



# E-TENDER DOCUMENT

**YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION**  
**Raj Bhavan Complex, Baner Road, Pune 411 007.**  
**Phone No. (020) 25608230 & 25608238 , Fax No. (020) 25608100.**



ई-निविदा सूचना

यशवंतराव चव्हाण विकास प्रशासन प्रबोधिनी (यशदा)

राजभवन आवार, बाणेर रस्ता, पुणे 411 007.

फोन नं. (020) 25608230 / 25608238 फॅक्स नं. (020) 25608100

यशदा मधील डिएसी विभागांतर्गत गृहपालन व्यवस्था सेवा पुरवणे कामाच्या निविदा मा.महासंचालक, यशदा यांचे वतीने सदर कामांचा अनुभव असलेल्या कंत्राटदाराकडून ई-निविदा पद्धतीने मागवण्यात येत आहेत. कामाची अंदाजित किंमत रु. ३,००,००,०००/- (रूपये तीन कोटी फक्त) असून बयाणा रक्कम रूपये ३,००,०००/- (रूपये तीन लाख फक्त) आहे. कोऱ्या ई-निविदा दि. ०२/११/२०१९ ते १६/११/२०१९ रु. २५०००/- (रूपये पंचवीस हजार फक्त) ची निविदा विक्री किंमत भरून [www.mahatenders.gov.in](http://www.mahatenders.gov.in) या संकेतस्थळावरून डाउनलोड करता येतील. वरील कामांची निविदा सूचना व पूर्ण माहिती यशदाच्या [www.yashada.org](http://www.yashada.org) या संकेतस्थळावरही उपलब्ध आहे. यशदा कडे प्राप्त झालेल्या ई-निविदा दि. १९/११/२०१९ रोजी दुपारी ३ वाजता उघडण्यात येतील.

ई-निविदा प्रणाली बाबत काही शंका असल्यास खालील फोन नंबर वर संपर्क साधावा

फोन नंबर :- ०२०-२५३१५५५५

मोबाईल :- ९१६७९६९६०१/०४

ई मेल :- support.gom@nextenders.com

महासंचालक, यशदा

**YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT  
ADMINISTRATION (YASHADA)  
RAJ BHAVAN COMPLEX, BANER ROAD  
PUNE 411007**

फोन नं. (020) 25608123/120/175 फॅक्स नं. (020) 25608100

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# **E-TENDER PAPERS**

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**E- Tender For House Keeping Services To DAC YASHADA (2019-2021)**

1. Estimated Tender Cost	Rs 3,00,00,000/- (Rupees Three Crores only)
2. Performance Security Deposit	3 % of the Estimated cost of e-Tender
3. Earnest Money Deposit ( <b>Refundable</b> )	Rs. 3,00,000/- (Rupees ThreeLakh only)
4. Cost of Tender Form ( <b>Non-refundable</b> ).	Rs.25,000/- (Rupees Twenty Five Thousand Only)
5. Date of Upload e-Tender Form	02/11/2019 To 16/11/2019
6. Pre bid Meeting	06/11/2019 At 03.00 P.M.
7. Last Date of Submission of Tender	16/11/2019 Up to 3:00 P.M.
8. Date & Time of Opening of Tender	19/11/2019 At 3.00 P.M.

**Brief Summary of Inquiry**

**Offer should be submitted in 2 envelope system :**

- a) Technical Bid – Envelope No. – 1
- b) Price Bid – Envelope No. – 2 (**Annexure-A**)

**YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT  
ADMINISTRATION (YASHADA)**

RAJBHAWAN COMPLEX, BANER ROAD  
PUNE 411007

**1. E-TENDER NOTICE**

Online e-tenders are invited for providing Housekeeping Services to the YASHADA, from Reputed Agency in the form of e-tenders up to **3.00 pm on or before 16/11/2019**. Blank e-tenders can be downloaded from <https://mahatenders.gov.in> upto **16/11/2019**, 3.00 pm on payment of Rs. 25,000/- (Twenty Five Thousand Only) as cost of tender form through online on respective e-tender portal.

e-tenders are invited from reputed, experienced and financially sound agencies meeting given criteria to provide Housekeeping Services to Yashwantrao Chavan Academy of Development Administration (YASHADA), Pune under **Two Bid System**

**Technical Bid** – Online **Envelope No. I** wherein the bidder shall submit scanned copies of all required documents and upload them.

**Price Bid** - Online Envelope No. II - Price bid should be submitted in Envelope No II.

Any corrigendum(s), if required shall be communicated through the tender section on the website <https://mahatenders.gov.in>.

**Director General  
YASHADA, Pune**

## **1. BRIEF SUMMARY OF THE ENQUIRY**

- 1.1 Tenders are invited for providing Housekeeping services to YASHADA from Housekeeping service provider agency complying with all the terms conditions prescribed in tender document. The qualifications, Experience, and the details of Housekeeping manpower required is as per **ANNEXURE-I**.
- 1.2 The tender document will be available on <https://mahatenders.gov.in> from **02/11/2019 to 16/11/2019** also view access only will be available on **YASHADA website i.e. [www.yashada.org](http://www.yashada.org)**
- 1.3 The tender fee amounting Rs. 25,000/- (Rupees Twenty Five Thousand only) & Earnest Money Deposit Rs. 3,00,000/- (Rupees Three Lakh only) can be paid online on respective e-tender portal & the scanned copy of the challan has to be attached as a part of technical bid.
- 1.4 Last date of receipt of tenders will be **16/11/2019 up to 3.00 PM** The tenders received thereafter will not be considered. The tenders received within specified time shall be **opened on 19/11/2019 at 3.00 PM**.
- 1.5 If any technical difficulties arise while filling up e-tender, please contact on toll free No. 1800 3070 2232 at NIC.
- 1.6 The Tenders received by post /courier/by hand and by any other way will not be accepted.
- 1.7 **Pre-bid tender meeting:-**

Pre-bid meeting will be held on 06/11/2019 at 03.00 p.m. at YASHADA, Pune. Interested bidders shall attend this meeting. Queries raised will be clarified in the meeting and minutes of pre-bid meeting will be uploaded on <https://mahatenders.gov.in> and YASHADA website [www.yashada.org](http://www.yashada.org). The minutes of pre-bid meeting will form as part of this tender. No query thereafter would be entertained.

## **1.8 Scope of Work (Housekeeping Services)**

The Yashwantrao Chavan Academy of Development Administration (YASHADA) is the apex and premier training institute of the Government of Maharashtra registered under the Societies Registration Act (1860), the Academy combines the roles of the Administrative Training Institute (ATI) and the State Institute of Rural Development (SIRD). Academy conducts over 1200 training programmes each year, which are attended by around 36000 participants. These includes senior officials from Govt. of India and officers in the grade of collectors, CEO's of ZP etc. from the Govt. of Maharashtra and other officials from various department/directorates/public sector undertaking of Govt. of Maharashtra. Fine residential facilities are provided for participants in the campus itself. Offers for House Keeping services for the following areas are invited publicly by YASHADA subject to the terms & conditions of this Tender Document.

### **DAC AREAS**

- 01 Shamee Hostel 31 Rooms, including all corridors & staircases.
- 02 Jubilee Hostel - 40 rooms, including all corridors and staircases.
- 03 Durva Hostel – I – 28 rooms, including all corridors and staircases.
- 04 Durva Hostel – II – 28 rooms, including all corridors and staircases.
- 05 Gymnasium & T V Lounge, including all corridors and staircases.
- 06 New Dormitory & 3 bungalows Kaustubh , Kasturi & Kohinoor
- 07 Kojagiri Mess, (Dining adjoining areas).
- 08 1 to 11 Classrooms,( including Satcom Center) DAC Auditorium, Ladies ,Gents wash rooms & all wash rooms in academic complex .
- 09 Lezim Hall including surrounding area & wash rooms.
- 10 Management of Reception Desk- 24X7.
- 11 Any other area specified by the Director General, Registrar, and Hostel Manager, DAC.
12. All areas including backyards , Frontage and adjoining areas of all buildings in DAC areas.

<b>Sr.</b>	<b>Description Details</b>	<b>Approx. Area</b>
1.	<b>DAC Hostel Building &amp; adjoining areas MESS Building &amp; New Dormitory, DAC Classroom, DAC New Auditorium &amp; Lezim Hall</b>	1,15,000 sq ft.

13. Hospitality and cleanliness are the essence of housekeeping contract. The employees appointed by the Agency need to be active, alert, soft spoken as top level officers of State Govt. stay at the hostel. The integrity and trustworthiness of such employees shall be beyond doubt, as they will be handling valuables. As regards working hours of Receptionists and room attendants will work in three shifts.

## 1.9 Detailed Scope of contract:

The present scope of contract will cover-

### 1.9.1. Cleaning and maintain of DAC Hostels & Academic Block.

- All the hostel rooms, including bathrooms, toilets corridors and staircases in the hostels every day.
- Reception, Corridors and other common open areas in the Hostel Block every day number of times as per instructions.
- Lounge and Recreation areas in the Hostel block every day number of times as per need & instructions of the Hostel Manager.
- General toilets adjacent to hostel reception, and New Dormitory every day. Number of times as per need & instructions of the Hostel Manager.
- Kojagiri Mess-(Dining and adjoining areas).
- Mechanized floor cleaning of corridors, passages, Dining hall once in a month.
- Clean 1 to 11 Classroom, Lezim Hall (Including Setcom) DAC Auditorium, Corridors, Toilets, Staircases and other Common open areas every day number of times as per need & instructions of the Hostel Manager.

1.9.2 To maintain proper records of arrival / departure of participants / faculty / guests at YASHADA. To attend hostel telephone and reply inquiries satisfactorily.

1.9.3 To monitor use of telephone facilities including STD services by hostel occupants, collect appropriate charge from them for the facilities used; maintain proper records and hand over such records and cash to the Hostel Manager, YASHADA on a day to day basis.

1.9.4 To maintain proper records of laundry given and taken from the laundry men as per schedule if any differences should be reported to Hostel Manager in writing.

1.9.5 To maintain tidiness in hostel premises like arranging newspapers properly folding them etc., maintaining records.

1.9.6 Agency will also inform the Hostel Manager of accident / illness of participants requiring immediate medical help. Agency shall also take steps to reach the participants to the hospital.

1.9.7 Agency should keep stock Consumption register of linen, other articles such as plastic buckets, mugs, flask, water glasses insecticides, detergents, acids and ensure their replacement.

- 1.9.8 Agency have to provide All Cleaning material (**As per Annexure VI**) & Bath soap 15gm for one or two days course participants, also as per the requirement of participants on request. VIP suit room's amenity like comb, toilet talcum powder, Shampoo, Tooth Brush, Hair oil, 75 gm Bath soap (Lux International or Dove) etc. as required and record to be maintained. Requirement of cleaning material should be obtained from Hostel Manager & same will be certified by the Hostel Manager after procurement and actual utilization with in YASHADA (i.e. for Hostel).The Cost of expenditure will be reimbursed by YASAHDA to the Agency as per actual billing.
- 1.9.9 Agency shall be responsible for removal of garbage from designated area and its proper disposal as per PMC rules every day twice.
- 1.9.10 The Agency will have to arrange for every alternate day the washing of linen, keeping account thereof etc. Payment for laundry charges will be made by Agency. The Agency will also have to help participants and other hostel occupants in getting laundry facilities on direct payment basis
- 1.9.11 The Agency will be required to clean and maintain items such as buckets, tubs, jugs, water jars, glasses, soap cases, water coolers, table lamp etc. provided for each room and corridors. The Agency shall be responsible for the security and cleanliness of these items.
- The Loss of any articles/ linen should be reported to YASHADA by Agency. At the time of inventory, any losses or shortages of articles/linen, may be recovered by YASHADA from agency. The damage of any article / items / linen from agency, shall be recovered by giving 15% discount per year on purchase price of the concerned article. The unserviceable returns like linen/articles/items shall not be recovered from agency.
- 1.9.12 The Agency shall be responsible for operation and monitoring of all AC units installed in specified area.
- 1.9.13 All records of arrivals and departures in the hostel will be maintained by the Agency as per the instructions of the Hostel Manager.
- 1.9.14 Except for bed tea/ coffee, which will be served by the catering contractor, no room service in catering is to be given to participants. However, personalized service will be required to be given to the VIPs. The Agency should co-operate and extend suitable help to the catering Agency appointed by YASHADA for this purpose.
- 1.9.15 All Items of games and sports such as table tennis, carom, chess, badminton, to be provided to the participants staying at the hostel will be in the custody of Hostel Manager and through agency which will be issued out to the legitimate users by Agency. Agency will take it back before participant leaves hostel.

#### **1.10.0 THE DUTIES OF THE HOUSE KEEPING UNSKILLED MANPOWER**

- 1.10.1 Ensure switching off the lights / fans / taps / close window panels and door etc., after the participants / officers vacate the hostel rooms.



- 1.10.2 Shall collect, remove and dispose the waste as per PMC rules from the specified areas.
- 1.10.3 Shall be responsible for ensure that the water taps and brass articles in the Academy are protected by rust proofing devices.
- 1.10.4 Cleaning and sweeping of all rooms involving changing of linen, table wares, towels, etc. dusting and cleaning of furniture and fixtures providing drinking water, etc., every day to participants, guests etc. as demanded.
- 1.10.5 Cleaning and sweeping of external areas such as passage, foyers, and staircases of all the areas within the scope of contract every day.
- 1.10.6 Cleaning and maintaining the furniture, Fixtures and equipment that in use in these buildings every day.
- 1.10.7 Occasional packing and unpacking of material, loading and unloading of articles, etc.
- 1.10.8 Shifting of Hostel & Classroom furniture and its rearrangement as per requirements.
- 1.10.9 All other duties as per scope of housekeeping on instructions of YASHADA.

## TENDER CONDITIONS

- 2.0 The bidders should submit in all respects their complete bids online on <https://mahatenders.gov.in>.
- 2.1.a Technical offer (envelope No.1) shall be opened first. The Financial Offer (Envelope No. 2) of those bidders whose Technical Bid is found complete and valid in all respect shall be qualified for Opening of Price Bid.
- 2.1.b The successful bidder will have to sign the original copy of the tender papers according to which the work is to be carried out. Such a bidder shall also have to give a declaration to the effect that he has fully studied the site, specifications, local conditions and availability of labour and materials and that he has quoted the amount with the considerations to all these factors
- 2.2 Tender offers received shall be opened in presence of Authorized Officials of YASHADA and the bidders who choose to remain present. If any of the required papers / certificates as specified in the Tender are not included or not in proper order, the offer will be disqualified without providing any clarification in this regard and envelope No.2 shall not be opened.
- 2.3 Bids submitted by post/ will not be accepted or Incomplete bid/s or bid/s submitted after the date & time of submission of the tender will not be entertained.
- 2.4 The Director General reserves the right to reject one or all tenders without giving any reasons.
- 2.5 The bidder would have to provide trained staff plus labour to maintain an area of about 1,15,000 sq. ft. built-up and other areas.
- 2.6 Bidders should quote rate of Service charges excluding GST amount in the Envelope NO.2 (Price Bid) **Annexure A** after carefully reading **Annexure A-1, A-2**
- 2.7 The turnover certificate from CA (Chartered Accountant) for the last three financial years (2015-16, 2016-17 & 2017-18) showing minimum turnover not less than Rupees 5 Crore every year in respect of Housekeeping services. Copy of audited Balance Sheet will not be considered.
- 2.8 For all purposes of disputes arising during day to day functioning, indiscipline or any other administrative situations, YASHADA reserves the right to take a decision and finalize the issue. The decision of the Director General, YASHADA shall be final, in all such cases and no other recourse shall be operative.
- 2.9 The bidder should provide skilled and experienced staff required for providing satisfactory and effective House Keeping services. The bidder should have enough credentials and experience of having provided such House Keeping services to large organizations.

- 2.10 Rates of the contract should be valid for 2 years from the date of award or any extension order given on mutual agreement.
- 2.11 The Tender Document will be available on <https://mahatender.gov.in> from / /2019 to / /2019.
- 2.12 Offers should be valid for 120 days from the date of opening of the price bid.
- 2.13 Cost of bid will be borne by the bidder.

**ENVELOPE NO.1 (Technical Bid)**

3.0 The Agency must fulfill the following technical specifications in order to be eligible for technical evaluation of the bid. The Agency is required to scan originals of the following documents and upload it in the Technical Bid (Envelope No. 1), failing which bid shall be summarily / out rightly rejected and will not be considered any further.

**The online envelope clearly marked as “Technical bid (Envelope No.1)” is required to contain the scanned copies of originals of the following documents.**

- 3.1 Proof regarding submission of tender fee and EMD online i.e. Challan copy needs to be uploaded.
- 3.2 Latest License under Shop and Establishment Act and if the agency is a Company / Firm / Agency having registration Certificate under Companies Act, or Partnership firm registered under Indian Partnership Act or Proprietary concern and should be in existence since the last three financial years. Submit relevant documents.
- 3.3 Registration Certificate under Contract Labour (Regulation & Abolition) Act, 1972.
- 3.4 The Company / Firm / Agency registration certificate under Goods and Services Tax Act (GST) for providing housekeeping services.
- 3.5 The Company / Firm / Agency registration certificate under Employees Provident Fund Act.
- 3.6 The Company / Firm / Agency registration certificate under Employee State Insurance Act .
- 3.7 The Company / Firm / Agency PAN Card / TAN / TIN number.
- 3.8 Copy of Profession Tax Registration Certificate.
- 3.9 The Company /Firm /Agency should provide a duly signed self-declaration indicating that they have not been blacklisted by any Ministry /Department / Organization of the Central Government / State Government or any Public Sector Undertaking and there is no litigation with any organization on account of similar services as per **Annexure -C**.
- 3.10 Company/ Firm / Agency should submit self-declaration that there is no case pending with the police/ court of law against the company/ firm / Agency.

- 3.11 Experience certificate of having provided House Keeping services to big Govt./Public Ltd. Company's establishments or any other big establishments to be enclosed.
- 3.12 The turnover certificate from CA (Chartered Accountant) for the last three financial years (2015-16, 2016-17 & 2017-18) showing minimum turnover not less than Rupees 5 Crores every year in respect of supplying Housekeeping services, Copy of audited Balance Sheet will not be considered.
- 3.13 Duly signed declaration as regards acceptance of terms and conditions on Company/ Firm / Agency letter head, as per **Annexure -D** should be submitted.
- 3.14 List of clients.
- 3.15 Personal and bank details of the Company / Firm / Agency for RTGS purpose as per **Annexure- B**.

**3.16 Envelope No. II (Price Bid)**

The bidder should quote their offer through Envelope No. II. As per **Annexure-A** The bidder should not quote their offer anywhere directly or indirectly. Conditional bid will not be accepted. The rates quoted should be excluding GST and inclusive of other levies, duties etc.

**3.17 Criteria for L1 (Lowest rate)**

The Bidder shall be awarded contract on the basis of the lowest rate of the service Charges as quoted by the bidder in price bid (As per Envelope II- **Annexure-A**).

# HOUSE- KEEPING SERVICES

## Terms and Conditions

### 4 General Conditions

- 4.0 The Bidder should provide Housekeeping services as per **ANNEXURE-I**
- 4.1 The contract will initially be valid for two years. Statutory compliances shall and would be Minimum Wages as per statutory provision. The payment will be released by YASHADA as stipulated in **Annexure V** herein enclosed, within the payment timeline. The Agency shall not be entitled to raise any demand imposing additional financial burden on YASHADA on any count, excluding payment of arrears if any in terms of **Annexure V**. The successful bidder shall be referred to in this document for the purposes of this contract as 'Agency'.
- 4.2 The Agency shall obtain all necessary permits / licenses for tender work purpose from statutory authorities such as Municipal Corporation, other Local Authorities, State / Central / Govt. Department, Labour Department, etc. at its own cost. YASHADA shall not be held responsible for any breach of these rules and regulations by the Agency.
- 4.3 It will be the responsibility of the Agency to make sufficient appropriate and suitable arrangements for proper and efficient services to clean and maintain the movable and immovable properties of YASHADA building including all equipment, furniture, fixtures and fittings in the premises of the Academy and Hostels, D.G Bungalow & ADG bungalow without any damages and/ or breakages to the same. Also the agency shall be responsible for mechanized cleaning of passages, carpet and internal areas of all offices including doors, windows, and furniture at their own cost, manpower and equipment. In case of failure of the agency to do so, YASHADA shall get the same done through other sources, at the cost and expenses of the agency and same shall be recovered from the bills/Security Deposit of the agency.
- 4.4 Agency shall not transfer or assign or share benefits of this Agreement to or with anyone. Any such violation shall render the agreement to be cancelled at the risk and cost of the successful tenderers.
- 4.5 A minimum penalty of Rs.10,000/- per violation /per occasion will be levied on the Agency for intermittent service failure or any lapse in service on the part of the Agency and / or its employees. The fine shall be imposed in such cases, by the Director General, YASHADA on the report submitted by the Hostel Manager through HoD.
- 4.6 It will be the responsibility of the Agency to store the materials for its use in neat, tidy and hygienic manner in the space provided by YASHADA. The Security of, any loss, theft of such material shall be sole responsibility of the Agency.

- 4.7 The Agency shall at all times keep YASHADA effectually indemnified against all actions, suits, proceedings, losses, costs, damages, charges, claims and demands in any way arising out of or by reason of anything done or omitted to be done by the Agency and against all costs and expenditure incurred by YASHADA in that respect. The Agency shall also keep YASHADA indemnified against all claims for compensation under the provision of any law for the time being in force / brought in to force by or in respect of any Employee deployed by the Agency in carrying out the obligations under the contract and against all costs and expenditure incurred by YASHADA in connection there with. YASHADA shall be entitled to deduct any amount due from all money payable to the agency by way of compensation as aforesaid or of any other nature and costs and expenses in connection with any claim thereto. For this purpose an Indemnity Bond will have to be executed by the Agency, before commencement of services.
- 4.8 The Agency shall be fully responsible for the articles / items kept in the area covered by the House Keeping contract.
- 4.9 In case, there arises any dispute regarding interpretation of any clause or term of this agreement and any related document the decision of the Director General, YASHADA, will be final and binding on both the parties.
- 4.10 The Agency shall co-operate with other agencies on the campus while performing their duties.
- 4.11 All the Employee deployed by the Agency at YASHADA shall abide by the disciplinary procedures, rules and regulations laid down by YASHADA from time to time
- 4.12 The Agency shall ensure that it fully complies with and observes all the provisions of the Contract Labour (Regulation & Abolition) Act, 1970. The Minimum Wages as per statutory provisions, Payment of Wages Act 1935, and Minimum Wages Rule 1963, Employees Provident Fund and Miscellaneous Provision Act, the ESI Act, The Gratuity Act 1972 and such other statutory enactments rules and regulations laid down by the Govt. or local body in force compliance or violation thereof shall be the Agency's sole responsibility and subsequent amendments thereof. For this purpose the Agency shall submit **Monthly Statutory Compliances Report duly certified to YASHADA** in the form given as **Annexure IV** as mentioned in the Agreement along with next months bill. YASHADA shall have the right to withhold the payment of monthly bill in Case the Agency fails to comply with statutory requirements or fails to submit proof of statutory payments made by them in respect of their employees deployed at YASHADA.
- 4.13 The workmen deployed by the Agency shall be Agency's own employees under their exclusive management, supervision and control and YASHADA shall, in no way, be responsible or liable for their wages, salaries, bonus, gratuity or any other allowance, leave salary, wages for holidays or any compensation notice pay etc.

- 4.14 YASHADA shall not accept and entertain any claim in the event of the Agency's employee sustaining any injury, damage or loss either to person or property either inside or outside the Academy premises. It shall be the sole responsibility of the Agency to repay all such expenses in respect of his employees. The Agency shall provide necessary **ESI or Insurance cover to all Housekeeping Services manpower deployed for services at YASHADA under Workmen's Compensation Act under intimation to YASHADA.**
- 4.15 The Agency shall regularly make payment of contribution to the Provident Fund, family Pension, Employees State Insurance Corporation, Deposit Linked Insurance Scheme and all other statutory dues that may become due or payable by the Agency for the labour deployed by them and maintain all such records as may be statutorily required and produce the same to the concerned officer of YASHADA along with the monthly bills in respect of dues paid in previous month (name wise). For this purpose the Agency shall submit monthly ECR challans of statutory payments with list of employees deployed at YASHADA and also submit yearly returns filed with respective statutory authorities and inspection report of all statutory govt. authorities. If the Agency fails to submit all documents along with the monthly bills YASHADA shall have a right to withhold payment of monthly bill until total satisfaction with regard to compliance by the Agency as per **Annexure V.**
- 4.16 A complete list of personnel along with their bio-data photographs, proof of residence, and proof of submission for police verification etc. should be submitted to the YASHADA before they are deployed. Changes should be informed to the YASHADA forthwith when they take place.
- 4.17 The Agency shall pay wages to its workmen deployed for providing housekeeping services at YASHADA, in any of the Nationalized Banks at Pune on or before 10<sup>th</sup> day of every month in their specified bank account for salary, every month or part thereof under intimation to YASHADA.
- 4.18 All personnel deployed by the Agency shall at all times be medically fit. The medical examination (parameter as per annexure II) of all the manpower- deployed should be done by the Agency Yearly or before Joining at the cost of the Agency. The agency shall provide such certificates to YASHADA. The employees should be supplied with proper uniform (Shoes & dress) and identity card with photographs by the Agency at its costs. Employees of the Agency deployed at YASHADA should be in prescribed uniform at all the times neat clean and tidy during the duty hours.
- 4.19 The workers / staff of the Agency will have nothing to do with the YASHADA and shall have no presumptive or any kind of rights of absorption in the services of YASHADA.



- 4.20 In case of the workers engaged by the Agency have any grievances; they will take up the same with the Agency without creating any disturbance on the campus of YASHADA. If the Agency's Workers resort to any agitation resulting in any damage to the property of YASHADA and or reputation, hindrance to its work the Agency would be liable for payment of damages to YASHADA. It will also be construed as breach of contract rendering the Agency liable for such action as may be deemed necessary. Under no circumstances, agitation means are to be resorted to by workers of the Agency in the YASHADA premises or with reference to YASHADA by name or in any other manner whatsoever. On expiry of the contract the Agency undertakes to vacate the premises without hesitation and murmur, in peace with all the workers without creating any disturbance. The Agency will be solely responsible if the workers engaged by it misbehave or create disciplinary or law and order problems in the premises of YASHADA.
- 4.21 If in the course of execution of this contract by the Agency any minor or major damage is caused by the Agency or its workmen to the persons or property of YASHADA after joint inspection by "YASHADA" and the "Contractor" any claims arising there from shall be recovered, settled and dealt with directly by the Agency and the Agency shall render all assistance and co-operation to YASHADA if any enquiry is held thereon. The contractor agrees to undertake and indemnify YASHADA against all such claims.
- 4.22 Any packing and unpacking of material, shifting of furniture and loading and unloading of articles etc. as per requirement and also preparing lecture Halls, for use, placement and management of equipment such as OHP, TV, LCD, computer, printer and laptop etc & any other office work shall be the part of services under this agreement without any extra payments / claims on that account.
- 4.23 The agency will inspect everyday as a part of its service maintenance job under this agreement will check, report and get it done in working conditions immediately. The agency shall maintain appropriate record of having checked / inspected and having rectification carried out by them or responsible Dept. (water supply points, plumbing installations, electrical appliances, furniture fixtures, and any other such materials), etc. These records shall be always made available to YASHADA for necessary action
- 4.24 The quality of service at all stages should be as per standards laid down by YASHADA and explained to the agency from time to time. Necessary uniform to housekeeping workmen and stationery such as Registers, files, folders etc. are to be provided by Agency. The uniform of Supervisor shall be distinct from that of House Keeping Staff. The personnel employed by the Agency should be provided with identity cards by the agency. Each personnel, on their left hand shirt pocket, should prominently display Identity cards.
- 4.25 The Agency shall be responsible for maintaining the entire premises clean at all times and perform duties through its employees as per **Annexure III (page 1-4), IV, V and VI** along with other related duties specified by YASHADA. The timings of duties will vary as per Administrative requirement.
- 4.26 The Agency shall also carryout cleaning job of corridors / open areas, walk Ways, tiles, passages at least once in month by using mechanical devices owned by the agency.

- 4.27 Agency shall also carry out cleaning job of internal/external drainage system to avoid choking of water, removal of grass and wild growth of fungus, grass and plants in the premises specified in scope of work..
- 4.28 The employees of the Agency will have no right to various facilities offered by YASHADA to its own staff and participants in its programmes. They can however, make use of Cafeteria/ Mess facilities on payment basis.
- 4.29 It will be the responsibility of the Agency to close window panels and doors of building, switch on and off lights, fans, taps etc. and also open and close the training hall and hostel rooms etc. with the help of security personnel as may be prescribed.
- 4.30 All the employees are liable for security checks from time to time as VIPs will be on constant visits to the academy.
- 4.31 Agency will have to do any other duties not specifically mentioned hereinabove pertaining to YASHADA Housekeeping Services maintenance as assigned by YASHADA through its Director General, Registrar & Hostel Manager.
- 4.32 All the staff required for providing Housekeeping service should have appropriate experience required for the job and should be able to attend to functional maintenance problems.
- 4.33 Material such as mattresses, table, lamps, water jars, glasses, towels, napkins, linen, blankets, hangers, bath stool, mugs for use in each hostel room will be supplied by YASHADA. The Agency will have to maintain them and keep a proper record thereof.
- 4.34 The agency shall be totally responsible for removal of garbage and proper disposal of the same as per Pune Municipal Corporation norms. And also ensure that no accumulation of garbage takes place in any of the House keeping areas.
- 4.35 The Agency will be fully responsible for articles /items kept in the hostel rooms for the use of Participants. Agency would pass / give the receipt of such articles / items kept in the hostel rooms / received from YASHADA from time to time. Every Twelve months inventory verification will be carried out by YASHADA . YASHADA will have right to deduct (recovery) the amount of shortages and losses found during stock verification / Inventory from the bills payable. Recovery will be not done for the articles which are returned due to being unserviceable such as linen & other articles.
- 4.36 The manpower deployed at YASHADA by the agency will not be changed frequently so as to maintain uniformity and discipline in the services.
- 4.37 The agency shall have its office in Pune./PCMC areas..
- 4.38 A Committee as decided by Director General, YASHADA will visit operational prevailing sites of the agency for inspection.

4.39 The successful bidder shall submit detailed wage structure as per Annexure A-1 with prevailing applicable statutory rates before signing the contract this shall become part of the agreement.

## 5.0 Legal Compliance

5.1 Within 15 (fifteen) days after receipt of award letter, the successful Agency shall deposit Security Deposit @ 3% of Tender cost in the form of Demand draft from the Nationalise Bank in the favor of Director General, YASHADA. The security deposit shall be refunded without any interest only after satisfactory execution and completion of the contract. After completion of contract Agency should provide Chartered Accountant's "No statutory dues certificate" in respect of this contract. If the successful agency fails to deposit security deposit within 15 days, EMD will be forfeited and YASHADA may take appropriate action including blacklisting the Agency.

5.2 The successful Agency will be required to execute the registered agreement with YASHADA within the period specified in the award letter. This registered agreement will have to be executed on stamp paper as per government norms. The agreement will have to be registered with concerned government authority at the cost of agency. In case the successful agency fails to enter into the agreement with YASHADA within the specified date mentioned in the award letter, the Security Deposit shall stand forfeited without giving any further notice, and YASHADA may take appropriate action including blacklisting the Agency.

5.3 YASHADA shall have a right to withhold the payment of monthly bill in case the Agency fails to produce the proof of the payments made by them to the employees deployed by them and the statutory compliance as mentioned in the said **Annexure-V**. The Agency shall in no case, withhold the payments due to their employees for any reason whatsoever including that on account of non clearance of its bills by YASHADA. The Agency shall disburse the wages / salary of its employees on or before 10<sup>th</sup> Day of the succeeding month through Bank.

## 6.0 RISK PURCHASE

In case of failure of the agency to provide satisfactory service YASHADA reserves the right to get the Housekeeping Manpower services work done from any other agency at the risk & cost of the agency. Any additional expenditure for work done from any other agency shall stand recoverable from the agency.

## 7.0 Terms of payments

7.1 The **service** charges accepted by the YASHADA shall be payable to the Agency after submission of proof of payment or wages/TA/DA paid to the staff engaged subject to deduction of TDS.

- 7.2 The consolidated wages/pay payable to housekeeping /personnel services deployed by the Agency in YASHADA shall be as per the rate prescribed by YASHADA in **Annexure A-1** and as may be prescribed from time to time which will be paid to agency by YASHADA. The entire financial liability in respect of housekeeping /personnel services deployed in YASHADA shall be that of the Agency and YASHADA will in no way be liable. It will be the responsibility of the Agency to pay to the person deployed a sum not less than the rates prescribed in **Annexure A**.
- 7.3 The agency shall submit its monthly bill on or before 5<sup>th</sup> day of succeeding month along with Statutory Compliance in Annexure V to the agreement duly certified by the authorized representative of YASHADA. i.e. the Registrar and all such documents as may be demanded by YASHADA.
- 7.4 The Agency shall make regular and full payment of wages and other payments as due to its personnel deputed under service contract and furnish necessary proof whenever required. The payment of manpower by the Agency would be made on or before 10th of every month. In case 10th day being a holiday wages should be paid on the next working day of the month.
- 7.5 The Agency will ensure the remittance of the wages to the manpower deployed by them in YASHADA through Bank Account and a proof thereof will be furnished to YASHADA every month along with the bills.
- 7.6 Proof of Challan / Receipt deposited with the Regional Provident Fund Commissioner and ESI Office for the payment made towards applicable provident fund, ESIC for the previous month shall be submitted while claiming the bill for the current month. In the absence of the proof, the bill will not be processed and paid.
- 7.7 Proof of Goods and Service Tax(GST) deposited with the concerned authority shall be submitted with the bill by agency which will be reimbursed to agency by YASHADA in the regular bills.
- 7.8 In case of breach of contract terms, YASHADA reserves the right to terminate the contract and take appropriate action including blacklisting the Agency and forfeiture of security deposit and pending bills/claims of the Agency.

#### 8.0 **TERMINATION**

- 8.1 In case YASHADA desires to terminate the contract within the continuance of contract period YASHADA will be required to give Thirty days prior notice to the agency. In case the Agency desires to terminate the contract within the continuance of contract period, Agency will be required to give three months prior notice to YASHADA. During the course of this agreement the agency on completion / termination of contract will peacefully vacate the premises after repairing the premises wherever necessary within a period of 30 days notice in writing by YASHADA. For this purpose YASHADA shall be the sole judge to decide whether the performance of the Agency is satisfactory or not and such decision of the

Director General of YASHADA shall be final, conclusive and binding on the Agency and the Agency shall not be entitled to any compensation in this regard. Furthermore if on account of non- renewal of this contract the agency has to terminate its employee then it shall be the responsibility of the Agency to pay the legal dues to his employees. In the event of non-compliance of legal provisions or non-payment of legal dues the Agency itself shall be solely liable for all the costs and consequences.

8.2 The Agency expressly agrees and accepts that on termination of this contract for reasons as provided in the contract, the Agency shall vacate the premises of YASHADA along with its men and hand over the possession of the entire property of YASHADA without any hesitation and murmur to YASHADA. In case of failure of the Agency or its employees to do so YASHADA shall have the right to get the premises vacated by resorting to coercive measures and adopt such course as may be deemed necessary and appropriate.

8.3 **Settlement of Disputes**

All disputes or differences of any kind whatsoever that may arise between the YASHADA, and the successful bidder in connection with or arising out of the contract or subject matter thereof, whether during the progress of contract or after its completion shall be settled as under:

8.4 **Mutual Settlement**

All such disputes or differences shall in the first place be referred by the Bidder to the YASHADA in writing for resolving the same through mutual discussions, negotiations, deliberation etc. associating representatives from both the sides and concerted efforts shall be made for reaching amicable settlement of disputes or differences.

8.5 **Settlement through Court**

It is a term of this contract that the Bidder shall not approach any Court of Law for settlement of such disputes or differences unless an attempt has first been made by the parties to settle such disputes or differences through Arbitration.

8.6 **Jurisdiction of Courts**

Jurisdiction of courts for dispute resolution shall be PUNE only.

9.0 **FORCE MAJEURE**

When an extraordinary event or circumstance beyond the control of the parties, such as a war, strike, riot, crime, or an event described by the legal term "act of God" such as flooding, earthquake, or volcanic eruption), prevents one or both parties from fulfilling their obligations under the contract. In such situations decision of "Director General YASHADA " will be a final decision & binding on both the parties.

## Annexure- B

(To be scanned and uploaded in technical Envelope)  
Personal & Bank Details for RTGS

All columns are mandatory

Sr .No.	Personal Detail	
1.	NAME OF THE COMPITANT PERSON & AGENCY	
2.	ADDRESS OF THE AGENCY	
3.	CONTACT DETAILS	1) LANDLINE NO. :
		2) MOBILE NO.:
		3) e-mail ID :
5.	PAN NO.	
6.	GST NO. –	
Bank Details –		
1.	NAME OF THE AGENCY FOR RTGS	
2.	NAME OF THE BANK	
3.	CITY OF THE BANK	
4.	ACCOUNT NO	
5.	ACCOUNT TYPE	
6.	BRANCH CODE	
7.	ADDRESS OF THE BRANCH	
8.	IFSC CODE	
9.	MICR NO.	

(Signature of Authorized Person)

Place: \_\_\_\_\_

Name \_\_\_\_\_

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

Designation \_\_\_\_\_

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

Seal \_\_\_\_\_

**Annexure-C**

(To be scanned and uploaded in technical Envelope)

(Printed on letterhead)

**Self-Declaration regarding being not blacklisted**

I Shri / Smt. ----- Proprietor/Director/Authorised signatory of the Company/ firm/ Agency M/s.-----, hereby declare that we are not black-listed by any Central/State Government/Public Sector Undertaking or any other organisation for providing Housekeeping manpower services in India or elsewhere.

We are not involved in any litigation that may have an impact on execution of contract or may compromise the delivery of service as required under this tender.

**(Signature of Authorized Person)**

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

Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Address: \_\_\_\_\_  
Seal \_\_\_\_\_

# Annexure-D

(To be scanned and uploaded in technical Envelope)  
(Printed on letterhead)

## SELF DECLARATION

### Declaration as regards acceptance of terms and conditions of contract

1. I Shri. /Smt. \_\_\_\_\_ Proprietor /Director /authorized signatory of the Company/Firm/Agency M/s ----- am competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. The information/documents furnished along with the tender are true and authentic to the best of my knowledge and belief. I / We, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage, besides the liabilities towards prosecution under appropriate law.

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

(Signature of Authorized Person)

Name \_\_\_\_\_

Designation \_\_\_\_\_

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

Seal \_\_\_\_\_



## ANNEXURE I

### Manpower deployment pattern (Minimum requirement)

#### Manpower required for DAC Hostel

<b><u>First shift</u></b>	
(7.00 am to 16.00 pm)	1 Senior supervisor
(7.00 am to 16.00 pm)	5 Supervisor
(7.00 am to 16.00 pm)	22 Room boys
(8.00 am to 17.00 pm)	1 Electrician
(8.00 am to 17.00 pm)	1 Plumber
Room Boys	3 Reliever
Supervisor	1 Reliever
<b><u>Second shift</u></b>	
(14.00 pm to 23.00 pm)	3 Supervisor
(14.00 pm to 23.00 pm)	12 Room boys
(14.00 pm to 23.00 pm)	1 Electrician
(14.00 pm to 23.00 pm)	1 Plumber
Room Boys	2 Reliever
Supervisor	1 Reliever Day & Night
<b><u>Third shift</u></b>	
(22.00 pm to 07.00 am)	1 Supervisor
(22.00 pm to 07.00 am)	4 Room boys
(22.00 pm to 07.00 am)	1 Electrician
Room Boys	1 Reliever
Carpenter	2 (9.30 am to 18.30 pm)
Mason	1 (9.30 am to 18.30 pm)
Painter	1 (9.30 am to 18.30 pm)
<b><u>General Shift –</u></b>	
Electrician	01 (9.00 a.m. to 18.00 pm )
	<b><u>RECEPTION</u></b>
First shift	2 Receptionist (Female/Male)
Second shift	2 Receptionist (Male)
Third shift	1 Receptionist (Male)
	1 Receptionist (Male) Reliever

The manpower requirement may fluctuate from time to time and relocation of manpower would vary as per administrative requirement.

## ANNEXURE II

### Medical test recommended for medical examination of the Agency's employees

1. Hemogram
2. Vidal test
3. E.S.R
4. H.B.S.A.B.C (Hepatitis – B test)
5. Urine routine / Stool routine.
- 7 X- ray Chest.
7. General Hygiene- Nails, Cleanliness . etc.

**ANNEXURE III**  
**SCHEDULE FOR HOUSE KEEPING WORK**

No	Description	Area	Periodicity
1 (a)	Dusting, Sweeping & Swabbing	DAC Hostel ROOMS (SHAMI, DURVA-I & II and JUBILLE) complete building, Kojagiri Mess, DAC Classrooms, DAC Auditorium, Lezim Hall, DAC hostel, new dormitory in residential complex, backyards, frontage and adjoining areas of all buildings in DAC areas	Daily
1 (b)	Dusting, Sweeping, Swabbing and Cleaning	Toilets, Wash Basins etc in DAC & Academic block & General Area & Canteen	every hour
2	Cleaning and swabbing of rooms and classrooms	Toilets, Wash Basins, floors in DAC Hostel all buildings	Daily
3	Swabbing of Floors	All corridors and staircases of DAC Area	Thrice a day
4	Removal of Cobwebs and Cleaning of fans etc. cleaning of Window panes	DAC Hostel rooms, DAC Classrooms, DAC New Auditorium Lezim Hall and New Dormitory in residential complex.	Fortnightly
5	Cleaning of internal / external drainage systems to avoid choking of drainage line	All DAC areas	Every Monthly or as & when required
6	Removal of grass and wild growth around DAC Buildings	Backyards, frontage and adjoining areas of DAC Buildings except garden area.	Once in a month
7	Cleaning of Solar equipment	Solar panels at all DAC Buildings	Once every fortnight
8	Cleaning of Terraces	Terrace of DAC buildings, Classrooms, New Dormitory in residential complex, Lezim Hall, Kaustubh, Kasturi, and Kohinoor Bunglow	Once In a Two weeks
9	Cleaning of Water Coolers	All water coolers in the DAC Building / classrooms, Lezim Hall and new Dormitory in residential complex	every week
10	Mechanized Floor Cleaning	All corridors open space area and all passages in DAC areas	Once In a month
11	Cleaning of Kohinoor bungalow & Kasturi, Kaustubh bungalow Premises (external & Internal)	All Bungalow premises	Daily
12	Vacuum Cleaning of carpets & furniture	All carpets In DAC premises DAC New Auditorium	Once in a month
13	Mechanised cleaning of Glass Facades	All Bldgs in DAC area	Once in two months

1. All machines required for mechanical cleaning to be provided by the agency. YASHADA will not pay for such work.
2. Agency have to provide All Cleaning material (As per Annexure VI) & Bath soap 15gm for one or two days course participants, also as per the requirement of participants on request. VIP suit room's amenity like comb, toilet talcum powder, Shampoo, Tooth Brush, Hair oil, 75 gm Bath soap (Lux International/ Dove/Medimix etc.) as required and record to be maintained. Requirement of cleaning material should be obtained from Hostel Manager & same will be certified by the Hostel Manager after procurement and actual utilization with in YASHADA (i.e. for Hostel ). The Cost of the abovesaid material will be reimbursed by YASAHDA to the Agency as per actual billing

## ANNEXURE IV

### DAC AREAS

- 01 Shamee Hostel 31 Rooms, including all corridors & staircases.
- 02 Jubilee Hostel - 40 rooms, including all corridors and staircases.
- 03 Durva Hostel – I – 28 rooms, including all corridors and staircases.
- 04 Durva Hostel – II – 28 rooms, including all corridors and staircases.
- 05 Gymnasium & T V Lounge, including all corridors and staircases.
- 06 New Dormitory & 3 bungalows Kaustubh , Kasturi & Kohinoor
- 07 Kojagiri Mess, (Dining adjoining areas).
- 08 1 to 11 Classrooms,( including Satcom Center) DAC Auditorium, Ladies, Gents wash rooms & all wash rooms in academic complex .
- 09 Lezim Hall including surrounding area & wash rooms.
- 10 Management of Reception Desk- 24X7.
- 11 Any other area specified by the Director General, Registrar, and Hostel Manager, DAC.
12. All areas including backyards , Frontage and adjoining areas of all buildings in DAC areas.

<b>Sr.</b>	<b>Description Details</b>	<b>Approx. Area</b>
1.	<b>DAC Hostel Building &amp; adjoining areas MESS Building &amp; New Dormitory, DAC Classroom, DAC New Auditorium &amp; Lezim Hall</b>	1,15,000 sq ft.

## ANNEXURE V

### Monthly Certificate of Compliance of Statutory Obligations by the Contractor

From: -..... W.C. No.....

For the Month of.....

1. Has the Attendance Muster Cum Wage Register of persons engaged during the month, duly signed by the individual employees and countersigned by the Representative of the Company  
Yes / No
  
2. No of man-days worked. (Verified with Attendance Muster Cum Wage Register)  
Yes / No
  
3. Minimum Number of Persons employed on any working day during the month (Verified with Attendance Muster Cum Wage register)  
Yes / No
  
4. Have all employees been paid wages, Special Allowance and HRA at rates, not lesser than the minimum rates prescribed by the Government under relevant enactments? (Verified with Attendance Muster Cum Wage Register)  
Yes / No
  
5. Have all the employees been extended coverage of PF /EPF & ESIS as per the eligibility under PF Act?  
Yes / No
  
6. Are appropriate deductions made towards Professional Tax and Income Tax from the Salary Wages paid? (Verified with Attendance Muster Cum Wage register)  
Yes / No
  
1. Are all deductions effected from the Salary / Wages are as per provisions of the Payment of Wages Act? (Verified with Attendance Muster Cum Wage register)  
Yes / No
  
8. Are following Registers required under provisions of various statutes maintained upto date in the prescribed format, kept available the premises of the Company for the Inspection of any Statutory Authority on demand  
Yes / No
  - a) Register of Persons Employed
  - b) Muster Roll
  - c) Register of Wages
  - d) Register of Deduction
  - e) Register of OT
  - f) Register of Fines
  - g) Register of Advances
  
9. The licenses under the provisions of Contractor labour (R & A) Act has been obtained / renewed and kept operative. The half yearly / yearly returns are submitted in time to the Authority under the Act. (Attach Xerox Copy)  
Yes / No
  
- 10 All work done as per Annexure III  
Yes/No

(Signature of the Contractor)

(Signature of Registrar)  
After verification of the above list

-----  
Sd /-  
HM

Sd/-  
Head Proc

Sd/-  
Registrar

Sd/-  
F A

**ANNEXURE VI**  
**Cleaning Material to be used**

Glass Cloth (yellow)
Dry Mops with Rods
Wet Mops With Rods
Odonil Cubes(50 gm per piece
White Naphthalene Balls
Hand wash liquid soap scanted
Toilet Roll
Harpic Flushmatic Cubes
Metal Polish 100ml
carpet cleaning Chemicals
Bathroom cleaner cum sanitizer concentrate
Room Freshener liquid
Glass Cleaner Colin/All clean etc
Furniture Maintainer
Air Freshener
Toilet Bowel Cleaner
Floor Cleaner concentrate
Caution Sign Flap / Board
Toilet –Round & Hockey Brush
Floor Scrubbing Brush (Nylon Bristles)
Scorth Brite or any equivalent
a)All out refill 30 night /b)Good Night
Medimix Soap –15 grms
Glass Cleaner Wiper
C fold Paper -1 Box Cantain 20 pkt
Big Garbage -10 Kg (Size 29X39)
Small Garbage bag-19 x 21
Hand glows
Mask
Sanitary Cubes
Choke up pump
Floor Wiper Medium Size (2 Feet)
Dry Mops refill
Wet Mops refill
Nylon Scrubber
odor control Refills
Hard Broom
Softy Broom
Small Bucket
Coir Mat- Big and small

ENVELOPE NO.II (Price Bid)

**Annexure A**

1	Name and Address of the Bidder	
2	Name of Individual / Company designation of the person signing the Tender	

**2 Rate Offer**

Sl.	Description of Service	Service Charges In Rupees (Per person per month in figures and words ) (excluding GST)
<b>1</b>	<b>2</b>	<b>3</b>
<b>1</b>	House Keeping Skilled Manpower( 28) As per Annexure I & Annexure A-3 (Sr. Supervisor, Supervisor, Reception, Carpenter, Plumber, Electrician, Messon & painter)	
<b>2</b>	House keeping Unskilled Manpower( 44) As per Annexure I & Annexure A-3 (Housekeeper)	
	In words :- (Rupees )	

(Name of the Bidder)  
Signature of the Authorized Signatory  
(Stamp of the Firm).



**DAC Housekeeping Services - Detailed Wage Structure  
(Annexure-A-1)**

Sr. No	Particulars	Description	Skilled	Unskilled
1	2	3	4	5
1	Basic	As per Govt. Rate	Rs.11632.00	Rs. 10021.00
2	Special Allowance (VDA)	As per Labour Commissioner Notification	As applicable	As applicable
3	Total Minimum Wage (1+2)	Total Minimum Wage (1+2)		
4	HRA	As applicable	As applicable	As applicable
	<b>Total (A)</b>	<b>Sr No 3 + 4</b>		
5	EPF (Employer's Share)	13.% of Total Minimum Wage	As applicable	As applicable
6	ESIC (Employer's Share)	3.25% of Basic+Spl All+HRA+Sr No.07	As applicable	As applicable
7	Leave & N. H. with wages (21 +8=29)	Ser 3/26*29/12	As applicable	As applicable
8	Bonus	As per Bonus Act	As applicable	As applicable
9	Labour welfare fund 6 monthly	As applicable	As applicable	As applicable
	Total (B)			
	<b>Total (A)+(B)</b>			

Note : 01. The service charges accepted by YASHADA shall be payable to the Agency after submission of proof of payment of wages paid to the staff engaged subject to statutory deductions.

02. The consolidated wages/pay payable to manpower/personnel services deployed in YASHADA in Annexure A-1 as per statutory provisions in this regard and as may be prescribed from time to time which will be reimbursed to agency by YASHADA. The entire financial liability in respect of manpower/personnel services deployed in YASHADA shall be that of the Agency and YASHADA will in no way be liable. It will be the responsibility of the Agency to pay to the person deployed a sum not less than the rates prescribed in Annexure A-1.

03. Above Rate are as per Minimum Wage Structure. The changes in rates which might occur on account of changes in Variable Dearness Allowances (VDA special Allowance) and wage structure declared by State /Central govt. or any other changes in statutory provisions. The reimbursement of wages paid by agency to its employees deployed at YASHADA shall be reimbursed by YASHADA.

04. The rates quoted above inclusive of all payments and allowances with duties, fees, rates, and levies, levied by Central Government or State Government and any local authorities, excluding GST.

05 The wages paid by the agency to its employees/ labour will be strictly in accordance with the minimum wages act and all such relevant the changes in rates which might occur on account of changes in Variable Dearness Allowances (VDA special Allowance) and wage structure declared by State /Central govt. or any other changes in statutory provisions. The reimbursement of wages paid by agency to its employees deployed at YASHADA shall be reimbursed by YASHADA. The agency shall pay to its employees in bank specified by YASHADA or any nationalized bank in Pune.

06 In Case there is a change in GST (Goods Service Tax) rates, it will be applicable to both the successful bidder & YASHADA and payment will be made accordingly.

07 Labour Welfare fund will be paid as applicable.

08 GST will be paid as applicable.

(Name of the Bidder)  
Signature of the Authorized Signatory  
(Stamp of the Firm).

**Monthly Wage Structure-Annexure 'A-2'**

**Minimum Wages for Zone No.I**

Sr. No	Particulars	Payment Timeline	Teams And Conditions
1	Basic	Monthly	Minimum Wages Shall be Paid as per application rates. On Receipt of Notification regarding revision in Basic wages/Special Allowances (VDA) from the labour Department, the revised rates will be made applicable with effect from the implementation date. Minimum wages shall be defined under the Minimum wages as per statutory provisions
2.	Spl. Allowance (VDA)	Monthly	
3.	Total Minimum Wages (1+2)	Monthly	
4	HRA as per applicable statutory provisions	Monthly	HRA as per applicable statutory provisions

**B) Statutory Compliance:** In addition to the above, the following Statutory Compliance payment shall be made by the YASHADA subject to the Teams And Conditions Mentioned aforesaid.

1	P.F (13%) of total min. Wages	Monthly	If Monthly minimum wages are less than Rs.15000/-P.M then liable for deduction of P.F
2.	ESI (3.25%)	Monthly	ESI is applicable if Total Emoluments are below Rs.21000/- Per month.
3.	Leave and NH with wages	Yearly (on Reimbursement Basis)	As per the Bombay Shop & Establishment Act 1948 as per section (35).21+8 National Holidays days leave is addmissible in a Year and accumulate upto 42 days.
4.	Bonus (Ex-gratia Payment) (8.33%) of total Minimum wages	Yearly (on Reimbursement Basis) on Submission of proof of such payment to the concerned employee	After Completing one year continuous service and required qualifying service in minimum 30 days.
5.	Labour Welfare Fund	Six Monthly	Applicable if more than five workers are working in the establishment
6.	Goods Service Tax (GST) & Other All Statutory Taxes	Monthly	GST will be paid as per the applicable rates and declared by the Central Govt. From time to Time.

7.	Service Charges	Monthly	The Bidder should quote its service charges in view of Annexure A-2 considering expenses for supply and use of machinery required for glass furniture, carpet cleaning and corridors cleaning, supervision of activities of the agency as per scope of work in the tender & Laundry charges providing and maintaining tidy uniform shoes and I card and cost of medical examination and police verification, breakages, damages and loss of inventory etc.
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(Name of the Bidder)  
Signature of the Authorized Signatory  
(Stamp of the Firm).