

**NATIONAL INSURANCE ACADEMY
BALEWADI, PUNE 411 045.**



TENDER DOCUMENT

FOR

- 1. CONSERVANCY SERVICES AT EXECUTIVE HOSTELS**
- 2. CONSERVANCY SERVICES AT PGDM HOSTEL**

2017-2019

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CONSERVANCY SERVICES AT EXECUTIVE AND PGDM HOSTELS

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**NATIONAL INSURANCE ACADEMY, 25, BALEWADI,
BANER ROAD, NIA POST OFFICE,
PUNE 411045,**

TENDER NOTICE

No. NIA / CONS-SER/06/2017 dated 27.06.2017

- 1) The Director, National Insurance Academy, Pune, an autonomous Institution established by the Life Insurance Corporation of India, General Insurance Corporation of India and Govt. of India having office at 25, Balewadi, Baner Road, NIA P.O., Pune 411045 invites sealed tenders through advertised tender enquiry for **Conservancy Services at NIA Hostels**” as per the details given in the **Annexure IV** of the Tender Document from reputed Individuals / Firms / Companies / Corporation / Association / Society having sound financial capacity who fulfills the eligibility criteria as per **Annexure II** to Tender Document and preferably operating their business in and around Pune & Mumbai City.
- 2) The offers should be submitted in TWO-BID SYSTEM i.e. the offers should be submitted in sealed envelopes super-scribing in the respective envelopes **“TECHNICAL BID”** for “Conservancy Services at NIA Hostels” and **“FINANCIAL/PRICE BID”** for “Conservancy Services at NIA Hostels” duly addressed to The Director, National Insurance Academy, 25 Balewadi, Baner Road, NIA P.O., Pune 411045.
- 3) The Tender Document containing the terms & conditions of **“Conservancy Services at NIA Hostels”** can be obtained in person or by post from the office of **The Director, National Insurance Academy, 25 Balewadi, Baner Road, NIA P.O., Pune 411045**, on any working day between 11.00 am to 1.00 pm and 3.00 p.m. to 5.00 p.m. from 27.06.2017 on payment in cash of **₹1000/-** (Rupees One thousand Only) (add ₹100/- in case to be sent by Post) (non-refundable) towards cost of the same, for which Cash Receipt will be issued and the Agency shall annex a copy of the Cash Receipt while submitting the tender. The tender document can also be downloaded from NIA’s website **niapune.org.in**. Those who downloaded the tender document from website shall send along with the tender a DD/Pay Order for **₹1000/-** (Rupees One thousand only) drawn in favour of National Insurance Academy, Pune.
- 4) The Tender Documents shall be submitted intact in a sealed cover either in person or by post without tampering with any of the folios thereof & duly filled in and duly signed at the bottom of each folio, by the Agency or his / their authorized representative and it shall reach the Office of The Director, National Insurance Academy, 25 Balewadi, Baner Road, NIA P.O., Pune 411045 on or before 17.07.2017.
- 5) While submitting the Tender Documents, the Agency shall deposit **₹1,65,000/-** (Rupees One Lakh Sixty-Five Thousand only) towards the earnest money (EMD) through Demand Draft/Pay Order drawn in favour of National Insurance Academy, Pune. EMD of all unsuccessful Agencies will be returned after finalization of tender. No interest shall be payable on the Earnest Money Deposit.
- 6) The Director, NIA Pune reserves the right to award contract for the above services either to one party or more than one party. He also reserves the right to amend or withdraw any

of the terms and conditions contained in the tender document before accepting the tender or to reject any or all the tenders without giving any notice or assigning any reason and he shall not be bound to accept the lowest tender. The decision of the Director, NIA Pune in this regard shall be final and binding on all.

- 7) The Agency may note that while evaluating the tender, more weightage will be given to technical bids particularly in the area of past performance in the similar contracts as to the quality of performance, promptness and compliance with statutory provisions and non-breach of contractual terms etc. and therefore, the Agency whose financial bid is lowest or competitive shall not have any vested right / claim for award of tender only for reason of their bid is lowest or competitive. The NIA reserves their right to reject the tender of such Agency and the Agency shall not have any right of action against NIA.
- 8) **Tenderers are advised to read the Tender Document carefully and Tender submitted must be complete in all respects duly signed by the Authorized Representative and accompanied by all the required documents. Incomplete Tender or Tender not signed by the Authorized Representative and/or not accompanied by the required documents is liable to be rejected. Further, Tender must be accompanied by Receipt/ DD/PO towards cost of Tender and DD/Pay Order towards required Earnest Money. (Please go through the check list attached with the tender document)**

Important Dates:

- | | | |
|--|---|--|
| (i) Issue of tender forms | : | From: 27/06/2017 to
17/07/2017 up to 15.00 hrs. |
| (ii) Pre-bid Meeting | : | 07/07/2017 at 15.00 hrs. |
| (iii) Last date for Tender Submission | : | 17/07/2017 at 17.00 hrs. |
| (iv) The date and time for opening of
Technical Bid | : | 18/07/2017 at 15.00 hrs. |
| (v) The date and time of opening of
Commercial Bid | : | will be announced. |

**Director
National Insurance Academy, Pune.**

CHECK-LIST

SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER

Relevant Page No to be filled by the bidder

[The bidders should note that each and every page of Technical Bid should contain its page number in sequential order starting from Number 1 till the last page number. There should also be documentary evidence for each compliance as stated below]

• Following documents are mandatory and need to be submitted.			
i	In case of Company, copy of board resolution authorizing the person for signing the tender document		
ii	In case of Partnership Firm, Power of Attorney duly notarized in favour of partner/person signing the tender, authorizing for signing tender document.		
iii	In case of Co. Op. Society, resolution passed by the Committee/ board authorizing the person for signing the tender document.		
iv	In other case of Sole Proprietor, in case tender is signed by the person other than proprietor, power of attorney, duly notarized, in favour of person signing tender document.		
v	Copy of partnership deed.		
vi	In case of Company, a copy of certificate of incorporation issued by the Registrar of Companies.		
vii	A copy of the Memorandum and articles of association of the Company.		
viii	In case of Co. Op. Society, a copy of the registration certificate.		
Sl. No.	Description of requirement	Yes/No	Page No.
A	TECHNICAL BID ENVELOPE		
1.	Cost of Tender Document Deposited NIA's Cash Receipt / Demand Draft / Pay Order	Yes/No	
2.	Earnest Money Deposit - Demand Draft / Pay Order	Yes/No	
3.	Original Tender Document – Annexure I to IX duly filled and signed and stamped by the authorized person on each page.	Yes/No	
4.	Evaluation Sheet of the tender	Yes/No	
5.	Registration number of the firm. (As per Shop and Establishment act.)	Yes/No	
6.	Registration number under the Contract Labour Act. State or Central	Yes/No	
7	Registration number under Labour Welfare Act	Yes/No	
8	PAN No.	Yes/No	
9	RPF - Registration number (Provident Fund)	Yes/No	
10	ESI – Registration number) Employee's State Insurance	Yes/No	
11	VAT – Registration number (If applicable)	Yes/No	
12	Service Tax – Registration number.	Yes/No	
13	Existing manpower with Documentary Evidence	Yes/No	

14	List of present and past clients with Documentary Evidence	Yes/No	
15	Last three years audited statement of Accounts certified by C.A. from <u>FY 2014-15.</u>	Yes/No	
16	Technical Qualification of Owner with Documentary Evidence	Yes/No	
17	Any Special award or recognition / certificate from PSU / Govt. Bodies / Training Institutions with Documentary Evidence.	Yes/No	
B	COMMERCIAL BID ENVELOPE		
1	Original Tender Document – Financial / Price Bid duly filled, signed and stamped by the authorized person on each page. (Part A2 and Part B2)	Yes/No	
C	One larger Envelope containing both the Technical Bid Envelope and Financial Bid Envelope super scribed as ‘ Tender for Conservancy Services on Annual Contract Basis ’ duly addressed to The Director, National Insurance Academy, Balewadi, Baner Road, NIA P.O., Pune 411045	Yes/No	

Draft of letter to be submitted by the Agency along with the tender

ANNEXURE – I

The Director
National Insurance Academy
S.No. 25, Baner Road,
Balewadi,
N.I.A Post office,
Pune 411 045.

Dear Sir,

Sub : Conservancy Services for Executive & PGDM Hostels.

**Ref : Tender Notice published in Daily newspaper Sakal / Sakal Times on
27.06.2017.**

With respect to the tender notice published in above mentioned daily newspaper, I / We hereby submit my / our tender in a required format.

I / We have adhered to the requirements prescribed by NIA Pune. I / We have carefully gone through the guidelines / terms and conditions and prescribed format and I / We accept the same without any alternations / modifications.

I / We understand & accept that you are not bound to accept the lowest or any tender you may receive.

Thanking you,

Yours faithfully,

Signature and seal of tenderer

Date:

Address:

Encl: As above _____ pages

ANNEXURE II

ELIGIBILITY CRITERIA

- 1) The Agency should have the minimum experience of five years as on 31/03/2017 in the similar type of services **i.e. Conservancy Services**, out of which three years' experience should be for any Public-Sector Undertaking (PSU), Govt. Organization, educational institution like college, university, or any other commercial training centers, etc. The tenders of those Agencies who lack this experience are liable for rejection.
- 2) The Agency should submit Technical Bid & Financial / Price Bid in separate sealed Envelopes super scribing "Technical Bid and "Financial / Price Bid as the case may be as mentioned in the Tender Notice.
- 3) The Technical Bid should accompany a DD / Pay Order of **₹1,65,000.00 (Rupees One Lakh Sixty-Five Thousand only)** drawn on any Nationalized Bank in the Name of National Insurance Academy, Pune payable at Pune towards Earnest Money Deposit (EMD). Tender received without EMD or lesser amount will be summarily rejected. No exemption will be granted.
- 4) Agency/s shall keep his / their offer valid for a period of at least 6 months (180 days) from the date of opening of the tender. If any Agency withdraws or amends impairs or derogates from the tender in any respect within the period of validity of his offer, the EMD is liable to be forfeited.
- 5) **The Agency associated with the Academy for the ongoing security services will not be allowed to participate in the tendering process of Conservancy Services.**
- 6) The Agency shall clearly specify whether the tender is submitted on his own behalf or on behalf of partnership / company or society etc. In case the tender is submitted on behalf of partnership firm / company / corporation / society, then he should submit the certified true copy of the Registered Partnership Deed, Certificate of Incorporation, and Registration Certificate etc. along with the tender document. If these documents are not submitted along with the tender document or if any such documents are found to be not in order or invalid, the tender of such Agency shall be treated as invalid and are liable for rejection.
- 7) The Agency whether an Individual / Sole Proprietor, a Partnership Firm or a Limited / Private Limited Company or Corporation or Society, if they want to act through their agent / authorized representative or individual / Partner, should submit along with the tender, a Power of Attorney duly stamped and authenticated by a Notary Public or by the Magistrate in favour of the specific person whether he / they be individual / partner and in case of the Company / Society, a resolution of the company / society duly authorizing such representative to submit the tender, sign agreements and to receive money and manage the contract. etc. The tender document shall be signed by such authorized representative of the Agency duly indicating their full name and status below the signature along with official stamp of the Proprietorship / Partnership firm / company / society. etc. Those tenders which do not accompany such Power of Attorney, Resolution.etc shall become invalid and or liable for rejection.
- 8) ACADEMY may at any time after opening of the tender depute a team of its officials to the site / work place / office of the Agency to get the credentials of the information furnished by the Agency verified by collecting the spot information as to the status, workmanship & quality of the

services rendered by them. If any information furnished by the Agency is found to be incorrect, the tender of such Agency shall be liable for rejection. Further, weightage will be given to the physical inspection in Technical Evaluation by allotment of marks by Inspection Team / Evaluation Committee.

- 9) The successful Agency whose tender is accepted shall, within seven days from issuing / receiving the Letter of Acceptance, be required to deposit an amount of **₹4,12,500.00 (Rupees Four Lakh Twelve Thousand Five Hundred only)** by Demand Draft in the Name of National Insurance Academy, payable at Pune and to attend in person or through a duly authorized representative at the Office of ACADEMY and execute the Contract Agreement with the ACADEMY as per the General Conditions / Special conditions enumerated in the tender documents, on a **Non-Judicial Stamp Paper of ₹500/-**. If he / she / they decline/s or fail/s to remit the Security Deposit or to execute the contract agreement within the stipulated time, the entire amount of **₹1,65,000.00 (Rupees One Lakh Sixty-Five Thousand only)** of EMD shall stand forfeited, without prejudice to ACADEMY's right to rescind the contract and other rights and remedies warranted by the law.
- 10) The Security Deposit of **₹4,12,500.00 (Rupees Four Lakh Twelve Thousand Five Hundred only)** will be refunded to the Agency within 60 days of completion of the contract subject to satisfactory performance of the Agency's obligations under the contract and subject to such deductions as may be necessary for making up ACADEMY's claims against the Agency.

ANNEXURE III

TECHNICAL BID

GENERAL INFORMATION (COMMON FOR CONSERVANCY SERVICES)

1. Earnest Money Deposit (EMD)		Demand Draft No. _____ dated _____ for ₹ ----- drawn on (Name of the Bank)_____ in favour of National Insurance Academy, Pune payable at Pune
INDIVIDUAL / FIRM / COMPANY PROFILE		
Sr. No.	Required Information	
1	Name and registered address of the Individual/firm/company	
2	Legal status (Individual / proprietor, partnership firm, limited company, corporation, cooperative society, etc. (Attach a self-attested copy of the certificate of incorporation / registration / copy of Partnership deed in case of company / corporation / co-operative society / partnership firm and any certificate issued by any statutory authority in case of Proprietor.)	
3	Name, designation, and telephone nos. of the contact person / persons. Fax No. E-mail id	
4	Month and Year of commencement of service business & whether existing as on date.	
5	Statutory details (Photocopies to be attached) <ul style="list-style-type: none">• Registration number of the firm. (As per Shop and Establishment act.)• Registration number under the Contract Labour Act. State / Central• Registration number under	

8	Financial Capabilities. Last three years audited statement of Accounts by C.A. from FY 2014-15 giving following details: Certificate from C.A. is to be attached.			
	Details	<u>FY 2014-2015</u>	<u>FY 2015-2016</u>	<u>FY 2016-2017</u>
i.	Annual Turnover			
ii.	Net Profit			
iii.	Cash and bank balance including (FDR). Confirmation certificate from Bank is required to be produced.			
iv.	Fixed Assets / Investments as at 31.03.2015			
v.	Capital Accounts Balance as at 31.03.2015			
9	Any Special award or recognition / certificate from PSU / Govt. Bodies / Training Institutions.			
10	Bank Details			
	Name of Bank			
	Branch			
	Account No			
	IFSC Code			

ANNEXURE IV

A. GENERAL CONDITIONS

01. The contracting party whether it be a Proprietor / Individual, Partnership firm, Company/Corporation, society, they shall be, for the purpose of this contract, be known as “the Agency” and the National Insurance Academy shall be known as “Academy”.
02. The contract will be for a period of two years. However, the Contract may be extended for a further period of up to one year subject to satisfactory performance of the Agency during the original term of the contract without any levy of penalty on account of any breach or unsatisfactory performance. The Director of the Academy will alone have absolute discretion in this regard and the Agency shall have no vested right to seek extension of the contract.
03. The Academy, however, reserves the right to terminate the said contract at any time on the ground of ineffective services rendered by the agency. The Academy will be the sole judge to determine these facts.

B. STATUTORY COMPLIANCE BY THE AGENCY:

01. The agency should obtain the requisite license for running the establishment from authorities such as Municipality, Local Authority, State/Central Government Departments, Labour Laws Department, etc. at its own cost. The Academy shall not be responsible in any way for any breach of these rules and regulations by the agency.
02. The Agency shall comply with all the statutory requirement in respect of engaging the personnel, their service condition, rules and regulation and all liabilities under the various labour law and others like PF, ESIC, Bonus, Workmen’s Compensation, Gratuity, Minimum Wages Act, Payment of Wages Act etc. shall be that of the Agency, and Academy shall in no way be responsible or liable case of any dispute, prosecution or awards made by court of law or other authorities.
03. The Agency shall obtain separate code for deposit of PF dues, if applicable, with the concerned PF authority directly.
04. The Agency shall obtain and keep it in force throughout the term of agreement, necessary/valid labour license from the Licensing authority under The contract Labour (R&A) Act 1970, and the rules framed there under from time to time and produce the same to Academy before commencement of the services under the contract and also take step for getting the agreement registered under the act ,he shall also indemnify ACADEMY from and against any claims under the aforesaid act and the rules and shall continue to have a valid license until completion of the contract period or any extended period. Any failure to fulfill this requirement shall attract the penal provisions of the contract arising out of the resultant non-performance of the work.
05. The Agency shall keep the Academy indemnified against all the losses, damages or liability arising out of or imposed in pursuance of any violation by the Agency of/under labour laws & the rules there under or of any prosecution or award made by court of law or other authorities specifically under the Industrial disputes Act-1947.
06. The Academy shall be indemnified from all the liabilities, whatsoever created under the workmen compensation Act/ESI Act in respect of any injury suffered by the worker employed by the Agency or resulting in death/fatal accident etc.
07. The Agency has to strictly follow the provisions of Payment of Wages Act 1936 and the rules made there under and further the Agency shall strictly adhere to the provisions of

The Minimum Wages Act-1948 and the rules made there under from time to time revising the wages payable to the workmen.

08. All labour and/or personnel employed by the Agency shall be engaged by him/them as his/their own employees in all respect implied or expressed. The responsibilities whatsoever, incidental or direct, arising out of or for compliance with or enforcement of the provisions of various labour laws of the country shall be that of the Agency and the Academy shall, in no way, be responsible or liable for their wages, salaries, bonus, gratuity or any other allowances, leave salary, wages for holidays or any compensation, notice pay etc. The Agency shall specifically ensure compliance with the provisions of following labour laws/acts and their enactment /amendments.
- a) The Payment of Wages Act 1936
 - b) The Payment of Minimum Wages Act 1948
 - c) The Factories Act, 1948
 - d) The Workmen's Compensation Act, 1923
 - e) The Employee's State Provident Fund Act, 1952
 - f) The Contract Labour (Regulation & Abolition) Act, 1970
 - g) The Payment of Bonus Act, 1965
 - h) The Payment of Gratuity Act, 1976
 - i) The Equal Remuneration Act, 1976
 - j) The Employee State Insurance Act, 1948
 - k) The Industrial Disputes Act, 1947

The Agency shall pay to the labour employed by him/ them wages as per provision of the aforesaid act and the rules, whenever applicable.

09. The Agency shall fully indemnify the Academy against all the payments, claims and liabilities whatsoever, incidental or direct, arising out of or for compliance with or enforcement of the provision of any of the labour laws to the extent they are applicable to the establishment /work at NIA premises.
10. In every case in which, by virtue of the provision of the aforesaid acts or the rules, the Academy is obliged to pay any amount of wages to the personnel employed by the Agency in execution of the work or to incur any expenditure in providing welfare, Health & safety amenities required to be provided under the aforesaid act and rules or to incur any expenditure on account of contingent liability of the Academy due to the Agency's failure to fulfill his statutory obligation under the aforesaid act or the rules, the Academy shall be at liberty to withhold from the bills of the Agency the amount of the wages as paid or the amount of expenditure so incurred, and without prejudice to the rights of the Academy under section 20(2) and section 21(4) of the aforesaid act, the Academy shall be at liberty to recover such amount or part thereof by deducting it from Security Deposit and /or from any sum payable by the Academy to the Agency. The decision of the Academy regarding the amount actually recoverable from the Agency as stated above shall be final and binding on the Agency.
11. The Agency shall not employ any person below the age of 18 years. The Agency shall indemnify the Academy from and against all claims and penalties which may be suffered by the Academy by reason of any default on the part of Agency to observe and /or in the performance of the provisions of Employment of Children Act XXVI of 1938 OR any re-enactment or modification of the same.
12. The Agency shall at all time indemnify the Academy against all claims which may be made under the Workmen's Compensation Act 1923 or any statutory modification thereof or otherwise for or in respect of any damages or compensation payable in consequences of any accident, injury sustained by any labour/servant or person in his employment and engaged in the performance of contract. If any such accident

occur which may involve any such liability under the act , the Academy shall be at liberty to withhold such amount from the bills of the Agency and also deposit the same with Commissioner under W.C.Act.

13. The Agency shall be responsible for the compliance with the provisions of the hours of the employment regulation in respect of the staff employed by him in the manner decide upon by the appropriate authority.
14. In no case any sort of accommodation will be provided by the Academy to the Supervisors, room boys of the Agency anywhere in the campus.

C. DUTIES AND RESPONSIBILITIES OF THE AGENCY:

01. Cleanliness is the essence of this contract. The agency shall be responsible for maintaining the entire premises i.e. inside/outside rooms/ halls/ verandas/ porticos/ terrace/ roads/ open area and all other Academy buildings in the campus neat, clean & tidy at all times. If the Agency fails to ensure cleanliness at all times and if at any time, the premises are found untidy, a penalty extending to **₹100 to ₹500/-** shall be imposed on the Agency. It shall be the sole discretion of the Academy as to the standard of cleanliness to be maintained and the number of times that cleaning of the premises should take place and the decision taken by the Academy in this regard will be final and binding.
02. The Agency shall be responsible for taking good care of all equipments used for its activities. It should bring to the notice of the Academy the repair and maintenance works that are required to be undertaken from time to time. In case any damage is caused to the equipments due to the gross negligence of any of the employees of the agency, agency undertakes to indemnify to the academy for such damages. The amount of damages quantified at the discretion of the Academy shall be final & binding on the Agency. The Academy shall be at liberty to deduct such amount of damages from any dues payable to the Agency.
03. The Agency shall ensure that the employees engaged in cleaning the premises shall, while cleaning the premises, take all reasonable care in handling the internal as well as external items such as furniture, fixtures equipments including all electrical installations and the Agency shall be solely responsible for the safety and security of all such furniture, fixtures and equipments and installations. If it is found that any such items of furniture, fixtures, equipments and installations are damaged and or missing due to the negligent of the employees of the agency, the Agency shall take the responsibility of making good the same failing which, the Academy reserves its' right to impose penalty to the extent of damage assessed and the amount of such penalty shall be recovered from the monthly payments of the Agency.
04. The agency shall ensure that the staff engaged by him/them shall at all time take reasonable care in the usage of water and electricity and should keep the usage of the water and electricity to a reasonable level. If it is found that water and electricity are not used properly and resulting into a lot of wastage due to carelessness of the staff of the Agency, the Academy reserves the right/option to levy charges/penalty on the agency which may be in the range of ₹100/- to ₹1000/- on every such lapse.
05. The Agency shall ensure and it shall be the responsibility of the agency to see that buildings, rooms etc in the campus are kept opened and closed properly as per the timings prescribed by the academy. It shall also be the responsibility of the Agency to ensure that switches of all electrical appliances such as lights, fans, etc. are put on and off properly when the buildings, rooms in the premises are opened and closed properly. If at any time, it is found that the staff of the agency entrusted for doing this job is negligent leaving the electrical switches of fans, lights etc on and the doors were closed resulting into wastage

- of energy, the Agency shall be imposed with a penalty in the range of ₹100 to ₹1000/- as may be assessed in this regard.
06. The agency will be kept with duplicate keys of all rooms, buildings, etc. as required for its effective performance of services. The Agency shall take all reasonable care to keep the duplicate keys in his safe custody without letting the duplicate keys pass on to the hands of any third party. The Agency shall, on completion of the contract or upon termination thereof, account for and hand over all such duplicate keys to the officer in charge of the Academy.
 07. It will be the responsibility of the agency to store the materials purchased & provided to them to be used/utilized in the services in a neat, tidy and hygienic manner in the space provided by the Academy. The Agency shall ensure that the materials provided to them are kept in safe custody and they shall keep a proper record of its receipts, stock, and disposals etc., **including laundry of linen**, which shall be subject to inspection & verification by the authorized representative of the Academy.
 08. On completion of the contract period or upon premature termination of the contract for whatsoever reasons, the agency shall promptly return to the Academy all material and equipments supplied by the Academy to it and shall discontinue use of and hand over peaceful possession of the Academy's premises together with fixtures and articles in good condition, to the satisfaction of the Academy.
 09. The quality of work at all stages should be as per the standards laid down and explained to the agency by the Academy. It is made clear that there cannot be any compromise in the quality of work and it shall be the responsibility of the Agency to ensure that the standards laid down from time to time are strictly maintained.
 10. The agency shall ensure that it fully complies with all provisions of labour laws and rules and regulations laid down there under from time to time which are applicable to the present contract and more particularly notified under "STATUTORY COMPLIANCE" which include obtaining requisite/ valid license from the appropriate authorities of Central/State Govt. or local body and to keep the same in force till completion of the contract. In case of any default or failure to comply with such requirement, this contract shall automatically stand terminated. In the event of such a termination, the Agency shall not be entitled to make a claim for any compensation or damages against the Academy and the Academy shall not be liable to pay any such compensation or damages to the agency.
 11. The status of the staff/labour/workmen employed by the agency shall always be the employees of the Agency itself for all purposes under the labour & service laws and the Academy shall, in no way, be responsible or liable for their wages, salaries, bonus, gratuity or any other allowances, leave salary, wages for holidays or any compensation, notice pay etc. and the employees of the Agency shall have no any right to claim any benefit under the establishment of the Academy. The status of the staff/labour/workman employed by the Agency should be covered under Personal Accident Policy and Group Mediclaim Policy (Fire/Medical)
 12. The agency shall regularly make payment to the Provident Fund, Family Pension, Employees State Insurance Contribution, Deposit Linked Insurance Scheme and all other statutory dues that may become due or payable by the agency for the labour employed by it and maintain all such records as may be statutorily required and present the same to the officers of the Academy every month. The Agency will be required to give declaration as under every month:
 - a) Rates payable are as per agreement.
 - b) All contract employees till last month have been paid all dues including P.F.ESI & wages bonus etc and gratuity as applicable to left employees have been paid.

- c) The attendance register as stated in the enclosed bills have been checked and verified.
- d) The provision of labor Act have been complied with by the contractor.
- e) All other conditions of the agreement have been complied.
13. The agency shall, at all times, keep the Academy effectually indemnified against all actions, suits, proceedings, losses, costs, damages, charges, claims and demands in any way arising out of or reason of anything done or omitted to be done by the agency.
14. The agency shall not transfer or assign to or share benefit of this agreement with anyone else without the consent in writing of the Academy.
15. Every year there will be inventory of items of the hostel rooms like Linen / Plastic / Glassware items etc. Cost of the missing items of the inventory will be recovered from the agency if the they found missing during verification /stock taking. The agency will have to replace the missing items (same brand) in case of non-recovery.
16. **Penalty Clause:**

S. N.	DESCRIPTION OF IRREGULARITIES	PENALTY
01	Staff not in uniform / without I-card / Late on duty	₹.100 per worker/day
02	If the garbage is not lifted as per defined schedule	₹.200 per occasion
03	Complaint given by the Guest against Supervisor/ R. Boy	₹.500 per complaint
04	Any of the worker found negligent leaving the electrical switches of fans, lights etc. "ON" and the doors of the room are closed resulting into wastage of energy.	₹.1000 per occasion
05	Wastage of water	₹.500 per occasion
06	No action taken by the worker within one hour after the complaint of un-clean premises, untidiness, improper housekeeping.	₹.300per complaint
07	Misbehavior by the staff with Guest/Visitor/NIA Staff.	₹.500 per occasion

D. DEPLOYMENT OF STAFF BY THE AGENCY:

01. The Agency shall deploy sufficient number of employees/workmen and supervisory personnel to ensure rendering satisfactory services round the clock in three shift basis including shift-wise relievers, as may be required by the Academy. The Academy reserves its' right to reduce or increase the number of the workmen from time to time depending upon the requirement on actual basis. The Agency shall not have right to claim compensation or damages from the Academy on account of reduction of employees at any time.
02. The Agency shall deploy such of their personnel who are courteous, trained, well mannered and disciplined. The personnel deployed by the agency should observe at all times during the contract period, strict discipline and should see that the decency and decorum are maintained during the course of their working. They shall abide by the disciplinary procedures; rules, regulation, guidelines, Standing Orders laid down by the Academy and shall strictly follow the instructions given by the representative or officer in charge of the Academy from time to time.
03. All the staff of the Agency should be present on duty 15 minutes before their shift timings. They should be clean shaved and have proper hair and nail cut while on duty.
04. The staff should have knowledge of the area and duty allotted to them and in case of any difficulty they should report the matter to Hostel Warden for further guidelines.

05. Under no circumstances, the staff should leave their duty places, behave rudely with the guests and operate TV, AC or any other gadget for their personal use. Chitchatting, gossiping while on duty should be strictly avoided by the staff.
03. The Agency shall take suitable measures in the event of any of his personnel failing to observe discipline and decency in the campus as may be brought to the knowledge of the agency and shall make immediate replacement of such of the personnel who are habitually indulging in commissions & omissions of acts which would render the services of the Agency ineffective. In case of failure to do on the part of the Agency, the Academy would be at liberty to restrict the entry of such personnel inside the campus and in such an event, necessary deduction shall be effected from the from the monthly bills of the Ag
04. All personnel deployed by the agency shall be preferably below 55 years and shall be medically fit at the time of employment. Thereafter they should undergo a medical fitness test every six months by the Medical Officer named by Academy. The medical fee, if any, will be borne by the Academy.
05. The Agency shall ensure that their employees deployed in the contract work should be supplied with proper uniforms with logo of the company inscribed on it, name plate, shoes and identity cards by the agency at its own cost. Also, the Agency shall ensure that their personnel wear the Uniforms duly pressed & clean shoes in a clean condition and carry at all times, the identity cards. If any personnel of the Agency is found improperly dressed and not carrying the identity cards will be asked to leave the premises and the Agency shall provide immediate replacement in lieu of them, or otherwise, appropriate penalty will be imposed and also the proportionate payment shall be deducted from the monthly bills of the Agency.
06. Three full time **qualified** Supervisors (one for each shift) **Diploma in hospitality Management or Minimum Graduate** who will take full responsibility for rendering the necessary services shall be present during the working hours / shifts.
07. The Agency shall ensure that no personnel deployed in the contract work leaves or abandons his duty unauthorizedly or neglect his duty or sleeps while on duty or indulge in drinking liquor The Agency shall also ensure that after the shift duty hours is over; no personnel should leave the premises without properly handing over the charge to the personnel resuming duty in the next shift.
08. On Every Saturday afternoon, there shall be a training session to all Supervisors and room boys. The Agency shall ensure that all the Supervisors and the room boys attend this session on a regular basis in order that effective co-ordination is maintained with the Academy.
09. The agency shall ensure that at all times; the staff/personnel engaged by them shall extend co-operation and assistance with the staff/personnel of other agencies engaged at NIA Campus particularly at the hostels.
10. The Academy shall accept no claim in the event of any of the agency's employees sustaining any injury, damage or loss to either person or property either inside or outside the Academy premises. The Agency should provide insurance cover as per the Workmen's Compensation Act for all its workers.
11. None of the employees of the agency shall have any right to various facilities offered by the Academy to its staff and participants. It is made clear that by reason of deployment in the contract work during the period of contract, the personnel/workmen of the agency shall not have any legitimate right to claim absorption in the establishment of the Academy.
12. In case the workers engaged by the agency have any grievances, they will take it up with the agency without creating any disturbance on the campus. Under no circumstances, agitational means are to be resorted to by workers of the agency. On expiry of the

contract the agency undertakes to leave the premises in peace with all the workers without creating any disturbances. The agency will be solely responsible if the workers engaged by it misbehave or create problems.

13. The agency shall, at all times, indemnify the Academy against all claims for compensation under the provisions of any law for the time being in force/brought into force by or in respect of any workmen employed by the agency in carrying out the contract and against all costs and expenditures incurred by the Academy in connection therewith. The Academy shall be entitled to deduct any amount due from the agency for all the money paid or payable by way of compensation as aforesaid and costs or expenses in connection with any claim thereto.
14. If in the course of execution of this contract by the agency any minor or major damage is caused by the agency or his workmen to the persons or property of the Academy after joint investigation by the “Academy and the “Agency” any claims arising there from shall be recovered settled and dealt with directly by the agency and the agency shall render all assistance and cooperation to the Academy if any enquiry is held thereon.

E. SUPPLY OF MATERIALS REQUIRED FOR AGENCY’S SERVICES:

All the cleaning material such as brooms, detergents, dusters, soap, etc. will be supplied by the Academy. Material such as mattresses, table lamps, water jars, glasses, towels, napkins, soaps, linen, blankets, buckets, hangers, tubes, mugs for use in each hostel room will be supplied by the Academy. All the material required for general maintenance of the electrical equipments will be made available by the Academy.

F. CONSERVANCY SERVICES AT EXECUTIVE HOSTELS

• **SCOPE OF CONTRACT**

- a. The successful agency shall submit its (Organizational Structure) ESCALATION MATRIX for ease of operation of the services and necessary communication.
- b. After receipt of the Work Order and after taking over of the work site, the agency will prepare and submit the housekeeping manual and all SOPs (Standard Operating Procedures) after thoroughly understanding the daily working environment and procedure of the Academy. The manual / SOPs is to be submitted to the Hostel Warden within a period of 10 days’ time.
- c. It will be responsibility of the agency to give immediate replacement of the employee who is on leave.
- d. The agency has to describe and allocate necessary responsibilities to its Shift Supervisors and Room Boys (Male & Female) deputed at NIA.
- e. Maintaining proper records of the Hostel Infrastructure will be the responsibility of the Agency and following documents will be verified by Hostel Warden or any other official designated by Academy.
 - a. Participant’s Complaint Book Register.
 - b. Weekly/Monthly Shift Charts of the Housekeeping Staff / Duty Roster.
 - c. Inventory of all the assets and stores handed over by the Academy.
 - d. Lost and Found Register / Accident / Theft Register.
 - e. Logs and Checklists.
 - f. Documentation of on job training imparted to the staff.
- f. The scope of contract will cover:
 - I. Daily cleaning and maintenance of

- a. 174 rooms, including VIP / Deluxe suits in Hostel Block I, II, III & IV and 2 “B” type flats converted as hostel rooms and also TC 1 & TC 2 rooms.
 - b. Reception, Corridors (up to Library/ Computer Centre) and all other common areas in the Hostel Blocks.
 - c. Lounge & Recreation areas in the Hostel Block
 - d. All open areas in and around the Hostel blocks
- II. To maintain proper records of arrivals / departure of participants / faculty/ guests at NIA programmes.
- III. To maintain proper records of laundry.
- IV. Weekly Cleaning:
- Hard cleaning of floors and dado walls of all toilet blocks, mirrors, plumbing fixtures, washbasins, urinals, W.C. pans, commodes and all other items in the rooms and at the common areas with required sanitary material, tools, equipments and machines.
 - Cleaning of windows and door panels, glass panels (inside and outside) piping, hand railing, furniture and fixtures etc.
 - Cleaning of Ceiling Fans, Lighting Fixtures, Equipments like TV, Electric Kettle, Refrigerator, Remote Control Units and other such units in the hostel rooms.
 - Collection of solid waste, unwanted material from the surrounding areas of the buildings and areas up to NIA compound wall and disposal of the same at given location.
 - Removal of cobweb from all areas at heights in the corridors, at staircases, verandas, foyers, lobbies, office and open areas.
 - Washing of dustbins with cleaning material and cleaning of water coolers from inside and outside by using proper chemical.
 - Cleaning of building terraces, balconies, roofs, service ducts etc.
 - Shifting of mattresses, linen, table and chairs, furniture and any other material inside the hostel or anywhere in the campus as per instruction of NIA official / Hostel Warden.
- V. Check-in / Check-out procedure:
- a. On arrival of the guest / participant, the Agency’s staff shall attend him immediately and allot the room / suite earmarked for him. The staff on duty will get the name, designation and address of the guest entered in the register and guide the guest to his room.
 - b. On arrival of the guests the room boys will shift the belongings from the Vehicle to the allotted room of the guest. In case of heavy baggage they will ask for help from other boys and shift the baggage immediately.
 - c. The rooms allotted should be ready with fresh water, required linen, towel and other amenities given by the Academy.
 - d. Sometimes, due to non-availability of rooms at NIA, some of the guests are required to be shifted outside NIA campus at Hotels like VITS/ORCHID etc. Under such circumstances, Shift Supervisor will accompany the guests and arrange for necessary stay of the guests at the selected hotel by the Academy.
 - e. It is expected that room boys are well conversant with the routine / normal complains of the guests like nonfunctioning of TV/ AC/PC or Electric Kettle etc. Such minor complaints should be attended by the room boys without waiting for the services of electrician, plumber or carpenter etc.
 - f. Any breakages, torn or mutilated items are to be immediately brought to the notice of Shift Supervisor.

- g. Some medical emergencies may occur during daily routine and the guest may require hospitalization. For such incidences room boys (Male/Female), may require to stay with the guests at hospitals.
- h. Requirement of necessary medicines by the guests is to be fulfilled by Shift Supervisor as also transport arrangement by auto-rickshaw or taxi.
- i. Co-ordination with Academy's Laundry agency will have to be done by Shift Supervisor by keeping required inventory of personal items of the guests and further payment by them to the Laundry Agency.
- j. Carrying baggage of the guests during check-outs from rooms to the vehicle as also ensuring that the guest have not forgotten any of their belongings is the responsibility of Shift Supervisor.

- **THE DUTIES OF THE CONSERVATOR WILL BE**

1. Cleaning of rooms involving changing of linen, table wares, towels, washing of linen, cleaning of furniture, keeping drinking water etc.
2. Cleaning of external areas such as passages, foyers, staircases and terraces of all the areas within the scope of contract.
3. Cleaning the toilet blocks (every day and as frequently as required) of all the rooms and common facilities within the scope of the contract.
4. Cleaning and maintaining the furniture and equipments that are in use in these buildings.
5. Occasional packing and unpacking of material, loading and unloading of articles etc.
6. Shifting of furniture and its rearrangement.
7. The removal of garbage and its proper disposal.
8. The duties of the conservator will be round the clock. Suitable **qualified** supervisor (**preferably Ex-Service Men**) and other support staff will be deployed in each shift.
9. The agency will have to arrange for the periodical washing of linen, keeping account thereof etc. Payment for laundry charges will be made by NIA. The agency will also have to help participants and other hostel occupants, in getting laundry facilities and co-ordinate with Laundry Contractor.
10. The agency will be required to clean and maintain items such as buckets, tubs, jugs, water jars, glasses, soap cases, table lamps, etc. provided within each room. These items will be the responsibility of the agency.
11. Distribution of newspapers every day to each room will be the responsibility of the agency.
12. **All rooms in the Hostel are with AC/ Electric Kettle / TV set and PC with Internet and Intercom facility.** The operation of these services will have to be monitored by the agency. The agency will also co-ordinate with the electrical and AC maintenance agencies. **Agency will also monitor proper use of water.**
13. The agency will provide suitable **qualified &** well-mannered personnel to man the Reception of the Hostel block in all three shifts. The personnel should be courteous, well-behaved and respond swiftly to the calls of the hostel occupants.
14. All records of arrivals and departures in the hostel will be maintained by the agency as per the instructions of the Academy.
15. Recreational facilities such as TV, Video, Music System, Cassettes etc. will be made available in the Lounge and other areas of the hostel blocks. These items

- will be in the custody of the agency and it will be its responsibility for its use and maintenance. Agency shall keep proper record of all such items.
16. 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 **VIP /Deluxe** rooms. The agency should cooperate and extend suitable help to the catering agency appointed by NIA for this purpose. Agency shall keep proper records of such items.
 17. The agency will be required to monitor the incoming /outgoing telephone calls for the participants. **On public holidays the reception has to be more attentive as the EPABX lines get diverted to Hostel Reception.**

G. CONSERVANCY SERVICES AT PGDM HOSTELS

• SCOPE OF CONTRACT

The present scope of contract will cover:

1. Cleaning and maintenance of
 - A. 62 twin sharing rooms in hostel V.
 - B. Reception, Corridors (up to Hostel IV and other common areas in the Hostel Block & surroundings).
 - C. Lounge & Recreation areas in the Hostel Block
 - D. All common/open areas in the Hostel blocks
2. To maintain proper records of arrivals/departure of students at PGDM including night call register monitoring and reporting to warden.
3. For Girl's Wing at Hostel 5 (PGDM) female housekeeping staff should only be deputed.
4. In addition for Girl's Wing at Hostel 5 (PGDM), Lady Guards are to be provided round the clock with the minimum qualification of 12th Pass.

• THE DUTIES OF THE CONSERVATOR WILL BE

1. Cleaning of rooms involving changing of linen, table wares, towels, washing of linen, cleaning of furniture.
2. Cleaning of external areas such as passages, foyers, staircases and terraces of all the areas within the scope of contract.
3. Cleaning the toilet blocks (every day and as frequently as required) of all the rooms and common facilities within the scope of the contract.
4. Cleaning and maintaining the furniture and equipments that are in use in these buildings.
5. Occasional packing and unpacking of material, loading and unloading of articles etc.
6. Shifting of furniture and its rearrangement.
7. The removal of garbage and its proper disposal.
8. The duties of the qualified conservator will be round the clock. Suitable qualified supervisor (preferably Ex-Service Men) and other support staff will be deployed in each shift. It is students' Hostel & more thrust is on student's self-service with minimum manpower.
9. The agency will have to arrange for the periodical washing of linen, keeping account thereof etc. Payment for laundry charges will be made by NIA. The

agency will also have to help students and other hostel occupants, in getting laundry facilities.

10. The agency will be required to clean and maintain items such as buckets, tubs, jugs, water jars, glasses, soap cases, table lamp, etc. provided within each room. These items will be the responsibility of the agency.
11. One set of newspapers every day for reception of Hostel to be kept properly & stored for disposal of old newspapers.
12. The agency will monitor proper use of electricity, water etc.
13. The agency will provide suitable **qualified &** well-mannered personnel to man the Reception of the Hostel block in all three shifts. The personnel should be courteous, well-behaved and respond swiftly to the calls of the hostel occupants.
14. All records of arrivals and departures in the **student's** hostel will be maintained by the agency as per the instructions of the Academy.
15. Recreational facilities such as TV, Video, Music System, Cassettes etc. will be made available in the Lounge and other areas of the hostel blocks. These items will be in the custody of the agency and it will be its responsibility for its use and maintenance. Agency shall keep proper record of all such items.
16. All items of sports and indoor/outdoor games such as table tennis, carom, chess, badminton, lawn tennis to be provided to the students staying at the hostel will be in the custody of the agency. Agency shall keep proper records of such items.
17. Washing machine are kept for students any complaint occurs this should be informed to engineering department.

H. RATES / QUOTATIONS

01. Quotation should be submitted on the letterhead of the agency indicating the monthly charges based on minimum wages. Before quoting the rates, the Tenderer/Agency shall visit the NIA premises and properly assess the scope of work and the number of the staff required. It shall be presumed the Tenderer/Agency has inspected the premises and made proper assessment and requirements. Once the rate is quoted and accepted, then subsequently, the Agency shall not raise any dispute that the rate quoted was less without considering the actual requirements.
02. While submitting quotation, the agency should explicitly maintain the minimum number of qualified supervisors/workmen (preferably Ex-Service Men) to be deployed, the emoluments and other facilities, payable to its workers at all levels (pay, special pay, medical facilities, P.F., Gratuity, Bonus, Leave etc.) and method of making such payments and making such facilities available.
03. The amounts specified herein above are inclusive of all costs, expenses, wages and other expenses including exgratia payment to workmen or payment of their legal dues that may be incurred by the agency and the agency shall not be entitled to make any other demands monetary or otherwise from the Academy during the term of this contract.
04. **It is expressly agreed that in the event there is a statutory revision of minimum wages or special allowance then the amount payable in clause herein above shall be suitably modified.**

I. PAYMENTS

01. The Agency shall submit bills once a month, along-with all supporting documents such as ESI/ PF Challans and proofs of disbursement of salary to the staff deployed as per the provisions of Minimum Wages Act and other allowances by 5th every month.

02. The Agency has to enclose certified copy of Income Tax, PAN Card No. Income tax as applicable from time to time will be deducted while making every payment. VAT, Excise, Service Tax or any other tax will be the responsibility of the Agency. Bill should be tax invoice. Agency has to comply with KYC (Know your Customer Document).
03. The Agency shall be made Payment of their Bill on or before 15th of the month, after making all necessary deductions of dues & penalties as contemplated under the contract. The Certificate of the Officer In-charge of the Academy as to the bill amount payable to the Agency after all deductions shall be final and binding on the Agency.
04. Apart from submission of certified copies of PF/ ESIC challans along with the monthly bills, the Agency shall submit self-attested copy of muster roll along with the copy of Salary Register showing the receipt of payment of salary by the concerned employees duly certifying on the bottom of it by the Agency that the payments are made as per the provisions of Minimum Payment of Wages Act and it being a condition precedent for releasing the payment, the payment against the monthly bills of the agency shall be released to the Agency only upon complying with this condition. The Agency shall have no claim by way of interest or compensation for the reason of late releasing of the payment to them on this account.

J. TERMINATION OF AGREEMENT

01. During the currency of this agreement, the Academy shall have the right to terminate this agreement if it is not satisfied with the performance of the agency by giving it 30 days' notice in writing. For this purpose, the Academy shall be the sole judge to decide whether the performance of the agency is satisfactory or not and such decision of the Academy shall be final conclusive and binding on the agency and the agency shall not be entitled to any compensation in the regard.
02. However, the agency will have to give three months' prior notice if it is desirous of discontinuing their services with the NIA. In case of premature withdrawal by the agency for any reason, whatsoever, during the period of the or in case of any failure in course of the agreement period to comply with the terms and conditions of the contract, the NIA is at liberty to forfeit the security deposit and any other balance amount due to the agency.

K. MISCELLANEOUS.

01. Any dispute arising out of this contract including any clarification as to the intent or interpretation of any of the provisions of these terms and conditions, the same shall be first referred to /sought from the Director, NIA, whose decision in the matters shall be final and binding on the Agency. Any other matter relevant to but not covered in the contract shall also be decided by making reference to the Director, NIA whose decision will be final and finding on the Agency.
02. If the Dispute is not resolved through the reference made to the Director, NIA, a reference of the same shall be made to a Sole Arbitrator to be appointed by the Director NIA Pune for adjudication of the same in accordance with the provisions of Arbitration & Conciliation Act-1996 and any statutory modification there under from time to time. There shall be no objection if the Sole Arbitrator to be appointed is a Competent Officer of NIA in the discretion of the Director NIA Pune.

L. IMPORTANT CLARIFICATIONS.

1. The bidder has to consider minimum wages applicable for to the Scheduled Employment under “Employment of Sweeping and Cleaning – Zone B.
2. The manpower requirement should be considered as indicated in the Financial Bid and accordingly financial bid may be submitted.
3. The bidders should note that their offers would be on minimum wages basis and revision in their monthly compensation will be considered by NIA on account of revision in minimum wages. (Including Basic + DA).
4. The contract period would be for two years as indicated in the tender.
5. The bidders should submit their offers considering Central Govt. / State Govt. Minimum wages whichever are higher as described in the tenders.
6. All the bidders are requested to submit their RTGS details for refund of EMD.
7. The format of commercial bid for the tender is enclosed. All bidders are requested to fill up the correct price in each column or row as requested.
8. The Commercial Bid shall be submitted intact in a sealed cover without tampering with any of the folios thereof & duly filled in and duly signed at the bottom of each folio, by the Bidder or his / their authorized representative.
9. All other terms and conditions of the tenders remain unchanged and strictly to be followed by the bidder.

Signature of the Tenderer

NATIONAL INSURANCE ACADEMY, PUNE

EVALUATION SHEET

TECHNICAL BID FOR CONSERVANCY SERVICES

(Marks are Progressive)

Sr. No.	Description	Maximum Allocative Marks	Actual Marks
1.	Statutory Requirement as per item No. 5 of Annexure III		
2.	Income tax acknowledgement for last 3 years with gross taxable income of individual / firm / companies / cooperative societies as per Item No. 5A		
	(a) Gross Taxable Income		
	Up to ₹ 5 lakhs		
	₹ 5 lakhs– 10 lakhs		
	₹ 10 lakhs & above		
	(b) Income tax acknowledgement copy commencing from AY 2015-16, 2016 -17 & 2017-18 as per Item No. 5A (1 mark for each copy of acknowledgement)		
3.	Financial Capabilities Last 3 years audited statement of accounts commencing from financial year 2014-15, 2015-16 and 2016-17 (as per Item No. 8 of Annexure III)		
	i) Turnover (average of 3 years)		
	Up to ₹ 15 lakhs		
	₹ 15 lakhs to ₹ 25lakhs		
	₹ 25 lakhs to ₹ 40 lakhs		
	Above ₹ 40 lakhs		
	ii) Net profit (average of 3 years)		
	Up to ₹ 3 lakhs		
	₹ 3 lakhs to ₹ 5 lakhs		
	₹ 5 lakhs to ₹ 10 lakhs		
	₹ 10 lakhs to 20 lakhs		
	Above ₹ 20 lakhs		
	iii) Cash & Bank Balance as at 31.3.2017 (including SB accounts, current account, FDR, and Cash Equivalent)		
	Up to ₹ 3 lakhs		
	₹ 3 lakhs to 5 lakhs		
	₹ 5 lakhs to ₹ 10 lakhs		
	₹ 10 lakhs & above		
	iv) Capital Account (closing balance as on 31.03.2017)		
	Up to ₹ 5 lakhs		
	₹ 5 lakhs to 10 lakhs		
	Above ₹ 10 lakhs		
	v) Fixed Assets / Investments as on 31.03.2017		

Sr. No.	Description	Maximum Allocative Marks	Actual Marks
	Up to ₹ 5 lakhs		
	₹ 5 lakhs to 10 lakhs		
	Above ₹ 10 lakhs		
4.	Existing manpower deployed in conservancy services (As Item No. 6 & Item No. 7)		
	Employees up to 50		
	Employees 50–100		
	Employees 100-200		
	Employees 200 & above		
5.	Experience in conservancy business (as per Item No. 7 of Annexure III)		
	Experience in conservancy services Details as under		
	Experience up to 5 years		
	5 years to 10 years		
	10 years to 15 years		
	Above 15 years		
	Government Body / PSUs conservancy experience Details as under		
	3 years to 5 years		
	5 years to 10 years		
	10 years and above		
	Conservancy Experience in Educational /Training Institutions		
	3 years to 5 years		
	5 years to 10 years		
	10 years and above		
6.	No. of Institutions/ entities served for conservancy services for last 15 years, including entities being served presently (as per item No. 7)		
	1 to 2 institutions		
	3 to 4 institutions		
	5 to 6 institutions		
	7 to 8 institutions		
	8 to 10 institutions		
7.	Any other details like Awards, felicitation, certificates of merits / good work towards conservancy services (At least two)		
8.	Marks for Physical Inspection of Conservancy Services (to be allotted by the Inspection Team)		
	Total of Marks		

Committee Member's Signature

Place:

Date:

(To be executed by the Contracting Agency on a Non-Judicial Stamp Paper of ₹.500/00, as per the draft.)

AGREEMENT FOR CONSERVANCY SERVICES ON CONTRACTUAL BASIS AT NIA

Agreement made at Pune on ----- between National Insurance Academy, Baner Road, Balewadi, NIA P.O., Pune – 411 045 hereinafter called ‘**Academy**’ represented by the Chief Administrator, Authorized Representative, on the one part and M/s. ----- address -----, hereinafter called the ‘**Agency**’ (Which expression shall be deemed to include his / their representative heirs, assigns, executors. etc) represented by its Director **Shri.** ----- address ----- on the other part.

Whereas the Agency has agreed to perform all the jobs/services set forth in the tender document and its’ annexures, which shall be treated as an integral part of this agreement, upon the terms and conditions governing the contract annexed.

In consideration of the payment to be made by the Academy, the Agency shall duly perform the work set forth in the tender documents and its annexure and shall execute the same with great promptness, care and diligence in a prudent manner to the satisfaction of the Academy and will carry out the performance in accordance with the terms and conditions of contract with effect from ----- to ----- and will observe, fulfill and honour all the conditions herein mentioned (which shall be deemed and taken to be part of this contract as if the same had been fully set forth herein) and the Academy hereby agrees that if the Agency observes and honours the said terms and conditions of the contract, the Academy will pay or cause to be paid to the Agency for the performance, on the completion thereof, the amount due in respect thereof at the rates accepted.

IN WITNESS WHEREOF BOTH THE PARTIES HAVE SET THEIR HAND TO THIS AGREEMENT AT PUNE ON THE DAY, MONTH AND YEAR WRITTEN FIRST ABOVE. WE HAVE CAREFULLY READ EACH AND EVERY WORD OF THIS AGREEMENT AND HEREBY AGREE TO EXECUTE THE CONTRACT ACCORDINGLY.

Chief Administrator
National Insurance Academy

M/s. _____.

WITNESS:

WITNESS:

- 1. _____
- 2. _____

- 1. _____
- 2. _____

INDEMNITY BOND

(On ₹.500/- Stamp Paper)

AGREEMENT FOR CONSERVANCY SERVICES ON CONTRACTUAL BASIS AT NIA

This deed of indemnity executed at Pune at this ----- day of the month on -----
----- the year 2017. Between National Insurance Academy registered under the Public
Trust Act having its office at the chief place of business at Baner Road, Balewadi, Pune 411 045.
(herein after called as the "First Party") represented by Mr. -----

AND

M/s. -----, having its office and place of business at -----
----- (herein after called as the
"Second Party") represented by Mr.-----.

WHEREAS THE FIRST PARTY AND THE SECOND.PARTY have signed an agreement on --
----- 2017 for providing -----service at NIA to the First party by the
Second Party.

AND WHEREAS the First Party wanted the second party to execute an indemnity bond in order
to indemnify the First party against all claims for compensation under the provision of any law
for the time being in force brought into force by or in respect of any workmen employed by the
Second Party while carrying out the contract and against all costs and expenditure incurred out
the contract and against all costs and expenditure incurred by the First Party in the said
connection.

NOW THIS DEED OF INDEMNITY WITNESSED THAT, the Second Party hereby agrees and
undertakes to indemnify and keep indemnified the First Party / against all the claims for
compensation under the provision of any law for the time being in force brought into force by or
in respect of any of the workman employed by the Second Party in connection with execution of
the contract and against all costs and expenses incurred by the First Party in connection
therewith. The First Party Shall intimate in writing immediately any such damage, loss or costs
incurred by it to the Second Party stating the quantum thereof along with the detailed particulars
or as to how and in what circumstances the said costs, damage of loss was incurred. The First
Party shall further be entitled to deduct any loss due from the Second Party from all the money
paid or payable by way of

Compensation as aforesaid and costs or expenses in connection therewith.

This indemnity bond shall be in force from _____ to

IN WITNESS THEREOF THE PARTIES HAVE SIGNED THE INDEMNITY BOND ON
THIS ----- DAY OF ----- MONTH OF ----- YEAR.

For NIA, Pune
FIRST PARTY

For _____
SECOND PARTY

WITNESS: -

1. _____
2. _____

WITNESS:

1. _____
2. _____

FINANCIAL / PRICE BID

PART – B

DETAILS OF MONTHLY WAGES OF WORKERS TOWARDS CONSERVANCY SERVICES

THE BIDDER HAS TO CONSIDER MINIMUM RATES OF WAGES APPLICABLE TO THE SCHEDULED EMPLOYMENT UNDER “EMPLOYMENT OF SWEEPING AND CLEANING” – ZONE -A

S.N.	PARTICULARS	AMOUNT In ₹	%	STATUTORY REQUIREMENT AS PER CENTRAL /STATE GOVT.
I	SUPERVISOR (Skilled Labour)			
1	Basic Pay	13598.00		
2	Special Allowance	338.00		
3	Additional Allowance			(Agency to Specify)
3	House Rent Allowance	696.80	5%	
4	Employee's State Insurance - Employer's Contribution	695.06	4.75%	
5	Provident Fund - Employer's Contribution	1847.91	13.26%	
6	Leave with Wages	815.26	5.85%	
7	Pay on National Holidays	154.69	1.11%	
	Sub - Total – I			

The amount towards Leave with Wages and National Holidays will be reimbursed on monthly basis subject to submission of documentary evidence of the payment. The bonus @ 8.33% on the total wages paid to each individual will be reimbursed as per Govt. Notification, at the end of the year / contract period on receipt of documentary evidence and claim.

S.N.	PARTICULARS	AMOUNT In ₹	%	STATUTORY REQUIREMENT AS PER CENTRAL /STATE GOVT.
II	ROOM BOY / LADY GUARD (Un- Skilled Labour)			
1	Basic Pay	13598.00		
2	Special Allowance	338.00		
3	House Rent Allowance	696.80	5%	
4	Employee's State Insurance - Employer's Contribution	695.06	4.75%	
5	Provident Fund - Employer's Contribution	1847.91	13.36%	
6	Leave with Wages	815.26	5.85%	

7	Pay on National Holidays	154.69	1.11%		
	Sub - Total –II	18145.72			
The amount towards Leave with Wages and National Holidays will be reimbursed on monthly basis subject to submission of documentary evidence of the payment. The bonus @ 8.33% on the total wages paid to each individual will be reimbursed as per Govt. Notification, at the end of the year / contract period on receipt of documentary evidence and claim.					
FINANCIAL BID - I					
<u>MONTHLY CHARGES TOWARDS CONSERVANCY SERVICES AT EXECUTIVE HOSTEL</u>					
RATES OF WAGES APPLICABLE TO THE SCHEDULED EMPLOYMENT UNDER “EMPLOYMENT OF SWEEPING AND CLEANING” – ZONE A					
S.N.	Description (A)	Number of Personnel to be deployed (B)	Rate per month per personnel (₹) (C)	Amount per month (₹) (D = B x C)	Amount per annum (₹) (E = D x 12)
I	SUPERVISOR (Skilled Labour)	5 (including reliever)			
II	ROOM BOYS (Un-0Skilled Labour)	21 (including reliever)			
III	Total of I + II	26			
IV	Monthly Service Charge i.e. Agency’s overhead + profit i.e. % of Sl. No. III		% of III above		
IV	Total of III+IV				
V	Service Tax as applicable				
VI	Gross Total				

FINANCIAL BID – II

<u>PART II - MONTHLY CHARGES TOWARDS CONSERVANCY SERVICES AT PGDM HOSTEL</u>					
RATES OF WAGES APPLICABLE TO THE SCHEDULED EMPLOYMENT UNDER “EMPLOYMENT OF SWEEPING AND CLEANING” – ZONE A					
S.N.	Description (A)	Number of Personnel to be deployed (B)	Rate per month per personnel (₹) (C)	Amount per month (₹) (D = B x C)	Amount per annum (₹) (E = D x 12)
I	SUPERVISORS (Skilled Labour)	3 (including reliever)			
II	ROOM BOYS + LADY GUARDS (Un-Skilled Labour)	3+3 (including reliever)			
III	Total of I + II	9			
IV	Monthly Service Charge i.e. Agency's overhead + profit i.e. % of Sl. No. III		% of III above		
IV	Total of III+IV				
V	Service Tax as applicable				
VI	Gross Total				