

Tender for “Providing Housekeeping Services at ALTTC Ghaziabad”



Tender Type	-	E-Tendering
Bid Type	-	Single stage Two Envelop system
Date of downloading Tender document	-	As per GeM portal
Last date of downloading Tender document	-	As per GeM portal
Last date of bid submission	-	As per GeM portal
Opening date of E-Tender	-	As per GeM portal
Estimated cost	-	Rs62,20,000/-

BHARAT SANCHAR NIGAM LIMITED

(A Government of India Enterprise)

Advanced Level Telecom Training Centre, Ghaziabad –201002

e-File No. ALTTC-ALT/1/2022-11 dated 30/07/2022

Sub: - Tender documents for “Providing Housekeeping Services at ALTTC, Ghaziabad.

Please find enclosed the tender document in respect of above mentioned tender which contains the following.

Sec. No.	Item	Page No.
1.Part A	Detailed NIT	3-5
2.	Tender Information	6
3 Part A	Scope of work	7
3 Part B	Technical Specifications/ schedule of Requirements	8-10
4 Part A	General Instructions to Bidders(GIB)	11-19
4 Part B	Special Instructions to Bidders(SIB)	20
5 Part A	General (Commercial) Conditions of Contract (GCC)	21-28
5 Part B	Special (Commercial) Conditions of Contract (SCC)	29-31
6 (A & B)	Undertaking & declaration, Near Relationship certificate	32-33
7 (A & B)	Proforma (s) for Bid Security/EMD Guarantee , PBG	34–37
7 C	Letter of authorization	38
8	Bidder’s profile & Questionnaire.	39-40
Annexure A to D	Minimum material list, Draft – Agreement, Deviation statement, Clause by Clause compliance	41–44
9 Part A	Technical Bid Form & Financial Bid Form	45-46
9 Part B	Price Schedule	47-49

AGM (Works)

Tel:- 0120-2757543

E-Mail:sdeworks.alttc@gmail.com

SECTION – 1 Part A**Detailed NOTICE INVITING E-TENDER (DNIT)**

BHARAT SANCHAR NIGAM LIMITED

(A Government of India Enterprise)

Advanced Level Telecom Training Centre, Ghaziabad - 201002

1.0 E-tenders in Single Stage Two Envelop method (Part-A: Techno-commercial bid and Part-B: Financial bid) are invited on behalf of the Chief General Manager, ALTTC, Ghaziabad for undertaking following works.

Name of the Item/ Work	Estimated Quantity (sqft)	Estimated Cost	Cost of tender Document (Non-refundable)	Bid Security/Ear nest Money Deposit Amount for the tender @ 2%	Date & time for submission of tender on e-portal and submission of required document	Date & Time for Opening of Technical Bid.
Providing Housekeeping services at ALTTC, Ghaziabad.for a period of one year	Total Area- 2,15,846 sq.ft	Rs. 62,20,000/-	Rs.590/-	Rs 1,24,400/-	As per GeM portal	As per GeM portal

Note-1: ALTTC reserves the right to extend the contract beyond one year at one time or in spells of lesser time period upto a cumulative maximum period of six months or till an alternate arrangement is made whichever is earlier without any change in unit price or other terms & conditions.

2. Accessibility of Tender Document: The tender document for participating in E-tender shall be available for downloading from .../.../2022 at ...Hrs (as per GeM portal) onwards from e-tendering website- <https://gem.gov.in>. The tender document can also be downloaded from ALTTC website i.e. <http://www.alttc.bsnl.co.in>.

2.1 The bidders downloading the tender document are required to pay the cost of tender document amount through RTGS to State Bank of India, Navyug Market, Ghaziabad details as below-

Account No.	10888625814
IFSC Code	SBIN0000642
In name of	AO (Cash), ALTTC, Ghaziabad
E-mail to :	aocashalt@gmail.com

Bank transaction acknowledgement will be emailed to email ids- aocashalt@gmail.com, sdeworks.alttc@gmail.com & akchaturvedi@bsnl.co.in by the bidders before tender submission and also to be uploaded its scanned copy in e-portal site <http://www.gem.gov.in> by the bidders, failing it, bid will be cancelled.

2.2 The tender documents can be downloaded free of cost to MSE bidders on submission of requisite proof in respect of valid certification from an appropriate authority, for the tendered item.

2.3 As ALTTC, BSNL has decided to use process of e-tendering for inviting this tender, so the hard copy of the tender will not be available for sale.

3. Eligibility Criteria: -

Please refer Clause-2 of Section-4, Part-A.

4. Bid Security/EMD:

4.1 The bidder shall furnish the bid EMD in the form of Demand Draft/ Banker's cheque drawn in favour of AO (Cash), BSNL, A.L.T.T.C, Ghaziabad and payable at Ghaziabad.

- a. **Through RTGS :** The bidders are required to pay the EMD amount through RTGS to State Bank of India, Navyug Market, Ghaziabad of India detail as below :-

Account No.	10888625814
IFSC Code	SBIN0000642
In name of	AO (Cash), ALTTC, Ghaziabad
E-mail to :	aocashalt@gmail.com

- b. Bank transaction acknowledgement will be emailed to email ids- **aocashalt@gmail.com, sdeworks.alttc@gmail.com & akchaturvedi@bsnl.co.in** by the bidders before tender submission and also to be uploaded its scanned copy in e-portal site **http://www.gem.gov.in** by the bidders, failing it, bid will be cancelled.
- c. **Through BG:** Bank Guarantee from a nationalized/scheduled bank drawn in favour of **"AO(CASH) O/o CGM, ALTTC, GHAZIABAD"**, it should be valid for 180 days from the tender opening date. Bidder has to upload the scanned copy of BG on E -Tendering portal and submit the original copy of BG to **AGM (Works) O/o CGM, ALTTC Ghaziabad.**

Tender Fee & EMD, if applicable, is required to be submitted by the bidder preferably through online payment mode as per the Bank/Beneficiary Details provided in the DNIT/Tender Enquiry document. In case of MSE (Micro & Small Enterprise) bidder, valid MSE Certificate/Udyam Registration certificate, broadly covering the tendered equipment/services, for claiming exemption of Tender Fee/EMD shall be required to be submitted.

However, scanned copies of the following documents (which ever applicable):

Bank Transaction details with UTR Number towards the successful e-payment for Tender Fee/EMD

DD/Banker Cheque of Bank Guarantee (if opted for EMD)

Valid MSE Certificate/Udyam Registration Certificate (for Micro & Small Enterprise claiming exemptions from Tender Fee/EMD) are to be mandatorily uploaded by the bidder in their online bid part (1st electronic Envelope i.e. Technical Envelope) on e-tender portal failing which the tender bid shall be archived unopened/rejected on e-tender portal at bid opening stage.

Originals of bank instruments such as DD or EMBG towards Tender Fee, EMD/Bid Security respectively (if not submitted through e-payment mode), shall be submitted by bidder on any date before or within 5 days of bid submission end date failing which the tender bid (if already opened on basis of scanned copies uploaded in 1st electronic Envelope i.e. Technical Envelope, shall be rejected.

The bidder has to produce original copy of any document such as Power of Attorney, Integrity Pact, Bid Form, security Agreement etc. Submitted as scanned copy, in Technical bid part on e-tender portal (1st electronic Envelope) , which the bidder has to comply with.

- 4.2 The MSE units shall be exempted from submission of Bid Security deposit on production of requisite proof in respect of valid certification from appropriate authority.

5 Date & Time of Submission of Tender bids: on or before : hours of .../07/2022 (as per GeM web-portal).

Note 2: In case the date of submission (opening) of bid is declared to be a holiday, the date of submission (opening) of bid will get shifted automatically to next working day at the same scheduled time. Any

change in bid opening date due to any other unavoidable reason will be intimated to all the bidders separately.

6 Opening of Tender Bids: On/07/2022 at : Hrs (as per GeM web-portal).

7 Place of opening of Tender bids: Authorized representatives of bidders (i.e. vendor organization) can attend the TOE at the Room No. 103., First Floor, Admin Bldg, ALTTC, Ghaziabad, where BSNL's Tender Opening Officers would be conducting Public Online Tender Opening Event (POTOE).

8 Tender bids received after due time & date will not be accepted.

9 Incomplete, ambiguous, Conditional, unsealed tender bids are liable to be rejected.

10 CGM, ALTTC reserves the right to accept or reject any or all tender bids without assigning any reason. He is not bound to accept the lowest tender.

11 The bidder shall furnish a declaration in his tender bid that no addition/deletion/ corrections have been made in the downloaded tender document being submitted and it is identical to the tender document appearing on the website.

In case of any correction/ addition/ alteration/ omission in the tender document, the tender bid shall be treated as non responsive and shall be rejected summarily.

Note 3: All documents submitted in the bid offer should be preferably in English. In case the certificate viz. experience, registration etc. is issued in any other language other than English, the bidder shall attach an English translation of the same duly attested by the bidder & the translator to be true copy in addition to the relevant certificate.

Note 4: All computer generated documents should be duly signed/ attested by the bidder/ vendor organization.

12. The supplier has to indemnify BSNL against loss of input tax credit to BSNL on account of blacklisting of supplier during tenure of contract.

13. BSNL has the right to recover input tax credit loss suffered by it due to any mis-declaration on invoice by supplier.

SECTION- 2
Tender Information

1. Type of tender- :

- a) No. of online Bid Submission Stages for tender: Single
- b) No. of Electronic Envelopes for online submission of Bids: Two Nos.

Note: The bids will be evaluated techno-commercially first and thereafter financial bids of techno-commercially compliant bidders only shall be opened.

- a) E-reverse auction : **No**

2. Bid Validity Period / Validity of bid Offer : (as per GeM portal)

3. The electronic bid is invited in **single stage two envelope system.**

a) Techno-commercial envelope, in electronic form, shall contains following documents

- i) Certificate(s) showing fulfillment of the eligibility criteria(s) stated in Clause 4 of the DNIT. Viz;
 - a.** Experience certificate.
 - b.** Copy of PAN no.
 - c.** Copy of Goods and Service Tax Registration Certificate

OR

The bidder should produce certificate that bidder is exempted to register under Goods and Service Tax.

- ii) Clause by clause compliance as per clause 11.2 of Section-4A.& Section-8 Annexure-D
- iii) Details of Bid security/EMD.
- iv) Details of Tender Documents fee.
- v) Deviation statement as per clause 12 of section-1 Part-A & Section-8 Annexure-C
- vi) Bidder's Profile & Questionnaire duly filled & signed.(Section-8)
- vii) Near-Relation Certificate duly filled & signed.(Section 6 B)
- viii) Undertaking & declaration duly filled & signed.(Section 6 A)
- ix) Documents stated in clause 10 of Section-4 Part A. Viz;
 - a.** Valid MSE certificate, if any.
 - b.** Certificate of incorporation, if any.
 - c.** Article or Memorandum of Association or partnership deed or proprietorship deed as the case may be.
- x) Tender Document

b) Financial envelope shall contain Price Schedule. {Section 9 Part B (Table A,B,C& D)}

First techno-commercial bid will be opened and evaluated by TEC. The financial bid of only responsive bidders shall be opened.

All relevant bid annexure should be uploaded on E-Platform i.e. "**www.gem.gov.in**" only (**Since tender is invited through e-tendering process**).

{Techno-commercial & Financial bid, copy or original, **should not** be submitted to AGM (Works), ALTTC}.

Note : Payment terms are mentioned at Section-5 Part B.

SECTION- 3 Part A
SCOPE OF WORK

1.0 Housekeeping areas:-

1.1 The contracted work "Providing Housekeeping services at ALTTC, Ghaziabad" is to be done in Hostels (4 storey), C.K. Reddy Hall, Student Centre, Faculty Club (2-storey), Shopping centre (2 Storey), Admn. Building. (9 storey), Academic building (Three Storey) & ERP Technical Bldg. (2 Storey)..

1.2 The approximate floor areas for the House keeping for all these areas are as indicated below:-

Sl. No.	Areas to be Covered	Approx. TOTAL AREA (in Sq. Ft.)										
		J.C. Bose Hostel	Bhabha Hostel	Raman Hostel	Student Centre	C.K. Reddy Hall	Faculty Centre	Admin. Bldg	Academic bldg	ERP Building	Shopping Centre	Total Area
1.	All the rooms, Staircases, Verandahs and interiors.	45,455	35,951	35,951	29,524	19,679	9,995	89,788	73,167	12,274	9,150	3,60,934
2.	Area to be paid	34,091	7,190	26,963	17,714	1,312	333	62,852	36,584	9,203	450	1,96,692
3.	All the bathrooms	7,185	5,434	5,434	3,600	1,615	740	3,480	3,843	317	240	31,648
4.	Bathrooms area to be paid	5,389	776	4,076	900	108	25	3,480	3,843	317	240	19,154
5.	The open area around the buildings	Cleaning of the open areas around the buildings as per details given in schedule of service.										
6.	General Work	Arranging for picking up of waste rags, cups, polythenes etc. in and around grounds & buildings, watering the plants around buildings and shifting of chairs, tables, furniture, making arrangement of seminars, workshops, meetings etc. or any other unforeseen / emergency work as per direction of officer in charge or concerned AGM/ DGM. To stop dogs, monkeys, pigeons etc. from entering the building. Cleaning of roofs & drainage naalis of buildings as and when required.										

Note: Payment shall be restricted to area mentioned above or area actually cleaned whichever is less as per satisfactory certificate of area in-charge/ floor warden.

1.3 The area shown against bathrooms are floor area. The bathrooms are having tiles/wall dado upto 7 feet height. The tiles/wall dado are also to be cleaned. Payment will be made on floor area basis.

1.4 ALTTC administration will have right to increase or decrease House Keeping work up to 50% of the area in all buildings individually or total area under scope from time to time as per its requirement. Such increase/ decrease will be intimated to contractor in writing at least 15 days in advance.

1.5 In case of any variation in housekeeping area, as mentioned in para 1.4 above, the payment shall be increased/ decreased, accordingly, as per applicable rates of agreement.

1.6 The area shown in the rows 2nd & 4th is to be cleaned daily basis. However, the bidder is required to maintain/clean the complete area as mentioned in rows 1st & 3rd depending on weekly/ fortnightly/ monthly frequency as per the instructions of the Officer in-charge.

1.7 The area of dining hall/kitchen in hostel is not included in this contract, which will be maintained by Catering contractor.

SECTION- 3 Part B

TECHNICAL SPECIFICATIONS/ Schedule of Requirements

1.0 General: The contracted work will consist of the following jobs, as per frequency required/mentioned.

2.1.1 DAILY

- a) Cleaning, including wet mopping and dusting of the rooms and other areas under the contract, including furniture, doors, windows, white boards, wall tiles and other items available therein.
- b) Cleaning of the Lift floor and walls of the four lifts in the Admin. building and one lift in academic building at least once a day.
- c) Cleaning of Glass panes of all the "floor entrance gates" with the approved material/chemical. The material/chemical to be used is to be specified by the contractor.
- d) Cleaning of the open areas around the buildings upto the grassy area/parks or boundaries to the extent of areas specified in section-9 Part-B (Table B).
- e) Lady sweeper must be deployed for cleaning of ladies toilet and male sweeper for cleaning of gents toilet.
- f) Daily lifting and disposal of garbage created in housekeeping work as well as in dustbins placed near hostels, student centre, faculty club, shopping complex, C K Reddy hall, Admin. building, ERP building and along the roads of ALTTC campus to Municipal dumping ground.
- g) Cleaning and sweeping of area inside and outside of main entrance gate of ALTTC including guard huts.
- h) Cleaning and sweeping of roads around all the buildings mentioned in Para 1.2 of Section-3, Part-A.

2.1.2

- a) Maintenance/cleaning of the floors and wall tiles of the rooms and attached balconies etc. (with adequate safety gear & caution when cleaning the balconies without boundary wall) including washing of all the bathrooms and its fittings (Washbasin, WC etc.) with suitable detergents. Use of any type of acid is not permitted.
- b) Maintenance/cleaning of the floor of the shafts.

2.1.3

- a) Apart from above, in all the three hostels, checking and reporting leaky water taps, geysers, faulty electric installations including A/c units, telephones, broken or rickety furniture, improperly closing doors and windows, improper door and window and other fixtures, broken glass panes and non-functioning wall clocks to the concerned ALTTC authority. A checklist may be provided in this regard which will have to be maintained and recorded as per instruction of hostel wardens.
- b) Making the bed and keeping all other items of the rooms under contract in proper order.
- c) Providing manning services for managing the receptions including caretaking job at the two hostels (JC Bose & Raman hostel). This manning shall be done daily, round the clock. For Bhabha hostel, manning services at reception is to be provided during office hours (i.e. 09:30 Hrs to 17:30 Hrs.). All the persons deployed in hostels shall be responsible and should be able to act as supervisor also. They should have a mobile phone with them at all times.
- d) Providing manning services for managing the reception at Admin. building, PS room of CGM office and office of SDE (HK) / AGM (Co-ordination) for multi-tasking job, this manning shall be done from 09:30 Hrs. to 17:30 Hrs. However, the deployment of persons required to perform manning duty shall be decided by officer in-charge of work as per need. The person at reception during office hours should be able to converse both in English and Hindi.
- e) The contractor has to make over the room along with its inventory to the trainees on allotment of room and takeover thereafter at the time of checkout.
- f) All the closed hostel rooms shall be cleaned **twice a week**.

2.2.1 Fortnightly:

- a) Vacuum cleaning of carpets, curtains, sofa seats and wire mesh doors.
- b) Cleaning and polishing with brasso or equivalent, of Brassware like flowerpots, candle stands etc. available in GMs and CGM Rooms.
- c) Cleaning and maintaining the adjacent areas within 15 Mtr of the outer perimeter of all the buildings mentioned in Para-1.2, Section-3, Part-A.

2.2.2 ONLY FOR HOSTELS

- a) Changing the bed linen once a week and on every fresh occupancy, and also on specific complaint from room occupants.
- b) Changing of mosquito nets.
- c) Thorough cleaning of buckets, mugs to remove salt deposits.

2.3 MONTHLY

Cleaning of Glass panes of cabins and partitions with the approved material/chemical. The material/chemical to be used is to be specified by the contractor.

2.4 Timings: -

Other than for those items for which timings are mentioned in the **Schedule of Requirement**, the timings for Housekeeping work of the different areas in ALTTC under this contract should be as given in following paras unless otherwise specified to suit requirements of a particular day or period.

- 2.5** The housekeeping services in ALTTC shall be supervised by minimum one dedicated supervisor and he has to be available at site during 8 Hrs. to 16 Hrs. to manage the house keeping services as per specifications and to take instructions from officer in-charge for execution of housekeeping work.

2.6 Hostels:

- a) The entire maintenance work of the occupied hostel rooms shall be completed on **daily basis** before 0900 hrs. (before the trainees leave the rooms on working days) and between 0900 hours to 1230 hours on holidays. All the common toilets at hostels should be cleaned twice a day in the morning and in the afternoon.
- b) Normally, none of the hostel always remains fully occupied by the trainees.
- c) The cleaning of closed/ unoccupied rooms will be done **twice in a week** or in special case as instructed by Warden In-charge. However, the cleaning of common areas like corridors, common toilets etc. will be done daily.
- d) The Warden in-charge & AGM/ DGM (Hostel) ALTTC, will be the in-charge of Housekeeping works in hostels and they will decide that which area is to be cleaned as per requirement

2.7 C.K. Reddy Hall:

- a) As the inside of CK Reddy hall is mostly carpeted or having wooden floor, the inside should be vacuum cleaned, dusted and maintained at least twice a month/ on need basis as per instruction of building in-charge.
- b) The lobby and the attached toilets should be cleaned fortnightly and also on need basis as per the timing decided by the building/ area in charge based on bookings.

2.8 Admn Building:

- a) The Cleaning of rooms will have to be completed by 11:00 hours on all days except Sundays and Holidays. However, the toilets and all its sanitary fixtures will have to be cleaned in the morning by 09.30 hrs. and immediately after lunch break
- b) Other works like cleaning of windows, glass panes, lifts, lobbies etc. could be done afterwards. The frequency may have to be increased depending on the circumstances on any particular day.

2.9 Academic building:

- a) The Cleaning of rooms will have to be completed by 10:00 hours on all days except Sundays and Holidays. However, the toilets and all its sanitary fixtures will have to be cleaned in the morning by **09.30 hrs** and immediately after lunch break.

- b) Other works like cleaning of windows, glass panes, lifts, lobbies etc. could be done afterwards. The frequency may have to be increased depending on the circumstances on any particular day.

2.10 ERP Building :

The House keepingwork will have to be completed by 10:00 hours on all days except Sundays and holidays. However, the toilets and all its sanitary fixtures shall be cleaned further at 11:00, 15:00 hours. The frequency may have to be increased depending on the circumstances on any particular day.

2.11 Student centre:

The maintenance work will be completed between 1000 to 16.00 hrs. on all working days as per direction of concerned building in-charge. Student centre having an indoor badminton court with the height of approximately 30 ft.should also be cleaned at intervals as decided by building in charge.

2.12 Faculty Centre:

The cleaning work will be done at least once in a month, as per direction of concerned building in-charge.

2.13 Shopping Centre:

Sweeping has to be done on weekly basis.

2.14 General Work :

General works include picking up of waste rags, cups, polythenes etc. from grounds & buildings and shifting of chairs, tables, furniture, making arrangement of seminars, workshops etc. as per direction of officer in-charge.

- 2.15** The work of Housekeeping in all common areas under Housekeeping contract will be completed by 09:30 hours and will be maintained in neat & clean condition 24 hours round the clock.

3.Other conditions of Housekeeping:

- a) The work will be executed in conformity with the specifications and conditions as laid down in this contract. The work will be inspected by ALTTC authorities (area in charges& designated floor wardens) regularly and their decision with regard to the acceptability of the work done shall be final and binding.
- b) Preference will be accorded for the use of mechanical/electrical equipment for the execution of tendered items.
- c) It will be the job of the contractor to ensure that the building is free of cobwebs& honeycombs etc. Any water supply issue including water logging, leakage, choking of drains etc. is to be reported promptly to concerned JTO/ SDE (Civil) of civil wing by the Housekeeping supervisor.
- d) The contractor has to keep the corridors & verandas neat and tidy at all times. Extra rush is expected during meal times & specific occasions to be indicated by ALTTC authority. These areas should, therefore, be kept cleaned accordingly.
- e) The SDE(HK) & AGM (Co-ordination)ALTTC will be the in-charge of housekeeping works in Admin. & Academic buildings and they will decide that which area is to be cleaned as per requirement.

4. Cleaning Material:

- a) All material, required for performance of this contract shall be arranged by the contractor. However, the water and electricity shall be provided by the ALTTC, free of cost.
- b) The materials used for washing the floors and other areas, shall be of standard make, like Nirma, Vim, Phenyle, Colin, Finit, Odonil, Harpic etc. the specifications of materials should be specifically mentioned. A penalty clause shall be invoked if material used is found inferior in quality or quantity to the agreed one. The quantity of cleaning material will be as per **Annexure-A**. These items are subject to verification at any time without notice by the officer in charge of the area or by his superiors or by an authorized committee of ALTTC, whose recommendations are final and are to be acceptable by the contractor for any action that it may so deem fit.
- c) The liquid soap dispensers in common toilets should be kept replenished at all times.

SECTION-4 Part A

GENERAL INSTRUCTIONS TO BIDDERS (GIB)

1.0 DEFINITIONS

- (a) "**The Purchaser**" means the Bharat Sanchar Nigam Ltd. (BSNL), New Delhi
- (b) "**The Bidder**" means the individual or firm who participates in this tender and submits its bid.
- (c) "**The Supplier**" or "**The Vendor**" means the individual or firm supplying the goods/services under the contract.
- (d) "**The Goods/services**" means all the equipment, machinery, and/or other materials/services which the Supplier is required to supply to the Purchaser under the contract.
- (e) "**The Advance Purchase Order**" or "**Letter of Intent**" means the intention of Purchaser to place the Purchase Order on the bidder.
- (f) "**The Purchase Order**" means the order placed by the Purchaser on the Supplier signed by the Purchaser including all attachments and appendices thereto and all documents incorporated by reference therein. The purchase order shall be deemed as "**Contract**" appearing in the document.
- (g) "**The Contract Price**" means the price payable to the Supplier under the purchase order for the full and proper performance of its contractual obligations.
- (h) "**Validation**" is a process of testing the equipment as per the Generic Requirements in the specifications for use in BSNL network. Validation is carried out in simulated field environment and includes stability, reliability and environmental tests.
- (i) "**Telecom Service Provider**" means any Telecom operator in India, who is licensed by the Department of Telecommunications (DOT), Government of India to provide telecom services to the general public or to the other DOT licensed Telecom operators. "Telecom Service Provider" also refers to any Telecom operator in other countries providing telecom services to general public of that country or to other telecom operators of the same country.
- (j) "**Successful Bidder(s)**" means the bidder(s) to whom work in this tender is awarded.

2.0 ELIGIBILITY CONDITIONS:

2.1 a) The bidder should have:

Proof of experience of having satisfactorily completed work of House Keeping/ Horticulture/Security/Watch & Ward/Manpower supply/Upkeep & Maintenance/Cleaning & Upkeep/Facility Management/Sanitation/ Laundry/ General Conservancy Services, completed satisfactorily in large establishments/ complexes during last three years ending the month previous to the month in which tender is opened as under:

One annual work should have been of a value of at least Rs. 49,76,000/- (Rs. Forty Nine Lac and Seventy Six Thousand only) that is 80% of Estimated cost,

OR

Two annual works each should be of a value not less than Rs. 31,10,000/- (Rs. Thirty One Lac and Ten Thousand only), that is 50% of Estimated cost

OR

Three annual works each should be of a value not less than Rs. 24,88,000/- (Rs. Twenty Four Lac and Eighty Eight Thousand only) that is 40% of Estimated cost .

The experience certificate should be on the letter head of the organization with name, designation and contact number along with the office seal of issuing authority.

- b) The bidder should have Valid PAN No.
- c) The bidder should have Goods and Service Tax Registration Certificate. Copy of Registration Certificate is to be submitted as part of bid and bidder has to give a self-declaration that bidder is not black listed by

GST authorities.

OR

The bidder should produce certificate that bidder is exempted to register under the Goods and Services Tax (GST).

- d) The bidder has to register himself/herself/itself within one month of award of work with the appropriate authorities under Employees Provident Fund and Employees State Insurance Acts, if not already registered.
- 2.2 The experience certificate should be on the letter head of the organization with name, designation and contact number along with the office seal of issuing authority. The certificate should be signed/issued by the authority not less than the "Gazetted Officer/Manager" rank officer for Govt./Semi Govt./PSU/Private organizations and should be supported by "TDS" certificate, if issued by authorities of private organizations.
- 2.3 The bidders shall submit necessary documentary proof showing that they meet the eligibility criteria along with their tender bid. All documents submitted will also be self attested by the bidder.
- 2.4 The bidders should not have been blacklisted by any Govt. organization/PSU.

3.0 COST OF BIDDING

- 3.1 The bidder shall bear all costs associated with the preparation and submission of the bid. The Purchaser will, in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

4.0 DOCUMENTS REQUIRED

- 4.1 The goods/services required to be supplied; bidding procedures and contract terms and conditions are prescribed in the Bid Documents. The contents of the Bid documents are specified in the covering letter.
- 4.2 The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents and clarifications/ amendments/ addenda, if any. Failure to furnish all information required as per the Bid Documents or submission of the bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of the bid.

5.0 CLARIFICATION OF BID DOCUMENTS

- 5.1. A prospective bidder, requiring any clarification on the Bid Documents shall notify the Purchaser by Email of the Purchaser as indicated in the invitation of Bid. The Purchaser shall respond in writing to any request for the clarification of the Bid Documents, which it receives 07 days prior to the date of opening of the Tenders. Copies of the query (without identifying the source) and clarifications by the Purchaser shall be sent to all the prospective bidders who have received the bid documents.
- 5.2 Any clarification issued by ALTTC, BSNL in response to query raised by prospective bidders shall form an integral part of bid documents and shall amount to an amendment of the relevant clauses of the bid documents.

6.0 AMENDMENT OF BID DOCUMENTS

- 6.1 The Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify bid documents by amendments prior to the date of submission of Bids with due notification to prospective bidders.
- 6.2 The amendments shall be notified by Email or by Addendum through e-tendering portal (for tenders invited through e-tendering process)to all prospective bidders on the address intimated at the time of purchase of the bid document from the purchaser and these amendments will be binding on them.
- 6.3 In order to afford prospective bidders a reasonable time to take the amendment into account in preparing

Tender for "Housekeeping Services at ALTTC Ghaziabad" e-File No. ALTTC-ALT/1/2022-11 dated 30/07/2022
their bids, the purchaser may, at its discretion, extend the deadline for the submission of bids suitably.

7.0 DOCUMENTS COMPRISING THE BID

The bid prepared by the bidder shall ensure availability of the following components:

- (a) Documentary evidence establishing that the bidder is eligible to bid and is qualified to perform the contract if its bid is accepted in accordance with the clause 2 & 10.
- (b) Bid Security furnished in accordance with clause 12.
- (c) A Clause by Clause compliance as per clause 11.2 (a)
- (d) A Bid form and price schedule completed in accordance with clause 8 & 9.

8.0 BID FORM

8.1 The bidder shall complete the bid form and appropriate Price Schedule furnished in the Bid Documents, indicating the goods/services to be supplied, brief description of the goods/services, their quantity and prices as per section- 9.

9.0 BID PRICES

- 9.1 The bidder shall give the total composite price including packing, forwarding, freight and insurance etc. but excluding Goods and Service Tax which will be paid extra. The basic unit price and all other components of the price need to be individually indicated in each column for the services under the contract as per the price schedule given in Section 9 Part B (Table A, B, C& D).
- 9.2 A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.
- 9.3 "DISCOUNT if any, offered by the bidders shall not be considered unless specifically indicated in the price schedule. Bidders desiring to offer discount shall therefore modify their offers suitably while quoting and shall quote clearly net price taking all such factors like Discount, free supply, etc. into account".

10.0 DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATION

- 10.1. The bidder shall furnish, as part of the bid documents establishing the bidder's eligibility, the following documents (whichever is required) as per terms and conditions of Bid Documents.
 - a) Valid MSE Certificate, if applicable. In case the ownership of such MSE Entrepreneurs happens to be from SC/ST category, proof in this regard also need to be submitted.
 - b) Documents to establish the eligibility and qualification of bidder as specified in Section-I and Section-4 Part B.
 - c) Power of Attorney as per clause 14.3 (a) and (d) and authorization for executing the power of Attorney as per clause 14.3 (b) or (c) of this section.
 - d) Certificate of incorporation.
 - e) Article or Memorandum of Association or partnership deed or proprietorship deed as the case may be.

11.0 DOCUMENTS ESTABLISHING GOODS/SERVICES' CONFORMITY TO BID DOCUMENTS

- 11.1 Pursuant to clause 7, the bidder shall furnish, as part of its bid, documents establishing the conformity of its bid to the Bid Documents of all goods and services which he proposes to supply under the contract.
- 11.2 The documentary evidences of the "goods and services" conformity to the Bid Documents may be, in the form of literature, drawings, data etc. and the bidder shall furnish:
 - (a) a clause-by-clause compliance on the purchaser's Technical Specifications and Commercial Conditions demonstrating substantial responsiveness to the Technical Specifications and Commercial Conditions. In case of deviations, a statement of the deviations and exception to the provision of the Technical Specifications and Commercial Conditions shall be given by the

bidder. A bid without clause-by-clause compliance of the Scope of Work, Technical Specifications, SOR (Section-3 Part A, B), General (Commercial) Conditions & Special (Commercial) Conditions of contract shall not be considered.

- 11.3 For the purpose of compliance to be furnished pursuant to the clause 11.2(a) above, the bidder shall note that the standards for the workmanship, material and equipment and reference to the brand names or catalogue number, designated by the Purchaser in its Technical specifications are intended to be descriptive only and not restrictive.

12.0 BID SECURITY / EMD

- 12.1 The bidder shall furnish, as part of its bid, a bid security as mentioned in Section-1 Part-A of DNIT.
- 12.2 The MSE bidders are exempted from payment of bid security:
- A proof regarding valid registration with body specified by Ministry of Micro, Small & Medium Enterprise for the tendered items will have to be attached alongwith the bid.
 - The enlistment certificate issued by MSME should be valid on the date of opening of tender.
 - MSE unit is required to submit its monthly delivery schedule.
 - If a vender registered with body specified by Ministry of Micro, Small & Medium Enterprise claiming concessional benefits is awarded work by ALTTC, BSNL and subsequently fails to obey any of the contractual obligations, he will be debarred from any further work/ contract by BSNL for one year from the date of issue of such order.
- 12.3 The bid security is required to protect the purchaser against the risk of bidder's conduct, which would warrant the forfeiture of bid security pursuant to Para 12.7.
- 12.4 A bid not secured in accordance with Para 12.1 & 12.2 shall be rejected by the purchaser being non-responsive at the bid opening stage and archived unopened on e-tender portal.
- 12.5 The bid security of the unsuccessful bidder will be discharged/ returned as promptly as possible and within 30 days of finalization of the tender or expiry of the period of the bid validity period prescribed by the purchaser pursuant to clause 13.
- 12.6 The successful bidder's bid security will be discharged upon the bidder's acceptance of the advance purchase order satisfactorily in accordance with clause 27 and furnishing the performance security.
- 12.7 The bid security may be forfeited:
- If the bidder withdraws or amends its bid or impairs or derogates from the bid in any respect during the period of bid validity specified by the bidder in the bid form or extended subsequently; or
 - If the bidder does not accept the APO/ AWO and/ or does not submit PBG & sign the contract/ agreement in accordance with clause 28.
- Note:** - The bidder shall mean individual company/ firm or the front bidder and its technology/ consortium partner, as applicable.

13.0 PERIOD OF VALIDITY OF BIDS.

- 13.1 Bid shall remain valid for period specified in clause-2 of section-2 of Tender Information. A bid valid for a shorter period shall be rejected by the purchaser being non-responsive.
- 13.2 In exceptional circumstances, the purchaser may request the consent of the bidder for an extension to the period of bid validity. The request and the response thereto shall be made in writing. The bid security provided under clause 12 shall also be suitably extended. The bidder may refuse the request without forfeiting its bid security. A bidder accepting the request and granting extension will not be permitted to modify its bid.

14.0 FORMAT AND SIGNING OF BID.

- 14.1. The bidder shall submit his bid (Techno-commercial and Financial), online and only physical bid with EMD & Tender Fee, through sealed envelopes physically, complying all eligibility conditions, other terms and conditions of tender document to be read along with the clarifications and amendments issued

in this respect. All the documents must be authenticated, using Digital Signature (in case of e-tendering) & by hand signatures (for physical bid), by the authorized person. The letter of authorization shall be indicated by written power-of-attorney accompanying the bid.

Note:-The purchaser may ask the bidder(s) to supply, besides original bid, additional copy of bids as required by him.

14.2. The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person or persons signing the bid. All pages of the original bid, except for un-amended printed literatures, shall be digitally signed by the person or persons signing the bid.

14.3 Power of Attorney

- (a) The power of Attorney should be submitted and executed on the non-judicial stamp paper of appropriate value as prevailing in the concerned states(s) and the same be attested by a Notary public or registered before Sub-registrar of the state(s) concerned.
- (b) The power of Attorney be executed by a person who has been authorized by the Board of Directors of the bidder in this regard, on behalf of the Company/ institution/ Body corporate.
- (c) In case of the bidder being a firm, the said Power of Attorney should be executed by all the partner(s) in favour of the said Attorney.
- (d) Attestation of the specimen signatures of authorized signatory by the Company's/ firm's bankers shall be furnished. Name, designation, Phone number, mobile number, email address and postal address of the authorized signatory shall be provided.

15.0 SEALING AND MARKING OF BIDS

15.1 The bid should be submitted as per Clause 3 , Section 2 of tender information.

The bidder shall submit his bid in two electronic envelopes;

The First envelope will be named as Techno-commercial bid. This envelope will contain documents of bidder's satisfying the eligibility / Technical & commercial conditions as per clause 2 & 10 with Bid Security as per Clause 12. Second envelope will be named as Financial bid containing Price Schedules as per Section-9 Part B .

15.2 If due to administrative reasons, the venue of Bid opening is changed, it will be displayed prominently on Room No. 103, 1st Floor, Admin Bldg and notice board on Ground Floor, Admin Bldg.

15.3 If both the envelopes are not sealed and marked as required at para 15.1, the bid shall be rejected.

16.0 SUBMISSION OF BIDS

16.1. Bids must be submitted by the bidders on or before the specified date & time indicated in Clause 6 of Section-1, Part-A i.e. DNIT.

16.2 The purchaser may, at its discretion, extend this deadline for the submission of bids by amending the Bid Documents in accordance with clause 6 in which case all rights and obligations of the purchaser and bidders previously subject to the deadline will thereafter be subjected to the extended deadline.

16.3 The bidder shall submit its bid offer against a set of bid documents purchased by him for all or some of the systems/ equipment as per requirement of the Bid Documents. He may include alternate offer, if permissible as per the bid. However, not more than one independent and complete offer shall be permitted from the bidder.

17.0 LATE BIDS

17.1 No bid shall be accepted either online by E-Tender Portal or physically after the specified deadline for submission of bids prescribed by the purchaser.

18 MODIFICATION AND WITHDRAWAL OF BIDS

- 18.1 The bidder may modify, revise or withdraw his bid after submission prior to deadline prescribed for submission of bid.
- 18.2 The bidder's modification, revision or withdrawal shall have to be online and digitally authenticated.
- 18.3 Subject to clause 20, no bid shall be modified subsequent to the deadline for submission of bids.

19.0 OPENING OF BIDS BY PURCHASER

19.1 The tenders will be opened through 'Public Online Tender Opening Event (POTOE)'. BSNL's Tender Opening Officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (POTOE) from the comfort of their offices.

19.2 Sequence & Procedural details of Opening of Bid:

Name of electronic envelopes to be opened & information to be read out by Bid Opening Committee

- i) The bids will be opened in 2 stages i.e. the techno-commercial bid shall be opened on the date of tender opening given in NIT. The financial bid will not be opened on the date of opening of techno commercial bids & sealed financial bids will be handed over to AGM (Works), ALTTC for retention.

Thereafter the CET will evaluate Techno-commercial bids & the report of CET will be approved by competent authority.

The financial bids of those bidders who are approved to be techno-commercially compliant by the competent authority, will be opened by TOC in front of techno commercially eligible bidders/authorized representatives by sending them a suitable notice.

- ii) The following information should be read out at the time of Techno-commercial bid opening:-

- a) Name of the Bidder
- b) Name of the item
- c) EMD amount & validity and acceptability
- d) Information in respect of eligibility of the bidder.
- e) Details of bid modification/ withdrawal, if applicable.

- iii) The following information should be read out at the time of Financial bid opening:-

- a) Name of the Bidder
- b) Name of the item
- c) Quantities/prices quoted in the bid
- d) Discount, if offered
- e) Taxes & levies

19.3 The date fixed for opening of bids, if subsequently declared as holiday by the BSNL, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working day, time and venue remaining unaltered.

20.0 CLARIFICATION OF BIDS

20.1 To assist in the examination, evaluation and comparison of bids, the purchaser may, at its discretion ask the bidder for clarification of its bid. The request for the clarification and the response shall be in writing. However, no post bid clarification at the initiative of the bidder shall be entertained.

20.2 If any of the documents, required to be submitted along with the techno commercial and financial bid is found wanting, the offer is liable to be rejected at that stage. However the purchaser at its discretion may call for any clarification regarding the bid document within a stipulated time period. In case of non compliance to such queries, the bid will be out rightly rejected without entertaining further correspondence in this regard.

21.0 PRELIMINARY EVALUATION

- 21.1 The purchaser shall evaluate the bids to determine whether they are complete, whether any computational

errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.

- 21.2 Arithmetical errors shall be rectified on the following basis. Based on the quoted percentage of duties and taxes, Freight etc. the amounts quoted thereof shall be worked out and rounded off to 2 decimal points. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the purchaser.
- 21.3 If there is a discrepancy between words and figures, the amount in words shall prevail.
- 21.4 Prior to the detailed evaluation pursuant to clause 22, the purchaser will determine the substantial responsiveness of each bid to the Bid Document. For purposes of these clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the Bid Documents without material deviations. The purchaser's determination of bid's responsiveness shall be based on the contents of the bid itself without recourse to extrinsic evidence.
- 21.5 A bid, determined as substantially non-responsive will be rejected by the purchaser and shall not subsequent to the bid opening be made responsive by the bidder by correction of the non-conformity.
- 21.6 The purchaser may waive any minor infirmity or non-conformity or irregularity in a bid which doesn't constitute a material deviation, provided such waiver doesn't prejudice or affect the relative ranking of any bidder.

22 EVALUATION AND COMPARISON OF SUBSTANTIALLY RESPONSIVE BIDS

- 22.1 The purchaser shall evaluate in detail and compare the bids previously determined to be substantially responsive pursuant to clause 21.
- 22.2 The evaluation and comparison of responsive bids shall be done on the basis of Net cost to ALTTC, BSNL on the basis of total composite prices of the services offered inclusive of Packing, Forwarding, Freight and Insurance charges etc. but excluding goods and service tax which shall be paid extra.

23.0 CONTACTING THE PURCHASER

- 23.1 Subject to Clause 20, no bidder shall try to influence the purchaser on any matter relating to its bid, from the time of the bid opening till the time the contract is awarded.
- 23.2 Any effort by a bidder to modify its bid or influence the purchaser in the purchaser's bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.

24.0 PLACEMENT OF ORDER

- 24.1. The purchaser shall consider placement of orders for commercial supplies only on those eligible bidders whose offers have been found technically, commercially and financially acceptable and whose goods/services have been type approved/ validated by the purchaser. The purchaser reserves the right to counter offer price(s) against price(s) quoted by any bidder.
- 24.2 The ordering price of bid shall not exceed the lowest evaluated package price.
- 24.3. The purchaser reserves the right for the placement of order of entire tendered quantity on the bidder with the lowest evaluated price.

25. PURCHASER'S RIGHT TO VARY QUANTITIES

Purchaser reserves the right to increase or decrease up to 25% of the quantity of goods and services specified in the schedule of requirements without any change in the unit price or other terms and conditions.

26. PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

- 26.1 The purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds of purchaser's action.

26.2 In case of any ambiguity in terms & condition and service level agreement of GeM and buyer specific terms & condition and agreement then Buyer's specific ATC document uploaded on GeM portal, shall be treated as final.

27. ISSUE OF ADVANCE PURCHASE ORDER

27.1. The issue of an Advance Purchase Order shall constitute the intention of the purchaser to enter into contract with the bidder.

27.2 The bidder shall within 14 days of issue of the advance purchase order, give its acceptance along with performance guarantee in conformity with the Proforma provided with the bid document at Section-7B.

28. SIGNING OF CONTRACT

28.1 The issue of Advance Purchase order shall constitute the award of contract on the bidder.

28.2 Upon furnishing of performance guarantee by successful bidder (pursuant to clause 27) and signing of contract, the purchaser shall discharge the bid security in pursuant to clause 12.

29. ANNULMENT OF AWARD

Failure of the successful bidder to comply with the requirement of clause 27 & 28 shall constitute sufficient ground for the annulment of the award and the forfeiture of the bid security in which event the purchaser may award the work to any other bidder at its discretion or call for new bids.

30. QUALITY ASSURANCE REQUIREMENTS

The quality of services will be monitored by the authorized representatives of the purchaser and their decision in this regard has to be accepted by the contractor.

31. REJECTION OF BIDS

31.1 While all the conditions specified in the Bid documents are critical and are to be complied, special attention of bidder is invited to the following clauses of the bid documents. Non-compliance of any one of these shall result in outright rejection of the bid.

- a) Clauses 12.1, 12.2 & 13.1 of Section- 4 Part A: The bids will be rejected at opening stage if Bid security is not submitted as per Clauses 12.1 & 12.2 and bid validity is less than the period prescribed in Clause 13.1 mentioned above.
- b) Clause 2 & 10 of Section-4Part A: If the eligibility condition as per clause 2 of Section 4 Part A is not met and/ or documents prescribed to establish the eligibility as per Clause 10 of section 4 Part A are not enclosed, the bids will be rejected without further evaluation.
- c) Clause 11.2 (a) of Section-4 Part A: If clause-by-clause compliance as well as deviation statements as prescribed are not given, the bid will be rejected at the stage of primary evaluation.
- d) While giving compliance to Section-5 Part A, General Commercial conditions, Section-4 Part B, Special Instructions to Bidders, Section-5B Special (Commercial) Conditions of Contract and Section-3 Technical Specifications ambiguous words like "Noted", "Understood", "Noted & Understood" shall not be accepted as complied. Mere "Complied" will also be not sufficient, reference to the enclosed documents showing compliances must be given.
- e) Section-9 Price Schedule: Prices are not filled in as prescribed in price schedule.
- f) Section-4 Part A clause 9.3 on discount which is reproduced below:-

"Discount, if any, offered by the bidder shall not be considered unless specifically indicated in the price schedule. Bidders desiring to offer discount shall therefore modify their offer suitably while quoting and shall quote clearly net price taking all such factors like Discount, free supply etc. into account".

- 31.2 Before outright rejection of the Bid by Bid-opening team for non-compliance of any of the provisions mentioned in clause 31.1(a), 31.1(b) of Section-4PartA, the bidder company is given opportunity to explain their position, however if the person representing the company is not satisfied with the decision of the Bid opening team, he/they can submit the representation to the Bid opening team immediately but in no case after closing of the tender process with full justification quoting specifically the violation of tender condition if any.
- 31.3 Bid opening team will not return the bids submitted by the bidders on the date of tender opening even if it is liable for rejection and will preserve the bids in sealed cover as submitted by taking the signatures of some of the desired representatives of the participating bidder/companies present on the occasion.
- 31.4 The in-charge of Bid opening team will mention the number of bids with the name of the company found unsuitable for further processing on the date of tender opening and number of representations received in Bid opening Minutes and if Bid opening team is satisfied with the argument of the bidder/company mentioned in their representation and feel that there is prima-facie fact for consideration, the in-charge of the bid opening team will submit the case for review to Officer competent to approve the tender as early as possible preferably on next working day and decision to this effect should be communicated to the bidder company within a week positively. Bids found liable for rejection and kept preserved on the date of tender opening will be returned to the bidders after issue of P.O. against the instant tender.
- 31.5 If the reviewing officer finds it fit to open the bid of the petitioner, this should be done by giving three (working) days notice to all the participating bidders to give opportunity to participants desirous to be present on the occasion.

32. NEAR-RELATIONSHIP CERTIFICATE

- 32.1. The bidder should give a certificate that none of his/ her near relative, as defined below, is working in the units where he is going to apply for the tender. In case of proprietorship firm certificate will be given by the proprietor. For partnership firm certificate will be given by all the partners and in case of limited company by all the Directors of the company excluding Government of India/ Financial institution nominees and independent non-Official part time Directors appointed by Govt. of India or the Governor of the state and full time Directors of PSUs both state and central. Due to any breach of these conditions by the company or firm or any other person the tender will be cancelled and Bid Security will be forfeited at any stagewhenver it is noticed and ALTTC, BSNL will not pay any damage to the company or firm or the concerned person.
- 32.2. The Company or firm or the person will also be debarred for further participation in the tenders in the concerned unit.
- 32.3 The near relatives for this purpose are defined as:-
- (a) Members of a Hindu undivided family.
 - (b) They are husband and wife.
 - (c) The one is related to the other in the manner as father, mother, son(s) & Son's wife (daughter in law), Daughter(s) and daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother in law).
- 32.4. The format of the certificate is given in Section 6 (B).

33. VERIFICATION OF DOCUMENTS AND CERTIFICATES

The bidder will ensure that all the documents and certificates submitted by him are correct and genuine before enclosing them in the bid. The onus of proving genuineness of the submitted documents would rest with the bidder.

If any document/ paper/ certificate submitted by the participant bidder is found / discovered to be false / fabricated / tempered / manipulated either during bid evaluation or during award of contract or thereafter, then the purchaser will take action as deemed fit.

34. The supplier has to indemnify BSNL against loss of input tax credit to BSNL on account of blacklisting of supplier during tenure of contract.
35. This concurrence is subject to budget allotment by BSNL Corporate Office for the purpose.

SECTION-4 Part B

SPECIAL INSTRUCTIONS TO BIDDERS

These Special Instructions to Bidders shall supplement the '**Instructions to Bidders**' and in case of any conflict with those in Section-4 Part A i.e. GENERAL INSTRUCTIONS TO BIDDERS (GIB), the provisions herein shall prevail.

1.0 Eligibility Conditions.

As defined in clause 2 of DNIT (Section-4 Part – A)

2.0 Bid Security

The bank guarantee/DD for bid security or Micro & Small Enterprise (MSE) registration certificate for claiming exemption from submission of bid security, as prescribed in clauses 12.1 & 12.2 of Section-4 A of the bid document should be submitted by the bidder in a separate cover. The bank guarantee so submitted shall be as per the format given in Section-7 A on prescribed non judicial stamp paper with stamps of proper value and should contain full address of the issuing branch of the bank with its telephone number.

3.0 Distribution of Quantity

Only one contractor will be selected.

SECTION-5 Part A

GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT

1. APPLICATION

The general condition shall apply in contracts made by the purchaser for the procurement of services for Housekeeping Services at ALTTC Ghaziabad.

2. PERFORMANCE GUARANTEE

- a) The bidder (including MSEs who are registered with the designated MSME bodies, like National Small Scale Industries Corporation etc.) shall furnish performance guarantee to the purchaser for an amount equal to 3% of the value of Advance purchase order within 14 days from the date of issue of Advance Purchase Order by the purchaser.
- b) The proceeds of the performance guarantee shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete its obligations under the contract.
- c) The performance guarantee Bond shall be in the form of Bank Guarantee issued by a scheduled Bank, valid for 30 months, in the Proforma provided in 'Section-7B of this Bid Document.
- d) The performance guarantee Bond will be discharged by the purchaser after completion of the bidder's performance obligations including any warranty obligations under the contract.

2. Labour Regulations

The contractor shall obtain a valid labour licence under the Contract Labour(R&A) Act 1970 and the Contract Labour(R&A) Central Rules 1971, before commencement of the work, else he will not depute more than 19 persons at a time on any day. A copy of labour licence has to be submitted by him to ALTTC. He shall continue to have a valid licence until the completion of work. The contractor shall also abide by and comply with the provisions of the Child Labour(Prohibition and Regulation) Act 1986, Payment of Wages Act 1936, Minimum Wages Act 1948, Employees Liability Act 1938, Workmen's Compensation Act 1923, Industrial Dispute Act 1947, Maternity benefits Act 1961, Apprentices Act, 1961, EPF & Misc. Provisions Act 1952 & Employees Provident Fund Scheme 1952 and ESI Act 1948 or the modifications thereof or any other laws relating thereto and the rules made there under from time to time. The contractor is fully responsible to observe the above laws as amended from time to time in regard to his employees and compensation and other benefits/ risks in relation to employees to be engaged by him. . The contractor shall maintain all the statutory registers, required under labour laws. The contractor shall also produce these records on demand by ALTTC authority. If he fails to do so, his failure will be a breach of the contract and ALTTC may at its discretion cancel the contract without prejudice to any other action under the law and contract. The contractor shall also be liable for any pecuniary liability arising on account of any violation by him of the provisions of the acts.

- a) The contractor shall indemnify ALTTC against payments to be made under and for the observance of the laws without prejudice to his right to claim indemnity from sub-contractors.
- b) The aforesaid regulations shall be deemed to be part of this contract and any breach thereof shall be deemed to be a breach of this contract.
- c) ALTTC shall have the right to deduct from the money due to the contractor, any sum required or

estimated to be required, for making good the loss suffered by a worker or workers, by reason of non-fulfilment of the conditions of the contract of the benefit of the workers, non-payment of wages or of deduction made from his or their wages which are not justified by their terms of the contract or non-observance of the Regulations. . In the event of any loss/ damages caused directly or indirectly to ALTTC, the same will be payable by the contractor along with such penalty as may be decided by ALTTC which shall not be less than 10 percent of the total loss suffered by ALTTC.

- d) Security Deposit will not be refunded till clearance certificate from Labour Officer is obtained by the contractor.

4 SAFETY REGULATIONS

- 4.1 During the execution of work, unless otherwise specified the contractor shall at his own cost provide all materials and execute all work necessary for the stability and safety of all equipment, structures, excavations and shall ensure that no damage, injury or loss is caused or is likely to be caused to any person or property.
- 4.2 The contractor shall be responsible to take all precautions to ensure the safety of the property whether of public or company and shall post such lookout men as in the opinion of the officer in charge are required.

5 STATUS OF THE CONTRACTOR AND ITS STAFF MEMBERS

- 5.1 The contractor shall have the legal status of an independent contractor. Neither the contractor nor its staff members, nor any person employed by the contractor or its agents for the performance of the services under the present contract shall be considered in any way as being staff members of ALTTC/BSNL.
- 5.2 The ALTTC shall accept no liability for, nor any financial or other consequences arising from, sickness, injury, damages or death of the personnel of the contractor or of any person performing on their behalf any work under the present contract, including the time spent in travel, nor for any damages which may arise by reason of the neglect or default of any of them.
- 5.3 The contractor shall indemnify and hold harmless the ALTTC /BSNL in respect of any claim arising out the contractor or its staff members negligence or unlawful performance under the present contract for any liability as referred to in paragraphs 5.2 above, including their heirs and assigns, or by third parties.
- 5.4 For the purposes of this article, the term third party shall be deemed to include "inter-alia" officials of ALTTC/BSNL and its agents and officials, as well as any person or entity employed by the contractor or engaged for the contractor, in order to perform services for, or supplying goods to the contractor in connection with the implementation of the present contract.
- 5.5 Notwithstanding anything to the contrary contained in this contract, the contractor shall only be liable, and shall only be required to indemnify the ALTTC/BSNL, in respect of claims or liabilities that arise out of the negligence, breach of contract or unlawful conduct of the contractor or its staff members or agents in the performance of this contract.

6. Responsibility for payment of wages –

- 6.1 The contractor shall be responsible for payment of wages to each worker employed by him as contract labour and such wages shall be paid before the expiry of such period as may be prescribed.
- 6.2 In case the contractor fails to make payment of wages within the prescribed period or makes short payment, then ALTTC shall make payment of wages in full or the unpaid balance due, as the case may be, to the contract labour employed by the contractor and recover the amount so paid from the contractor

either by deduction from any amount payable to the contractor under any contract or as a debt payable by the contractor.

- 6.3 The contractor shall fix wage periods in respect of which wages shall be payable.
- 6.4 No wage period shall exceed one month.
- 6.5 The wages of every person employed by the contractor shall be paid by "ECS/Cheque" before the expiry of the seventh day after the last day of the wage period in respect of which the wages are payable. In case the work is completed before expiry of the wage period, final payment shall be made within 48 hrs. of last working day. **All the payments should be made in presence of "Authorized Representative" of ALTTC.**
- 6.6 Where the employment of any worker is terminated by or on behalf of the contractor, the wages earned by him shall be paid before the expiry of the second working day from the day on which his employment is terminated.
- 6.7 Wages shall be paid without any deductions of any kind except those specified by the Central Government by general or special order in this behalf or permissible under the Payment of Wages Act, 1936 (IV of 1936).
- 6.8 A notice showing the wage period and the place and time of disbursement of wage shall be displayed at the place of work and copy sent by the contractor to ALTTC under acknowledgement.

7. Schedule of Submission of Bills: -

The contractor shall submit single bill for the contracted area, for the actual work done, on monthly basis and the bills will be paid within 6 weeks thereafter. However, any deterioration in the services should not be there on the plea of delay in receipt of payment.

8. Payments:-

- a) Payments will be made through RTGS (Real time Gross Settlement) or NEFT (National Electronic Fund Transfer) as the case may be.
- b) Mandate willing to receive e-payments signed by authorised signatory of vendor shall be submitted by the vendor containing following information at the time of signing of Agreement/Contract.
1. Account beneficiary's name.
 2. Account type.
 3. Account number.
 4. Name of the bank.
 5. Bank Branch's NEFT code.
 6. IFSC code in case of Transfer through RTGS.

All the above particulars which form the essential element of this mandate may be duly verified by Banker of the vendor.

- c) Monthly running bill will be submitted by the contractor along with Goods and Service Tax challans of the previous month exclusively deposited in the bank in respect of ALTTC.

- d) The contractor will also have to submit employee-wise proof of ESI & EPF contribution, of the previous month, as issued by appropriate authority, along with monthly bill. In case bills are not submitted with the above documents, ALTTC will not be responsible for delay in payment.
- e) If for any reason work is done for only a part of the month, payment will be made on pro-rata basis for the number of days work has been performed. This is without prejudice to the penalty to be imposed for contractual defaults.

9. Deductions: -

In case the contractor fails to execute/ perform the assigned works or part thereof, ALTTC shall be authorized to make suitable deductions as deemed fit by ALTTC from the bills of the contractor and damages will be charged to the extent of loss. Suitable deductions shall be the price being paid by ALTTC for the service or part of service plus penalty as decided.

10. PRICES

Prices charged by the bidder for services performed under this contract shall not be higher than the prices quoted by the bidder in its Bid.

11. SUBCONTRACTS

The bidder shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in its bid. Such notification, in its original bid or later shall not relieve the supplier from any liability or obligation under the Contract.

12. DELAYS IN THE SUPPLIER'S PERFORMANCE

- 12.1 Start of services and performance of the services shall be made by the bidder in accordance with the time schedule specified by the purchaser in its purchase order. In case the services are not started in the stipulated time period, as indicated in the Purchase Order, purchaser reserves the right to short-close/ cancel this purchase order and/ or recover liquidated damage charges. The cancellation/ short-closing of the order shall be at the risk and responsibility of the supplier and purchaser reserves the right to purchase balance unsupplied services at the risk and cost of the defaulting vendors.
- 12.2 Delay by the bidder in the performance of its service obligations shall render the Supplier liable to any or all of the following sanctions:
 - (a) forfeiture of its performance guarantee,
 - (b) imposition of liquidated damages, and/ or
 - (c) Short closure of the contract in part or full and/ or termination of the contract for default.

13. LIQUIDATED DAMAGES

- a) The date of start of services specified in the work order should be deemed to be the essence of the contract and the services should be started on that date. Extension will not be given except in exceptional circumstances. Should, however, the service be started after the date specified in the work order, such starting of services will not deprive ALTTC of its right to recover liquidated damages as per **Clause 13(b)** below.
- b) Should the contractor fail to start services on specified date, ALTTC shall be entitled to recover liquidated damages to the extent of the difference in charges incurred by ALTTC in making alternative arrangements along with penalty of Rs. 500/- per day for the delayed period.

Note: GST (if applicable) on account of liquidated damage would be borne by contractor.

14. ACTION BY PURCHASER AGAINST BIDDER(S)/ VENDOR(S) IN CASE OF DEFAULT.

In case of default by Bidder(s)/ Vendor(s) such as

- (a) Failure to deliver and/ or commission any or all of the services within the time period(s) specified in the contract, or any extension thereof granted by the purchaser.
- (b) Failure to perform any other obligation(s) under the Contract; and
- (c) If the contractor persistently neglect to carry out his obligation under the contract and/or commits default in complying with any of the term and the condition of contract and does not remedy it or take effective steps to remedy it within the time specified after a notice in writing is given to him in that behalf by purchaser.

When the contractor has made himself liable for any of the cases aforesaid, the ALTTC shall have the powers to terminate the contract as aforesaid and get the work done by employing another agency at the risk and cost of contractor.

15. FORCE MAJEURE

- a) If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such an event come to an end or cease to exist, and the decision of the purchaser as to whether the deliveries have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days, either party may, at its option, terminate the contract.
- b) Provided, also that if the contract is terminated under this clause, the purchaser shall be at liberty to take over from the bidder at a price to be fixed by the purchaser, which shall be final, all unused, undamaged and acceptable materials, bought out components and stores in course of manufacture which may be in possession of the Supplier at the time of such termination or such portion thereof as the purchaser may deem fit, except such materials, bought out components and stores as the bidder may with the concurrence of the purchaser elect to retain.

16. Extension of Contract

ALTTC will also have the right to extend this contract on the same rates, terms & conditions at one time or in spells of lesser time period upto a cumulative maximum period of **six months** or till an alternative arrangement is made whichever is earlier. Extension beyond **six months** on the same rates, terms and conditions will be mutually agreed upon.

17. Termination for insolvency

ALTTC may at any time terminate the contract by giving written notice to the contractor without compensation to the contractor, If the contractor becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right of

18. ARBITRATION

- 18.1 Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement arises between the parties hereto or their respective representatives or assignees, in

connection with construction, meaning, operation, effect, interpretation of the contract or breach thereof which parties unable to settle mutually, the same shall be referred to Arbitration as provided hereunder:

1. A party wishing to commence arbitration proceeding shall revoke Arbitration Clause by giving 60 days' notice to the designated officer of the other party. The notice invoking arbitration shall specify all the points of disputes with details of the amount claimed to be referred to arbitration at the time of invocation of arbitration and not thereafter. If the claim is in foreign currency, the claimant shall indicate its value in Indian Rupee for the purpose of constitution of the arbitral tribunal.
2. The number of the arbitrators and the appointing authority will be asunder:

Claim amount (excluding claim for counter claim, if any)	Number of arbitrator	Appointing Authority
Above Rs. 5 lakhs to Rs. 5 crores	Sole Arbitrator to be appointed from a panel of arbitrators of BSNL.	BSNL (Note: BSNL will forward a list containing names of three empanelled arbitrators to the other party for selecting one from the list who will be appointed as sole arbitrator by BSNL)
Above Rs. 5 crores	3 Arbitrators	One arbitrator by each party and the 3rd arbitrator, who shall be the presiding arbitrator, by the two arbitrators. BSNL will appoint its arbitrator from its panel.

3. Neither party shall appoint its serving employee as arbitrator.
4. If any of the Arbitrators so appointed dies, resigns, becomes incapacitated or withdraws for any reason from the proceedings, it shall be lawful for the concerned party/arbitrators to appoint another person in his place in the same manner as aforesaid. Such person shall proceed with the reference from the stage where his predecessor had left it both parties consent for the same: otherwise, he shall proceed de novo.
5. Parties agree that neither party shall be entitled for any pre-reference or pendente-lite interest on its claims. Parties agree that any claim for such interest made by any party shall be void.
6. Unless otherwise decided by the parties, Fast Track procedure as prescribed in the Arbitration Conciliation (Amendment) Act, 2015 for resolution of all disputes shall be followed, where the claim amount is upto Rs.5 crores.

Fast track procedure —

1. Notwithstanding anything contained in this Act, the parties to an arbitration agreement, may, at any stage either before or at the time of appointment of the arbitral tribunal, agree in writing to have their dispute resolved by fast track procedure specified in sub-section (3).
2. The parties to the arbitration agreement, while agreeing for resolution of dispute by fast track procedure, may agree that the arbitral tribunal shall consist of a sole arbitrator who shall be chosen by the parties.
3. The arbitral tribunal shall follow the following procedure while conducting arbitration proceedings under sub-section (1):-
 - a. The arbitral tribunal shall decide the dispute on the basis of written pleadings, documents and submissions filed by the parties without oral hearing;
 - b. The arbitral tribunal shall have power to call for any further information or clarification from the parties in addition to the pleadings and documents filed by them;

- c. An oral hearing may be held only, if, all the parties make a request or if the arbitral tribunal considers it necessary to have oral hearing for clarifying certain issues;
 - d. The arbitral tribunal may dispense with any technical formalities, if an oral hearing is held, and adopt such procedure as deemed appropriate for expeditious disposal of the case.
4. The award under this section shall be made within 'a period of six months from the date the arbitral tribunal enters upon the reference.
 5. If the award is not made within the period specified in sub-section (4), the provisions of sub- sections (3) to (9) of Section 29 A of Arbitration Conciliation Act, 1996 & its subsequent amendment in 2015 shall apply to the proceedings.
 6. The fees payable to the arbitrator and the manner of payment of the fees shall be such as may be agreed between the arbitrator and the parties.]
 7. The arbitral tribunal shall make and publish the award within time stipulated as under:

Amount of Claims and Counter Claims	Period for making and publishing of the award (counted from the date the arbitral tribunal enters Upon the reference)
Upto Rs. 5 crores	Within 6 months (Fast Track procedure)
Above Rs 5 crores	Within 12 months

However, the above time limit can be extended by the Arbitrator for reasons to be recorded in writing with the consent of parties and in terms of provisions of the Act.

8. In case of arbitral tribunal of 3 arbitrators, each party shall be responsible to make arrangements for the travel and stay etc. of the arbitrator appointed by it. Claimant shall also be responsible for making arrangements for travel/stay arrangements for the Presiding Arbitrator and the expenses incurred shall be shared equally by the parties.

In case of sole arbitrator, BSNL shall make all necessary arrangements for his travel/stay and the expenses incurred shall be shared equally by the parties.

9. The Arbitration proceeding shall be held at New Delhi or Circle or SSA Headquarter (as the case may be).
10. Subject to the aforesaid conditions, provisions of the Arbitration and Conciliation Act, 1996 and any statutory modifications or re-enactment thereof shall apply to the arbitration proceedings under this clause.

Following Arbitration Clause may be incorporated in Contracts POs, APOs, Tenders, Eols, etc. between 'BSNL and Central/State Government (s) as the case may be in terms of DPE guidelines for settlement of commercial disputes between Public Sector Enterprises inter-se and Public Sector Enterprise(s) and Government Department(s) through Permanent Machinery of Arbitrators (PMA) in the Department of Public Enterprises.

In the event of any question, dispute or difference arising under this agreement or in connection therewith except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to sole arbitration of the Chief General Manager ALTTC or in case his designation is changed or his office is abolished then in such case to the sole arbitration of the officer for

the time being entrusted whether in addition to the functions of the Chief General Manager ALTTC or by whatever designation such officers may be called (hereinafter referred to as the said officer) and if the Chief General Manager ALTTC or the said officer is unable or unwilling to act as such the sole arbitration or some other person appointed by the Chief General Manager ALTTC or the said officer. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996 as amended from time to time. There will be no objection to any such appointment that the arbitrator is a Government Servant or that he has to deal with the matter to which the agreement relates or that in the course of his duties as Government Servant he has expressed views on all or any of the matters under dispute. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred, being transferred or vacating his office or being unable to act for any reasons whatsoever such Chief General Manager ALTTC or the said officer shall appoint another person to act as arbitrator in accordance with terms of the agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his predecessors.

18.2 The arbitrator may from time to time with the consent of parties extend the time for making and publishing the award. Subject to aforesaid Arbitration and Conciliation Act, 1996 and the Rules made thereunder, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

18.3 The venue of the arbitration proceeding shall be the office of Chief General Manager ALTTC at Ghaziabad or such other places as the arbitrator may decide.

19. SET OFF

Any sum of money due and payable to the bidder (including performance guarantee refundable to him) under this contract may be appropriated by the purchaser and set off the same against any claim of the purchaser for payment of a sum of money arising out of this contract or under any other contract made by the bidder with the purchaser.

20. COURT JURISDICTION

20.1 Any dispute arising out of the tender/ bid document/ evaluation of bids/ issue of APO shall be subject to the jurisdiction of the competent court at the place from where the NIT/Tender has been issued.

20.2 Where a contractor has not agreed to arbitration, the dispute/ claims arising out of the Contract/ PO entered with him shall be subject to the jurisdiction of the competent Court at the place from where the Contract/ PO has been issued.

Accordingly, a stipulation shall be made in the contract as under.

“This Contract/ PO is subject to jurisdiction of Court at Ghaziabad only”.

SECTION –5 Part B

SPECIAL (COMMERCIAL) CONDITIONS OF CONTRACT (SCC)

(If there is any conflict with these instructions, with the other instructions in the tender document, these instructions will supersede all those instructions)

1. Deployment and Replacement of Staff: -

- a. The bidder has to see and examine in totality the requirement of workers/ supervisors to be employed for the works as per terms and conditions of this contract and specifically indicate the number of workers/supervisors that will be employed by him to comply with the above requirements.
- b. There should be supervisor for overall control, supervision and co-ordination with ALTTC. In case of absence of supervisor, an alternative arrangement should be made under prior intimation.
- c. The contractor shall have to deploy sufficient number of staff of various categories and manager/supervisor to ensure complaint free service.
- d. If any member of the staff deployed by the contractor is found unacceptable by ALTTC Administration, the contractor shall have to withdraw him/her within 24 hrs. from the time of intimation.
- e. The contractor shall not change his engaged staff at random. Any change/reshuffling of the engaged staff will be brought to the notice of ALTTC authorities.
- f. Ladies staff, if employed, will neither be engaged between 2300 and 0700 hrs, nor remain on the campus during these hours.
- g. The staff employed by the contractor shall not be suffering from infectious/ contagious disease. The workers shall be medically examined as and when suspected to be suffering from any serious illness at the cost and risk of the contractor. Sick person shall not be taken on duty.

2. Qualification for Supervisor: -

The contractor should deploy a supervisor. The supervisor should be at least 12th pass. Breach of this condition will be a breach of the contract. In case of change in the supervisor, the new incumbent should possess the required qualifications, for which necessary certificates are to be produced. A fine of Rs.500/- per day will be imposed for the duration of the period when this condition is not satisfied without prejudice to any other action under the contract.

3. Uniforms: -

The staff of the contractor will put on proper and distinctive uniform with the logo of the contractor. Manager/supervisor should wear necktie on their uniform. All the staff, manager/supervisor should support the nameplate prominently on their uniform. Above uniform will be supplied by the contractor at his own cost and contractor should ensure that the staff is on duty at all times in neat and clean uniform.

4. Identity Cards: -

All staff of the contractor will have photo identity cards issued by the contractor so that entry is restricted to only legitimate persons to the premises. The police verification for such officials will have to be done before employment in the campus. ALTTC will have the right to ask for the police verification from the contractor at any point of time.

5. Cleanliness of the Staff: -

Cleanliness and hygiene of the staff employed should be of extra ordinary level. The contractor should immediately withdraw staff with any contagious disease from service.

6. Conduct of Staff of Contractor:

- a) The staff employed including manager/supervisor by the contractor should be courteous, civil and polite in behaviour towards all the trainee officers and the ALTTC establishment and give no cause of grievance.
- b) The contractor and / or his staff shall neither use his electronic equipment or material for playing radio/music/games/cards etc. nor any of the electronic items like TV, A/C in rooms provided by ALTTC.
- c) The penalty clause will apply if the staff engaged is found/reported to be demanding tips in cash/kind. This may also lead to cancellation of contract.
- d) The contractor will ensure that his staff employed is not loitering in the corridors, chewing pan/smoking beedies, cigarettes etc.
- e) The staff of the contractor should leave the campus immediately after completion of their job on the campus. They should not be found on the campus loitering or otherwise.
- f) The staff of the contractor is bound to observe all instruction issued by ALTTC authority concerning general discipline and behaviour.
- g) While on duty, the staff deployed by the contractor shall not use any room for their personal conveniences. In addition to imposition of penalty, breach of this clause may lead to the termination of the contract.

7. Accommodation: -

A single room may be provided for the supervisor for the legitimate use by the contractor for execution of the work under the contract. Contractor is responsible for any lapse in maintaining the accommodation. Penalty will be imposed for any occupancy by outsiders. Suitable place will be earmarked for the contractor for keeping his materials such as brooms, dusters etc. in each hostel.

8. Licence Fee:-

The contractor shall pay **Rs. 500/- plus applicable tax** per month as licence fee for the use of premises at ALTTC and shall submit the copy of receipt along with monthly bills preferred by the contractor for the work done under the contract.

9. Theft: -

The contractor shall be responsible for any theft of the items from the rooms or any other area given to contractor for cleaning. The details of the stolen materials/stores, will be given to the contractor in writing by the designated authority and the full cost of the material reported stolen will be recovered from the contractor within 4 weeks from the date of theft. The decision of ALTTC authorities on this will be final and binding on the contractor.

10. Penalty: -

- a) The contractor shall be imposed a penalty upto Rs.50/- per occasion per 500 Sq. Ft. area of cleaning as per decision of the ALTTC authority in-charge of that area for non-performance or improper

performance of the work. Penalty shall also be imposed @ Rs. 50/- per toilet area if suitable cleaning, hygiene is not maintained by the contractor. The amount of penalty will be decided by the authority in-charge of the area according to his inspection report on that occasion and approved by the controlling officer of the authority in-charge of the area. However, the amount of the penalty will not be more than 25% of the amount of the bill raised by the contractor. The total penalty for the duration for the tender must not exceed 10% of tendered amount. The penalty will be over and above to the no work no payment principle.

- b) For repeated occasions of penalty, ALTTC shall be free to increase the basic rate of Rs. 50/- to Rs. 500/- and as applicable elsewhere.

11. Complaint Register:-

A complaint register will be necessarily kept at the reception for registering complaints of the trainees with regard to any aspect of the service provided by the Contractor. The complaint register need to be signed by the supervisor / manager/ receptionist employed by the contractor on daily basis.

12. Weekly Meetings: - The contractor/manager/supervisor shall attend the weekly meetings, arranged by the ALTTC authorities with trainees or their representatives to know their difficulties in the service and implement accepted suggestions.

13. Restriction on payment: - Payment shall be restricted to the area actually cleaned.

SECTION-6

UNDERTAKING & DECLARATION

6(A) - For understanding the terms & condition of Tender & Spec. of work

a) Certified that:

1. I/ We have read, understood and agree with all the terms and conditions, specifications included in the tender documents & offer to execute the work at the rates quoted by us in the tender form.

1. If I/ We fail to enter into the agreement & commence the work in time, the EMD/Performance guarantee deposited by us will stand forfeited to the ALTTC, BSNL.

2. I/ We are not black listed by GST authorities.

b) The tenderer hereby covenants and declares that:

1. All the information, Documents, Photo copies of the Documents/ Certificates enclosed along with the Tender offer are correct.

2. If anything is found false and/or incorrect and/or reveals any suppression of fact at any time, BSNL reserves the right to reject our tender offer/ cancel the LOA/ Purchase/ work order if issued and forfeit the EMD/ Performance guarantee/ Bill amount pending with BSNL. In addition, BSNL may debar the contractor from participation in its future tenders.

Date:

Signature of Tenderer

Place:

Name of Tenderer

Along with date & Seal

6 (B) – NEAR-RELATIONSHIP CERTIFICATE:

(Format of the Certificate)

"I.....S/o.....

R/o.....hereby certify that none of my relative(s) as defined in the tender document is/are employed in BSNL unit as per details given in tender document. In case at any stage, it is found that the information given by me is false/ incorrect, BSNL shall have the absolute right to take any action as deemed fit/without any prior intimation to me."

Signature of the tenderer
With date and seal

SECTION- 7

PROFORMAS

7(A) For the BID SECURITY/EMD Guarantee

(To be typed on non-judicial stamp paper of appropriate value)

Sub: Bid Security/EMD guarantee.

Whereas M/s R/o
(Hereafter referred to as Bidder) has approached us for giving Bank Guarantee of Rs./-
(hereafter known as the "B. G. Amount") valid up to/...../ 20..... (hereafter known as the "Validity date") in
favour of the AGM (Works), ALTTC, BSNL, Ghaziabad. (Hereafter referred to as BSNL) for participation in the
tender of work of "Providing Housekeeping Services at ALTTC, Ghaziabad vide Tender e-File No. ALTTC-
ALT/1/2022-11 dated 30/07/2022 Now at the request of the Bidder, We
Bank Branch having
..... (Address) and Regd. office address as

(Hereinafter called 'the Bank') agrees to give this guarantee as hereinafter contained:

2. We the Bank do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the BSNL stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the BSNL by reason of breach by the said bidder(s) of any of terms or conditions contained in the said Agreement or by reason of the bidder (s) failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the BSNL in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding the "B. G. Amount".
3. We undertake to pay to the BSNL any money so demanded notwithstanding any dispute or disputes raised by the bidder(s) in any suit or proceeding before any court or tribunal relating thereto our liability under this present being absolute and unequivocal. The Payment so made by us under this bond shall be valid discharge of our liability for payment there under and the bidder(s) shall have no claim against us for making such payment.
4. We the Bank further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the BSNL under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till BSNL Certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said bidder(s) and accordingly discharge this guarantee. Unless a demand or claim under this guarantee is made on us in writing or before the expiry of Validity date from the date hereof, we shall be discharged from all liability under this guarantee thereafter.
5. We the Bank further agree with the BSNL that the BSNL shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said bidder(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the BSNL against the said bidder(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Bidder(s) or for any forbearance, act or omission on the part of the BSNL or any indulgence by the BSNL to the said bidder(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. Notwithstanding anything herein contained ;

- (a) The liability of the Bank under this guarantee is restricted to the "B. G. Amount" and it will remain in force up to its Validity date specified above.
 - (b) The guarantee shall stand completely discharged and all rights of the BSNL under this Guarantee shall be extinguished if no claim or demand is made on us in writing on or before its validity date.
7. In case BSNL demands for any money under this bank guarantee, the same shall be paid through banker's Cheque in favour of "**AO (Cash) ALTTC, BSNL, Ghaziabad**" payable at **Ghaziabad**.
8. The Bank guarantees that the below mentioned officer who have signed it on behalf of the Bank have authority to give this guarantee under its delegated power.

Place:

Date: (Signature of the Bank Officer)

(Rubber stamp of the bank)

Authorized Power of Attorney Number:
Name of the Bank officer:
Designation:
Complete Postal address of Bank:
.....
Telephone Numbers
E-mail ID

7(B) For the Performance guarantee

(To be typed on non-judicial stamp paper of appropriate value)

Dated:.....

Sub:Performance guarantee.

Whereas CGM, ALTTC, BSNL, Ghaziabad (hereafter referred to as BSNL) has issued an APO no. Dated/...../20.... awarding the work of "Providing House Keeping services at ALTTC, Ghaziabad" to M/s R/o (hereafter referred to as "Bidder") and BSNL has asked him to submit a performance guarantee in favour of CGM, ALTTC, BSNL, Ghaziabad of Rs./- (hereafter referred to as "P.G. Amount") valid up to/...../20.....(hereafter referred to as "Validity Date")

Now at the request of the Bidder, We BankBranch having (Address) and Regd. office address as

(Hereinafter called 'the Bank') agreed to give this guarantee as hereinafter contained:

2. We, "the Bank" do hereby undertake and assure to the BSNL that if in the opinion of the BSNL, the Bidder has in any way failed to observe or perform the terms and conditions of the said agreement or has committed any breach of its obligations there-under, the Bank shall on demand and without any objection or demur pay to the BSNL the said sum limited to Performance guarantee. Amount or such lesser amount as BSNL may demand without requiring BSNL to have recourse to any legal remedy that may be available to it to compel the Bank to pay the same.
3. Any such demand from the BSNL shall be conclusive as regards the liability of Bidder to pay to BSNL or as regards the amount payable by the Bank under this guarantee. The Bank shall not be entitled to withhold payment on the ground that the Bidder had disputed its liability to pay or has disputed the quantum of the amount or that any arbitration proceeding or legal proceeding is pending between Bidder and BSNL regarding the claim.
4. We, the Bank further agree that the guarantee shall come into force from the date of its issue and shall remain in full force and effect up to its Validity date.
5. The Bank further agrees that the BSNL shall have the fullest liberty without the consent of the Bank and without affecting in any way the obligations hereunder to vary any of the terms and conditions of the said agreement or to extend the time for performance of the said agreement from any of the powers exercisable by BSNL against the Bidder and to forebear to enforce any of the terms and conditions relating to the said agreement and the Bank shall not be relieved from its liability by reason of such failure or extension being granted to Bidder or through any forbearance, act or omission on the part of BSNL or any indulgence by BSNL to Bidder or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of relieving or discharging the guarantor.
6. Notwithstanding anything herein contained ;
 - (a) The liability of the Bank under this guarantee is restricted to the Performance guarantee Amount and it will remain in force up to its Validity date.
 - (b) The guarantee shall stand completely discharged and all rights of the BSNL under this Guarantee shall be extinguished if no claim or demand is made on us in writing on or before its validity

7. In case BSNL demands for any money under this bank guarantee, the same shall be paid through banker's Cheque in favour of "**AO (Cash), ALTTC, BSNL, Ghaziabad**" payable at Ghaziabad.
8. The Bank guarantees that the below mentioned officer who have signed it on behalf of the Bank have authority to give this guarantee under its delegated power.

Place:

Date: (Signature of the Bank Officer)

(Rubber stamp of the bank)

Authorized Power of Attorney Number:

Name of the Bank officer:

Designation:

Complete Postal address of Bank:

.....

Telephone Numbers

E-Mail ID.....

7 (C) For Letter of Authorization for attending Bid Opening Event.

(To be typed preferably on letter head of the company)

Subject: Authorization for attending Bid opening

I/ We Mr. /Ms. have submitted our bid for Tender e-File No. ALTTC-ALT/1/2022-11 dated 30/07/2022 in respect of "Providing House Keeping services at ALTTC, Ghaziabad" which is due to open on (date), O/o The AGM (Works), R. N. 103, Admn building, ALTTC, Ghaziabad.

We hereby authorize Mr. / Ms.& Mr. / Ms.....(alternative) whose signatures are attested below, to attend the bid opening for the tender mentioned above on our behalf.

.....

Signature of the Representative

..... Signature of Bidder/ Officer authorized to sign
Name of the Representative on behalf of the Bidder

.....

Signature of the alternative Representative

.....

Name of the alternative Representative

Above Signatures Attested

Note 1: Only one representative will be permitted to attend the Bid opening

2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

SECTION- 8

Bidder's profile & Questionnaire.

Tenderer / Bidder's Profile & Questionnaire

(To be filled in and submitted by the bidder)

A) Tenderer's Profile

1. Name of the Individual/ Firm:

2. Present Correspondence Address

.....

Telephone No. Mobile No.

3. Address of place of Works/ Manufacture

.....

Telephone No..... Mobile No.

4. State the Type of Firm: Sole proprietor-ship/partnership firm /): Private limited company (Tick the correct choice.)

5. Name of the sole proprietor/ partners/ Director(s) of Pvt. Ltd Co.:

S. No.	Name	Father's Name	Designation
1.			
2.			
3.			
4.			
5.			

6. Name of the person authorized to enter into and execute contract/ agreement and the capacity in which he is authorized (in case of partnership/ private Ltd company):

.....

7. Permanent Account No.

8. Details of the Bidder's Bank for effecting e-payments:

(a) Beneficiary Bank Name:.....

(b) Beneficiary branch Name:.....

(c) IFSC code of beneficiary Branch.....

(d) Beneficiary account No.:.....

(e) Branch Serial No. (MICR No.):.....

9. Whether the firm has Office/ works (i.e. manufacture of the tendered item) in Ghaziabad? If so state its Address

.....
.....

B) Questionnaire

1. Do you think any other detail/ material is required to complete the work specified in the specification? Yes/ No.

1.1 If Yes, Give details

.....
.....

2. Do you think any other item of work need to be included in tender form to complete the work specified in the specification? Yes/ No.

2.1 If Yes, Give details

.....
.....

3. Kindly indicate the maximum Quantity of tendered material which you are capable of supplying within the scheduled delivery period.

Name of the tendered Item	Qty that can be supplied by the firm within scheduled delivery period.

4. Suggestion for improvement of the tender document.

.....
.....
.....

Place.....

Signature of contractor

Date

Name of Contractor

Annexure-A**SCHEDULE OF MATERIAL TO BE USED FOR "HOUSEKEEPING"****MINIMUM QUANTITY OF MATERIAL TO BE USED PER MONTH**

S. No	Name of Item	Quantity									
		J.C. Bose Hostel	Bhabha Hostel	Raman Hostel	Student Centre	C. K. Reddy Hall	Faculty Centre	Admin. Building	Academic Building	ERP Building	Total Quantity of Material
1	Surf/ Detergent/ Nirma/ Powder (1 Kg. Each)	15	7	12	2	1	1	7	7	2	54
2	Vim Pkg. (1 Kg. Each)	25	9	17	1	1	1	6	6	1	67
3	Phenyle Can (5 Ltrs. Each)	2	1	2	1	0	1	2	2	1	12
4	Liquid Soap Can (5 Ltrs. Each)	15	5	14	3	3	2	11	11	3	67
5	Sanitary Cubes Pkg. (400 gm each).	12	11	11	2	2	2	14	14	2	70
6	Naphthelene Balls. Pkg. (200 gm each).	15	6	13	2	2	2	14	14	2	70
7	Colin Bottle (500 ml. Each)	7	7	7	2	2	1	6	6	2	40
8	Odonil Pkg. (50 gm each).	28	28	28	1	1	5	23	23	1	138
9	Harpic Bottle (500 ml. Each)	30	28	28	1	1	1	11	11	1	112
10	Mosquito Repellent	50	5	30	0	0	0	0	0	0	85

DRAFT- AGREEMENT

Contract No. e-File No. ALTTC-ALT/1/2022-11 dated 30/07/2022 Articles of agreement made and entered in to this day between the **Bharat Sanchar Nigam Limited** through the **Chief General Manager A.L.T.T.C., Ghaziabad** and *M/s* herein after referred to as the contractor.

Whereas the contractor have contracted with the **Chief General Manager, ALTTC, Ghaziabad** acting in the premises for and on behalf of the **Bharat Sanchar Nigam Limited** in respect of "**Providing Housekeeping services for J.C. Bose hostel, Bhabha hostel, Raman hostel, Student centre, C.K. Reddy Hall, Faculty centre, Shopping centre, Admn & Academic building at ALTTC, Ghaziabad vide NIT Tender e-File No. ALTTC-ALT/1/2022-11 dated 30/07/2022 and LOA No. dated** for a period of **one year** w.e.f. **to**

And whereas the said contractor have prior to the execution of these presents offered a **Bank Guarantee No. dated** As performance guarantee vide which the said has undertaken to pay to the **Chief General Manager, A.L.T.T.C., Ghaziabad** an amount not exceeding **Rs./- (Rupees only)** against any loss or damage caused to or suffered by the **Bharat Sanchar Nigam Limited** by reason of any breach of contract by the said contractor of any terms and conditions contained in this agreement.

Now these presents witness that in pursuance of the said contract it is hereby agreed and declared by and between the said parties to these presents in the manner following.

That if the said contractor shall and will well and truly execute/perform the works contracted to be performed by them and observe, perform and fulfil the contract entered in to the satisfaction of the said **Chief General Manager, A.L.T.T.C., Ghaziabad** and also if the said contractor or their representative shall and will pay or cause to be paid to the said **Bharat Sanchar Nigam Limited**, his successors and assignees or to the said **Chief General Manager, A.L.T.T.C., Ghaziabad** for the time being all losses, damages, costs and expenses which he or they have sustained/incurred or be put in consequence of the default or failure by the said contractor for the due performance of the contract or in the execution and completion of the said work or any part thereof, then the above mentioned bank guarantee shall be returned to the said contractor.

Provided that, it is hereby further declared with true intent and meaning of the parties hereto that if default shall be made by the said contractor in the performance of the said contract to the satisfaction of the said **Chief General Manager, A.L.T.T.C., Ghaziabad** or in making good any losses damages or expenses herein before mentioned or any part thereof, then it shall be and will be lawful for the said **Chief General Manager, A.L.T.T.C., Ghaziabad to claim Rs./- (Rupees only)** in and towards the liquidation of the liability of the said contractor in respect of such default as aforesaid.

And it is hereby declared and agreed that the retention of the cash deposit shall be as and by way to liquidate damages without reference to the relative importance of the particular breach which shall have given occasion for such retention or whether the said **Bharat Sanchar Nigam Limited** may have sustained any ascertainable pecuniary damage thereby or not.

And it is further declared and agreed to between the said parties to these presents that until the completion of the said scheduled works contracted to be executed and performed by the said contractor to the satisfaction, (to be certified as aforesaid), of the **Chief General Manager, A.L.T.T.C., Ghaziabad** for the time being & until the final adjustment of the accounts between the said contractor & the **Chief General Manager, A.L.T.T.C., Ghaziabad** and payment of the final balance (if any) in connection with said contract, the bank guarantee shall remain in the hands and custody of the **Chief General Manager, A.L.T.T.C, Ghaziabad** for the time being or in any **Treasury** in which they may be lodged by the said **Chief General Manager, A.L.T.T.C., Ghaziabad**. In witness where of the said contractor and the said **Chief General Manager, A.L.T.T.C., Ghaziabad** acting in the premises as aforesaid have set their respective hands and seals the day and year first above written.

The terms & condition of the NIT & Tender e-File No. ALTTC-ALT/1/2022-11 dated 30/07/2022 **the integral part of this agreement.**

Deviation-Statement

To

**The AGM (Works),
ALTTC, Ghaziabad.**

Sub: Tender for proving "Providing Housekeeping Services at ALTTC, Ghaziabad.

Ref: Tender e-File No. ALTTC-ALT/1/2022-11 dated 30/07/2022

It is certified that no addition / deletion / corrections have been made in the downloaded tender document being submitted and it is identical to the tender document appearing on the website.

(To be signed by
Authorized Signatory)

CLAUSE BY CLAUSE COMPLIANCE

To

**The AGM (Works),
ALTTC, Ghaziabad.**

Sub: Tender for proving "Providing Housekeeping Services at ALTTC, Ghaziabad.

Tender: e-File No. ALTTC-ALT/1/2022-11 dated 30/07/2022

In compliance of clause 11.2(a) of Section-4, Part-A, we accept for clause-by-clause compliance of the Scope of Work, Technical Specifications, SOR (Section-3 Part A, & B), and General (Commercial) Conditions & Special (Commercial) Conditions, (Section- 5 Part A, & B) and all other conditions of the tender document.

(To be signed by
Authorized Signatory)

SECTION-9 Part-A

Form-I

TECHNICAL BID FORM

To

The AGM (Works),
ALTTC, GHAZIABAD.

Sub: Tender for "Providing Housekeeping services" at ALTTC, Ghaziabad.

Ref: Tender e-File No. ALTTC-ALT/1/2022-11 dated 30/07/2022

With reference to the above mentioned Tender for "Housekeeping services at ALTTC, Ghaziabad, we have read the terms and conditions in the Bid Document and accept the same and furnish the following documents;

- i).Certificate(s) showing fulfillment of the eligibility criteria(s) stated in Clause 4 of the DNIT. Viz;
- a) Experience certificate.
 - b) Copy of PAN no.
 - c) Copy of Goods and Service Tax Registration Certificate

OR

The bidder should produce certificate that bidder is exempted to register under Goods and ServiceTax.

- ii) Clause by clause compliance as per clause 11.2 of Section-4A.(Annexure-D)
- iii) Details of Bid security/EMD.
- iv) Details of Tender Documents fee.
- v) Deviation statement as per clause 12 of section-1 part-A. (Annexure-C)
- vi) Bidder's Profile & Questionnaire duly filled & signed.(Section-8)
- vii) Near-Relation Certificate duly filled & signed.(Section 6 B)
- viii) Undertaking & declaration duly filled & signed.(Section 6 A)
- ix) Documents stated in clause 10 of Section-4 Part A. Viz;
 - a. Valid MSE certificate, if any.
 - b. Certificate of incorporation, if any.
 - c. Article or Memorandum of Association or partnership deed or proprietorship deed as the case may be.
- x) Tender document.

(All documents have been uploaded on E-Platform of website www.gem.gov.in, as instructed in the tender document.)

Yours truthfully,

Name_____

Date:.....

Address_____

Telephone_____

Seal of the firm_____

FINANCIAL BID FORM

(To be submitted online through e-Platform)

From,

.....
.....

Bidder's Ref: No: Dated.....

To

**AGM (Works)
ALTTC, Ghaziabad**

Ref: Your Tender e-File No. ALTTC-ALT/1/2022-11 dated 30/07/2022

- 1.1. Having examined the above mentioned tender enquiry document including amendment/ clarification/ addenda Nos. datedthe receipt of which is hereby duly acknowledged, I/we, the undersigned, offer to supply and deliver in conformity with the said drawings, conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of the financial Bid.
- 2. Bid submitted by me/us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.
- 3. I/We agree to abide by this Bid for a period of 150 days from the date fixed for Bid opening or for subsequently extended period, if any, agreed to by me/us. This bid shall remain binding upon me/us up to the aforesaid period.
- 4. I/We understand that it is not bound to accept the lowest or any bid, ALTTC, BSNL may receive.
- 5. If my/our Bid is accepted, I/we will provide you with a performance guarantee from a Scheduled Bank for a sum @ 3% of the contract value for the due performance of the contract.
- 6. If my/our Bid is accepted, I/we undertake to complete delivery of all the items and perform all the services specified in the contract in accordance with the delivery schedule specified in the Section-2 (Tender Information).
- 7. Until a formal Purchase Order of Contract is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Dated: day of 20...

Signature

Name

In the capacity of

Duly authorized to sign the bid for and on

behalf of

SECTION-9 Part-B
Price Schedule

FOR HOUSE KEEPING SERVICES OF ADMIN. BUILDING, ACADEMIC BUILDING, HOSTELS (JC Bose, Raman & Bhabha), STUDENT CENTRE, C.K. REDDY HALL, FACULTY CENTRE, SHOPPING CENTRE AND ERP BUILDING.

Table A:For Areas within Buildings.

Sl. No.	Type of Area	Total Area (Square Feet)	Lumpsum amount/ month (without GST) (in Figures) (in Rs.)	Lumpsum amount/ month (without GST) (in Words) (in Rs.)
1.	Rooms/ Verandah/ corridors/ staircase etc	1,96,692		
2.	Bathrooms	19,154		
Total Amount of Table (A): (Sl. No.1 + Sl. No.2)				

Note:Quoted Rates shall be inclusive of all expenses to be incurred by vendor for providing goods and service as specified in the **Scope of work and Tech. Specification of Section-3 (Part - A & B)** of the tender document **excluding Goods and service Tax**, which shall be paid extra, as per Goods and Service Tax rules applicable from time to time.

BIDDERS SIGNATURE WITH OFFICIAL SEAL/STAMP.

Contd.

Table B: Lumpsum amount/ month for sweeping of open area around the below mentioned buildings including the green grass/boundaries up to the road (around the building) and roads around all the below mentioned buildings:

Name of Building (Approximate area in 100sq. mtrs.)	Lump sum amount/ month (without GST) (in Figures) (in Rs.)	Lump sum amount/ month (without GST) (in Words) (in Rs.)
1. J.C. Bose Hostel(15.92)		
2. Bhabha Hostel (15.99)		
3. Raman Hostel (15.44)		
4. Student Centre (7.00)		
5. C.K. Reddy Hall (11.54)		
6. Faculty Centre (2.00)		
7. Shopping Centre (7.00)		
8. ERP Building (3.00)		
9. Admn. Building. 10. Academic Building (50.73)		
Total Amount of Table (B): (Sr. No. 1 to 10 above)		

Note:Quoted Rates shall be inclusive of all expenses to be incurred by vendor for providing goods and service as specified in the **Scope of work and Tech. Specification of Section-3 (Part - A & B)** of the tender document **excluding Goods and service Tax**, which shall be paid extra, as per Goods and Service Tax rules applicable from time to time.

BIDDERS SIGNATURE WITH OFFICIAL SEAL/STAMP.

Contd.

Table C: Lump sum amount per month as per work specified below:

Name of Work	Lump sum amount/ month (without GST) (in Figures) (in Rs.)	Lump sum amount/ month (without GST) (in Words) (in Rs.)
Daily lifting and disposal of garbage created in housekeeping work as well as in dustbin placed near three hostels, student centre, faculty club, shopping centre, C K Reddy hall, ERP building, Admin.& Academic buildings and along the roads of ALTTC campus to Municipal dumping ground.		

Note: Quoted Rates shall be inclusive of all expenses to be incurred by vendor for providing goods and service as specified in the **Scope of work and Tech. Specification of Section-3 (Part - A & B)** of the tender document **excluding Goods and service Tax**, which shall be paid extra, as per Goods and Service Tax rules applicable from time to time.

BIDDERS SIGNATURE WITH OFFICIAL SEAL/STAMP.