

NATIONAL INSTITUTE OF UNANI MEDICINE
Kottigepalya, Magadi Main Road, BENGALURU-91

TENDER FORM

House Keeping Services

2018-19

**CONDITIONS OF TENDER
FOR PROVIDING HOUSEKEEPING SERVICES AT
NATIONAL INSTITUTE OF UNANI MEDICINE,
KOTTIGE PALYA, MAGADI MAIN ROAD,
BENGALURU- 560 091.**

LAST DATE OF RECEIPT OF TENDER: 28.02.2018(up to 03 P.M)

PRICE OF BID DOCUMENT : ₹ 2,000/- + 12% GST

FACE SHEET ACCOMPANYING THE TENDER **SCHEDULE**

- 1. Name and full Address of Contractor to whom the Schedule is issued.** :
- 2. Cost of Tender schedule** : ₹ 2000/- + 12 % GST
- 3. Last date for submission of Request for Tender Documents** : 28.02.2018(up to 03 P.M)
- 4. Last date for receipt of sealed Tender Form** : 28.02.2018(up to 03 P.M)
- 5. Date of opening sealed Tenders** : 01.03.2018 at 03 P.M
- 6. EMD** : ₹ 1, 00,000.
(₹ One lakh only)
- 7. EMD DD. NO. & Date** :

For **Technical Bid** the following Certificate should be submitted by the Firm /Agency as per the Serial Number, if serial number not mentioned by the firm/agency the technical bid summarily be rejected. Any information given by the firm /agency found misleading /false or incorrect nature throughout the contract period, the firm may be disqualified immediately and security deposit submitted by the said firm/agency shall be forfeited.

S. No	Name of certificate	Number	Name of issuing authority	Remark
1	Tender Form Fees (By DD/Cash)			
2	EMD			
3	Turnover during the last two years (only for housekeeping work to be mentioned in remark column)			
4	Registration certificate of establishment/Firm/Agency			
5	PAN card			
6	EPF registration certificate			
7	ESI registration certificate			
8	Police registration certificate			
9	Police Verification Certificate			
10	Service Tax registration certificate			
11	GST registration certificate.			
12	Labour department registration certificate in the field of Housekeeping Services			
13	Professional Tax certificate			
14	IT clearance certificate for the last two years.			
15	Audited balance sheet for last two years.			
16	Latest Experience certificate in the field of Housekeeping Services only, other service certificate not be considered.			
17	List of clients for the last ten years			
18	<p>In addition to the above the following should be furnish by the firm /agency</p> <ol style="list-style-type: none"> 1) Whether the firm /agency black listed from any office/institution during last 10 years (Y/N). If, Yes details thereof. (Separate sheet to be enclosed). 2) Whether the firm /agency file Court Case against any office/institution during last 10 years (Y/N). If, Yes details thereof. (Separate sheet to be enclosed). 3) Address of the firm/ agency in BENGALURU : 			

Signature of the Bidder

DECLARATION

1. I, _____ Son/Daughter/Wife of
Shri. _____ Proprietor/Director/Authorized
signatory of the agency/Firm, mentioned above, is competent to sign this
declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and
undertake to abide by them;

3. The information/Documents furnished along with the above application are true
and authentic to the best of my knowledge and belief. I/we. am/are well aware of
the fact that furnishing of any false information/fabricated document would lead
to rejection of my tender at any stage besides liabilities towards prosecution under
appropriate law.

Signature of authorized person

Name: _____

Seal: _____

Date:

Place:

TENDER SCHEDULE

TENDERS ARE INVITED FOR PROVIDING HOUSEKEEPING SERVICES AT NATIONAL INSTITUTE OF UNANI MEDICINE, KOTTIGEPALYA, BENGALURU

CONDITIONS

1. The bid should accompany the earnest money deposit of ₹ 1,00,000/- (₹ One lakh only) in the form of DD/Bankers Cheque obtained from any Nationalized Bank payable by crossed DD in favor of Director, National Institute of Unani Medicine, BENGALURU payable at BENGALURU. Please note that cheque will not be accepted in lieu of Demand draft. The EMD will be refunded to the unsuccessful Tenderer after tender is finalized.
2. The areas for House Keeping in the National Institute of Unani Medicine, BENGALURU shall be entrusted to the contractor in AS IS WHERE IS CONDITIONS for keeping the Institute in spic and span conditions.
3. No additions, alteration, modifications to the existing buildings shall be made in any manner without prior written consent of the Director, NIUM and the contractor shall maintain the building in good condition.
4. The firm shall have a turn over of ₹ 2 Crores per annum and enclose Income tax and service tax clearance, audited profit & loss account and balance sheet for the last two financial years.
5. The successful Tenderer will have to deposit 10% of the contract amount per annum as Performance Security Deposit at the time of place in the work order within 15 days of the receipt of the formal order. The Performance Security shall be furnished in the form of Demand Draft in favour of NIUM, Bðore. The Performance Security should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the Tenderer. The Security deposit will be forfeited if the contractor prematurely withdraws or if the services are terminated for being unsatisfactory after giving him an opportunity for hearing and one month's notice.
6. The contractor shall maintain the building and movable properties like furniture, electrical installation etc., in good conditions during the contract period. The contractor shall handover all articles entrusted in good conditions at the end of contract period. The contractor shall compensate the National Institute of Unani Medicine for any damage on such properties with the replacement value or the same shall be recovered from Security Deposit.
7. The Agencies having at least 2 years experience in house keeping need only apply. They should have an experience of House Keeping in reputed Institutions/ firms/corporate /hospitals/offices mess/hotels/big establishments/companies etc., of more than 100 beds strength or reputed clubs or Officers Mess or Three Star Hotel, Big establishments or Companies etc. The Director, NIUM may if considered necessary have the places run by Tenderer inspect and reject the tenderers whose quality of house keeping is found substandard.

8. Bids should be made in two separate sealed covers marked as Technical Bid and Financial Bid.

“TECHNICAL BID” AND “FINANCIAL BID”

- i) Technical Bids should give details of technical qualification with sufficient proof.
- ii) The list of organizations for which such services were supplied in the last 10 years should be furnished in the following format.

Name of Posts	No. Of persons supplied	Name of the Institution
	2006-07 to 2016-17	

Documentary proof for the information given above should be furnished. The National Institute of Unani Medicine reserves the right to reject the Tenders whose experience is considered inadequate.

- iii) The EMD of ₹ 1,00,000/- (₹ One lakh only) must be enclosed along with the Technical bid cover only. The Technical bid received without EMD will be rejected summarily.
- iv) The bidders are asked to enclose the following
- Brief profile of the Company and evidence to establish that the bidder has successfully executed contracts of similar nature in the last two years.
 - Audit and balance sheet and profit and loss account for the two years.
 - List of clientele during last two years along with the cost of assignment.
 - PAN No. and current IT clearance certificate.
 - Attested copy of proof of EPF registration.
 - Attested copy of proof of ESI registration.
 - Attested copy of proof of service tax/GST registration.
 - DD for ₹1,00,000/- towards EMD (not drawn before the date of this advertisement in favour of Director, NIUM payable at BENGALURU.
- v) While furnishing the technical bid, the bidders are expected to furnish the following additional documents without which the bidders shall stand disqualified.
- Area of Business and qualifications of bidders.
 - Whether the bidder has a licence from the local Government (i.e. BENGALURU) agencies at the place of operations or from any other government.
9. The Financial bid should indicate the total monthly amount for providing the Services for Housekeeping, both for room services, sweeping and cleaning. The bid for materials and labours should be furnished separately. The bidder should write the monthly value for House keeping services both in words and figures in cases of dispute, the amount written in words will be taken as the bid value.

The amount should be quoted keeping in view the prevailing monthly wages as per the Ministry of Labour, Govt. of India and the provision has to be made for all the statutory payments like ESI, EPF, Bonus, Uniform, Weekly off, holiday etc and the form also follows terms & condition as specified by Govt. of India vide their Gazette Notification dated August 2014 and subsequent notification if any scrupulously regarding EPF. The quote should indicate clearly the rates for the worker, Supervisor, Field officers etc. In case of absence/shortage of manpower, proportionate deduction shall be made from the monthly bill.

- 10. Bidders should quote the monthly value of housekeeping for entire campus of National Institute of Unani Medicine.**
- 11. A Self certified copy for the No. of employees in the Housekeeping operations should be furnished.**
- 12. The tenders will be received up to 03 P.M on 28.02.2018 and will be opened on 01.03.2018 at 03 P.M in the presence of bidders or their authorized persons.**
- 13. The Director, NIUM will shortlist the tenderers who are technically found capable of meeting the requirements. Only the short-listed firms Financial Bid will be opened on the prescribed date. The decision of the Director, NIUM shall be final.**
- 14. The Bid shall remain valid for 3 months from the last day for receipt of bids.**
- 15. The contractor should not sublet the work to any other agency/agencies.**
- 16. The contract will be valid for a period of one year. However if the Director, NIUM so desires he may extend the contract for one more year subject to completion of satisfactory services.**
- 17. The contract will be terminated by the Director based on the recommendation of monitoring committee for unsatisfactory service after giving an opportunity to the contractor. The loss to NIUM if any incurred on account of such termination will be recovered from the contractor. The decision of the Director, NIUM shall be final in this regard.**
- 18. The contractors housekeeping activity is subject to the supervision by Director, NIUM under the overall charge of the monitoring committee, constituted and headed by him.**
- 19. The contractor or Director, NIUM may at any time terminate the agreement without assigning any reasons after giving one month notice in writing.**
- 20. No Child labour should be employed.**
- 21. On expiry of the contract period the contractor shall handover all the articles in good conditions which were entrusted to him.**

22. The tenderer should provide suitable uniforms for his personnel and he shall on his own responsibility appoint all the necessary staff and employees who should be proficient in Housekeeping. The Director, NIUM shall have no responsibility or any obligation legal or otherwise in respect of the affairs of such staff and employees, including their appointment, conduct, discipline, termination, wages and terms and conditions of work etc. which are the sole obligation of the tenderer. The tenderer shall ensure that staff employed by him are properly, cleanly and neatly dressed and shall be disciplined and polite to Officers & Staff of the NIUM at all times. He shall furnish fitness certificate issued by the medical officer periodically in respect of the employees and their antecedents should be verified by the police authorities. In the event of the detection by the tenderer or his employees of any valuable or belongings of the patients & employees of NIUM with the employees, the tenderer shall immediately report the same to the Director, NIUM.
23. The tenderer shall comply with all requirements under central and local sales tax laws and shall be responsible for payment of all taxes, fees and other statutory payments to the respective authorities.
24. Any dispute between the parties will be referred to the Director, NIUM and his decision will be binding on both the parties and shall be final.
25. The successful tenderer shall execute the instructions of the Director, NIUM or an officer authorized by him from time to time on all matters connected with the smooth functioning of the housekeeping related services.
26. The Director, NIUM shall reserve the right to accept or reject any one or all the tenderers without assigning any reason thereof.
27. In case of any breach of this contract and any term and conditions therein by the Tenderer, the Director, NIUM may cancel the contract for the remaining period of the contract after giving a show cause notice of a reasonable time (one month) as deemed fit by the Director, NIUM in writing to the contractor, in the event of such cancellation, security deposit amount of the contractor will be forfeited to the NIUM. The decision of the Director NIUM shall be final in the matter.
28. The Contractor shall have his own system of supervision and arrangements within the said premises by deployment of suitable staff to the entire satisfaction of the Director, NIUM or any officer authorized by him. The contractor shall, however, required to furnish details of such a system for approval by Director, NIUM.
29. The Housekeeping arrangements shall be inspected by the contractor on his own at least once a week compulsorily and report submitted to the Director, NIUM, BENGALURU or his authorized officers, regularly. The Housekeeping arrangements shall also be inspected by the Director, NIUM, BENGALURU or/and his authorized officers from time to time including surprise check. The contractor shall maintain daily log book for the work assigned to the workers and the same will be countersigned by the authorized person from the Director on weekly basis. The remuneration will be paid to workers after the due satisfaction of the authorized officer of NIUM.

30. The contractor shall be provided with a small room free of cost for keeping his materials required for carrying out his duties. No other accommodation for stay or rest of his personnel will be provided by NIUM.
31. The contractor shall employ his own Personnel and Equipments like vacuum cleaner, Mechanical swabbing, brooms, moppers, disinfectants etc for purpose of housekeeping at his own cost. The contractor shall engage his staff with prior police verification and shall provide a list of such staff along with their photo, permanent address, copy of Aadhar card/police verification report, education qualification etc., to the office
32. The Contractor and their personnel shall wear a uniform as approved by the Director, NIUM, BENGALURU. They will also have a photo identity card issued by the contractor on the left hand side pocket of the shirt with proper long coat so that they can be identified during their duty hours. The contractor shall ensure to supply all the required materials for best upkeep of uniforms (Gloves, mask ,cap ,socks , shoes etc .) of his persons.
33. Behaviour of personnel shall in no way be detrimental to the administration. The contractor shall provide person of good character, physically fit, efficient, well behaved and skill full in their duties.
34. In case of any shortfall in the attendance of the worker provided by the contractor, there shall be proportionate deduction from the monthly bill.
35. Director, NIUM shall pay the contractor as per the rates accepted on monthly basis. The due shall be claimed by the contractor in the first week of the succeeding month. All claim bills raised by the contractor shall be paid by the NIUM as far as possible by 20th of the following month subject to any subsequent adjustment based on the attendance register of the personnel. However, the contractor shall make the payment of wages to the personnel(s) employed by him on or before 5th of every month and the payment dispersal statement has to be submitted to the office for record purpose Delay in the payment of wages to the personnel if any shall attract penalty of ₹ 10,000/-- per day of firm/agency.
36. The contractor shall withdraw from service of NIUM any employee who in the opinion of Director, NIUM, mis-conducts himself or is in any way unfit or unsuitable for the said purposes. Failure to do so will entail a penalty of 10% of the rate quoted for such employer and non payment of any remuneration for such employer. The decision of the Director, NIUM in this regard will be final and binding.
37. The Contractor shall at all time obey the lawful instruction given to him by Director, NIUM or his authorized representatives or such other personnel appointed by the administration in respect of all works of housekeeping. Any infringements of any such instruction may render the contractor liable to be fined ₹ 10,000/- in each case. The fine will be in addition to the penalty mentioned in other clauses.
38. All workers provided by the contractors should be healthy and not suffering from any contagious diseases.

39. The Contractor shall also ensure the norm prescribed by the human rights commission, Government of India, Minimum wages act and industrial dispute act or any such other legislation are fully observed and the office is kept harmless and indemnified. If there is any non compliance intimated by competent authority to Director, NIUM, the contractor has to rectify it and indemnify.
40. The House keeping services, Hospital, academic block, admin block, auditorium, pharmacy, hostel services, sweeping and cleaning services provided by the contractor shall confirm to the NABH /corporate standards. Any deviation or deficiency shall be taken as violation of this contract and liable for termination of this contract. The decision of the Director, NIUM, BENGALURU in this regard shall be final and binding.
41. No personal shall be put on duty for more than 8 hours if it is found he has to be paid double the wages as per rule by the firm only and institute will not be responsible for such double payment.
42. The agency has to give 1.25 day paid leave per month to all the personnel compulsorily as reliever charges is paid by the institute . If no leave is given to any employee the reliever charges paid shall be recovered from his last bill /security deposit.
43. The firm shall not engage the personnel deployed at this institute in some other places, if such cases come to the notice of the institute the firm shall be declared as blacklisted and security deposit shall be forfeited.
44. The firm shall not remove any person without the knowledge of the authorities, and memos / warning issued to the personnel should be brought to the notice of the authorities before terminating the personnel. If any fine is levied by the firm to the personnel due to whatsoever the reason while performing the duty at institute the fine levied shall become the institute revenue and the same will be recovered from the bill of the firm.
45. Due to any reason if the firm found to be practising illegal activities which is against to the contract the firm will be blacklisted and security deposit will be forfeited.
46. Copy of the AADHAR CARD has to be produced by the firm in respect of the person engaged.
47. The details of the personnel engaged shall be get verified from other offices , where the agency is giving services so as to get confirmed that the personnel is not engaged in other offices /organization etc .
48. During working hours if any personnel found absent from the duties a penalty of ₹2,000/- per member on each occasion shall be levied.
49. EMD will be refunded to the firms, which are not considered after 2 months from the date of awarding the tender.
50. Short payment made if any to any employee from his salary, bonus etc., a penalty of ₹ 1,00,000/- per case on each occasion shall be levied
51. Successful tenderer will have to execute an agreement after remitting the performance security deposit, in a stamp paper worth ₹ 500/- (₹ Five Hundred Only) at its own expenses. After executing the agreement, the approved rate and contract shall be valid upto 1 year from the date of execution of the agreement.

THE CONTRACTOR SHALL BE HELD RESPONSIBLE TO CARRY OUT THE FOLLOWING ITEMS OF WORK.

HOUSE KEEPING:

1. The contractor has to provide 24 cleaning personnel (sweepers and cleaners) and a Supervisor as per the scheme enclosed. The total area of the NIUM for housekeeping will be the complete built up area along with the roads leads to various buildings /blocks in the campus.
2. Cleaning equipment and materials will have to be provided by the contractor and the same have to be used in the three shifts. The night shift should have minimum no. of personnel, as prescribed by the NIUM.
3. The Hospital ward should be made up daily. The bed sheets, pillow covers and towels must be changed soon after the patient is discharged and as and when required. The used linen should be washed hygienically for reuse.
4. The hospital clothes/ linen etc. has to be washed on daily basis or as and when given.
5. The contractor has to get washed the linen /other clothes of the institute only at the area specified for it and also has to make arrangement for providing trolley/transportation etc. to carry the linen/clothes from hospital / administrative block etc to the washing point.
6. After getting washed the clothes it should be properly ironed before giving back to the hospital / office etc.
7. In general, toilets have to be cleaned daily on hourly basis / as and when required as per NABH standards by using the cleaning agents, chemicals, deodorants etc., and in In-patient ward/ OPDs and other areas of the hospital premises cleaning has to be done four time in a day that is every six hours as per NABH standards and floor mopping of the OPD areas on hourly basis or as and when required .and work log book shall be maintained by the firm and also a detailed report counter , signed by the authorized officer /RMO must be submitted on daily basis.
8. Dust /garbage removing, window cleaning, cleaning of the furniture to be done daily.
9. Daily cleaning and mopping of the entire building including removing of cobwebs etc. every day in morning and evening and as and when required.
10. Cleaning of entire open area entire open areas and lawns in the morning and as and when required.
11. To provide plumber and electrician as and when required.
12. Daily cleaning of windows, doors, balconies, corridors, terrace and staircase (dry and wet), including removing of cobwebs etc.

13. Cleaning of fans, other electrical fittings, all the glasses and wooden frames, etc., once in a week.
14. Cleaning of walls.
15. The firm should show the items of standard quality that are purchased for cleaning purpose such as cleaning agents, deodorants, acids, phenyl, bleaching powder etc. to the Institute every month and produce a copy of bill for having used such items in the Institute to admit the same.
16. The firm shall maintain stock register to enlist the items consumed on daily basis which will be verified by the designated person from NIUM on regular basis.

In Patient Service

1. Attending to all the occupants of the beds.
- 2 Up-Keeping of Equipments, beds, bedspread, pillow, towels, chairs, tables, cots, water jugs, water glass, Bucket, water coolers, Geysers etc.
3. Laundering bedsheets, pillow covers, blankets, mosquito nets towels, curtains etc.
4. Cleaning of blockage of sewage line in IPD and OPD block when ever required.
5. All the furniture and Equipments of the National Institute of Unani Medicine such as beds, water cooler, water filter, electrical, fitting etc. will be issued to the contractor through a handling over list of copy of which, will jointly be maintained by the NIUM and the contractor for accounting purpose. All these Equipments should be maintained in proper working condition by the contractor. Any loss or, damage to these Equipments should be made good by the contractor at his own cost.
6. The equipment so handedover should be returned back to the National Institute of Unani Medicine in complete satisfactory conditions, at the end of the contract.
7. All the aspects of work thus entrusted ***to the housekeeping contractor will be inclusive of materials and labour.***
8. The Contractor should bring all required materials required for carrying out the above said work and it is his responsibility to keep always sufficient stock also.

9. The contractor shall supply the following materials each month in sufficient quantity which will be decided by noting the actual need.

Phenyl	Vim powder	Tissue Paper
Naphthalene Balls	Room Freshner	Mechanical Device for swabbing the floor
Baygon Spray	Air Freshner	Sanitary Cubes.
Harpic	Liquid Soap	Washing Soap/Detergent powder
Narial / Phool Zadu	Floor duster/ Gunny Cloth /big polyethylene bags	Vaccum cleaner (One time purchase)
Surf	Toilet roll	Dettol
Odonils	Colin	Brossom
Teepol	Clinzo	Bucket
Dust control mops	Duster	Long handle duster
Mansion polish	Mugs	Wiper

The firm should show the above items purchased for cleaning purpose to the authorized person every month for physical verification and produce a copy of bill for record purpose for having purchased such items.

1. The rates quoted shall include of chargers, materials cost, service charges, liveries labour charges etc. No extra payment on any account will be made.
2. The contractor shall carry out any other order or task allotted by the Director, NIUM or his authorized officers in the interest of housekeeping of NIUM.
3. The contractor shall maintain for himself and for his duty approved supervisor and his staff, an attendance register for daily attendance. The register shall be liable for inspection by Director, NIUM/ or any other person authorized by the director
4. The contractor shall perform housekeeping work of the National Institute of Unani Medicine premises on all days round the clock.
5. The garbage collected from area in and around the premises shall be removed without any delay and disposed off as appropriate depending upon the type of waste on daily basis.
6. The contractor shall ensure that the personnel employed by him should be able to converse in Kannada and Hindi language as far as possible.
7. The Contractor should ensure that the personnel deployed as sweeper are not less than 18 years of age and not more than 45 years old. The personnel also shall be Indian Nationality.
8. The National Institute of Unani Medicine shall have no responsibility or obligation be it legal or otherwise, in respect of the affairs of such housekeeping personnel including their appointments, termination and disciplinary matters.

9. The Contractor shall provide suitable uniforms as may be prescribed by the Director, NIUM to housekeeping personnel and the contractor shall ensure that the housekeeping personnel employed by them are neatly and properly dressed.
10. The contractor as well as his staff will not cause any annoyance or nuisance while discharging duties at the premises.
11. The Contractor should ensure that the wages paid to his staff shall not be less than the minimum wages as notified from time to time by the Government and with the statutory provisions prescribed under various labour laws any complaint is received in this regard from any employee, stern action shall be taken by the Institute .
12. These terms and conditions can be reviewed /amended with mutual discussion between both the parties. The decision of The Director, NIUM, BENGALURU will be final and binding on all disputes that may arise.
13. The Contractor should furnish financial status indicating annual turnover, latest certified copy of income tax return, employees PR code, EPF, ESI (RC) remittance details for last 2 years and any other documents that The Director, NIUM, BENGALURU feels is relevant.
14. No advance payment shall be made under any circumstances.
15. The EMD is liable to be forfeited if the tenderer withdraws his accepted tender.
16. Income tax with surcharge will be deducted at source as per rules in force.

TECHNICAL QUALIFICATIONS:

1. a. The Agencies having at least 3 years experience in house keeping need only apply. They should have an experience of House Keeping in reputed Institutions/ firms /hospitals/offices mess/ establishments/companies etc., of more than 100 beds strength or reputed clubs or Officers Mess or Three Star Hotel, Big establishments or Companies. The Director, NIUM may if considered necessary have the places run by Tenderer inspect and reject the tenderers whose quality of house keeping is found substandard.
 - b. Having annual turnover of **₹ 2 Crores** in Housekeeping in the last two years.
 - c. Income Tax clearance certificate for last two years.
 - d. Annual return for last two years.
 - e. Audited accounts for last two years.
2. Technical bid should contain the following
 - a. Satisfactory experience certificates.
 - b. Those submitting tenders are required to have experience in Housekeeping.
 - c. The quality of Housekeeping in the place mentioned by bidders may be inspected by monitoring committee to decide about the technical qualification of the bidders.

Note: The technical bid will be disqualified if the Tender Committee headed by the Director, NIUM, BENGALURU considered that the offer given in the technical bid is not in conformity documentary proof to prove the competency of the firm. The decision of the tender committee will be final in this regard.

3. Penalty Clause

- a. For any type of short payment made to the persons engaged for gardening purpose an amount of ₹ 1,00,000/- each occasion shall be levied.
- b. If the wages is not paid on or before 5th of every month ₹10,000/- per day shall be levied as fine.
- c. For any infringement of instructions ₹ 10,000/- penalty
- d. For non submission of EPF, ESI challans as stated ₹ 10,000/- per day fine.
- e. If any housekeeper personnel found absent during the duty hours ₹ 2,000/- fine per member per day.
- f. For any cash payment to labourers penalty of ₹ 5,000/- per labour per time
- g. For not maintaining the manual attendance register ₹10,000/- fine on each occasion
- h. For non payment of leave wages or allowing 15 days of leave to the employee penalty of ₹ 2,000/- per day shall be levied.

FINANCIAL BID FOR HOUSE KEEPING SERVICES

Sl.No.	Particulars	Housekeeping personnel	Housekeeping supervisor
1	Basic +VDA as on í í í í í . per month	As per GOI Provision	As per GOI Provision
2	Basic +VDA as on í í í í í . per month	----- Do -----	
3	ESIC @.....	----- Do -----	----- Do -----
4	EPF @.....	----- Do -----	----- Do -----
5	Bonus @ í í í í .	----- Do -----	----- Do -----
6	Leave wages í í í . National and Festival holidays, average per month í í í í	----- Do -----	----- Do -----
7	Total per person		
8	Total 34 persons		
9	Grand total 35 persons		
10	Charges for cleaning linens, blankets, etc., including materials		
11	Charges for removal of garbages		
12	Charges for clearing sewerage blockages in the entire campus including quarters		
13	Service Charges(in %) to be mentioned by the firm		
14	GST @ í í .%	As per GOI Provision	As per GOI Provision
15	Total per month		

(Note : The tenderer has to enclose Latest Gazette Notification issued by the Ministry of Labour, Govt. of India regarding minimum wages)

Firms quoted service charge less than the statutory recovery shall not be considered for allotment of contract.

SIGNATURE OF TENDERER
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FIRM SEAL

Note:

1. The contract is for one year, renewable at the end of one year based on the performance and at the discretion of the Competent Authority.
2. The bidders are requested to inspect all the area to be entrusted for House Keeping Services at the National Institute of Unani medicine, Kottigepalya, Magadi Main Road, BENGALURU and acquaint him/her self before submitting the Financial Bid.