

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



TENDER DOCUMENT

FOR

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

2023-2025

**Through Online Mode Only
NIA E-Procurement Website is – <https://www.tenderwizard.com/NIA>**

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CONSERVANCY SERVICES AT EXECUTIVE AND PGDM HOSTEL AT THE N.I.A. CAMPUS

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**NATIONAL INSURANCE ACADEMY,
25, BALEWADI, BANER ROAD, N.I.A. POST OFFICE
PUNE 411 045,**

TENDER NOTICE

No. NIA/ CONS-SER.EXE & PGDM HOSTELS/08/2023 dated 01/08/2023

National Insurance Academy, Pune, an autonomous Institution established by the Life Insurance Corporation of India, General Insurance Corporation of India and the four Public Sector Insurance Companies The New India Assurance Co Ltd., National Insurance Co Ltd., The Oriental Insurance Co Ltd., and United India Insurance Co Ltd. having its office at 25, Balewadi, Baner Road, NIA P.O., Pune 411045 invites e-tender through advertised tender enquiry for the “**Conservancy Services at Executive Hostels and PGDM Hostel.**” as per the details given in the “**Terms and Conditions for service contract of Conservancy Services**” of the Tender Document from reputed Individuals / Firms / Companies / Corporation / Association / Society having sound technical and financial capacity who fulfills the eligibility criteria and submits documentary evidence as per Technical Bid to Tender Document and preferably operating their business in and around Pune City.

The NIA reserves its right to reject one or all tenders without assigning any reasons and also to extend the date of tender or cancel the tender, if required.

**DIRECTOR
NIA, PUNE**

TECHNICAL BID

ELIGIBILITY CRITERIA

SCANNED COPIES OF REQUIRED DOCUMENTS TO BE UPLOADED ONLINE

- 1) The Agency should have the minimum experience of five years as on 31/12/2022 in the similar type of services, out of which three years' experience should be for any Public Sector Undertaking (PSU), Govt. Organization, educational institutions like college, university, institute and any similar educational body. The tenders of those tenderers who lack this experience are liable to be rejected.
- 2) The tenderer must have a minimum cumulative turnover from conservancy services of Rs. 6.00 crore for the last three financial years ie 2019-20, 2020-21 and 2021-22 and a minimum turnover of Rs. 2.00 crore for each of these three years.
- 3) The tenderer should not have been debarred/blacklisted. An undertaking should be compulsory enclosed (Annexure H).
- 4) The Tenderer shall pay the Tender cost of **Rs.500.00 + GST and EMD of Rs. 2, 00,000/- (Rupees Two Lakhs Only)** through online e-Payment mode on NIA e-Procurement Website. The e-Payment Gateway is available on NIA e-Procurement Site. Tender without Tender cost and EMD will be summarily rejected. No exemption will be granted.
- 5) Only those Tenderers who fulfill the eligibility criteria and Technical Bid requirement shall participate in the e-tendering process. The Tender Document consists of Technical Bid and Commercial Bid. The Tenderer shall go through the Technical Bid before submitting the Tender.
- 6) The Tenderer/s shall keep his / their offer valid for a period of at least 3 months (90 days) from the date of opening of the tender. If any Tenderer withdraws or makes amendments that impairs or derogates from the tender conditions in any respect within the period of validity of his offer, the EMD is liable to be forfeited.
- 7) The Tenderer 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 a partnership firm / company / corporation / society, then he should submit the certified true copy of the **Registered Partnership Deed, Certificate of Incorporation, Power of Attorney and Registration Certificate, whichever is applicable** etc. along with the tender document. If these documents are not submitted or if any such documents are found to be not in order and or invalid, the tender of such Tenderer shall be treated as invalid and / or liable for rejection.
- 8) The Tenderer 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 Tenderer 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.

- 9) The ACADEMY may at any time after opening of the tender, depute a team of its officials to the site / workplace / office of the Tenderer to verify credentials of the information furnished by the Tenderer by collecting on the spot information as to the status, workmanship & quality of the services rendered by them. If any information furnished by the Tenderer is found to be incorrect, the tender of such Tenderer shall be liable for rejection.
- 10) The successful Tenderer whose tender is accepted shall, within seven days from issuing / receiving the Letter of Acceptance, be required to deposit an amount of Rs **4,80,000 (Rupees Four Lakhs Eighty Thousand)** by Demand Draft in the Name of National Insurance Academy. However, Bank Guarantee for the even amount may be submitted the Bidder for the minimum period of two years of the Contract. Under such circumstance, the Bidder must ensure that: The Bank Guarantee submitted should be from the Nationalised Bank only, (It should remain valid for a period of sixty days beyond the date of completion of the contract). The tenderer has to 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 Rs.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 EMD of **Rs. 2,00,000/- (Rupees Two Lakh only)** shall stand forfeited, without prejudice to ACADEMY's right to rescind the contract and other rights and remedies warranted by law. No interest is payable on EMD as well as Security deposit by NIA.
- 11) In the event of refusal to carry out the work by the successful Agency on any grounds during the contract tenure, it's EMD / security deposit shall be forfeited.
- 12) The **Security Deposit of Rs 4,80,000/- (Rupees Four Lakhs Eighty Thousand Only)** shall be refunded to the Tenderer within 60 days of completion of the contract termination subject to satisfactory performance of the Tenderer's obligations under the contract and subject to such deductions as may be necessary for making up Academy's claims against the Tenderer.
- 13) The Tenderer should note that non-compliance of the following instructions shall render the tender liable for rejection.
 - a. Online submission of the Technical Bid along with supporting documents (Should be readable), receipts of EMD and Tender cost is uploaded.
 - b. The Tenderer should ensure that the tender is received before the due date and time specified in the Key Dates of online tender.

- c. The Tenderer should fill in all the relevant information in the prescribed templates/forms and put his Digital signature on the relevant places as required in the e-tendering System.
- d. The schedule of Quantities should be filled in as per the format given in the online e-Tender.
- e. The Tenderer should note that he is to quote RATES only in the BOQ on online portal.
- f. No liability whatsoever will be admitted nor claim allowed in respect of errors in the submitted tender due to missing / duplicate uploaded documents.
- g. The Proforma of Articles of Agreement should not be filled in by the tenderer. While the contract shall be deemed to have come into existence on issue of letter of acceptance to the successful tenderer, formal agreement shall be signed thereafter with the successful tenderer on non-judicial stamp paper of Rs. 500/- as per the Proforma of Articles of Articles of Agreement which may be modified with mutual consent.
- h. The Earnest Money accompanying the tender will be accepted only through online e-Payment mode which is e-Payment Facility and available on NIA e-Procurement Website and not in favour of any other Authority or location. Any tender, which is not accompanied by Earnest Money Deposit, shall be summarily rejected. No interest will be paid for the period during which the earnest money lies in deposit with NIA.
- i. The tender shall be accompanied by a certified true copy of the Power of Attorney in favour of the signatory to the tender documents. If the tender is submitted on behalf of a firm, it must be signed either by all partners or a person holding a valid power of attorney from all partners constituting the firm. The person signing the tender on behalf of another partner(s) or on behalf of a firm on Company shall attach with the Tender a proper Power of Attorney duly executed in his favour by such other person(s) or by all the partners in accordance with the Constitution of the Company / Articles of Association, stating that he has the authority to sign on behalf of such other person(s) of the firm or the Company as the case may be, in all matters pertaining to the contract including the Arbitration Clause.
 - ii. The tenderers can submit the scanned copy of the same on the online portal.
- i. Tenderers are warned that Cash, or Encashable Cheque, or Bank or Insurance Guarantee, or Fixed Deposit receipt in lieu of the aforementioned form of Earnest Money remittance will not be accepted.
- j. Tenders containing errors are liable to be considered non-bonafide at the discretion of the Director, NIA.
- k. Tenderer should note that their tender should remain valid for consideration for a minimum period of THREE MONTHS from the date fixed for submission of BID DOCUMENTS.

1. The National Insurance Academy reserves the right to accept any tender or to accept tenders in part; to reject any or all tenders without assigning reasons thereof.
- m. Canvassing in any form shall make the tender liable for rejection.

TECHNICAL BID

E -TENDERING PROGRAMME SYSTEM

The Tenderer has to submit the Tender as under:

I. Technical Bid:

The Tenderer shall fill in the form and upload the supporting documents / attachments (**Must be legible and clearly visible**). The scanned copy of the Online paid transaction details / receipts of Tender cost and EMD shall be uploaded in the Technical Bid.

The Tender cost of Rs. 500.00 + GST (non-refundable) and EMD of Rs.2, 00,000/- (Rupees Two Lakhs only) through online e-Payment mode on NIA e-Procurement Website. The e-Payment Facility is available on NIA e-Procurement Site. (No Physical Demand Draft will be accepted). The Tenderer should have to pay Tender cost and EMD through online e-Payment mode only.

II. Commercial Bid:

The Commercial Bid consists of documents and schedule of quantities. The Tenderer shall download the documents, fill in the relevant information, sign and stamp the documents and upload in the portal. The item rate in words and figures shall be quoted in each item of work in the schedule provided. No other document/conditions shall be uploaded along with documents for commercial bids.

Note:

- a. Any Tenderer applying and fulfilling the eligibility criteria may not be considered for enlistment if unsatisfactory performance report(s) is / are received for the completed Conservancy contracts / Service contracts from their previous Employer(s).
- b. The Director, NIA reserves the right not to open the commercial bid of the Tender or any / all bids at his sole discretion without assigning any reason whatsoever.
- c. If the documents filed by the Tenderer are found to be false / forged or fabricated during verification / evaluation process and / or after opening of commercial bid, not only the Earnest Money Deposit will be forfeited in totality but also they will be debarred by NIA from participating in the future tendering process for a period of 3 years and such information will also be shared with other organizations.

| Key Dates: | |
|--|---|
| Publication of NIT | 02.08.2023 |
| Date of uploading of tender document on online e-tendering portal: https://www.tenderwizard.com/NIA | 02.08.2023 |
| Period of Downloading of tender document | From 10.00 Hrs on 02.08.2023 up to 12.00 Hrs noon on 22.08.2023 |
| Pre-bid Meeting | On 11.08.2023 @ 11.00 Hrs. |
| Date of corrigendum, amendments if any. | Up to 17.30 Hrs. on 18.08.2023 |
| Last Date, Time for online submission of Tender forms | Up to 17.00 Hrs. on 22.08.2023 |

| | |
|---|---|
| and documents. | |
| Tender cost | Rs.500.00 + GST |
| EMD | Rs.2,00,000/- |
| Date & Time of Opening of Technical Bid Online | 23.08.2023 - 11.00 A.M. |
| Date & Time of Opening of Commercial Bid Online | Shall be intimated at a later date to the Tenderers, who qualify in the Technical Evaluation. |

**III. Information & instructions to the bidders:
FOR USING ONLINE ELECTRONIC TENDERING SYSTEM (ETS).**

Special Conditions & instructions for using online Electronic Tendering System (eTS) through portal (website) <http://www.tenderwizard.com/NIA> adopted by National Insurance Academy, Pune as given in the subsequent pages will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

Tenderers are required to enrol for Vendor Registration on the NIA e-Procurement Tender wizard Portal (URL: <https://www.tenderwizard.com/NIA>) by clicking on the link “**Registration**” on the home page of e- Portal, which is chargeable. (**Rs.1000/- + GST 18%, Non-Refundable**) to be paid online through e-payment gateway). & Tender Processing Fees are applicable (**Non- Refundable**).

Note: The e-Payment Gateway is available on e-Procurement Portal for making the Online Vendor Registration Payment.

Note: Information about e-Procurement Portal.

More useful information for submitting online bids on the NIA e-Procurement Tender wizard Portal may be obtained at: <https://www.tenderwizard.com/NIA>.

Tenderers are requested to refer to the Vendor’s Manual by downloading the Vendor’s Manual by visiting on the home page of <https://www.tenderwizard.com/NIA> and following KEY INSTRUCTIONS for TENDERERS by clicking on “**Latest Circulars/Formats/Help Manuals/FAQs**”. The complete **Step by Step Vendors Help Manual For e-Procurement / e-Tendering Process, Vendors Registration Process, System Settings Requirements & JAVA Settings Manuals, e-Payment Guidelines & Digital Signature Certificate Process** are available on e-Auction Website regarding the e-Auction.

Online Support / Web Support / E-Mail Support / Phone Support are also available for Bidders as well as Dept. Officials. Online support will be provided through “Team viewer” or “Ammy Admin” Remote software only.

For Downloading this software, the downloading software links are available on the home page of e-Auction Website.

• **Registration of the Vendors / Bidders:** All the bidders intending to participate in the tenders floated online using Electronic Tendering System (ETS) are required to get registered on the e-Tender Portal (website) <http://www.tenderwizard.com/NIA>. After

successful Registration on the above mentioned portal, bidders will get a User ID and Password to access the website.

- **Viewing of Online Tenders:** The vendors/bidders can view the tenders floated on online Electronic Tendering System (ETS) hereinafter referred to as “e-Tendering System” through portal (website) at <http://www.tenderwizard.com/NIA>. They can view the details like Tender Notice, Terms and Conditions, drawing (if any) and any other information. To download the tender they need to login on the above portal and can download the tender documents of an e-Tender.

- **Key Dates:** The vendors/bidders can view the Online Scheduled dates of e-tendering System (time schedule) hereinafter referred as “**Key Dates**” for all the tenders floated using the online electronic tendering system on above mentioned portal (Website) <http://www.tenderwizard.com/NIA>

The bidders are strictly advised to follow dates and time as mentioned in Key Dates of a particular tender. The date and time will be binding on all the bidders. The bidders are required to complete the stages within the stipulated time as per the schedule (Key Dates) to continue their participation in the tender. All online activities are time tracked and the system enforces time locks ensures no activity or transactions can take place outside the start and end dates and time of the stage as defined. The bidder should ensure that the status at a particular stage should be shown as “Completed” before the expiry date and time of that particular stage and they should possess a copy of receipt of completion of each stage to be performed from their end which should match with the status with their offer on online portal. It will be the sole responsibility of the bidder if the status of a particular stage is “Pending” till the expiry date and time of that stage and he will not be able to proceed further in the e-Tendering process. The Key dates are subject to change in case of any amendment in schedule due to any reason stated by the Department.

- **Obtaining a Digital Certificate and its Usage:** On e-Tendering System the bids should be Encrypted and Signed electronically with a Digital Signature Certificate (DSC) to establish the identity of the bidder on online Portal. The Digital Signature Certificate (DSC) has two keys i.e. Public Key and Private Key. The Public Key is used to Encrypt (code) the data and Private Key is used to decrypt (decode) the data. The Encryption means conversion of normal text into coded language whereas decryption means conversion of coded language into normal text.

Note: Digital Signature Certificates: Class II or Class III Signing + Encryption Digital Signature Certificate is required for e-Tendering. (DSCs) are issued by an approved Certifying Authority, by the Controller of Certifying Authorities (CCA India), Government of India.

- The contractors may obtain Class II/III digital certificate from any Certifying Authority or Sub certifying Authority authorized by the Controller of Certifying Authorities on the portal <http://cca.gov.in>. or may obtain information and application format and documents required for issue of digital certificate from our Service Provider for Electronic submission.

E-Tendering System (ETS):

E-Tender helpdesk

#24, Sudha Complex,
03rd Stage, 04th Block,
Basaveshwaranagara,
Bangalore - 560079
dscprocessingunit@yahoo.com
Help Desk Contact Details:
Tel: 080-40482000/121/133/140
Mobile: 9686115304/9686115323
E-mail: lokesh.hr@antaressystes.com
raghuprashanth@antaressystems.com

- The Bid (Online Offer) for a particular e-Tender may be submitted only using the Digital Signature Certificate (DSC), which is used to Encrypt (codify) the data and sign the Hash (Impression of your data) during the stage of Bid Preparation and Hash submission. In case, during the process of a particular e-Tender, the user loses his Digital Certificate (i.e. due to virus attack, hardware problem, operating system problem), he may not be able to submit the bid online. Hence, the users are advised to keep their Digital Signature Certificates in safe custody.
- In case of online Electronic Tendering, if the Digital Certificate issued to the authorized user of a firm is used for signing and submitting an online bid, it will be considered equivalent to a no objection certificate/power of attorney to that User. The firm has to authorize a specific individual via an authorization certificate signed by all partners to use the Digital Certificate as per Indian Information Technology Act, 2000 and its amendments from time to time. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of Agency for NIA Office Pune, as per Information Technology Act 2000 and its amendments from time to time. The Digital Signature of this authorized user will be binding on the firm. It shall be the responsibility of the management / partners of the registered firms to inform the certifying authority or Sub Certifying Authority; in case of change of authorized user and that a fresh digital certificate is procured and issue an "Authorization Certificate" for the new user. The procedure for application of a Digital Certificate will remain the same for the new user.
- The same procedure holds true for the authorized users in a Private/Public limited company. In this case, the authorization certificate shall have to be signed by the directors of the company.
- The Bidders participating in the e-tendering shall check his/her validity of Digital Signature Certificate before bidding in the specific work floated online at the e-Tendering Portal (website) through <http://www.tenderwizard.com/NIA>.

NOTE:-

The NIA AND The TENDERWIZARD will not entertain any reasons/claims of Tenderer on account of Net Connection Failure/Power Connection Failure and any issues during the submission of tender online. The Tenderer shall be solely responsible for all those facts and failure of Net Connectivity, Electricity Current Connectivity etc.

For Registration and for further details on e-tendering, please visit website above mentioned portal (website) or below mentioned address:-

E-Procurement Helpdesk Officials details.

Office Address: E-Tender helpdesk, # 24, Sudha Complex, 03rd Stage,
04th block, Basaveshwaranagara, Bangalore-560079

Help Desk Contact Details: -

- 1) **Mr. Sanjay K. Chandak, (Pune & Mumbai Maharashtra) (E-mail :
sanjay.kc@antaressystems.com) Or
sanjay.kc@etenderwizard.com Ph: 9665721619.**
- 2) **Mr. Lokesh, (E-mail: lokesh.hr@antaressystems.com)
Ph: 09686115304 & 080-40482140**
- 3) **Mr. Raghu Prashant, (E-mail:raghuprashanth@antaressystems.com)
Ph: 09686115323**
- 4) **Mr. Vinay B P (E mail: vinaybp@antaressystems.com)**

IV SUBMISSION OF TECHNICAL BID

The Enrolment Form along with the Annexures A1, A2 and B to H shall be completely filled in all respects along with these instructions for filling and uploading of Enrolment Form.

- The Tenderers are to note that all particulars required as per the form and the Annexures shall be filled in completely strictly as per the format.
- The forms not submitted strictly as per the above instructions within the stipulated time are liable to be rejected.
- The Technical Bids as per the eligibility criteria shall be evaluated. Please note that no enquiries or correspondences regarding the selection of tenders shall be entertained.
- The Tenderers are advised to follow the instructions given below:
 1. The Technical Bid Form shall be filled online in the e-tendering portal in capital letters
 2. The full address of the site of work, and Principal Employer under whom the works have been carried out should be given (Please refer Annexure D).
 3. The Tenderer should ensure to submit the satisfactory Completion Certificate. (Please refer Annexure C)
 4. The annual turnover should be based on latest Income Tax Clearance/Assessment Certificate duly cleared by Income Tax Department or audited balance sheet, copy of which should be enclosed. (Please refer Annexure F)
 5. Copy of the Agreement in case of works carried out for private agencies should be enclosed.

6. All the documents uploaded are to be self-attested by the authorized signatory. The uploaded documents **must be legible and visible**.
7. Please note that the submission of TECHNICAL BID DOCUMENTS does not confer any right to claim for selection for further tendering process.

TECHNICAL BID

Following information and documents are mandatory and need to be submitted / uploaded online.

Bid without documents in support of the eligibility criteria and below given requirement shall be summarily rejected

| Sr. No. | Required Information (QUERY) | ANSWER |
|---------|--|--------|
| 1 | Name and registered address of the Individual/firm/company. | |
| 2 | Cost of Tender Document Deposited. Upload online payment receipt of Rs.500.00 + GST | |
| 3 | Earnest Money Deposit - Upload online payment receipt of Rs.2,00,000/- | |
| 4 | <p>Legal Status In case the tenderer is an Individual proprietor, Partnership Firm, Limited Company, Corporation, Co. Op. Society, then the certified true copy of the Registered Partnership Deed, Power of Attorney in favour of partner authorizing for signing tender document, Board or Committee resolution authorizing the person for signing the tender document, Certificate of Incorporation, or a copy of the Memorandum and articles of association of the Company or / and Registration Certificate and any certificate issued by any statutory authority in case of Proprietor.) Whichever is applicable is to be uploaded.</p> <p>Upload Affidavit in case of Sole Proprietor as per Annexure A1</p> <p>Fill in and upload enclosed Annexure A2</p> | |
| 5 | Name, designation, and telephone nos. of the contact person / persons. Mobile Nos. Fax No. E-mail id | |

| | | |
|----|--|--|
| 6 | Month and Year of commencement of service business in present name. (Experience of Five years as on 31/12/2022) | |
| 7 | Particulars of Sister Concern / Firm, if any. | |
| 8 | Statutory details (Photocopies of following documents / Certificates to be Uploaded) | |
| | <ul style="list-style-type: none"> Registration number of the firm. (As per Shop and Establishment act.) | |
| | <ul style="list-style-type: none"> Registration number under the Contract Labour Act. Central (LIN) (Any One certificate of latest three previous years) | |
| | <ul style="list-style-type: none"> Registration number under Labour Welfare Act. (MLWF) | |
| | <ul style="list-style-type: none"> Workman's Compensation Insurance Policy- Latest. | |
| | <ul style="list-style-type: none"> PAN No. | |
| | <ul style="list-style-type: none"> Goods and Service Tax No | |
| | <ul style="list-style-type: none"> Registration with EPF and Details | |
| | <ul style="list-style-type: none"> Registration with ESIC and Details | |
| | <ul style="list-style-type: none"> Any other Quality Certificate | |
| | <ul style="list-style-type: none"> Any other License, if yes License No. Copy to be uploaded. | |
| | <ul style="list-style-type: none"> Existing manpower with Documentary Evidence to be uploaded. | |
| 9 | Fill in and enclose Annexure B giving details of enrolment with NIA in the past and with other organizations. | |
| 10 | Fill in and upload Annexure – C giving full particulars about Conservancy contracts/ Service contracts completed during last five years. Note: List of only those works which are carried out by firm participating in this Tender is to be given. Work Completion / Experience Certificates must be uploaded with address and contact numbers of issuing authority. | |

| | | | |
|-----------|--|------------------|-------------------------|
| 11 | Fill in and upload a List giving full particulars about ongoing / current Conservancy contracts /Service contracts as per Annexure D with documentary evidence. | | |
| 12 | Fill in and upload Full information regarding permanent administrative and technical staff employed as per Annexure E . | | |
| 13 | Annual Turn Over for last three years. (Upload self-attested statements of last three consecutive years duly certified by Chartered Accountant with Registration Number, as Annexure F . (The tenderer should have a cumulative turnover of Rs. 6.00 Crores (Rupees Six Crores Only) during the last three years and a minimum turnover of Rs. 2.00 crore in each of these three years. | F.Y. | Annual Turn Over |
| | | 2019-2020 | |
| | | 2020-2021 | |
| | | 2021-2022 | |
| 14 | Declaration as per Annexure G | | |
| 15 | Undertaking of debarred/blacklisted certificate as per Annexure H | | |
| 16 | Name and complete postal address of bankers. | | |
| | Name of Bank | | |
| | Branch | | |
| | Account No | | |
| | Account Type | | |
| | IFSC Code | | |

TERMS AND CONDITIONS FOR SERVICE CONTRACT OF CONSERVANCY SERVICES EXECUTIVE & PGDM HOSTEL AT NIA S.NO. 25, BALEWADI, BANER ROAD, PUNE 411045.

A. GENERAL CONDITIONS

01. The contracting party whether it be a Proprietor / Individual, Partnership firm, Company/Corporation, Society 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 the 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 shall be the sole judge to determine these facts. The contract can be terminated by the Agency by giving three months’ notice.
04. During Technical evaluation, NIA may request the shortlisted bidders to make a presentation on their proposal to an Evaluation Committee to be constituted for the purpose at NIA, Pune. It is, however, clarified that, subject to other provisions of this document, every bidder will have to comply with the minimum technical specifications laid down in the tender document for being qualified technically. In order to assist in the examination, evaluation and comparison of Bids, NIA may at its discretion ask the bidder for a clarification regarding its bid. The clarification shall be given in writing immediately, but no change in the price shall be sought, offered or permitted.
05. During Commercial evaluation, the commercial Bids of only technically qualified bidders shall only be opened for further processing. The successful bidder is selected based on the total lowest price including taxes and freight charges and any other expenses. In case of more than one tenderer is found as L1 then one committee will be appointed by Director and its recommendation will be submitted to Director, whose decision will be final and binding on all tenderers in this regard

B. STATUTORY COMPLIANCE BY THE AGENCY:

01. The Agency should obtain the requisite license for running the establishment from the 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 selected Agency.

- 02.** The Agency will register under Central Contract Labour Act within given time after award of contract. Failing which contract shall be liable for termination.

The Agency shall comply with all the statutory requirements in respect of engaging the personnel, their service conditions, rules and regulation and all liabilities under the various labour laws and others like PF, ESIC, Bonus, Workmen's Compensation, Gratuity, Minimum Wages Act, Payment of Wages Act etc., the Academy shall in no way be responsible or liable in 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 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. The Agency shall also indemnify the 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 losses, damages or liability arising out of or imposed in pursuance of any violation by the Agency of the 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, 1923/ ESIC Act, 1948 in respect of any injury suffered by the workers employed by the Agency or resulting in death/fatal accident etc.

- 07.** The Agency has to strictly follow the provisions of the 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 labor 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 labor 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 the following Labor 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 Employees' 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 Acts 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 proving 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 of the aforesaid act, the Academy shall be at liberty to recover such amount or part thereof by deducting it from the 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 21 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 of modification of the same issued from time to time.
- 12. The Agency shall at all-time indemnify the Academy against all claims which may be made under the Employees' Compensation Act, 1923 or any statutory modifications thereof or otherwise for or in respect of any damages or compensation payable in consequence to 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 the Employees' Compensation Act, 1923 as amended from time to time.
- 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.

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 of the 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 from **₹500 to ₹1000/-** 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 shall 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, the Agency shall undertake to indemnify 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 negligence of the employees of the Agency, the Agency shall take the responsibility of making good the same failing which, the Academy reserves it's right to impose penalty to the extent of damage assessed and the amount of such penalty shall be recovered from the monthly payments to the Agency.
04. The Agency shall ensure that the staff engaged by him/them shall at all-times take reasonable care in the usage of water and electricity and should keep the usage of the water and electricity to a reasonable minimum 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/- for every such lapse.
05. The Agency shall ensure and it shall be the responsibility of the Agency to see that the 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 put off properly when the buildings, rooms in the premises are opened and closed. If at any time, it is found that the staff of the Agency with entrusted for doing this job is negligent leaving the electrical switches of fans, lights etc. switches on when 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 shall be entrusted with the 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 it's safe custody without letting the duplicate keys pass on to the hands of any unauthorized 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 assigned by 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 the provisions of the Labour Laws and Rules and Regulations laid down there under from time to time which are applicable to the contract and more particularly notified under "STATUTORY COMPLIANCE" which include obtaining the 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 stand automatically 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 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 staff/labour/workman employed by the Agency should be covered under Employees Compensation and Personal Accident Policy and Group Mediclaim Policy.
 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 shall 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 with.
 13. Any Theft complaints by Participants/Students shall be made good by the Agency.

14. The Agency shall, at all times, keep the Academy effectually indemnified against all sanctions, 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.
15. 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.
16. Every year there shall be an 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 they are found missing during verification /stock taking. The Agency will have to replace the missing items in case of non-recovery.
17. **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:

1. The Agency shall deploy sufficient number of its employees/workmen and supervisory personnel to ensure satisfactory services round the clock in three shift basis including shift-wise relievers, as may be required by the Academy. The Academy reserves it's 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.
2. 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 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.
3. All the staff of the Agency should be present on duty 15 minutes before the start of their shift timings. They should be clean shaved and have proper hair and nail cut while on duty.
4. 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 the Hostel Warden for further guidelines.

5. Under no circumstances, the staff should leave their place of duty, behave rudely with the guests and operate TV, AC or any other gadget for their personal use. Chitchatting and gossiping while on duty should be strictly avoided by the staff.
6. 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 so 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 monthly bills of the Agency.
7. 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 the Academy. The medical fees, if any, will be borne by the Academy.
8. 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 and carry at all times, the identity cards. If any personnel of the Agency is found improperly dressed and not carrying the identity cards, he/she 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 proportionate payment shall be deducted from the monthly bills of the Agency.
9. Three full time **qualified** Supervisors (one for each shift) with **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.
10. The Agency shall ensure that no personnel deployed in the contract work leaves or abandons his duty unauthorized 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.
11. 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.
12. 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.
13. 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 The Employees' Compensation Act, 1923 for all its workers.
14. 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.
15. 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.

16. 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.
17. 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 the responsibility of the Agency to provide 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 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 the Hostel Warden or any other official designated by the 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. 135 rooms, 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. The housekeeping boy will also accompany with the Vehicle arranged by the academy.

- e. It is expected that room boys are well conversant with the routine / normal complaints 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 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 the 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 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. **16 rooms sharing Ground Floor in Plus & 6 rooms Sharing Ground Floor in hostel No.2. In Warden Quarter 7 girls' arrangements.**
 - 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) only female housekeeping staff should 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 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.

H. RATES / QUOTATIONS

01. Quotation should be submitted in the online financial bid form by the agency indicating the monthly charges based on minimum wages. Before quoting the online rates, the Tenderer/Agency can 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. **Payment of monthly GST amount will be made only after the GST entry appears in GSTIN portal.**
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 contract 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 any dispute or difference arises between the Agency and relating to or concerning the interpretation of the Contract or any alleged breach thereof or any matter relating to the Contract , it shall be settled by the parties as far possible by mutual discussion and consultation between themselves, whether the same has arisen during the subsistence of the Contract or thereafter.
03. In the event of any dispute or difference arising in connection with the Contract whether during the subsistence of the Contract or thereafter not being settled in the aforesaid manner, the same shall be referred for Arbitration to be presided by a Sole Arbitrator appointed by the Director of NIA. The proceedings before the arbitrator would be governed by the provisions of the Arbitration and Conciliation Act, 1996. The Applicable Law shall be the Indian Law. The language of Arbitration shall be English. The seat of Arbitration shall be Pune
04. The courts of Pune shall have exclusive jurisdiction in all matters arising out of this Agreement.”

Signature of the Tenderer

Full Name and Address:

Designation

Date:

Place:

ANNEXURE – A1

Note: Scanned copy the below Affidavit should be uploaded online.

A F F I D A V I T

(On Non-Judicial Stamp paper of Rs.100 /- in case the individual who is the sole proprietor of the firm)

I

.....

s/o

..... age years, occupation business

r/o

..... do hereby state on oath as under:

That I am residing in locality of District..... since last years.

That I am the sole proprietor of a proprietary concern name and style as “.....” having its office at.....

..... District dealing in business of conservancy contracts and ancillary works attached, therefore.

Hence this affidavit.

Deponent

Note: This Affidavit should be notarized.

ANNEXURE - A2

**CONSTITUTION OF FIRM – SOLE
PROPRIETORSHIP/PARTNERSHIP/LTD.CO. /OTHER**

| S.N | Name of sole partner or Director / other High Officials | Age | Share | Technical Experience | | | Whether power of attorney Holder |
|-----|---|-----|-------|----------------------|-------------|---------------|----------------------------------|
| | | | | Year to Year | As Employee | As contractor | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |

SIGNATURE OF TENDERER

ANNEXURE – B

PARTICULARS OF ENROLMENT WITH NIA AND OTHER ORGANIZATION

1. Enrolment with NIA

| | |
|--|----------|
| Name of works for Which enrolled by NIA, in the past | 1 |
| | 2 |
| | 3 |
| | 4 |
| Sr. Nos. for which tenders were submitted: | |
| Sr. Nos. for which work-order was received: | |

2. Enrolment with other Organisation.

| Sr. No. | Name & Address of Authority with whom you are enrolled | Year to year | Limit (Rs.in Lakh) | Class or Category | Is copy of letter enclosed? |
|----------------|---|---------------------|---------------------------|--------------------------|------------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |

SIGNATURE OF TENDERER

ANNEXURE – C

LIST OF CONSERVANCY CONTRACTS COMPLETED DURING LAST THREE YEARS FROM THE DATE OF PUBLICATION OF E-TENDER NOTICE

| S.N. | Name of the organization with complete postal address mentioning Private Sector/ Govt. Body / PSU / Training Institute. | Name and designation of the contact person with Tel. / Mobile No (s) | Period for which the contract was awarded | No. of persons deployed by your firm / company / co-operative society. | Nature of Work. |
|-------------|--|---|--|---|------------------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| | | | | | |
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SIGNATURE OF TENDERER

ANNEXURE –D

WORK IN HAND / ONGOING CONSERVANCY CONTRACTS / SERVICE CONTRACTS

| S.N. | Name of the organization with complete postal address mentioning Private Sector/ Govt. Body / PSU / Training Institute. | Name and designation of the contact person with Tel. / Mobile No (s) | Period for which the contract was awarded | No. of persons deployed by your firm / company / co-operative society. | Nature of Work. |
|-------------|--|---|--|---|------------------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
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SIGNATURE OF TENDERER

ANNEXURE – E

PARTICULARS OF PERMANENT ADMINISTRATIVE AND TECHNICAL STAFF

| Sr. No. | Name | Designation | Age | Academic Qualification | Service with the Firm | Details of Experience Year to Year |
|----------------|-------------|--------------------|------------|-------------------------------|------------------------------|---|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
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SIGNATURE OF TENDERER

ANNEXURE-F

ANNUAL TURNOVER FOR LAST THREE YEARS.

| S. No. | Financial Year | Total Contract amount received | IT certificate enclosed Yes/ No | Audited balance sheet copy enclosed. Yes/ No | Remarks |
|---------------|-----------------------|---------------------------------------|--|---|----------------|
| (1) | (2) | (3) | (4) | (5) | (6) |
| 1 | 2019-20 | | | | |
| 2 | 2020-21 | | | | |
| 3 | 2021-22 | | | | |

SIGNATURE OF TENDERER

ANNEXURE-G

DECLARATION

With respect to the tender published by NIA, 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 I / We accept the same without any alternations / modifications.

I/We agree to notify the NIA of any changes in the foregoing particulars as and when they occur and to verify and confirm. I/We understand and agree that the Director, National Insurance Academy has the right as he may decide, not to open Financial Bid tender in any particular case and also to suspend, remove or blacklist my/our name from NIA's list of contractors in the event of my/our furnishing false particulars in the Technical Bid form or submitting non-bonafide tenders or for technical or other delinquency in regard to which the decision of Director, NIA shall be final and conclusive.

I/We certify that the particulars furnished in the Technical bid forms are correct and that should it be found that I/We have given a false certificate or that if I/We fail to notify the fact of my/our subsequent amalgamation with another contractor or firm, the National Insurance Academy may disqualify my/our name from the opening Financial bid.

PLACE:

DATE:

SIGNATURE OF TENDERER

ANNEXURE-H

UNDERTAKING TO WHOMSOEVER IT MAY CONCERN

(On Company/Firm Letterhead)

(The Scan Copy Should be Uploaded Online Also)

I / We have solemnly declare that M/s -----

Address-----has not been debarred/blacklisted by any. Govt. Organization/PSU/Private Corporate Organization in the past and also there no criminal cases Pending in Court of law against us.

PLACE:

DATE:

SIGNATURE OF TENDERER WITH STAMP

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

AGREEMENT FOR CONSERVANCY SERVICES FOR EXECUTIVE & PGDM HOSTEL 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 **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. **Any rise in the payment after Completion of Contract it is entire responsibility of the agency not the academy**

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 M/s. _____.

WITNESS: WITNESS:
1. _____ 1. _____
2. _____ 2. _____

INDEMNITY BOND

(On ₹.500/- Stamp Paper)

FOR CONSERVANCY SERVICES FOR EXECUTIVE & PGDM HOSTEL AT NIA

This deed of indemnity executed at Pune at this ----- day of the month on ----- the year 2023. 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. (hereinafter called as the "First Party") represented by Mr. -----

AND

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

WHEREAS THE FIRST PARTY AND THE SECOND.PARTY have signed an agreement on ----- 2023 for providing ----- services 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

For

FIRST PARTY

SECOND PARTY

WITNESS: -

WITNESS: -

1. _____ 1. _____

2. _____ 2. _____



NATIONAL INSURANCE ACADEMY
25, BALEWADI, BANER ROAD,
NIA P.O., PUNE 411 045

Name of Work : E-TENDER FOR FOR 1.CONSERVANCY SERVICES AT EXECUTIVE HOSTELS
2.CONSERVANCY SERVICES AT PGDM HOSTEL

Tender No :-NIA/ CONS-SER.EXE & PGDM HOSTELS/08/2023 dated 01/08/2023

PART I -MINIMUM RATES OF WAGES APPLICABLE TO THE SCHEDULED EMPLOYMENT UNDER "EMPLOYMENT OF SWEEPING AND CLEANING" – ZONE A (EXECUTIVE HOSTEL)

| NAME OF THE BIDDER (Mandatory): | | | | | |
|---------------------------------|--|-------------------------------------|------------------------------------|------------------------|---|
| S.N. | PARTICULARS | AMOUNT In ₹ | | % | STATUTORY REQUIREMENT AS PER CENTRAL /STATE GOVT. |
| I | SUPERVISOR | | | | |
| 1 | Basic Pay Rs.523/- per day x 26 days | 13598.00 | | | 13598.00 |
| 2 | Special Allowance (VDA *) Rs. 213/- per day x 26 days | 5538.00 | | | 5538.00 |
| | Total 1+2 | | | | 19136.00 |
| 3 | Additional Allowance | 1000.00 | | | 1000.00 |
| | Total 1+3 | | | | 20136.00 |
| 4 | House Rent Allowance (Basic +VDA *+AA) | | | 5% | 1006.80 |
| | Total 1+4 | | | | 21142.80 |
| 5 | Leave with Wages (Basic+VDA *) | | | 5.85% | 1119.46 |
| 6 | Pay on National Holidays (Basic+VDA *) | | | 1.11% | 212.41 |
| 7 | Provident Fund -Ceiling cap amount of Rs. 15000/- fix X 13% {12% EE + 1Admin charges} | | | 13% | 1950.00 |
| | Sub - Total – I {5+8} | | | | 24424.67 |
| S.N. | PARTICULARS | AMOUNT In ₹ | | % | STATUTORY REQUIREMENT AS PER CENTRAL /STATE GOVT. |
| I | HOUSEKEEPER | | | | |
| 1 | Basic Pay Rs.523/- per day x 26 days | 13598.00 | | | 13598.00 |
| 2 | Special Allowance (VDA *) Rs. 213/- per day x 26 days | 5538.00 | | | 5538.00 |
| | Total 1+2 | | | | 19136.00 |
| 3 | House Rent Allowance (Basic +VDA *) | | | 5% | 956.80 |
| | Total 1+3 | | | | 20092.80 |
| 5 | Leave with Wages (Basic+VDA *) | | | 5.85% | 1119.46 |
| 6 | Pay on National Holidays (Basic+VDA *) | | | 1.11% | 212.41 |
| 7 | Provident Fund -Ceiling cap amount of Rs. 15000/- fix X 13% (12% EE + 1Admin charges) | | | 13% | 1950.00 |
| | Sub - Total – I {5+8} | | | | 23374.67 |
| S.N. | Description | Number of Personnel to be deployed. | Rate per month per personnel (Rs.) | Amount per month (Rs.) | Amount per annum (Rs.) |
| | (A) | (B) | (C) | (D = B x C) | (E = D x 12) |
| I | SUPERVISORS | 4 | 24424.67 | 97698.68 | 1172384.16 |
| II | HOUSEKEEPERS | 19 | 23374.67 | 444118.73 | 5329424.76 |
| III | Total of I + II | 23 | | 541817.41 | 6501808.92 |
| IV | Monthly Service Charge i.e., Agency's overhead + profit i.e., % of Sl. No. III. (Note: The service charge below 3% of the above amount will lead to disqualification of the bidder.) | 3% of III above | | 0.00 | 0.00 |
| V | Total of III+IV | | | 541817.41 | 6501808.92 |
| VI | GST 18% | | | 97527.13 | 1170325.61 |
| VII | Gross Total | | | 639344.54 | 7672134.53 |

1. The amount towards Leave with Wages and National Holidays will be reimbursed on monthly basis subject to submission of documentary evidence. The bonus @ 8.33% on basic salary with a cap as per Govt. Notification will be reimbursed at the end of the year / contract period. ESIC payment will be applicable for those employees whose gross wages are up to Rs.21000.00 per month.

2. In excess of the wages beyond Rs.21000.00 the contractor has to obtain Workmen/Employee compensation policy and the Health/ Medical Insurance Policy on named basis (Under Group Scheme). Premium of such policy with the monthly cap of 3.25% of (Basic + DA + HRA) per year would be reimbursed on production of proper premium receipt and copy of the policy. Under such circumstance, the monthly ESIC contribution payable to the contractor will be withdrawn by the Academy. The Health / Medical Insurance Policy (Mediclaime) under Group scheme for all employees deputed by them at NIA covering medical expenses up to Rs.1,00,000.00 is to be obtained by contractor. The premium of Medical Policy and Workmen (Employee) Compensation Policy with medical extension will be limited to the cap of 3.25% which is equivalent to the employer's share of ESIC compensation being paid earlier to the contractors. The Workmen Policy will indicate the Location as NIA PUNE and total number of workmen deployed by the Contractor at NIA. The yearly premium for above policies of individual contract employee will be limited to 3.25% of Rs.21000.00 per month x 12 months. i. e. Rs.8190.00. It would be the contractor who will decide the insurance company for obtaining these policies.

3. VDA rates will be change as per revision of Central Labour Minimum Wages

Instructions To Bidders : The above BOQ sheet allow only enter the "Rate In Figures" in above "Coloured Blue Cells" only .The bidders can quote and allow only in above "Blue Cells" . The Bidders should have to mentioned the Name Of The Bidder in above Blue Cell only.

"This is Electronic Spread Sheet Signature Is Not Required"



NATIONAL INSURANCE ACADEMY
25, BALEWADI, BANER ROAD,
NIA P.O., PUNE 411 045

Name of Work : E-TENDER FOR FOR 1.CONSERVANCY SERVICES AT EXECUTIVE HOSTELS
2.CONSERVANCY SERVICES AT PGDM HOSTEL

Tender No :-NIA/ CONS-SER.EXE & PGDM HOSTELS/08/2023 dated 01/08/2023

PART – II : MINIMUM RATES OF WAGES APPLICABLE TO THE SCHEDULED EMPLOYMENT UNDER “EMPLOYMENT OF SWEEPING AND CLEANING” – ZONE A (PGDM HOSTEL)

NAME OF THE BIDDER (Mandatory):

| S.N. | PARTICULARS | AMOUNT In ₹ | | % | STATUTORY REQUIREMENT AS PER CENTRAL /STATE GOVT. |
|----------|--|-------------------------------------|------------------------------------|------------------------|---|
| I | SUPERVISOR | | | | |
| 1 | Basic Pay Rs.523/- per day x 26 days | 13598.00 | | | 13598.00 |
| 2 | Special Allowance (VDA *) Rs. 213/- per day x 26 days | 5538.00 | | | 5538.00 |
| | Total 1+2 | | | | 19136.00 |
| 3 | Additional Allowance | 1000.00 | | | 1000.00 |
| | Total 1+3 | | | | 20136.00 |
| 4 | House Rent Allowance (Basic +VDA *+AA) | | | 5% | 1006.80 |
| | Total 1+4 | | | | 21142.80 |
| 5 | Leave with Wages (Basic+VDA *) | | | 5.85% | 1119.46 |
| 6 | Pay on National Holidays (Basic+VDA *) | | | 1.11% | 212.41 |
| 7 | Provident Fund -Ceiling cap amount of Rs. 15000/- fix X 13% {12% EE + 1Admin charges} | | | 13% | 1950.00 |
| | Sub - Total – I {5+8} | | | | 24424.67 |
| S.N. | PARTICULARS | AMOUNT In ₹ | | % | STATUTORY REQUIREMENT AS PER CENTRAL /STATE GOVT. |
| I | HOUSEKEEPER | | | | |
| 1 | Basic Pay Rs.523/- per day x 26 days | 13598.00 | | | 13598.00 |
| 2 | Special Allowance (VDA *) Rs. 213/- per day x 26 days | 5538.00 | | | 5538.00 |
| | Total 1+2 | | | | 19136.00 |
| 3 | House Rent Allowance (Basic +VDA *) | | | 5% | 956.80 |
| | Total 1+3 | | | | 20092.80 |
| 5 | Leave with Wages (Basic+VDA *) | | | 5.85% | 1119.46 |
| 6 | Pay on National Holidays (Basic+VDA *) | | | 1.11% | 212.41 |
| 7 | Provident Fund -Ceiling cap amount of Rs. 15000/- fix X 13% (12% EE + 1Admin charges) | | | 13% | 1950.00 |
| | Sub - Total – I {5+8} | | | | 23374.67 |
| S.N. | Description | Number of Personnel to be deployed. | Rate per month per personnel (Rs.) | Amount per month (Rs.) | Amount per annum (Rs.) |
| | (A) | (B) | (C) | (D = B x C) | (E = D x 12) |
| I | SUPERVISORS | 3 | 24424.67 | 73274.01 | 879288.12 |
| II | HOUSEKEEPERS | 9 | 23374.67 | 210372.03 | 2524464.36 |
| III | Total of I + II | 12 | | 283646.04 | 3403752.48 |
| IV | Monthly Service Charge i.e., Agency's overhead + profit i.e., % of Sl. No. III. (Note: The service charge below 3% of the above amount will lead to disqualification of the bidder.) | 3% of III above | | 0.00 | 0.00 |
| V | Total of III+IV | | | 283646.04 | 3403752.48 |
| VI | GST 18% | | | 51056.29 | 612675.45 |
| VII | Gross Total | | | 334702.33 | 4016427.93 |

1. The amount towards Leave with Wages and National Holidays will be reimbursed on monthly basis subject to submission of documentary evidence. The bonus @ 8.33% on basic salary with a cap as per Govt. Notification will be reimbursed at the end of the year / contract period. ESIC payment will be applicable for those employees whose gross wages are up to Rs.21000.00 per month.

2. In excess of the wages beyond Rs.21000.00 the contractor has to obtain Workmen/Employee compensation policy and the Health/ Medical Insurance Policy on named basis (Under Group Scheme). Premium of such policy with the monthly cap of 3.25% of (Basic + DA + HRA) per year would be reimbursed on production of proper premium receipt and copy of the policy. Under such circumstance, the monthly ESIC contribution payable to the contractor will be withdrawn by the Academy. The Health / Medical Insurance Policy (Mediclaime) under Group scheme for all employees deputed by them at NIA covering medical expenses up to Rs.1,00,000.00 is to be obtained by contractor. The premium of Medical Policy and Workmen (Employee) Compensation Policy with medical extension will be limited to the cap of 3.25% which is equivalent to the employer's share of ESIC compensation being paid earlier to the contractors. The Workmen Policy will indicate the Location as NIA PUNE and total number of workmen deployed by the Contractor at NIA. The yearly premium for above policies of individual contract employee will be limited to 3.25% of Rs.21000.00 per month x 12 months. i. e. Rs.8190.00. It would be the contractor who will decide the insurance company for obtaining these policies.

3. VDA rates will be change as per revision of Central Labour Minimum Wages

Instructions To Bidders : The above BOQ sheet allow only enter the "Rate In Figures" in above "Coloured Blue Cells" only .The bidders can quote and allow only in above "Blue Cells" . The Bidders should have to mentioned the Name Of The Bidder in above Blue Cell only.

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