforcement of the Agreement or of any security or other guarantee or indemnity;
  - (v) The illegality, invalidity or unenforceability of any defect in any provision of the Agreement or of any of the Contractors obligations there under;
  - (vi) The dissolution, amalgamation, reconstruction or reorganization or appointment of any Administrative receiver of the contract or

Provided that nothing contained hereinabove extends or enlarges the liability of the bank under this guarantee.

7. The Guarantee herein contained shall not be determined or in any way prejudiced or affected by any change in the constitution of the Bank or by any merger or amalgamation or reconstruction or the Bank but shall be enforceable against the merged, amalgamated or reconstructed body.
8. The Bank hereby expressly and irrevocably waives all claims of waiver, release, surrender or compromise, defenses, setoffs, counter claims, recoupment, reductions, limitation and impairments.
9. The Employer shall be at liberty to vary, and alter or modify any of the terms and conditions of the Agreement including without limitation to extend from time to time the time for the performance of the Agreement by the contractor or to postpone from time to time any of the powers exercisable by the Employers against the contractor, to forbear or to enforce any of the terms and conditions of the Agreement, without in any manner affecting this Guarantee and without notice to or assent of the Bank provided that nothing contained hereinabove extends or enlarges the liability of the Bank under this guarantee.



10. The Bank waives any right requiring the Employer to proceed first against the Contractor or requiring the employer to first enforce any other security or any other guarantee.

11. The Bank agrees and confirms that its obligation to make payment to the Employer on demand hereunder and discharge of such obligation shall not be delayed, exercised or avoided by reason of any act or omission on the part of the Employer the legal consequence of which may be the discharge of the Bank as guarantor.

12. The Bank declares and confirms that the Bank has taken all necessary corporate action to authorize the execution delivery and performance of this Guarantee in accordance with the terms hereof and that the bank has full power to enter into and performance and discharge its obligations undertaken hereunder and this his Guarantee constitutes legal, valid and binding obligation of the Bank, enforceable in accordance with its terms.

13. This guarantee shall be governed by and construed in all respects according to the laws of the India and shall be subject to the jurisdiction of the court in Ahmedabad.

14. All notices, demands or communications required or permitted to be given hereunder shall be in writing and shall be valid and sufficient if dispatched and acknowledged as received as follows:

**IF to the Bank:**

The Name of Bank and Address

\_\_\_\_\_  
\_\_\_\_\_

**IF to the Employer:**

IFCI Limited  
501, IFCI Bhawan  
CG Road,  
Ahmedabad-380006

Any party hereto may change its address by a notice given to the other party hereto in the manner set forth above, All notices, demands and other communications shall be deemed to have been duly given (i) on the expiry of immediately after the date of transmission with confirmed answer back if transmitted by e-mail, telex, cable or facsimile, whichever shall first occur.

15. Any forbearance or indulgence on the part of the Employer in the enforcement of the covenants, agreements, conditions and provisions express or implied on the part of the Contractor to be performed, observed or complied with by the Contractor under the Agreement shall in no way relieve the Bank of its liability under the Guarantee provided that nothing contained hereinabove extends or enlarges the liability of the bank under this guarantee.

16. Terms and expression defined in the Agreement and used herein shall have the meanings assigned to them therein save and except where the context otherwise require.

Notwithstanding anything contained herein above

(i) Our liability under this guarantee shall not exceed Rs. \_\_\_\_\_

- (ii) The Bank guarantee shall be valid up to **Contract period (+) 3 months i.e.**\_\_\_\_\_ and
- (iii) It is a condition to our liability for payment of the guaranteed amount or part any thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before **till expiry date**\_\_\_\_\_, failing which, our liability under this bank guarantee will automatically cease.

IN WITNESS WHEREOF THE BANK HAS SET ITS HAND AND SEAL THE DAY AND YEAR FIRST ABOVE WRITTEN.

For Name of Bank\_\_\_\_\_

Manager

Place: Ahmedabad

Date: \_\_\_\_\_

**Annexure-15**

(On the letter head of the Bidder )

Date:

The Deputy General Manager  
IFCI Limited  
Ahmedabad Regional Office  
501, IFCI Bhawan.  
C G Road, Near Lal Bungalow,  
Ahmedabad-380006,  
Gujarat

**Sub: Financial Bid for Comprehensive contract for Housekeeping Services (Including Cleaning & Dusting, Gardening, Stone polishing & Pest Control) at IFCI Bhavan**

Sir,

We have carefully read and understood all the terms and conditions of the tender IFCI/ARO/Estates/HK/Tender/2016-17/03 dated 22/02/2017 and understand that IFCI requires housekeeping supervisors, and housekeeping personnel to fulfil up to 05 duties as detailed below

| Sr. No.  | Particulars   | Hours Duty       |
|----------|---|------------------|
| <b>A</b> | <b>Housekeeping Supervisor</b>                                  | 8 Hours (1 duty) |
| <b>B</b> | <b>Housekeeping Staff</b>                                       |                  |
|          | IFCI Office at 5 <sup>th</sup> floor                            | 8 hours (1 duty) |
|          | Common area from 1 <sup>st</sup> Floor to 5 <sup>th</sup> floor | 8 hours (1 duty) |
|          | Ground Floor of IFCI Bhawan                                     | 8 hours (1 duty) |
|          | Basement of IFCI Bhawan   | 8 hours (1 duty) |
|          | <b>Total Duties (A+B)</b>                                       | <b>5 Duties</b>  |

We shall deploy each housekeeping supervisors, and housekeeping personnel for not more than one duty per day and shall pay to each of them the minimum wage as prescribed by the State Government of Gujarat from time to time. We shall raise an invoice per month in accordance with the terms of your Tender Document towards minimum wage paid to the manpower deployed at IFCI on the basis of actual number of duties carried out during the month.

Our service charges shall be over and above the minimum wages claimed from IFCI Limited. Particulars of our service charge are given below:

| Job Description                     | Value    | Legend    |
|-------------------------------------|----------|-----------|
| Service Charge per duty for one day | Rs.      | A         |
| Total number of duties for one day  | 5 duties | B         |
| Service Charge for one day          | Rs.      | C = A x B |

Our unconditional and irrevocable financial bid for carrying out all services detailed in Tender No. IFCI/ARO/Estates/Tender/2016-17/03 Dated 22/02/2017 is Rs. \_\_\_\_\_ (in words Rupees \_\_\_\_\_ only) for one duty for one day as detailed at "Legend A" in the table above.

We understand that evaluation of financial bids will be based on the Rupee amount submitted at Legend A above. We understand that the monthly service charge payable to us would be arrived at based on the actual duties performed during the month to the satisfaction of IFCI. We understand that the exact number of duties, the timing of the duty and the location within IFCI

Bhavan will be fixed in consultation with Officer-in-Charge of IFCI's Ahmedabad Regional Office. IFCI reserves the right to modify the requirements of manpower on need basis from time to time. The monthly payment shall be made on the basis of actual deployment of manpower at site.

-Signature-

**(Name of Authorized Signatory)**