

**National Green Tribunal  
Southern Zone**

Kalas Mahal, Kamarajar Salai  
PWD Estate, Chepauk, Triplicane, Chennai.

**NOTICE INVITING TENDER (NIT) FOR CONTRACT OF SANITATION AND HOUSEKEEPING SERVICES AT NATIONAL GREEN TRIBUNAL, SOUTHERN ZONE, KALAS MAHAL, KAMARAJAR SALAI, PWD ESTATE, CHEPAUK, TRIPPLICANE, CHENNAI.**

**NO. NGT/SZ/46/2018**

**Dated: 17<sup>th</sup> Jan, 2018**

**INSTRUCTIONS TO BIDDERS**

**1. GENERAL**

**1.1** Tenders are invited by National Green Tribunal, Southern Zone, Chennai (hereinafter referred to as Principal Employer) for Sanitation and Cleaning (Mechanized) House Keeping Services for a period of **one year** under which the agency awarded the contract (hereinafter called the service provider) shall provide uniformed trained personnel (7 Safai Karamcharis and 01 supervisor) for Sanitation and Housekeeping of the building, equipments, materials, as specified in the SCOPE OF WORK (Annexure-II) in office premises at National Green Tribunal, Southern Zone, Chennai (hereinafter referred to as the 'premises') as per following schedule:-

1.	Estimate of Cost tender	:	Rs.10,80,000/-	
2.	EMD (@ 2%)	:	Rs. 21,600/-	
3.	Last Date & Time for submission of bids	:	06.02.2018	by 3.00 P.M.
4.	Opening Date & Time for Technical Bids	:	06.02.2018	at 4.00 P.M.
5.	Opening Date & Time for Financial Bids	:	12.02.2018	at 4.00 P.M.

**1.2** The Detailed NIT Bid form and necessary information may be accessed/downloaded from the NGT website <http://www.greentribunal.gov.in>.

**2. DOCUMENTS ACCOMPANYING NIT:-**

**2.1 Contents of documents.**

**2.1.1.** The Tender Invitation Document has been prepared for the purpose of inviting tenders for providing Sanitation and Housekeeping Services. This is accompanied by:-

- (a) Tender form for providing Sanitation/House Keeping services (Annexure-I)
- (b) Scope of Work (Annexure-II)
- (c) Details of area to be cleaned and Manpower required (Annexure-III)
- (d) Undertaking (Annexure-IV)
- (e) Check list for Bidder for Sanitation/Housekeeping services (Annexure-V)
- (f) Form of Bank Guarantee for Performance Security (Annexure-VI)
- (g) Form of Agreement (Annexure-VII)

**2.1.2** The bidder is expected to examine and study all instructions, Forms, Terms and Conditions in the tender document. Failure to furnish all information required in the Tender document or submission of a tender not responsive to the Tender document in any respect will be at the bidder's risk and may result in rejection of his bid.



**2.1.3** The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender document.

## **2.2 Clarification of NIT:-**

**2.2.1** In case the bidder has any doubt about the meaning of anything contained in the Tender document, he may seek clarification from the Office of Officer In charge General Administration Branch, National Green Tribunal, Southern Zone, Chennai (Tel no. 044-28592063) not later than two days before last date of submission of bid. Any such clarification, together with all details on which clarification had been sought, will be published for information of all concerned at the website <http://www.greentribunal.gov.in>.

**2.2.2.** Except for any such clarification given by the Principal Employer, as described in preceding para which is expressly stated to be an addendum to the tender document issued by the Office of Officer In charge, General Administration Branch, National Green Tribunal, Southern Zone, Chennai, no written or oral communication, presentation or explanation by any other employee of the Principal Employer shall be taken to bind or fetter the Principal Employer under the contract.

## **3. ELIGIBLE BIDDERS:-**

**3.1** The bidder must have been providing similar services for at least three consecutive years and having annual average turnover of Rs.50 lakhs or more during the last three financial years in the audited accounts, from such business.

**3.2** In the alternative to 3.1 above, the agency submitting the bid should have the experience of similar works within the preceding three years in any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or State Government or Public Sector Banks or Local Bodies/Municipalities as follows:-

- (a) Three similar works costing not less than Rs.15 lacs each or
- (b) Two similar works costing not less than Rs.12 lacs each or
- (c) One similar work costing not less than Rs.10 lacs.

## **4. QUALIFICATION OF THE BIDDERS:-**

**4.1.** The Bidder, to qualify for award of contract, shall submit a power of attorney authorizing the signatory of the bid to commit each member of the Partnership/Consortium/Joint venture/Company; except in the case of an individual or sole proprietary concern.

**4.2 (a)** Memorandum of Understanding shall be provided in case the Bidder comprises of Joint venture/Consortium/Partnership/Company.

(b) Nomination of one of the members of the partnership, consortium or joint venture to be in charge of the services and such authorization shall be covered in the power of attorney signed by the legally authorized signatories of all members of consortium/joint venture/partnership firm/company;

(c) Details of the intended participation by each member shall be furnished with complete details of the proposed division of responsibilities and corporate relationships among the individual members.

**4.3** The bidder shall submit full details of his ownership and control or, if the Bidder is a partnership, joint venture/company or consortium, full details of ownership and control of each member thereof.



**4.4** Bidder or members of a partnership, joint venture/company or consortium shall submit a copy of PAN Card issued under Income Tax Act.

**4.5** Bidder must submit copies of all eligibility documents required, duly self-attested, along with technical bid of the tender.

**4.6** Each Bidder (each member in the case of partnership firm/joint venture/consortium/company) and his associate, if any is required to confirm and declare with his bid that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of the contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission has been or will be paid and that the tender price will not include any such amount. If the Principal Employer or any authorized representative on his behalf subsequently finds to the contrary, the Principal Employer reserves the right to declare the Bidder as non-compliant and declare any contract if already awarded to the Bidder to be null and void.

**4.7.** Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of India. Such conduct will result in the rejection of bid, in addition to other punitive measures.

**5. COST OF BID:-**

The bidder shall bear all costs associated with the preparation and submission of his bid and the Principal Employer will in no case be responsible or liable for such costs, regardless of the conduct or outcome of the tender process.

**6. VISIT TO DEPARTMENT:-**

The bidder, if his tender is accepted, shall be obliged to provide sanitation and housekeeping services to the premises and is therefore advised to visit and acquaint himself with the area and operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the bidder has undertaken a visit to the premises and is aware of the operational conditions prior to the submission of the Bid.

**7. SUBMISSION OF BIDS:-**

**7.1 Language.**

The bids and all accompanying documents shall be in English. In case any accompanying documents are in other languages, it shall be accompanied by an English translation. The English version shall prevail in matters of interpretation.

**7.2 Documents Comprising the Bid.**

**7.2.1** Tender document issued for the purposes of tendering as described in Clause 2.1.1 and any amendments issued shall be deemed as incorporated in the Bid.

**7.2.2** The bidder shall, on or before the date given in the Notice Inviting Tender, submit his bid accompanied by all supporting documents in two separate sealed covers (one Technical Bid with EMD and Second Financial Bid) and dropped in the Tender Box placed at Admn. Section of NGT marked as Technical Bid and Financial Bid or sent by Regd. post addressed, "to the Ld. Registrar, National Green Tribunal, Southern Zone, Chennai."

**7.2.3** The Bid Security (Earnest Money Deposit) for an amount of Rs.21,600/- (Rupees Twenty One thousand Six Hundred only) in the form of an Account Payee



DD/pay order FDR or Bank Guarantee issued after the date of publication of NIT from a Nationalised Bank payable at New Delhi in favour of the Registrar General, National Green Tribunal, New Delhi may be enclosed with the Technical Bid.

**7.2.4** The Bid Security shall be submitted along with Technical Bid as mentioned in para 7.2.3.

**7.2.5** The Bidder shall furnish the details regarding total number of works completed in preceding three years, which were similar in nature and as in the present contract requiring supply of trained man power to provide Sanitation and Housekeeping at National Green Tribunal, Southern Zone, Chennai.

**7.3 Bid Amount:-**

**7.3.1** Bidder shall quote the rates for the entire contract on a '**single responsibility**' basis such that the Tender price covers service provider's all obligations mentioned in or to be reasonably inferred from the Tender document in respect of the sanitation Services at National Green Tribunal, Southern Zone, Kalas Mahal, Chepauk, Chennai. This includes all the liabilities of the service provider such as cost of uniform and identity cards of personnel deployed by the service provider and all other statutory liabilities (like Minimum Wages, ESI, PF contributions, service charges, all kinds of taxes etc.).

**7.3.2** Bidder shall include the **cost of consumables and maintenance and repair charges of equipment** used by the service provider for sanitation services. The bidder shall also take into account **cost of machinery/equipments** required for undertaking the task assessing the numbers commensurating with the scope of work.

**7.3.3 Conditional bids/offers will be liable to be summarily rejected.**

**7.4 Form of Bid:-**

**7.4.1** The Form of Bid shall be completed in all respects and duly signed and stamped by an authorized and empowered representative of the Bidder. If the Bidder is a company/partnership firm, consortium or a joint venture, the Form of Bid shall be signed by a duly authorized representative of each member of participant thereof. Signatures on the Form of bid shall be witnessed and duly dated. Copies of relevant power of attorney shall be attached.

**7.4.2** The document comprising the bid shall be typed or written in indelible ink and all pages of the bid shall be signed by a person or persons duly authorized to sign on behalf of the bidder. All pages of the bid, where entries or amendments have been made, shall be signed by the person or persons signing the bid.

**7.5 Currencies of Bid and Payment:-**

**7.5.1.** The Bidder shall submit his price bid/offer in Indian Rupees and payment under the contract will be made in Indian Rupees.

**7.6 Duration of Contract:-**

The contract shall be valid initially for a Period of **one year** and the principal employer reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions for such period as may be agreed to.

**7.7 Bid Security:-**

**7.7.1** Any tender not accompanied by bid Security shall be rejected.



**7.7.2** Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30<sup>th</sup> day after the award of the contract.

**7.7.3** Bid Security of the successful bidder shall be returned on receipt of Performance Security and after signing the agreement.

**7.7.4** Bid Security shall be forfeited if the bidder withdraws his bid during the period of Tender validity.

**7.7.5** If the successful bidder refuses or neglects to execute the contract or fails to furnish the required Performance Security within the time frame specified by the Principal Employer, the bid would be liable to be rejected and the Bid Security shall be forfeited.

## **8. BID OPENING AND EVALUATION:-**

**8.1.1** The authorized representatives of the Principal Employer will open the Technical Bids in National Green Tribunal, Southern Zone, Chennai in the presence of the Bidders or of their representatives, who choose to attend at the appointed date and time.

**8.1.2** The bid of any bidder who has not complied with one or more of the conditions will be summarily rejected.

**8.1.3** Financial bids of only the technically qualified bidders will be opened in National Green Tribunal, Southern Zone, Chennai for evaluation in the presence of qualified bidders, or their representative who choose to attend at the appointed date and time.

## **8.2 Right to accept any Bid and to reject any or all Bids:-**

**8.2.1** The Principal Employer is not bound to accept the lowest or any bid and may at any time by notice in writing to the bidders terminate the tendering process.

**8.2.2** The Principal Employer may terminate the contract if it is found that the agency is black listed on previous occasions by any of the Departments/Institutions/Local Bodies/Municipalities/Public Sector Undertakings etc or had given false information or suppressed material information.

## **9. AWARD OF CONTRACT:-**

**9.1.1** The Principal Employer will award the contract to the successful evaluated bidder who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding/tender document.

**9.1.2** The Letter of Offer shall prescribe the amount which the Principal Employer will pay to the Service Provider in consideration of the execution of work/services by the Service Provider as prescribed in the contract.

**9.1.3** The successful bidder shall be required to submit a letter of acceptance of the offer and also furnish **Performance Security** within 15 days of receipt of "**Letter of Offer**" for an amount @ **5% of tender value** in the form of an Account Payee DD, Pay Order Fixed Deposit Receipt from a Nationalized Bank, or Bank Guarantee irrevocable and unconditional from a nationalized bank in an acceptable form (Annexure-VI) in favour of the Registrar General, National Green Tribunal, New Delhi. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended



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further, the validity of performance Security shall also be extended by the service provider accordingly.

**9.1.4.** The successful bidder will be required to execute a contract in the form specified in Annexure-VII within a period of 30 days from the date of issue of Letter of Offer.

## **10 TERMS AND CONDITIONS OF CONTRACT**

**10.1** The execution of cleaning and housekeeping shall be undertaken through uniformed and trained personnel with mechanized equipments.

**10.2** The cleaning and housekeeping works are to be carried out as per highest standards/norms and in such manner that entire premises is always kept neat and clean and is ready for usage positively by 09.00 am daily.

**10.3** The manpower engaged must be trained in management of bio degradable matter, also so that waste disposal is carried out in totally safe manner without affecting the environment as per pollution control norms.

**10.4** It shall be the sole responsibility of the service provider that the personnel engaged are trained in the task assigned and the Principal Employer will not be liable for any mishap occurring on account of act of commission or omission on part of such personnel and their supervisors.

**10.5 All the consumables and disposables required for cleaning and housekeeping are to be provided by the service provider, and be eco friendly and of good quality.**

**10.6 Mechanized equipments, in optimum number, will be arranged by the service provider.**

**10.7.** The cleanliness will be periodically checked by Principal Employer or any person (s) authorized by him to gauge level of cleanliness and the service provider must abide by the instructions in this regard from time to time. The areas of concern would include:

- (i) Shine level, presence of dust, Paan and Gutka stains, spillage of water or other liquids, bird droppings etc. on floors, tiled and glass walls, doors, windows or stairs, etc.;
- (ii) Dust or cobwebs etc. on ceiling, window grills etc.;
- (iii) Finger or palm marks, dust and gutka stain on glass panes of windows or doors and mirrors;
- (iv) Dirt marks, dust, dryness and odour/stench in Wash-basin, WC, floors etc. in toilets/bathrooms and drains.

**10.8 (a)** In case any of service provider's personnel(s) deployed under the contract is (are) absent, a penalty equal to double the wages of number of sanitation staff absent on that particular day shall be levied by the Principal Employer and the same shall be deducted from the service provider's dues.

(b) In case any of service provider's personnel deployed under the contract fails to report in time and service provider is unable to provide suitable substitute in time for the same it will be treated as absence and penalty as mentioned in point 11.8(a) shall be levied.



(c) In case any public complaint is received attributable to misconduct/misbehaviour of service provider's personnel, the concerned service provider's personnel shall be removed from the premises immediately and the service provider shall provide a suitable substitute immediately.

**10.9** In case the service provider fails to commence/execute the work as stipulated in the agreement or perform unsatisfactorily or does not meet the statutory requirements as indicated in contract, the Principal Employer reserves the right to impose penalty as detailed below:

- a. 20% of weekly cost of contract per week, upto four weeks.
- b. After four week's delay the Principal Employer may unilaterally rescind the contract and get the job carried out from any other agency. The difference, if any, in the cost will be recovered from the defaulter service provider and who shall also be liable to be black listed from participating in such type of tender and his earnest money/security deposit shall also stand forfeited.

**10.10** The service provider shall ensure that the personnel to be deputed for the awarded work are always subjected to constant control & supervision (including by surprise checks) by trained supervisory staff, deputed by service provider.

**10.11** The Principal Employer reserves the right to cancel or reject all or any of the tender without assigning any reason.

**10.12** Every employee so engaged by the service provider shall wear uniform and a badge bearing his/her name, while on duty. The said uniform and badge shall be provided by the service provider at his own cost.

**10.13** The service provider shall engage personnel who are physically fit and so certified by Qualified medical practitioner, and shall not be less than 18 years of age and more than 50 years.

**10.14** The staff engaged by the service provider shall be available all the time as per their duty roster and they shall not leave their place of duty without the prior permission of the authorized officer of the Principal Employer. Adequate supervision will be provided by service provider to ensure correct performance of the said sanitation services in accordance with the prevailing assignment instructions agreed upon between the two parties. In order to exercise effective control & supervision over the staff of the service provider deployed, the supervisory staff will move in their areas of responsibility.

**10.15** The service provider shall be responsible to provide immediate replacement to take place of any staff engaged by him, who is not available for duty at the place of posting and such other additional staff as may be required for additional area for which prior information has been given.

**10.16** The service provider shall abide by and comply with the statutory requirements of labour laws including Labour Act, Minimum Wages Act and Contract Labour (Regulation & Abolition) Act 1970, ESI, EPF Act etc. with regard to the personnel engaged by him for housekeeping and sanitation work. It will be the responsibility of the service provider to furnish details and particulars of manpower deployed by him to the Principal Employer and to the Labour department and keep it updated incorporating changes, if any, from time to time.

**10.17** The Principal Employer shall have the right to ask for the removal of any person of the service provider, who is not found to be competent or orderly in the discharge of his duty.



**10.18** The service provider shall not engage any sub-service provider or transfer the contract to any other person in any manner.

**10.19** The antecedents of staff deployed including temporary or substitute shall be got verified by the service provider from local police authority and an undertaking in this regard shall be submitted to the Principal Employer who may call for compliance reports from the service provider.

**10.20** The service provider will maintain a register on which day to day deployment of personnel will be entered. This will be countersigned by the authorized official (s) of the Principal Employer. While raising the bill, copy of the deployment particulars of the personnel engaged during each month, must be submitted. The service provider shall give a certificate regarding payment of wages to each personnel whose services are utilized as per rules and laws in force, before receiving the payment for the period beginning with Second month for each succeeding month.

**10.21** All liabilities arising out of injury or death of personnel suffered accidentally or otherwise deployed by service provider while on duty shall be borne by the service provider.

**10.22** The service provider shall be responsible to properly maintain all property and equipment of the Principal Employer entrusted to it. Any damage or loss caused by service provider's personnel to the Principal Employer, in whatever shape or manner, would be liable to be recovered from the service provider by deduction from monthly bill.

**10.23** The service provider and its staff shall take all necessary precautions to preclude from loss, destruction, waste or misuse the areas of responsibility given to them by the Principal Employer and shall not knowingly lend to any person or company any of the effects of the Principal Employer under its control.

**10.24** The sanitation staff engaged by the service provider shall not accept any gratification or reward in any shape except whatever is lawfully due to him by the service provider.

**10.25** The payment of dues by Principal Employer to service provider would be made at the end of each succeeding English Calendar month based on the actual number of the personnel supplied by the service provider and upon submission of the documentary proof attested by the authorized representative of Service Provider and verified by the authorized representative of Principal Employer. No other claim on whatever account shall be entertained by the Principal Employer.

**10.26** The Principal Employer will deduct applicable taxes from the dues of the service provider.

**10.27 Policy for usage of sustainable cleaning/environmental friendly Green Chemicals.**

- a. Inventory of cleaning products used by the outsourcing agency may be maintained.
- b. Quantity/consumption per month may be worked out every month and be provided as and when required.
- c. As per the recommendations of Green Chemicals Association, the minimum 30% ratio of Green Chemicals may be maintained.



- d. There should be safe handling and storage of cleaning chemicals used for cleaning the building.
- e. Policy for the solid waste and management (Recyclables, metals, plastic, e-waste, paper waste, kitchen waste and landscape area waste) may be followed.

**10.28 Dispute Resolution:-**

- (a) Any dispute and/ or difference arising out of or relating to this contract shall be referred for adjudication to Registrar, National Green Tribunal, Southern Zone, Kalas Mahal, Chepauk, Chennai.



  
**(Tmt. Meena Satheesh)**  
**(Registrar)**  
**National Green Tribunal,**  
**Southern Zone, Chennai**

ANNEXURE-I

**NATIONAL GREEN TRIBUNAL, SOUTHERN BENCH, KALAS MAHAL,  
CHENNAI**

**TENDER FORM FOR PROVIDING SANITATION AND HOUSEKEEPING  
SERVICES.**

Affix duly  
Attested P.P. Size  
recent colour  
Photograph of the  
bidder/ Authorized  
Representative

1. NIT NO. NGT/SZ/46 /2018      Dated: 17<sup>th</sup> Jan, 2018
2. Please specify as to whether bidder is individual/  
company/firm/jointventure/consortium/sole  
proprietary \_\_\_\_\_
3. Name, address of Bidder and Telephone numbers. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. If the bidder is other than an individual or sole proprietary firm, names of all  
Directors/partners, with their addresses and telephone numbers  
\_\_\_\_\_
5. Name, Designation, Address and Telephone No. of authorized  
signatory \_\_\_\_\_
6. Registration No. of the Bidder \_\_\_\_\_
7. Service Tax Registration No \_\_\_\_\_
8. Provident Fund Account No. \_\_\_\_\_
9. ESI Number \_\_\_\_\_
10. License number under \_\_\_\_\_  
Contract Labour (Regulation & Abolition)  
Act, 1970 if any.
11. PAN No. issued by Income Tax Department \_\_\_\_\_
12. Declaration of Turnover of previous three Financial Years  
\_\_\_\_\_  
\_\_\_\_\_



*[Handwritten signature]*

13. Description of similar works undertaken with in preceding three year (Please specify the department which has awarded the work, cost of the work and period for which undertaken \_\_\_\_\_  
\_\_\_\_\_

14. Details of Earnest Money Deposit (EMD)/BID Security

(a) Amount : Rs \_\_\_\_\_ (in figures)

\_\_\_\_\_  
(Rupees in words also)

(b) DD/FDR/BG. No. \_\_\_\_\_  
in favour of the Registrar General, National Green Tribunal,  
Payable at New Delhi.

(c) Date of issue: \_\_\_\_\_

(d) Name of issuing Bank: \_\_\_\_\_

16. Any other information: \_\_\_\_\_  
\_\_\_\_\_

(Signature of the bidder)  
Name and Address with seal

Declaration:

- i) This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained in the NIT and undertake myself/ourselves to abide by the same.
- ii) This is to certify that the information given herein above is true/correct and nothing material has been concealed & withheld therefrom.

(Signature of the bidder) Name  
and Address with seal

List of Documents attached





**SCOPE OF WORK**

The service provider shall provide sanitation and housekeeping services and shall ensure hygienic atmosphere and clean environment in the National Green Tribunal, Southern Zone, Khalsa Mahal, Chepauk, Chennai. Service provider shall include the following scope of work:

1. All the covered area including all rooms, corridors, stair-case associated bathrooms and toilets of Premises and open area including roads, lawns, paved areas and terrace including overhead water tanks. Cleaning of floor areas, facade vertical finishes (walls), Roof and False ceiling, Glass areas, doors and attached fixture, windows with attached fixtures and frames, Rolling shutters, railing, mirrors aluminium grills, pillars, curtains, blinds, slabs, cabinets, almirah with attached fixtures, etc.
2. Washing and cleaning and maintenance of Indoor and Outdoor decorative plants, flower pots, cleaning and maintenance of lawns.
3. Sanitation of bathrooms and toilets including supply of necessary items like liquid soap, naphthalene balls, room fresheners, Toilet papers etc. to maintain hygienic atmosphere.
4. Cleaning and maintenance of all the drains within the compound of the Premises.
5. Supply of suitable and adequate number of dustbins, cleaning of dustbins and removal/disposal of collected garbage to an approved location, clearance of segregated bio-degradable and non-degradable waste as per the prescribed norms for disposal.
6. Pest control, mosquito control including winged pests, larva control and rodent control of the entire campus of the Court Complex in all covered and open areas.
7. Cleaning of all equipments available in the rooms including telephone sets and accessories, computers and accessories, furniture, notice boards, switch boards, Air-conditioners, etc with dusting or wet mopping or vacuum cleaning, as may be necessary.
8. Cleaning of all lighting, indoor as well as outdoor, and electrical fixtures.
9. Cleaning of drinking water coolers, water filters, Desert coolers, etc.
10. Cleaning of fire-fighting equipment, CCTV and public address systems, etc,
11. Cleaning of all miscellaneous equipments as available or provided from time to time.
12. Cleaning of furniture, carpets, etc. with modern gadgets.
13. Sweeping/Cleaning and wet mopping of the main hall.

Any such other area as may be specified by the Principal Employer, from time to time.



## ANNEXURE-III

OFFICE OF THE NATIONAL GREEN TRIBUNAL, SOUTHERN BENCH,  
KALAS MAHAL, CHENNAI.

**(A) Details of Area to be cleaned**

Ground Floor- covered area of all rooms, corridors, stair case and open areas within the compound of NGT etc. including all other items as mentioned in Annexure II (Scope of work).

	<b>B) Manpower required</b>	
	Supervisor	1
	Safai Karamchari (2 Male and 5 female)	7

*mm*



ANNEXURE-IV

UNDERTAKING  
(ON A STAMP PAPER OF Rs.100/-)

NIT No. \_\_\_\_\_

To

The Registrar  
National Green Tribunal,  
Southern Zone,  
Kalas Mahal, PWD Estate,  
Kamarajar Salai, Chepauk, Chennai-5

Name of the Bidder \_\_\_\_\_

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves to abide by the said terms and conditions.
3. I/We hereby confirm that we are compliant of all statutory requirements viz., the requirements of labour laws including Labour Act, Minimum Wages Act and Contract Labour (Regulation & Abolition) Act 1970, ESI, EPF Act etc. with regard to the personnel engaged by us for housekeeping and sanitation work and I/We undertake the responsibility to furnish details and particulars of manpower deployed by us to the Principal Employer and to the Labour department and keep it updated incorporating changes, if any, from time to time and also undertake to keep the Principal Employer indemnified against any violations.
4. I/We shall provide trained and experienced sanitation/housekeeping workers with proper supervision.
5. I/We do hereby undertake to indemnify the Principal Employer and make good any loss on account of theft, pilferage, damage or cost incurred on account of commission or omission on the part of sanitation staff deployed or machines utilized resulting in injury or damage to any property or individual.

(Signature of the Bidder)  
Name and Address of the Bidder  
Telephone No.



*[Handwritten Signature]*

## ANNEXURE-V

OFFICE OF THE NATIONAL GREEN TRIBUNAL, SOUTHERN BENCH,  
KALAS MAHAL, CHENNAI.

## CHECK-LIST FOR TECHNICAL BID FOR SANITATION SERVICES

Sl. No.	Documents asked for	Page number at which document is placed
1.	Earnest Money Deposit (EMD) of Rs 21,600/- in the form of DD/PO/ FDR/BG issued by any scheduled nationalized bank in favour of the Registrar General, National Green Tribunal, Principal Bench, Faridkot House, New Delhi.	
2.	One self-attested recent passport size colour photograph of the Authorized person of the Bidder, with name, designation, address and office telephone numbers.	
3	If the bidder is a partnership firm/joint venture/company/ or consortium name designation, address and office telephone numbers of all the Directors/Partners members of consortium also.	
4	Undertaking on a Stamp paper of Rs.100/- (Rupees one hundred only) as per format prescribed in Annexure- IV).	
5	Self-attested copy of PAN issued by the Income Tax Department.	
6	Self attested copy of Service Tax Registration No.	
7	Self attested copy of valid registration number of the Firm/Company/Joint Venture/Consortium.	
8	Self attested copy of valid Provident Fund registration number.	
9	Self attested copy of valid ESI Registration No.	
10	Self attested copy of valid Licence No. under Contract Labour (Regulation & Abolition) Act 1970.	
11	Documents in support of eligibility claimed in terms of clause 3.1 of NIT	
12	Documents in support of eligibility claimed in terms of clause 3.2 of NIT	
13	Self attested list of tentative quantity & description of Consumables and of equipments to be used.	
14	Any other documents, if any.	

(Signature of the Bidder)

Name and Address of the Bidder

Telephone No.



## FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY

(Refer Clause 10.1.4 of the NIT)  
(To be stamped in accordance with Stamp Act)

1. THIS DEED of guarantee made this day of \_\_\_\_\_ between \_\_\_\_\_ (Name of the Bank) (hereinafter called "the Bank") of the one part and the National Green Tribunal, Southern Zone, Kalas Mahal, Chepauk, Chennai (hereinafter called "the Principal Employer") of the other part.
2. WHEREAS the Principal Employer has awarded contract for sanitation/housekeeping services for Rs. \_\_\_\_\_ (\_\_\_\_\_) to M/s \_\_\_\_\_ (Name of the service provider) (hereinafter called "the Service Provider").
3. AND WHEREAS the Service Provider is bound by the said Contract to submit to the Principal Employer a Performance Security for a total amount of Rs. \_\_\_\_\_ Laacs ( \_\_\_\_\_ )
4. NOW, We the Undersigned \_\_\_\_\_ (name of the Bank) being fully authorized to sign and to incur obligations for and on behalf of and in the name of \_\_\_\_\_ (Full name of Bank), hereby declare that the said Bank will guarantee the Principal Employer the full amount of Rs. \_\_\_\_\_ laacs. ( \_\_\_\_\_ ) \_\_\_\_\_ (Amount in figures and words) as stated above.
5. After the Service Provider has signed the aforementioned contract with the Principal Employer, the Bank is obliged to pay to the Principal Employer, any amount up to and inclusive of the aforementioned full amount upon written order from the Principal Employer to indemnify the Principal Employer for any liability or damage resulting from any defects or shortcomings of the Service Provider or the debts it may have incurred to any parties involved in the Works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The Bank will deliver the money required by the Principal Employer immediately on demand without delay and without reference to the Service Provider and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings or debts of the Service Provider. The Bank shall pay to the Principal Employer any money so demanded notwithstanding any dispute/disputes raised by the Service Provider in any suit or proceedings pending before any Court, Tribunal or Arbitrators relating thereto and the liability under this guarantee shall be absolute, unequivocal, unconditional and irrevocable.
6. THIS GUARANTEE is valid for a period of 14 months from the date of signing.
7. At any time during the period in which this Guarantee is still valid, if the Principal Employer agrees to grant extension to the Service Provider or if the service provider fails to discharge its liability or damages or debts as stated under para-5 above, during the extended



*[Handwritten signature]*

period it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by the Principal Employer and at the cost of the Service Provider.

8. The Guarantee hereinbefore contained shall not be affected by any change in constitution of the Bank or of the service provider.

9. The neglect or forbearance of the Principal Employer in enforcement of payment of any money, the payment whereof is intended to be hereby secured or the giving of time by the Principal Employer for the payment hereof shall in no way relieve the Bank of its liability under this deed.

10. The expressions "the Principal Employer", "the Bank" and "the Service Provider" hereinbefore used shall include their respective successors and assigns.

IN WITNESS whereof I/We of the bank have signed and sealed this guarantee on the \_\_\_\_\_ day of \_\_\_\_\_ (Month) \_\_\_\_\_ (year) being herewith duly authorized.

For and on behalf of

The \_\_\_\_\_ Bank

Signature of authorized Bank official

Name \_\_\_\_\_

Designation \_\_\_\_\_

I.D.No. \_\_\_\_\_

Stamp/Seal of the Bank

Signed, sealed and delivered for and on behalf of the Bank by the above named \_\_\_\_\_ in the presence of:

Witness-1

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Witness-2

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_





OFFICE OF THE NATIONAL GREEN TRIBUNAL, SOUTHERN BENCH,  
KALAS MAHAL, CHENNAI.

FORM OF AGREEMENT

THIS AGREEMENT is made on the

\_\_\_\_\_ day \_\_\_\_\_ (Month) \_\_\_\_\_ (Year)

Between the National Green Tribunal, Southern Bench, Kalas Mahal, Chennai (hereinafter called "The Principal Employer") through its authorized representative namely Sh. \_\_\_\_\_, which expression shall, unless excluded by or repugnant to the context, be deemed to include its successor in office and assigns of the one part AND \_\_\_\_\_ (Name and address of the service provider) (hereinafter called "The Service Provider") through Shri \_\_\_\_\_, the authorized representative, which expression shall, unless excluded by or repugnant to the context, be deemed to include its/their heirs, successors, executors, administrators, representatives and assigns of the other part, under which the Service Provider shall provide uniformed and trained personnel and will use its best endeavours to provide mechanized Sanitation/Housekeeping Services to the National Green Tribunal, Principal Bench, SOUTHERN BENCH, KALAS MAHAL, CHENNAI for providing a neat and clean environment.

NOW THIS AGREEMENT WITNESSETH as follows:-

1. In this agreement words and expressions shall have the same meaning as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.
2. The following documents shall be deemed to form and be read & construed as part of this Agreement, viz:
  - (a) Tender form for providing Sanitation/House Keeping services;
  - (b) Scope of Work;
  - (c) Details of area to be cleaned and Manpower required;
  - (d) Undertaking;
  - (e) Detailed Notice Inviting Tender which includes inter-alia, the terms & conditions of the contract;
  - (f) Addendum's, if any;
  - (g) Letter communicating offer of contract;
  - (h) Letter of acceptance of award of contract;
  - (i) Bank Guarantee ;
  - (j) Any other documents forming part of the contract;
3. In consideration of the payments to be made by the Principal Employer to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the Principal Employer to execute and provide mechanized Sanitation/Housekeeping services one year (from \_\_\_\_\_ to \_\_\_\_\_) as per the provisions of this Agreement and the tender documents.



*[Handwritten signature]*

4. The Principal Employer hereby covenants to pay the Service Provider in consideration of the execution and completion of the works/services as per the provisions of this Agreement and the tender documents, the contract price of Rs. \_\_\_\_\_ (\_\_\_\_\_) being the sum stated in the letter of offer of contract subject to such additions thereto or deductions therefrom as may be made under the provisions of the contract at the time and in the manner prescribed by the contract.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written for and on behalf of the service provider and for and on behalf of the National Green Tribunal, Southern Zone, Kalas Mahal, Chennai.

Signature of authorized representative of National Green Tribunal, Southern Bench, Kalas Mahal, Chennai with Stamp/Seal

Signature of authorized representative of Service Provider with Stamp/Seal

Name

Name

Designation

Designation

1. Witness  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone No. \_\_\_\_\_

1. Witness  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone No. \_\_\_\_\_

2. Witness  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone No. \_\_\_\_\_

2. Witness  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone No. \_\_\_\_\_

*[Handwritten signature]*



**NATIONAL GREEN TRIBUNAL, SOUTHERN ZONE,  
KALAS MAHAL, CHENNAI**

**FINANCIAL BID**

Name of Work : **CONTRACT FOR PROVIDING SANITATION AND HOUSEKEEPING SERVICES**

NIT No. & Date : **NGT/SZ/46/2018**      **Dated :**

Description	Requirement	Rate Per Unit Per Month
Supply of Man Power and cleaning materials at NGT, Southern Zone, Chennai by the service provider.	Supervisor - 1 No.	
	House Keepers - 7 Nos. (5 Females & 2 Males)	
	Cleaning Materials (per month)	
<b>Total</b>		
Applicable Taxes		

*Muz*

