

**Request for Proposal  
for  
SELECTION OF AN AGENCY FOR PROVIDING  
HOUSEKEEPING SERVICE IN EdCIL HOUSE, NOIDA**

**NIT No. EdCIL/Admin/Housekeeping Services/2026**

**Date: 25/03/2026**

**(Open e-Tendering Mode)**



**EdCIL (India) Limited  
(A Mini Ratna Category – I CPSE Company)  
(A Government of India Enterprise)  
(AnISO9001-2015&14001-2015CertifiedCompany)**

**EdCIL House, 18-A, Sector 16-A, NOIDA – 201301 (U.P.) Tel:  
0091-120-4156001-2,4154003, Fax: 0120 –2970209**



**EdCIL (India) Limited**

**(A Mini Ratna Category – I CPSE Company) (A Government of India Enterprise)  
(An ISO 9001-2015 & 14001-2015 Certified Company)**

**Name of the Work : Request of Proposal for Selection of An Agency for Providing  
Housekeeping Services in EdCIL House, Noida**

**Tender Ref. No.EdCIL/Admin/Housekeeping Services/2026**

**Dated 25.03.2026**

Place for opening of the bid	EdCIL (India) Limited EdCIL House, 18-A, Sector-16-A EdCIL (India) Limited [A Government of India Enterprise] NOIDA - 201301 (Uttar Pradesh), India
Date of Availability of Tender Document	<b>25-03-2026</b>
Pre bid Meeting	<b>07-04-2026</b> at 1100 at EdCIL House, Noida
Last Date & Time of Submission of Bid	<b>20-04-2026 till 2359 Hrs.</b>
Date & Time of Opening of Technical Bid	<b>21-04-2026 at 1000 Hrs.</b>
Earnest Money Deposit (EMD)	INR 1,50,000/-

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## CHAPTER – 1

### ABBREVIATIONS & DEFINITIONS

Authorized Signatory	The bidder's representative/ officer vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/ authority having the Power of Attorney (POA) from the competent authority of the respective Bidding service provider.
Bid	"Bid" means the response to this document presented in Bid, which is supplied with necessary documents and forms as given in Annexures, complete in all respect adhering to the instructions and spirit of this document.
Bidder	"Bidder" means any proprietor/ partnership service provider/ agency/ company who makes a Bid.
Contract	"The Contract" means the agreement entered into between EdCIL and the selected bidder(s) in terms of clauses mentioned.
Day	"Day" means a working day as per Government of India (GOI).
MoE	Ministry of Education
EMD	Earnest Money Deposit
EdCIL	EdCIL (India) Limited
Bidding Authority	EdCIL in this Bidding process.
Services	"Services" means the services to be delivered by the successful bidder and as required to run the project successfully as per the Contract. A service is the intangible equivalent of an economic good
SoW	Scope of Work
Agency	" <b>Agency</b> " means agency that may provide the Housekeeping Services to EdCIL under the Contract.
Proposal	" <b>Proposal</b> " means the Technical Proposal of the Agency.
MSEs	Micro and Small Enterprises

## CHAPTER 2

### NOTICE FOR INVITING BIDS (ONLINE)

Online Bids are invited in two Packet System (Two-bid System) i.e. Technical Bid and Financial Bid from Reputed, Experienced and Financially Sound House Keeping Agencies for EdCIL, Corporate Office, Plot No.18-A, Sector-16-A, Noida. Financial Bids of those agencies will be opened who qualify in the Technical Parameters. The Technical evaluation of the BIDs will be done on the basis of fulfillment of Eligibility Criteria mentioned in the bid document as per the following schedule:-

S. No.	Item	Details
1	Name of the issuing official	CGM (HR & A), EdCIL (India) Limited
2	Name of Work:	HIRING SERVICES OF AN AGENCY FOR PROVIDING HOUSEKEEPING SERVICES:
3	Mode of Selection	Open Tender (Two Packet System (Two-bid System))
	Date of availability of Tender Document	25-03-2026
4	Pre Bid Meeting	07-04-2026 at 1100 at EdCIL House, Noida
5	Last date and time for submission of bids	20-04-2026 till 2359 Hrs.
6	Bid validity	180 days from the date of opening of the bid
7	Date and time of opening of Technical Bid	21-04-2026 at 1000 hours
8	Opening of Financial Bid	To be informed later
9	Earnest Money Deposit (EMD)	INR 1,50,000/-
10	Place of opening of Bid Document	EdCIL (India) Ltd. Plot No. 18A, Sector-16 A Noida- 201301, U.P. (INDIA)
11	Duration of Contract	<b>Two Years</b> and further extendable by <b>One Year</b> at the same Rates, Terms & Conditions and after satisfactory services.
12	Performance Security	3% of Total Contract Value in the form of Bank Guarantee to be submitted within 15 days from the Date of Issue of Letter of Acceptance (LOA).

## **Earnest Money (EMD)**

The bidder shall furnish along with the bid an Earnest Money deposit amounting to INR 1,50,000/- (Rs. One Lakh Fifty Thousand only) in the form of Demand Draft in favor of EdCIL India Limited payable at Noida or they may send the amount in the below mentioned account through netbanking:

a)	Name of beneficiary	EdCIL INDIA LIMITED
b)	Name of Bank	State Bank of India
c)	ACCOUNT NO.	36830596465
d)	IFSC CODE	SBIN0019087

Bids received without EMD shall be summarily rejected.

However, Bidders registered as MSEs are exempted for payment of EMD. Such Bidders have to submit the MSEs certificate to avail the exemption.

The earnest money of unsuccessful bidders shall be refunded without interest after issue of Letter of Award to the successful bidder or signing of contract whichever is earlier.

The Earnest Money Deposit of the successful bidder shall be refunded without interest only after the submission of performance security.

### **Note:**

The Offer shall be valid for 180 days from the date of opening of the Bid, and extend further if required from time to time. The Bidder cannot withdraw their offer within the period of validity/extended validity and would be liable for forfeiture of Earnest Money Deposit (Bid Security).

## CHAPTER 3

### INTRODUCTION

#### AboutEdCIL

EdCIL (India) Limited, a **Mini Ratna Category – I CPSE** (Central Public Sector Enterprise) Company, was incorporated in 1981, under the Ministry of Education. It is an ISO 9001:2015 & 14001:2015 Certified Company. It is a continuously dividend paying and profit-making company and the only consultancies across the entire value chain of Education and has a large number of satisfied clients spanning across Govt. of India, State Governments, Foreign Missions, Autonomous Bodies and Centers of Excellence (IITs, IIMs, IIITs, IISERs etc.).

1. The company offers the following technology led solutions in the Education & Training space:
  - a. **Digital Education Systems** offer services which are technology led in nature. Currently, EdCIL is offering IT based solutions like enterprise resource planning (ERP) solutions, digital library, smart classrooms, e-learning packages, e-content development, setting up of virtual universities, networking and Wi-Fi facilities implementation.
  - b. **Online Testing and Assessment Services** are offered to various Government Departments / Public Sector Undertakings and Educational Institutions in order to select and appoint executives / teachers for various organizations. This is a large and high growth vertical of the company with opportunities for further increase in market share in view of the large size of market both in India and overseas.
  - c. **Skill Development & Human Resource Training including Teachers Training;**
  - d. **Marketing of Indian Education product overseas.**
  - e. **Placement of Indian Teachers overseas.**
  - f. **Educational Procurement and Infrastructure Division** offers Turnkey (i.e. from concept to commissioning) as well as individual project implementation services in the education domain like preparation of Detailed Project Report (DPR), Detailed Feasibility Report (DFR), Project Management Consultancy (PMC), Impact Studies and Project Evaluation. It has handled several successful assignments like setting up Institutions like Indian Institute of Technology (IIT), Indian Institute of Management (IIM), National Institute of Technology (NIT), Indian Institute of Information Technology (IIIT), Indian Institute of Science Education & Research (IISER), Indian National Defense University, Indian National Railway University, Central Universities and many other institutes of national importance;
  - g. **Advisory Services**

Following key services are offered by the Advisory vertical in the Education (School Chains and Higher education) and HR advisory space:

- Preparation of Concept notes & Detailed Project Reports (DPRs) (Greenfield and Brown field), for all domestic institutions across states and central ministries and for expansion of global institutions in select countries in Southeast Asia and the Middle

East

- Organization Restructuring (sectorial /institutional)
- Improving Operational Efficiency
- Digitization Planning
- Training Designing
- Impact assessment of two to three key schemes across different states
- Designing of new education schemes
- Policy recommendations to states
- Education content Design

- h.** The company has expertise and large network of alliance partners and has tied up with quality monitoring bodies to undertake skill building including Information and Communication Technology (ICT) training and Teachers training projects. The successful clients include:

### **Overseas**

Alemaya Agricultural University, Ethiopia; Association of Professional Engineers, Scientists and Managers (APESMA), Australia, DEAKIN University, Australia; Arba Minch Water Technology Institute, Ethiopia; Atilim University, Turkey; British Universities India Consortium, United Kingdom; New Zealand Education International Ltd. New Zealand; University of Kocaeli, Turkey; University of Witwatersrand, South Africa; Wellington Polytechnic, New Zealand, etc.

### **National**

Various Ministries; State Government; Statutory/Autonomous Bodies/Public Sector Undertakings; Private Sector;

- 2** EdCIL has executed several projects in above mentioned areas funded by World Bank, African Development Bank and other International Organizations.
- 3** EdCIL currently runs Project Management Support Units (PMSUs) known as Technical Support Groups (TSGs) for Pan India projects of Ministry of Education like “*Sarv Siksha Abhiyan (SSA)*”, “*Mid-Day Meal Scheme (MDM)*”, “*National Mission on Education through Information & Communication Technology (NMEICT)*”, “*Rashtriya Madhyamik Shiksha Abhiyan(RMSA)*”, “*National Literacy Mission Authority (NLMA)*”, “*Higher Education Statistics and Public Information System (HESPIS)*”, “*Pandit Madan Mohan Malviya National Mission on Teachers & Teaching (PMMMNTT)*” etc.

## CHAPTER 4

### Pre-Qualification /Technical Criteria

S.No.	Eligibility Criteria	Documents to be submitted
1	The Bidder should be a registered company / partnership firm /society in India existing for the past 5 years as on 31st December 2025	Self-attested relevant documents/ certificate/ agreement
2	The bidder must have average turnover of more than Rs. 2 crore in the last 3 financial years (2022-23, 2023-24,2024-25)	Self-attested copies of audited balance sheet and P&L Statement
3	The Bidder should be a profit-making Company in each of the last 3 financial years i.e. (2022-23, 2023-24,2024-25)	Certificate from Chartered Accountant to be attached
4	The Bidder must provide housekeeping services in the Last 5 Years at Central Govt. Offices / state Govt. Offices /PSUs as on 31 <sup>st</sup> December 2025.	Self- attested copies of work order
5	The Bidder must be possessing Valid Labour License under Contract Labour (Regulation and Abolition) Act	Self- attested Certificate / License
6	The Bidder should be registered for ESI, EPF and Contract Labour (Regulation and Abolition) Act, 1970	Self- attested Certificates / Licenses
7	The Bidder must be possessing GST Registration Number, PAN Card	Self- attested copies of GST and PAN card
8	The bidder must have done a similar job of annual billing of more than Rs. 45 lacs in each of the three financial years i.e. (2022-23, 2023-24,2024-25)	Self-attested Work order with contract Value/ Billing documents
9	The Bidder should submit an Affidavit that it has not been blacklisted for business by any Government Department/PSU and that in last three years to be reckoned from date of invitation of bid, there has not been any work cancelled against them for poor performance.	Affidavit as per Annexure
10	The Bidder should have at least 25 manpower in their payroll.	Paysheet/Salary sheet of the manpower

**Note:**

- i) Consortium bidding shall not be allowed at any stage for fulfillment of eligibility criteria.
- ii) Before applying for the tender, tenderers in their own interest shall ascertain and satisfy themselves that they fulfill the above conditions. If the tenderer does not fulfill Eligibility Criteria, terms and conditions, their Price Bid will not be opened. Tenderer may also note that issuance of blank tender document does not mean that the qualifying requirements have been fulfilled.

**CHAPTER-5**  
**SCOPE OF WORK**

**Job details**

(a) Activities and frequency of cleaning / sweeping:

S. No.	Works Details	Frequency of Cleaning
1.	<b>Rooms / Office space</b>	
	Cleaning of the doors	Once in a day
	Removal of the Cobwebs	Once in a week
	Dusting of the verticals	Once in a week
	Cleaning of Electrical Switches	Once in a week
	Spot cleaning of the walls	As required
	Dusting of Windows	Once in a day
	Cleaning of windows	Once in a week
	Scrubbing of the skirting	Once in a week
	Dusting of other article in the room	Once in a day
	Wet mopping of the Floor	As required
	Dry mopping of the Floor	As required
	Dusting of the Furniture & Fixtures	Once in a day
	Telephone and Computer Cleaning	Once in a day
	Fax and Photostat Machine Cleaning	Once in a day
	Fax and Photostat Machine Deep Cleaning	Once in a week
	Telephone and Computer Deep Cleaning	Once in a week
	Trash Removals	As required
	Emptying of Dustbins	Twice in a day
	Vacuum Cleaning of Carpets & sofa	Once in a week
	Dusting / cleaning of Carpets	Once in a day
	Spotting of Carpet	As required
Cleaning of the Doormat	Once in a day	
Electrical Equipment cleaning	Once in a week	
2.	<b>Toilets</b>	
	Cleaning of doors and windows	Once in a day
	Scrubbing of the Urinals	Twice in a day
	Scrubbing of the sinks	Twice in a day
	Washing of Toilet walls and floor	Once in a day
	Washing of W/C	Twice in a day
	Washing of W/b	Twice in a day
	Changing of the Urinal Cubes	As required
	Changing of the Odonil cubes	As required
	Cleaning of the Doormat	Once in a day
	Trash Removals	As required
	Refilling of the Soap dispenser	As required
	Refilling of the Toilet paper rolls	As required
	Cleaning of Toilet Fittings	Once in a day
	Cleaning of Washbasin	Once in a day
Cleaning of Mirrors	Once in a day	

S. No.	Works Details	Frequency of Cleaning
3.	<b>Stairs</b>	
	Wet Mopping of stairs	Twice in a day (morning/evening)
	Dry Mopping of Stairs	Twice in a day
	Scrubbing of Stairs	Once in a day
4.	<b>Passage area</b>	
	Wet Mopping	Twice in a day
	Dry Mopping	As required
	Scrubbing of front entrance tiles	Twice in a week
	Washing of the Floors	As required
5.	<b>Pantry</b>	
	Dusting	Once in a day
	Wet Mopping	Twice in a day
	Dry Mopping	Twice a day
	Washing of the Floor	As required
	Trash Removal	As required
6.	<b>Shifting of Materials/furniture etc within the premises</b>	As and when required

(b) Other activities:

1. Removal of paper, litter, garbage and packing material from all floors / rooms/pantry etc. and to be dumped in a dump-yard outside the office complex.
2. Cleaning of carpeted floors on a daily basis and vacuum cleaning once in a week.
3. Dusting of furniture, telephones, etc., firstly with dry cloth and then with good quality liquid detergent.
4. Cleaning and scrubbing of toilets on regular interval/ as & when required.
5. Cleaning of washbasins, sanitary fittings and toilets floors with dry & wet mops.
6. Cleaning of window glass panes/ panels both sides, frames & air conditioning grills
7. Dry & wet mopping of staircases, Pantry & lobby area.
8. Cleaning of garden area/planters/inner roads.
9. Reception and lobbies to be mopped twice/thrice in a shift and as and when required.
10. Cleaning of Reception door and main entrance glass door and frames on both sides.
11. Dry & wet mopping of main lobby area on regular intervals.
12. Dry & wet dusting of glass partitions with glass cleaner.
13. Dusting and cleaning of conference tables and chairs.
14. Spot cleaning of carpets on regular basis as per prescribed maintenance instructions.
15. Cleaning of panel posters, painting, light fittings, furniture & fixtures etc.
16. Scrubbing of staircase, lobbies and outside areas.
17. Removal of cobwebs.
18. Brasso polishing of brass/copper fixtures
19. Cleaning of open lawns, foot path area on daily basis – twice a day.
20. Cleaning of Glass panes from Outside – Once in a month.
21. Cleaning and maintenance of artificial plants.

**Note:**The service provider is also required to do weekly / monthly cleaning onweekend i.e. Saturday, Sunday and other holidays so that normal office work is not disturbed

**List of Premium Quality Materials to be used for cleaning  
requirement of Material on Monthly Basis (for EdCIL House, Noida)**

<b>Sl. No.</b>	<b>Name of the Items</b>	<b>Monthly requirement</b>
1.	Liquid Soap (Dettol)	15 Ltr.
2.	Odonil Cubes (Odonil)	120 pkts.
3.	Naphthalene Balls (500 gram)	16 pkt.
4.	Toilet Roll of Premium quality	150 roll
5.	Cotton Dusters : - Yellow - White	20 20
6.	Glass Duster	10
7.	Floor cleaner (T-poll)	10 Ltr. / Kg.
8.	Toilet cleaner (Harpic)	24 bottle
9.	Bleaching Powder	5 kg.
10.	Acid / Drain cleaner	12 Bottle
11.	White Phenyle	25 Ltr.
12.	Glass Cleaner	20 Bottle
13.	Air Freshener / Room Spray	24
14.	Urinal Screens (Plastic Round Sheet with Perfume)	24
15.	Garbage Bag (big size for canteen waste dustbin)	3 pkts.
16.	Garbage Bag (small size for canteen waste dustbin)	15 pkts
17.	Wiper	As and when required
18.	Bucket	-do-
19.	Black Hit/ Mosquito Repellent like All Out/Good Night etc.	-do-
20.	Automatic Room/Toilet freshener	-do-
21.	Broom – Soft/Hard	As and when required

**Note:** The above requirement of material will be supplied by the agency on monthly basis. The supply will be verified by the security / concerned official and on the basis of certification; the payment towards cleaning material will be made. In case of short supply, pro-rata deduction will be made from the monthly bill submitted by the agency.

The following material / tools should be readily available with the agency:

Sl. No.	Name of the Items
1.	Water Pusher
2.	Glass Wiper
3.	Manual scrubbing tool for skirting and corner with handle green pad
4.	Hand scrubbing tool for vertical area with green pat & white pad
5.	Toilet Clean Brush
6.	Floor Cleaning Brush
7.	Carpet Brush
8.	Plastic Bucket
9.	Plastic Mug
10.	Road Clean Brush
11.	Thinner
12.	Glass cleaning set complete
13.	Cobweb brush round
14.	Cobweb brush curved
15.	Vertical Dust Pan clip with broom
16.	Vacuum cleaner
17.	Dust Mop head acrylic
18.	Flat Wet Mop Head
19.	Garbage Bag (medium size for dustbin)
20.	Pocha

Note: The above mentioned items should be available at the premises and the requirement may be decided by the agency so that the cleaning work should not be hampered for want of tool/material. Above list of items are for reference only and other day to day consumables will be made available by the agency as per requirement.

**i) Plumbing work: Required once in a week for full day.**

- a) Attend to day to day plumbing requirements.
- b) Attend to the complaints pertaining to operation of pumps, motors, sewerage line, water tank (both underground and overhead) & wash rooms related job.
- c) All tools required for plumbing work are to be provided by the House keeping agency. However, any spare part required / replacement / new fittings will be provided by EdCIL.

**ii) Carpenterwork: Required once in fortnight for full day.**

- a) Attend to day to day carpenter requirements.
- b) Attend to the complaints pertaining to various carpenter related work. All tools required for carpentering work are to be provided by the House keeping agency. However, any spare part required / replacement / new fittings will be provided by EdCIL.

**iii) Supervisor:**

Above mentioned scope of work are to be carried out in two shifts i.e. morning and general shift as per Company's requirement. For coordination and supervision of all activities, at least one supervisor should be deputed. The supervisor must be an experienced and qualified person who will be overall responsible for smooth functioning of all facilities. He will also be responsible for discipline of entire staff of the agency for all the activities.

**iv) Labour on daily basis**

The agency will also be required to provide labours for loading/unloading of office material / documents from time to time in connection with the projects under taken by the Corporation. The prior intimation will be given to the agency at least 24 hours before the requirement for arranging labour. The labour will be paid daily minimum wages as per the notification of Ministry of Labour, Government of India. However, the agency will be paid service charges as per their financial bid. The tax, as applicable, will also be paid.

**The current monthly charges for Housekeeping services at EdCIL office, Noida are as below (For reference).**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Amount- Rs.</b>
<b>1.</b>	<b>Wages Per month</b> [The agency is required to pay at least Minimum Wages (Wages+ VDA) to the Manpower deputed at EdCIL including Statutory Payments like PF, ESI, Bonus etc as per the Notification issued by Ministry of Labour, Government of India from time to time].	-
<b>(a)</b>	Supervisor (Skilled) - 1 No (1 x Rs.00) - PF, ESI, Bonus to be included	<b>29,372 per person</b>
<b>(b)</b>	<b>Janitor (Unskilled)- 11 No. (11 x Rs.00) - PF, ESI, Bonus to be included - The Agency may also employ Both Male &amp; Female Unskilled Manpower</b>	<b>24472 per person</b>
<b>2.</b>	<b>Cost towards uniform – (Amount to be calculated on Monthly Basis for 12 Number of manpower and quoted accordingly)</b> <ul style="list-style-type: none"><li>• Summer - Two number of Trousers and Two Full Sleeve Shirts for Men and Two sets of Salwar and Kameez for Women (if engaged).</li><li>• Winter - Two number Sweaters for Men and Two Cardigans for Women (if engaged)/</li><li>• One pair of Shoes male/female manpower to be engaged with two pair of socks.</li></ul>	<b>1092</b>
<b>3.</b>	<b>Charges for material (To be quoted on lump-sum Monthly Basis)</b>	<b>15,000/-</b>
<b>4.</b>	<b>Agency Service Charges (To be quoted on lump-sum on Monthly Basis)</b>	<b>4,500</b>

## CHAPTER-6

### INSTRUCTIONS FOR E-TENDERING

#### **1. Instructions for Online Bid Submission:**

- 1) E-tendering is new technology for conducting public procurement in a transparent and secured manner. As per Government of India's directives, EdCIL (India) Limited has made e-tendering mandatory.
- 2) For conducting electronic tendering, EdCIL (India) Limited has decided to use Electronic tender portal link available with detailed information on e-tendering process at EdCIL website. This portal built using Electronic tender's software is referred to as <http://www.tenderwizard.com/EDCIL> (Provided by M/S KEONICS Ltd).
- 3) The bidders are required to submit soft copies of their bids electronically on <http://www.tenderwizard.com/EDCIL> e-tendering website, using Class-III valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the M/S KEONICS Portal, prepare their bids in accordance with the requirements and submitting their bids online on the M/S KEONICS Portal.
- 4). The scope of work to be tendered is available in the complete bid documents which can be viewed/downloaded from e-tender portal of <http://www.tenderwizard.com/EDCIL>. Both Technical Bid and Financial Bid will be submitted concurrently duly digitally signed in the website <http://www.tenderwizard.com/EDCIL>. No claim shall be entertained on account of disruptions of internet service being used by bidders. Bidders are advised to upload their bids well in advance to avoid last minute technical snags.
- 5). All Corrigendum/Amendment/Corrections, if any, will be published on the website <http://www.tenderwizard.com/EDCIL>.
- 6). It is mandatory for all the applicants to have Class-III Digital Signature Certificate (in the name of person who will sign the bid document) from any of the licensed certifying.
- 7). To participate in the e-tendering submission, it is mandatory for the applicants to get registered their firm/joint venture with the e-tendering portal of <http://www.tenderwizard.com/EDCIL> to have user ID & Password from M/s KEONICS Ltd.
- 8). **Register your organization on M/s KEONICS E-tender Site well in advance of your first tender submission deadline on M/s KEONICS E-tender Site for obtaining credentials by paying Annual registration charges Rs.2000 + GST using the e-payment link provided at the time of registration, and the mode of payments are Credit Card, Debit Card and Internet Banking. Vendor Registration is Valid for 1 year.**
- 9). Get your organization's concerned executives trained on M/s KEONICS Ltd. E-tender Site well in advance of your first tender submission deadline on M/s KEONICS E-tender Site
- 10). Submit your tender well in advance by relevant documents along with copy of EMD of tender submission deadline on M/s KEONICS E-tender Site as there could be last minute problems due to internet timeout, breakdown, etc. While the first three instructions mentioned above are especially relevant to first-time users of M/s KEONICS E-tender

Site, the fourth instruction is relevant at all times

- 11). Tenders should be submitted only through e-Tender portal and obtain the Tender Acknowledgement copy as a proof of successful submission.
- 12). Vendors Training Program: Vendors are requested to contact at Tender wizard Helpdesk KEONICS Office for any information regarding E-tendering / training.
  - a) For online registration, intended bidders may write us at [harishkumar.kb@etenderwizard.com](mailto:harishkumar.kb@etenderwizard.com) or contact no. 080 49352000/9686115318/9650520101/8800445981.
  - b) For any further query related to Training Session, Tender Uploading/downloading or any other query related to tender please contact Tender wizard Helpdesk of M/s. KEONICS

Telephone: 080-49352000/9686115318 or write us mail on Email Id: [harishkumar.kb@etenderwizard.com](mailto:harishkumar.kb@etenderwizard.com), [ambasa@etenderwizard.com](mailto:ambasa@etenderwizard.com), [twhelpdesk759@gmail.com](mailto:twhelpdesk759@gmail.com), [twhelpdesk963@gmail.com](mailto:twhelpdesk963@gmail.com)

## 2. Digital Signature Certificates

For integrity of data and authenticity/non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Signature Certificate (DSC). Also referred to as Digital Signature Certificate (DSC), of Class 2 or above, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA)[refer <http://www.cca.gov.in>].

## 3. Registration

- i) To use the ElectronicTender<sup>®</sup> portal, vendors need to register on the portal by going on the link provided at EdCIL tender webpage (Instructions available at EdCIL website [www.edcilindia.co.in](http://www.edcilindia.co.in)). Registration of each organization is to be done by one of its senior persons who will be the main person coordinating for the e-tendering activities. In M/S KEONICS terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the website/portal, and click on the 'Supplier Organization' link under 'Registration' (on the Home Page), and follow further instructions as given on the site. Pay Annual Registration Fee as applicable.
- ii) After successful submission of Registration details and Annual Registration Fee, please contact M/S KEONICS Helpdesk (as given below), to get your registration accepted/activated.
- iii) Important Note:
  - a) To minimize the problems during the use of e-tendering portal of M/S KEONICS (including the Registration process), it is recommended that the user should use as per the instructions given under 'M/S KEONICS User-Guidance Centre' located on M/S KEONICS Home Page, including instructions for timely registration on M/S KEONICS. The instructions relating to 'Essential Computer Security Settings for Use of M/S KEONICS' and 'Important Functionality Checks' should be especially taken into cognizance.
  - b) Please note that even after acceptance of your registration by the Service Provider, to respond to a tender you will also require time to complete activities related to your organization, such as creation of users, assigning roles to them, etc.

#### **4. SEARCHING FOR TENDER DOCUMENTS**

- i) There are various search options built in the M/S KEONICS Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID/ Tender Search Code (TSC), organization name, location, date, value, etc. There is also an option of advanced search for tenders, where in the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other key words etc. to search for a tender published on the M/S KEONICS Portal.
- ii) Once the bidders have selected the tenders they are interested in, they may download the required documents/ tender schedules. This would enable the M/S KEONICS Portal to intimate the bidders through e-mail alert in case there is any corrigendum issued to the tender document.
- iii) The bidder should make a note of the unique Tender ID/ Tender Search Code (TSC) assigned to each tender, in case they want to obtain any clarification/help from the Help desk.

#### **5. PREPARATION OF BIDS**

- i) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- ii) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents-including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- iii) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/ schedule and generally, they can only be in PDF format. Bid documents may be scanned with 100dpi with black and white option.

#### **6. SUBMISSION OF BIDS**

- i) Bidder should log into the site well in advance for bid submission and complete all formalities of registration (at least two days in advance of the closing date)so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- ii) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- iii) Bidder has to pay the tender fee/EMD as applicable through demand draft in favour of EdCIL (India) Ltd. Payable at Noida and enter details of the instruments. Original copies of demand draft for EMD/ Tender fees are required to be submitted along with signed downloaded copy of tender document.
- iv) A standard Financial Bid form has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided. If the financial bid file is found to be modified by the bidder, the bid will be rejected.

- v) The server time (which is displayed on the bidder's dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- vi) All bidders must fill Electronic Forms (if applicable) for each bid-part sincerely and carefully and avoid any discrepancy between information given in the Electronic Forms and the corresponding Main Bid. If variation is noted between the information contained in the Electronic Forms and Main Bid, the content of Electronic Forms shall prevail.
- vii) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- viii) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

## 7. **ASSISTANCE TO BIDDERS**

- i) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender other relevant contact person indicated in the tender.

<b>EdCIL / M/S KEONICS Helpdesk</b>	
Telephone/ Mobile	Customer Support:080-49352000 (Multiple Telephone lines)  EmergencyMobileNumbers:9686115318/9650520101/8800445981 (Please contact in case of emergency during non-working) hours.
E-mailID	<b>M/S KEONICS Ltd.</b> <a href="mailto:harishkumar.kb@etenderwizard.com">harishkumar.kb@etenderwizard.com</a> <a href="mailto:ambasa@etenderwizard.com">ambasa@etenderwizard.com</a> <a href="mailto:twhelpdesk759@gmail.com">twhelpdesk759@gmail.com</a> <a href="mailto:twhelpdesk963@gmail.com">twhelpdesk963@gmail.com</a> & cc to: <a href="mailto:anshulgupta@edcil.co.in">anshulgupta@edcil.co.in</a>

## 8. **Offline Submissions: (AS PER TENDER REQUIREMENT)**

- i) The bidder is requested to submit the following documents offline to the under mentioned address before the start of Public Online Tender Opening Event in a Sealed Envelope at the address.
- ii) The envelope shall bear (the project name), the tender number and the words 'DO NOT OPEN BEFORE' (due date & time).
  - a) **Proof of EMD submission or MSES certificate as applicable.**
  - b) **Original copy of the Power-of-attorney.**

**Note: The Bidder should also upload the scanned copies of all the above-mentioned original documents as Bid-Annexure during Online Bid-Submission.**

## 9. Public Online Tender Opening Event (TOE)

- i) M/S KEONICS offers a unique facility for 'Public Online Tender Opening Event (TOE)'. Tender Opening Officers, as well as, authorized representatives of bidder scan simultaneously attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. Alternatively, one/two duly authorized representative(s) of bidders (i.e. Supplier organization) are requested to carry a Laptop with Wireless Internet Connectivity, if they wish to come to Buyer Organization Name office for the Public Online TOE.
- ii) Every legal requirement for a transparent and secure 'Public Online Tender Opening Event (TOE)', including digital counter-signing of each opened bid by the authorized TOE-officer(s) in the simultaneous online presence of the participating bidders' representatives, has been implemented on M/S KEONICS.
- iii) M/S KEONICS has a unique facility of 'Online Comparison Chart' which is dynamically updated as each online bid is opened. The format of the chart is based on inputs provided by the Buyer for each Bid-Part of a tender. The information in the Comparison Chart is based on the data submitted by the Bidders. A detailed Technical and / or Financial Comparison Chart enhance Transparency. Detailed instructions are given on relevant screens.
- iv) M/S KEONICS has a unique facility of a detailed report titled 'Minutes of OnlineTender Opening Event (TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'Viewing/Downloading'.

## 10. SEVEN CRITICAL DO'S AND DON'TS FOR BIDDERS

Specifically, for Supplier organizations, the following '**SEVEN KEY INSTRUCTIONS for BIDDERS**' must be assiduously adhered to:

- i) Obtain individual Digital Signing Certificate (DSC or DC) well in advance of your first tender submission deadline on M/S KEONICS.
- ii) Registerour organization on M/S KEONICS well in advance of the important deadlines for your first tender on M/S KEONICS viz. 'Date and Time of Closure of Procurement of Tender Documents' and 'Last Date and Time of Receipt of Bids'. Please note that even after acceptance of your registration by the Service Provider, to respond to a tender you will also require time to complete activities related to your organization, such as creation of- Marketing Authority (MA) [i.e. a department within the Supplier/ Bidder Organization responsible for responding to tenders], users for one or more such MAs, assigning roles to them, etc. It is mandatory to create at least one MA. This unique feature of creating an MA enhances security and accountability with in the Supplier/ Bidder Organization.
- iii) Get your organization's concerned executives trained on M/S KEONICS well in advance of your first tender submission deadline on M/S KEONICS Ltd.
- iv) For responding to any particular tender, the tender (i.e. its Tender Search Code or Tender No.) has to be assigned to an MA. Further, an 'Official Copy of Tender Documents' should be procured/ downloaded before the expiry of Date and Time of Closure of Procurement of Tender Documents.

**Note:** Official copy of Tender Documents is distinct from downloading 'Free Copy of Tender Documents'. Official copy of Tender Documents is the equivalent of procuring physical copy of Tender Documents with official receipt in the paper-based manual tendering system.

- v) Submit your bids well in advance of tender submission deadline on M/S KEONICS (There could be last minute problems due to internet timeout, breakdown, etc.)
- vi) M/S KEONICS will make your bid available for opening during the Online Public Tender Opening Event (TOE) 'ONLY IF' your 'Status pertaining Overall Bid-Submission' is 'Complete'. For your record, you can generate and save a copy of 'Final Submission Receipt'. This receipt can be generated from 'Bid-Submission Overview Page' only if the 'Status pertaining overall Bid-Submission' is 'Complete'.
- vii) ETS will make your bid available for opening during the Online Public Tender Opening Event (TOE) 'ONLY IF' your 'Status pertaining Overall Bid-Submission' is 'Complete'. For your record, you can generate and save a copy of 'Final Submission Receipt'. This receipt can be generated from 'Bid-Submission Overview Page' only if the 'Status pertaining overall Bid-Submission' is 'Complete'.

**NOTE:** *While the first three instructions mentioned above are especially relevant to first-time users of M/S KEONICS, the fourth, fifth and sixth instructions are always relevant.*

#### **11. MINIMUM REQUIREMENTS AT BIDDER'S END**

- Computer System having configuration with minimum Windows 7 or above, and Broadband connectivity
- Microsoft Internet Explorer 7.0 or above
- Digital Certificate(s)

**Note:**

- i) The Bid shall be typed in English and signed by the Bidder or a person duly authorized to bind the Bidder to the Contract. The person(s) signing the Bids shall initial all pages of the Bids.
- ii) All envelopes should be securely sealed and stamped.
- iii) It is mandatory for the Bidder to quote for all the items mentioned in the TENDER.

## CHAPTER - 7

### INSTRUCTIONS TO BIDDERS

#### 1. Procedure for preparation and submission of bids

- 1.1. The Request for Proposal (RFP) will incorporate two packet system (Two-bid stem) method of selection which will comprise the following steps:
  - a) Technical Bid consisting of all Technical details along with commercial terms and conditions
  - b) Financial Bid indicating item wise price for the items mentioned in the bid
- 1.2. Technical bid should not include any financial information. Technical bid containing financial information shall be declared non-responsive and shall be disqualified.
- 1.3. The cover thus prepared should also indicate clearly the name and address of the bidder to enable the Bid to be returned unopened in case it is received "Late" or due to any other reason.
- 1.4. The RFP received late and declared late by the Bid Evaluation Committee after the last date and time for receipt of RFP prescribed in the bid document or otherwise shall be rejected and/or returned unopened to the Bidder.
- 1.5. Each copy of the bid should be a complete document with Index & page numbering and should be bound as a volume. Different copies must be bound separately.
- 1.7. Technical bid, Financial Bid, and earnest money must be prepared as per the instructions provided in this section.
- 1.8. Bidders should take into account any corrigendum published on the website for tender document before submitting their bid.
- 1.9. Bidders are advised to go through the tender document carefully to understand the document required to be submitted as part of the bid.
- 1.10. The Bidder must furnish Earnest Money Deposit (EMD) for INR 1,50,000/- in favor of **EdCIL (India) Ltd.** payable at **Noida (U.P.)** as per the details mentioned in the EMD section.

#### 2. Assistance to Bidders

Any queries relating to tender document and the terms and conditions contained therein should be addressed to the tender issuing office or the relevant contact person indicated in Schedule for invitation to tender.

#### 3. Cost of the tender

The bidder shall bear all costs associated with the preparation and submission of its bid, attending pre-bid meeting including cost of presentation, if so desired. EdCIL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

#### 4. Content of the tender

**The tender document includes:**

- i) Invitation forbids
- ii) Instructions to bidders
- iii) Scope of work
- iv) Proposed Contract Terms
- v) Technical proposal formats
- vi) Financial proposal formats

The bidder is expected to examine all sections of the tender document carefully. Failure to furnish all required information or submission of a bid not substantially responsive to the tender in every respect will be at the bidder's risk and may result in rejection of the bid.

#### 5. Reply to the Pre- Bid Queries

Prospective bidders requiring any clarification on tender document may submit queries through e-mail only to the issuing officer [[anshulgupta@edcil.co.in](mailto:anshulgupta@edcil.co.in)] in the following format so as to receive before the [date mentioned in the data sheet]:

Sr. No.	Chapter no	Clause No	Reference/Subject	Clarification sought

EdCIL will respond to any request for clarification or queries on the tender document received not later than the dates prescribed in the schedule for invitation to tender on EdCIL website and is not obliged to send individual replies to the bidders. Bidders are advised to see EdCIL's website ([www.edcilindia.co.in](http://www.edcilindia.co.in)) from time to time regarding the clarifications/amendments given by EdCIL during the bid process.

#### 6. Amendment in Tender Document

- 6.1. At any time up to the last date for receipt of RFP, EdCIL may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bid Document by an amendment.
- 6.2. The amendment will be notified on EdCIL website and will be binding on the bidders.
- 6.3. In order to provide prospective bidder reasonable time in which to take the amendment into account in preparing their bids, EdCIL may at its discretion, extend the last date for receipt of Bids and/or make other changes in the requirements set out in the tender.

#### 7. Language of RFP

The RFP prepared by the Bidder and all correspondence and documents relating to the RFP exchanged by the Bidder and the Client, shall be written in the English language, provided that any printed literature furnished by the Bidder may be written in another language so long as accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

## **8. Consortium**

Consortium bidding shall not be allowed at any stage for fulfillment of eligibility criteria

## **9. Documents comprising the bid**

The bid prepared by bidder shall comprise the following components:

### **A. Technical Bid must comprise the following:**

- i) Annexures -1, 2, 3, 4, 5, 10,11, 12
- ii) PAN No. and GST Registration Certificate
- iii) Earnest Money Deposit (EMD)
- iv) All the supporting documents as per requirement of the bid submission

### **B. Financial Bid will comprise of the following:**

- i) Financial Bid Format (Annexure-6)

## **10. Bid Prices**

- 10.1 The bidder shall quote the prices in INR and as per the proforma prescribed for services it proposes to provide under the contract. In absence of price information, a bid may be considered incomplete and summarily rejected.
- 10.2 The bidder shall prepare the bid based on the details provided in this tender document. The bidder shall carry out all the tasks in accordance, with the requirement of the tender document and it shall be the responsibility of the bidder to fully meet all the requirements of the tender document.
- 10.3 Price quoted must be firm and final and shall not be subject to any upward modifications, on any account whatsoever. The bidder shall therefore indicate the price in prescribed proforma enclosed with the bid.
- 10.4 The Financial bid should clearly indicate the price to be charged without any qualifications whatsoever and should exclude all taxes, duties, levies and other charges as may be applicable in relation to the activities proposed to be carried out.
- 10.5 The price should include all expenses of the bidder including wages, local, domestic and/or international travel, incidental and any other expense relating to conduct of the project.

## **11. Authorized Signatory**

- 11.1 The bid document should be signed by the authorized representative of the bidder.
- 11.2 The certificate of authority and any other document consisting of adequate proof of the ability of the signatory to bind the bidder shall be annexed to the bid.

## 12. Period of Validity of Bid

Bids shall remain valid for the period of 180 days after the date of opening of technical bid. A bid valid for a shorter period than the period specified may be rejected by EdCIL as non-responsive. In exceptional circumstances, EdCIL may solicit the bidder's consent to an extension of the period of bid validity.

## 13. Last date and receipt of Bid

The bid should be submitted not later than the time and date specified in schedule for invitation to tender. However, EdCIL may, at its discretion, extend the last date for the receipt of bids by amending the tender.

## 14. Late Bid

Any bid received by EdCIL after the specified time and last date for receipt of bid prescribed by EdCIL shall be rejected.

## 15. Address for Correspondence

The bidder shall designate the official mailing address, place, email and telephone number to which all correspondence shall be sent by EdCIL.

## 16. Preliminary examination

EdCIL will undertake preliminary examination of bids to determine whether they are complete, whether any error has been made, whether EMD have been received, whether the document has been properly signed and whether the bid is generally in order.

A bid determined as not substantially responsive will be rejected by EdCIL.

## 17. Earnest Money(EMD)

17.1 The bidder shall furnish along with bid an earnest money deposit (EMD) amounting to INR 1,50,000/- in the form of Demand Draft in favor of EdCIL India Limited payable at Noida or through net banking in the below mentioned account :

a)	Name of beneficiary	EdCIL INDIA LIMITED
b)	Name of Bank	State Bank of India
c)	ACCOUNT NO.	36830596465
d)	IFSC CODE	SBIN0019087

17.2 However, Bidders registered as MSEs are exempted for payment of EMD. Such Bidders have to submit the valid MSEs certificate to avail the exemption.

17.3 Bids received without EMD shall be summarily rejected.

17.4 The earnest money of unsuccessful bidders shall be refunded without interest after issuance of LOA to the successful bidder.

17.5 EMD of successful bidder shall be returned after the submission of the performance security.

17.6 The EMD will be forfeited on account of one or more of the following reasons:

- a) The bidder with draws its proposal during the bid validity period.
- b) The bidder does not respond to the requests for clarification of its proposal.
- c) The bidder fails to provide required information during the evaluation process.
- d) In case of successful bidder, the said bidder fails to sign the agreement in time.

**18 Overall Bid Evaluation Process:**

The evaluation of the BIDS will be done on the basis of fulfillment of Eligibility Criteria mentioned in the bid document and other terms and conditions.

The evaluation shall consist of following stages:

- i) **Stage-I:** Evaluation of Technical bid based on prequalification criteria
- ii) **Stage-II:** Evaluation of Financial bid

**19. Award of the work**

Based on the rates quoted by the Bidders, Lowest Eligible Bidder (L-1) may be awarded the works as Housekeeping Service Provider. **However, it may be noted that, merely quoting L-1 rate may not guarantee for Award of Work/ successful bidder.**

EdCIL through the tender accepting authority or its authorized official will follow a due process to ascertain the quality, extent of satisfaction of services rendered to the client (in the nearby vicinity), other key criterion as the committee feels it appropriate. The authorized officials shall also assess the quality of existing work done/certificate will be verified, if so warranted. The Committee Members will visit the premises of existing/past clients of the Bidders and based on their recommendations, the suitable Bidder will be awarded the job. This will also form the basis for award of the tender, work order to the successful renderer.

After accepting of the contract, if any of the awarded bidder fails to provide required services, the contract is liable to be terminated along with forfeiture of Security Deposit and other consequential action such as blacklisting of the Company/Firm/Agency or as may seem appropriate.

## CHAPTER-7

### GENERAL CONDITIONS OF CONTRACT

#### 1. GENERAL TERMS AND CONDITIONS:

- i. Care must be taken to ensure that, while carrying out the work, no fittings, fixtures, furnishings, equipment provided by the EdCIL are damaged. Any damages done to the same or any other property will have to be repaired / replaced by the Contractor, failing which the same will be got done by EdCIL at the contractor's risk and cost. In this regard, the decision of the designated officer of EdCIL shall be final and binding on the Contractor.
- ii. All work shall be carried out with due regard to the convenience of EdCIL. The orders of the concerned authority shall be strictly observed. The Contractor will deploy adequate manpower for work during late hours and on Saturdays/Sundays, including other holidays, according to the requirement of EdCIL and the guests.
- iii. Storing/supply/sale and consumption of drugs, alcoholic drinks, cigarettes or any other items of intoxication are strictly prohibited in the EdCIL's Premises, including Canteen. Any breach of such restrictions will attract deterrent action against the Contractor as per statutory norms.
- iv. The workers employed by the Contractor shall be directly under the supervision, control and employment of the Contractor and they shall have no connection what-so-ever with EdCIL. EdCIL shall have no obligation to control or supervise such workers or to take any action against them except as permissible under the law.
- v. The Contractor shall ensure that either he/she himself/herself or his/ her representative is available for proper administration and supervision at the works to the entire satisfaction of the EdCIL.

#### 2. PERFORMANCE SECURITY:

- i. Within **15 days** from the date of issue of the Letter of Acceptance (LOA), the Successful Bidder shall furnish Performance Security in the form of a Bank Guarantee from **any Nationalized Bank of India or Scheduled Bank of India** for an amount equal to 03% of the contract value as per the Performa given in this bid on a Stamp Paper. The cost of Stamp Paper shall be borne by the contractor. The list of **Nationalized/Scheduled Bank of India is placed at Annexure 11**.
- ii. Failure of the Successful Bidder to furnish the required Performance Security shall be a ground for the annulment of the award of Contract and forfeiture of the EMD. Value of Stamp Paper for Performance Security (Bank Guarantee) shall not be less than, as provided in the Stamp Duty Act. The Bank Guarantee shall be valid upto 90 days after completion of work. In case, contract period is extended, the contractor shall get the validity of Bank Guarantee extended to cover such extended period plus 90 days. Performance Security shall be released 21 days after issue of Performance Certificate.
- iii. When the contract is rescinded, the Retention Money shall be forfeited and the Performance Bank Guarantee (PBG) shall be en-cashed. In case of violation of Integrity Pact, the Retention Money shall be forfeited and the Performance Bank Guarantee (PBG) shall be en-cashed.

### **3. DURATION:**

Two Years and further Extendable by One Year at the Same Rates, Terms and Conditions at the discretion of EdCIL from the Date as Specified in the Letter of Acceptance.

### **4. CONTRACT AGREEMENT & COMMENCEMENT OF WORK:**

Within 7 days from the Date of Issue of Letter of Acceptance, the Successful Bidder will be required to execute the Contract Agreement in the format as per Annexure-09 of the Bid Document. However, Contract Agreement can only be signed after submitting the Performance Bank Guarantee and signing of the Integrity Pact. The Successful Bidder shall commence the work from the date as specified in the Letter of Acceptance.

### **5. STATUTORY COMPLIANCES**

The Contractor shall:

- (a) Accept full and exclusive liability and other obligations referred under the laws/rules/regulations now and thereafter imposed by the appropriate government/authorities.
- (b) Keep EdCIL indemnified liability arising in accordance with any labour laws or other Statutory Compliances or due to any other reason. EdCIL will not have any liability whatsoever concerning the persons deployed by the Contractor for the purpose or arising in accordance with any labour laws or other Statutory Compliances or due to any other reason.
- (c) If as a result of any claim arising out of any reasons stated in 5 (b) above or due to any negligence on part of the manpower deployed, if EdCIL is made to pay any amount, then EdCIL shall recover the same from the payment due to the Contractor or send a notice to the Contractor for refund of the same to the EdCIL and the Contractor shall be liable to reimburse the same within 7 working days of the receipt of such notice.
- (d) The Bidder shall comply all statutory requirements including compliance of LAWS, Acts, Rules and Regulations.

### **6. AUTHORISATION AND ATTESTATION:**

BIDS shall be signed by the person duly authorized /empowered to do so. Certified copies of such authority (Power of Attorney) and relevant documents shall be submitted along with the BIDS.

### **7. VALIDITY OF OFFER:**

The offer containing financial shall be kept open for acceptance for a minimum period of 180 days from the date of opening of BIDS, and extend further if required from time to time. In case EdCIL (India) Limited (EdCIL), calls for negotiations, such negotiations shall not amount to cancellation or withdrawal of the Original offer which shall be binding on the Bidders.

## **8. REJECTION OF BID AND OTHER CONDITIONS:**

- i. Financial Bids will be evaluated for all Eligible Bidders who are fulfilling the Eligibility Criteria and other terms and conditions mentioned in the Bid Document. The Contract will be awarded to the Eligible Bidder based on the lowest reasonable quoted rate.
- ii. The acceptance of bid will rest with EdCIL (India) Limited which does not bind itself to accept the lowest bid or any bid and reserves full rights to reject any or all the BIDS without assigning any reason whatsoever.
- iii. Conditional BIDS, incomplete BIDS or otherwise considered defective and not in accordance with the bid conditions, specifications etc. are liable to be rejected.
- iv. If the Bidder deliberately gives wrong information in his bid, EdCIL reserves the right to reject such bid at any stage or to cancel the contract, if awarded, forfeit the Earnest Money/Security Deposit/ Performance Security/any other moneys due.
- v. Canvassing in any form in connection with the bid is strictly prohibited and the BIDS submitted by the Contractor who resorts to canvassing are liable to be rejected.
- vi. Should a Bidder or Contractor or in the case of a firm or Company of Contractors/one or more of its Partners/Shareholders/ Directors have a relation or relations employed in EdCIL, the authority inviting the bid shall be informed to the fact along with the offer, failing this EdCIL may at its sole discretion reject the bid or cancel the contract and forfeit the Earnest Money/Security Deposit.
- vii. Public Procurement Policy for Micro, Small & Medium Enterprises (MSME) Order, 2012 Dated 23.03.2012 issued by Ministry of MSME is followed.
- viii. Participating MSEs shall enclose with their offers, the proof of their being MSEs registered with any of the agencies mentioned in the Notification of Ministry of MSME indicated below:
  1. District Industries Centers.
  2. Khadi and Village Industries Commission.
  3. Khadi and Village Industries Board.
  4. Coir Board.
  5. National Small Industries Corporation.
  6. Directorate of Handicraft and Handloom.
  7. Any other body specified by Ministry of MSES, Govt of India.
- ix. The MSEs must also indicate the terminal validity date of their registration.
- x. As advised by Ministry of Finance, Government of India vide Office Memorandum No. F.5/4/2018-PPD Dated 28/02/2018 and forwarded by Ministry of Railways vide Letter No. 2016/PL/56/1 Dated 19/03/2018, the MSEs Bidders must declare their Udyog Aadhar Memorandum (UAM) Number issued by Ministry of MSME on Central Public Procurement Portal (CPPP), in order to identify themselves as MSEs Vendors, failing

which they will not be able to enjoy the benefits as per Public Procurement Policy for Micro, Small & Medium Enterprises (MSME) Order, 2012 Dated 23.03.2012, issued by Ministry of MSME. The MSEs Bidders shall enclose Documentary Proof for the same.

Failing Clauses mentioned above, such offers will not be liable for consideration of benefits detailed in Public Procurement Policy for Micro, Small & Medium Enterprises (MSME) Order, 2012 Dated 23.03.2012 issued by Ministry of MSME in pursuance of the Public procurement policy on MSE:

- a. Bid document will be provided free of cost to MSEs in compliance of Clause 11.0 above for the item bided.
- b. MSEs in compliance with Clause 11.0 above for the item bided will be exempted from payment of Earnest Money Deposit (EMD).
- c. MSEs owned by Scheduled Castes or Scheduled Tribes (SC/ST) Entrepreneurs may be indicated and proof of same may be enclosed.

#### **9. Liquidated Damage:**

The agency should adhere to the quality standards as defined in the Scope of Work, Terms and Conditions of the Tender Document and fulfil all Statutory Requirements defined in the bid document failing which liquidated damage @ 0.5% per week of the monthly bill plus applicable taxes will be imposed, if any. However, such deduction in a calendar year will be maximum of 5% annual contract value.

#### **10. INDEMNITY:**

- i. The Successful Bidder (Contractor) shall indemnify and hold harmless to EdCIL and its directors, officers and employees from and against all and any claims, demands, losses, damages, penalties, expenses and proceedings connected with the implementation of this contract or arising from any breach or non-compliance whatsoever by the Successful Bidder (Contractor) or any of the persons deployed by it pursuant hereto of or in relation to any such matter as aforesaid or otherwise arising from any act or omission on their part, whether willful or not, and whether within or outside the premises including but not limited to any and all claims by the Successful Bidder (Contractor).
- ii. In performing the terms and conditions of the contract, the Successful Bidder (Contractor) shall at all times act as an Independent Successful Bidder (Contractor). The contract does not in any way create a relationship of principal and agent between EdCIL and the Successful Bidder (Contractor). The Successful Bidder (Contractor) shall not act or attempt or represent itself as an agent of EdCIL. It is clearly understood and accepted by both parties that this contract between the parties evidenced by it is on a principal to principal basis and nothing herein contained shall be construed or understood as constituting either party hereto, the agent or representative of the other, under any circumstances. The Successful Bidder (Contractor) and his hired personnel shall never under any circumstances whatsoever, be entitled to claim themselves to be the employees of EdCIL.

#### **11. FORCE MAJEURE:**

- i. For the purpose of this contract, "Force Majeure" means an event which is beyond the reasonable control of a party which makes agency's performance of its obligations under the contract impossible or so impractical as to be considered impossible under the circumstances.
- ii. The failure of a party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under this contract in so far as such inability

arises from an event of Force Majeure, provided that the party affected by such an event(s) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this contract and has informed the other party as soon as possible about the occurrence of Force Majeure condition.

## **12. RESOLUTION OF DISPUTES AND ARBITRATION**

- i. In the event of any dispute or difference whatsoever arising under this contract or in connection therewith including any dispute relating to existing meaning and interpretation of this contract, shall be settled amicably through mutual negotiation by the parties. In case, there is no amicable settlement of disputes, the same shall be referred to the sole arbitrator as appointed by EdCIL. The Arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act 1996.
- ii. Notwithstanding any disputes between the parties, the contractor shall not be entitled to withhold, delay or defer its obligations, under the contract, and the same shall be carried out in accordance with the terms and conditions of the contract.

## **13. IMPLEMENTATION OF INTEGRITY PACT:**

- i. To improve transparency and fairness in the bidding and contract management, EdCIL has implemented the Integrity Pact.
- ii. Integrity Pact is to be signed by the successful bidder and the EdCIL Officer In-charge in the format enclosed at the Annexure-9.
- iii. The Integrity Pact shall commit the persons/officials on both sides, not to resort to any corrupt practices in any aspect/at any stage of the contract.

## CHAPTER-8

### SPECIAL CONDITIONS OF CONTRACT

#### **1.0 RESPONSIBILITY OF SUCCESSFUL BIDDER (CONTRACTOR) COMPANY/FIRM/ AGENCY)**

- 1.1** The contractor shall have their offices at Delhi/NCR with adequate staff, telephone and e-mail facilities during the currency of contract.
- 1.2** The contractor shall be directly responsible for all disputes arising between him and his personnel and keep EdCIL indemnified against all losses, damages and claims thereof.
- 1.3** The personnel engaged by the contractor shall be on the duty of the contractor and under no circumstances shall be deemed to be on the duty of EdCIL. EdCIL shall have no relationship of Master and Servant or Principal and Agent or nexus of any kind whatsoever with such staff deployed by the contractor. Such staff shall not be entitled to claim any right, privilege or benefit from EdCIL and in the event of any such claim, the contractor undertakes to indemnify EdCIL for any loss or damage, financial or otherwise.
- 1.4** The personnel engaged by the contractor shall be subject to security check by EdCIL security staff while entering/leaving the premises. Such personnel shall have to abide by the instructions of the security staff and concerned officers of EdCIL authorized in this behalf. Failure to faithfully follow instructions would be deemed non-compliance of bid conditions.
- 1.5** Contractor shall in no case lease/transfer/sublet or appoint caretaker for services.
- 1.6** The employees of the Contractor should possess good health and should be free from any diseases, especially contagious and frequently recurring diseases.
- 1.7** The Contractor prior to the commencement of the contract shall inform EdCIL about the details of all the staff proposed to be deputed. Such detail of staff, inter alia, shall include Name, age/ date of birth, photograph, permanent address, police verification report and profile of the health status of the staff.
- 1.8** The Contractor shall be responsible for timely payment of wages to his/her workers as per Minimum Wages Act and fulfill all other statutory obligations, such as, Provident Fund, ESI, GST, Obligation under the contract Labour (R &A) Act, 1970 etc. in force from time to time.
- 1.9** The Contractor shall ensure proper discipline among his/ her workers and further ensure that they do not indulge in any unlawful activity. Employment of child labour is strictly prohibited under the law. Therefore, the Contractor will not employ any child and should deploy workers who are above 18 years of age. The Contractor shall be personally responsible for conduct and behavior of his staff and any loss or damage to EdCIL's moveable or immovable property due to the conduct of the Contractor's staff shall be made good by the contractor. If it is found that the conduct or behavior of any person employed by the Contractor is unsatisfactory, the Contractor shall have to

remove the concerned person and engage a new person immediately under prior intimation to EdCIL. The decision of the EdCIL's designated officer in this regard shall be final and binding on the Contractor. The Contractor shall take all reasonable precautions to see that all the staff deputed by the contractor while on duty attire themselves in the uniform and are civil, sober and honest in their dealings with the staff of EdCIL. That the Contractor shall depute such persons whose antecedents have been verified.

- 1.10** The Contractor shall keep indemnified and hold harmless EdCIL and its top management, officers and employees from and against all and any claims, demands, losses, damages, penalties, expenses and proceedings connected with the implementation of this agreement or arising from any breach or non-compliance whatsoever by the Contractor or any of the persons deployed by it pursuant hereto or in relation to any such matter as aforesaid or otherwise arising from any act or omission on their part, whether willful or not, and whether within or outside the premises.
- 1.11** Successful Bidder (Contractor) shall ensure complete compliance (in respect of the manpower engaged for EdCIL) of all the prevailing provisions of the Payment of Wages Act 1936, Minimum Wages Act 1948, Workmen Compensation Act 1923, Contract Labour (Regulation and Abolition) Act, 1970, Employees' Provident Fund Act, ESI Act, Miscellaneous Provisions Act 1952 under Labour Laws, etc. and any other act, rules or regulations as may be enacted by the government or any modifications thereof or any other law relating thereto and rules made there under from time to time. In the event of non-compliance of the same, the Successful Bidder (Contractor) would undertake to indemnify EdCIL on any cost or liability it may incur on account of such non-compliance.
- 1.12** Wages to the manpower shall be provided as per Minimum Wages Act, 1948 and latest notification issued in this regard. In case of any statutory increases in the wages of Labour in accordance with the Minimum Wages notification issued by the appropriate authority under the Minimum Wages Act from time to time, payment of wages to the manpower deployed should be revised accordingly by the Successful Bidder (Contractor).
- 1.13** The Successful Bidder (Contractor) would comply with the statutory requirements; rules and regulations applicable to manpower engaged by him including manpower deployed for EdCIL Duty and shall obtain all necessary registrations, licenses, approvals and sanctions under the laws applicable. The Successful Bidder (Contractor) shall comply with all terms and conditions thereof strictly, and shall keep such registrations, licenses, and approvals and sanctions duly validated and/or renewed from time to time throughout the currency of this Contract.
- 1.14** Successful Bidder (Contractor) shall not terminate the services of manpower deployed for EdCIL unilaterally. In case, any personnel is proposed to be replaced/terminated by the Successful Bidder (Contractor), such action should be taken only with the approval of EdCIL.
- 1.15** No relationship of employer and employee shall be entertained between the EdCIL and the manpower engaged by the Successful Bidder (Contractor).

- 1.16 Successful Bidder (Contractor) alone shall have the right to take disciplinary action against any person(s) engaged/employed by them; while no right whatsoever shall vest in any such person(s) to raise any dispute and/or claim whatsoever against the EdCIL. The EdCIL shall, under no circumstances be deemed or treated as the employer in respect of any person(s) engaged/employed by the Successful Bidder (Contractor) for any purpose whatsoever nor would the EdCIL be liable for any claim(s) whatsoever of any person(s) of the Successful Bidder (Contractor) and Successful Bidder (Contractor) shall keep EdCIL totally and completely indemnified against any such claim(s).
- 1.17 The Successful Bidder (Contractor) shall maintain all registers and records required under various Acts/Statutory Provisions and also for execution of contract, which may be inspected by the EdCIL as well as the appropriate authorities at any time.
- 1.18 Notwithstanding anything herein contained, the Successful Bidder (Contractor) will be liable to adequately compensate EdCIL for any loss or damage occasioned by any act, omission or lapse on the part of the Successful Bidder (Contractor) or of any persons deployed by it pursuant to the Contract.
- 1.19 Successful Bidder (Contractor) shall indemnify and keep EdCIL indemnified and harmless from and against all disputes, claims, fines, penalties, litigations criminal as well as civil that may be initiated against the EdCIL on account of and/or arising out of the failure of the Successful Bidder (Contractor) to adhere to any statutory requirement, or to follow such rules, regulations, guidelines or procedures as may be required under any statute or directive.
- 1.20 The manpower deployed should be in proper Uniform and Identity Cards. The Successful Bidder (Contractor) will provide two sets of Uniform per year to each personnel.
- 1.21 In case, the manpower deployed by the Successful Bidder (Contractor) is found to be suffering from any communicable disease or any disease which renders him unsuitable for the job he should be immediately replaced.
- 1.22 Successful Bidder (Contractor) shall make actual disbursement of wages/salary to the manpower through their Bank accounts. Successful Bidder (Contractor) shall submit documentary proof for the same. Any dispute arising out of non-payment, short payment or delayed payment has to be settled by the Successful Bidder (Contractor) and the manpower engaged by him.

## **2.0 OBLIGATION OF EdCIL**

- 2.1 EdCIL will, subject to compliance of this contract and all statutory requirements and the provision of services to its satisfaction by the Successful Bidder (Contractor) and subject to deduction of Tax at source under the Income Tax Act, 1961 or any other provision of the law for the time being in force, ensure full and timely payments for the services as provided in this contract.
- 2.2 EdCIL reserve the right to take action against on or behalf of contractor as deemed fit for continuation of services smoothly and without interruption.

### **3.0 OBLIGATIONS OF THE CONTRACTOR (CONTRACTOR):**

- 3.1 The Contractor shall be responsible for engaging trained/ semi-trained manpower required for providing good housekeeping services in EdCIL.
- 3.2 The employees of the Contractor should possess good health and should be free from any diseases, especially contagious and frequently recurring diseases.
- 3.3 The Contractor prior to the commencement of the contract shall inform EdCIL about the details of all the staff proposed to be deputed. Such detail of staff, inter alia, shall include Name, age/ date of birth, photograph, permanent address, police verification report and profile of the health status of the staff.
- 3.4 The Contractor shall be responsible for timely payment of wages to his/her workers as per Minimum Wages Act and fulfill all other statutory obligations, such as, Provident Fund, ESI, GST, Obligation under the contract Labour (R &A) Act, 1970 etc. in force from time to time.
- 3.5 In the event of violation of any contractual or statutory obligations by the Contractor, he/she shall be solely responsible and liable for the same. Further, in the event of any action, claim, damages, suit initiated against the EdCIL by any individual, agency or government authority due to acts of the Contractor, the Contractor shall be liable to make good/ compensate such claims or damages to the EdCIL. As a result of the acts of the Contractor, if the EdCIL is required to pay any damages to any individual, agency or government authority, the Contractor would be required to reimburse such amount to the EdCIL or the EdCIL reserves the right to recover such amount from the payment(s) due to the Contractor while settling his/her bills or from the amount of Security Deposit of the Contractor lying with the EdCIL.
- 3.6 The Contractor shall at all times keep indemnified the Principal Employer, namely, EdCIL, and its officers and designated concerned staff for and against all third agency claims whatsoever (including property loss and damage, personal accident, injury or death of any person) and/or the owner and the Contractor shall at his/her own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act / Fatal Accident Act, Personal Injuries, Employees State Insurance Act, Employees Provident fund Act, or any other Act/Rules in force from time to time.
- 3.7 The contractor shall provide sufficient sets of Uniforms with name badge fixed with uniform and pair of shoes to his employees and shall ensure that they wear them all times and maintain them properly.
- 3.8 The Contractor shall not appoint any sub-contractor to carry out his obligations under the contract.
- 3.9 In case of any other items not mentioned in the Scope of Work, Contractor shall get the prices of items approved by the EdCIL and no changes what-so-ever shall be made without prior written approval of the EdCIL.

4. **Compliance of Statutory obligations:** Contractor shall be obligated to comply with whole of the statutory obligations and regulations, as applicable from time to time, and maintain currency of Licenses at all times during the performance of services pursuant to award of work hereunder.

## **5. CRITERIA FOR EVALUATION OF BID:**

The evaluation of the BIDS will be done on the basis of fulfillment of Eligibility Criteria mentioned in the bid document and other terms and conditions.

## **6. AWARD OF CONTRACT:**

- 6.1. Based on the rates quoted by the Bidders, Lowest Eligible Bidder (L-1) may be awarded the works as Housekeeping Service Provider. **However, it may be noted that, merely quoting L-1 rate may not guarantee for Award of Work/ successful bidder.**

EdCIL through the tender accepting authority or its authorized official will follow a due process to ascertain the quality, extent of satisfaction of services rendered to the client (in the nearby vicinity), other key criterion as the committee feels it appropriate. The authorized officials shall also assess the quality of existing work done/certificate will be verified, if so warranted. The Committee Members will visit the premises of existing/past clients of the Bidders and based on their recommendations, the suitable Bidder will be awarded the job. This will also form the basis for award of the tender, work order to the successful tenderer.

- 6.2. After accepting of the contract, if any of the awarded bidder fails to provide required services, the contract is liable to be terminated along with forfeiture of Security Deposit and other consequential action such as blacklisting of the Company/Firm/Agency or as may seem appropriate.

## **7. PRICE BASIS & LANGUAGE OF BID:**

The bidder shall quote rates in the Financial Bid online. Rates should be quoted both in figures and words. In case of any discrepancy between figures and words, the rates quoted in words will prevail over rates quoted in figures. All information in the bid shall be in English.

## **8. SPECIFIC PAYMENT TERMS AND CONDITIONS:**

### **Payment Terms**

- 8.1 Payment shall be made on monthly basis for which contractor shall submit monthly bill/invoice alongwith the proof / documents of GST, PF/ESIC challans and labour wages payment for the previous month.
- 8.2 GST shall be paid as per applicability based on the documentary proof.
- 8.3 Bill/Invoice shall be submitted in duplicate duly mentioning GST Registration number and signed and stamped by the contractor.
- 8.4 Payment to the contractor shall be made through Electronic Clearing System (ECS). The Contractor shall submit complete bank details/NEFT Mandate Form issued by their bank.
- 8.5 Tax Deducted at Source (TDS) will be deducted from the payment due to the contractor as per Central Government/State Government Rules/Norms as applicable.

- 8.6 No advance payment shall be made.
- 8.7 The contractor shall provide all the necessary details as required by EdCIL for passing of Bill/Invoice/EPF/ESIC etc.
- 8.8 Deductions shall be made in terms of penalty clause against the bills pertaining to the days of unsatisfactory service and non-fulfillment of contract conditions, as reported by the user. The decision of EdCIL shall be final in this regard.
- 8.9 Deduction towards income tax as applicable under Income Tax Act 1961 shall be made from all payments made to the contractor.
- 8.10 GST shall be paid as per applicability based on the documentary proof.
- 8.11 The contractor shall give consent in a mandate form for receipt of payment through ECS/RTGS/NEFT. Charges if any will be on account of the contractor. The contractor shall provide the details of Bank Account in line with RBI guidelines for the same. These details would include Bank Name, Branch name and address, Account type, Bank A/c No. and Bank and Branch Code as appearing on MICR cheque issued by the Bank.
- 8.12 It may be noted by the contractor that bills having cutting and over-writing in Duty Slips/Log Sheets shall not be entertained unless authenticated by the user.

#### **9. TERMINATION OF CONTRACT:**

In case the services of the Successful Bidder (Contractor) are not found satisfactory, or there is a breach of any of the terms and conditions of the contract, the contract can be terminated by EdCIL by giving one month notice. In case if corrective action is not taken by the Contractor, EdCIL shall have the right to terminate the contract after completion of the notice period of one month. But no such notice will be necessary, if Contract is to be terminated on the grounds of serious misconduct or due to any act which requires immediate termination of contract. In case of termination of contract, the Security Deposit shall be forfeited and Performance Bank Guarantee (PBG) shall be en-cashed by the EdCIL.

#### **10. Jurisdiction of Courts:**

The Courts of Delhi shall have exclusive jurisdiction in all matters arising out of and under this contract.

#### **11. Rights of EdCIL:**

EdCIL reserves the right to make additions/alterations to and/or amend the terms and conditions of the contract, without basically affecting the core of the contract.

**Note:** During the currency of the contract complaint of any nature viz indiscipline, food quality, services etc should be brought to the Notice of the Competent Authority, EdCIL

**Bid Form**

## I. Addressed to

a.	Name of the tendering Authority	EdCIL (India) Limited
b.	Address	EdCIL House 18-A, Sector 16-A, NOIDA – 201301 (U.P), India
c.	Telephone	0091-120-4156001-2, 4154003
d.	Tele-Fax	0091-120-2970209
e.	Email Id	<a href="mailto:anshulgupta@edcil.co.in">anshulgupta@edcil.co.in</a> ,

1.	Name of Bidder				
2.	Name & Designation of Authorized Signatory				
3.	Registered/Head Office Address				
4.	Delhi Office/NCR	Address:			
		Phone:			
		Fax:			
		Contact Person:			
		Phone:			
	Email ID:				
5.	Year of Establishment				
6.	Type of Firm (Put Tick mark)	Public Limited	Private Limited	Partnership	Society <input type="checkbox"/>
7.	Telephone Number(s)/ Mobile				
8.	Website URL				
9.	Fax No.				
10.	Email Address				
11.	any clarification / information etc. that the bidder may like to make				

- II. We agree to abide by all the conditions mentioned in this Tender Document issued by the Tendering Authority and also the further conditions of the said Tender Notice given in the attached sheets (all the pages of which have been signed by us in token of acceptance of the terms mentioned therein).
- III. The prices for the services as prescribed in financial document are given separately in the financial bid.
- IV. Reproduced / re-word-processed formats or Bidder own formats for the price bids will disqualify the tender. However, the Bidder can reproduce exactly the same format for clarity in filling due to shortage of space.
- V. The rates quoted are applicable up to period of contract from the date of opening of bid. The validity can be extended with mutual agreement.
- VI. No Advance payment shall be made. Payments shall be made as per payments terms.
- VII. Bid duly filled and signed is enclosed with this tender form with Terms & Conditions in token of acceptance along with duly filled letter of undertaking/declaration.

Signature:

Name:

Designation:

Name of the Bidder:

Authorized Signatory:

Seal of the Organization:

Date:

Place:

**Tech-1: Technical Proposal Submission Form**

**(ON THE LETTER HEAD OF THE BIDDER)**

To

EdCIL (India) Limited  
EdCIL House, 18 A, Sector-16 A, NOIDA – 201301 (U.P.), India

Sir,

**Subject: Request for proposal for selection of an agency for providing Housekeeping services in the EdCIL, Noida**

This bears reference to NIT No. **EdCIL/Admin/Housekeeping Services/2026** dated \_\_\_\_\_ **2026**. We, hereby, accept all the terms and conditions for submitting bid as mentioned in this Bid Document.

We hereby certify that no terms and conditions have been stipulated by us in the Financial Bid.

We warrant that the services do not violate or infringe upon any patent, copyright, trade secret or other property right of any other person or other entity. We agree that we shall not prevent EDCIL from any claim or demand, action or proceeding, directly or indirectly resulting from or arising out of any breach or alleged breach of any of the terms & conditions of bid document and contract.

The above document is executed on \_\_\_\_\_ 2026 at (place) and we accept that if anything out of the information provided by us is found wrong, our tender/work order shall be liable for rejection.

Thanking you, Yours faithfully,

Name of the Bidder:

Authorized Signatory:

Seal of the Organization:

Date:

Place:

**Non-Blacklisting Declaration**  
(On non-judicial stamp paper of INR 100)

To,

GM(HR&A)  
EdCIL (India) Limited  
EdCIL House, 18 A, Sector-16 A  
NOIDA – 201301 (U.P.), India

Sir,

In response to the **Bid Ref. No. EdCIL/Admin/Housekeeping Services/2026** dated \_\_\_\_\_ 2026 for hiring of HOUSEKEEPING Agencies I/We hereby declare that presently our Company \_\_\_\_\_ is having unblemished record and is not declared ineligible or black listed for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body on the date of bid submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our EMD may be forfeited in full and the bid, if any, to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization: -

Date:

Place:

**Power of Attorney**

Know all men by these presents, we..... (name of service provider and address of the registered office ) do hereby constitute, nominate appoint and authorize Mr./Ms.....son/daughter/wife of and presently residing at....., who is presently employed with /retained by us and holding position of.....as our true and lawful attorney

(hereinafter referred to as the “Authorized Representative”) to do in our name and on our behalf, all such acts, deeds and things are as necessary or required in connection with or incidental to submission of our proposal for and selection as the <project title> for the <name of the client>.....project, proposed to be developed by the

..... (the “client”) including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre bid and other conferences and providing information /responses to the client, representing us in all matters before the Client, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the client in all matter in connection with or relating to or arising out of our Proposal for the said project /or upon award thereof to us till the entering into of the Agreement with the client.

AND, we do hereby agree to ratify and conservice provider all acts, deeds and things lawful done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this power and Attorney and that all acts, and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

[IN WITNESS WHEREOF WE.....THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON

THIS .....DAY OF .....2026

For ..... (Name and registered address of client)

(Signature, name, designation, and address)Witness:

1. (Signature, name and address)
  
2. (Signature, name and address)

Notarized

Accepted

.....  
(Signature, name, designation, and address of the attorney)

Notes:

1. The mode of the execution of the power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under seal affixed in accordance with the required procedure.
2. Wherever required, the applicant should submitted for verification the extract of the charter documents and other documents such as a resolution/Power of Attorney in favour of the person executing this Power of Attorney for delegation of power hereunder on behalf of the applicant.
3. For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power and Attorney is being issued. However, the Power of Attorney provided by the applicants from countries that have signed The Hague Legislation Convention, 1961 are not required to be legalized by the Indian Embassy it is carries a conforming Apostille certificate.

**Details of Past Experience**

S.No	Description of assignment	LOA/Work Order No. and date	Address & Phone no. of Client.	Value of Contract / work order	Date of commencement	Scheduled Completion date	Actual Completion Date	Reason for delay in execution, if any

(Authorized Signatory)

Name:

Designation

Business Address :

Seal

Date :

Place :

**FINANCIAL BID**  
**For EdCIL House, 18-A, Sector-16-A, Noida**

The Tender will be Two-bid System i.e. Technical Bid and Financial Bid. Financial Bids of those agencies will be opened who qualify in the Technical Parameters

Sl. No	Particulars	Monthly Amount Exc. Of GST (INR)
1.	<b>Wages Per month</b> [The agency is required to pay at least Minimum Wages (Wages+ VDA) to the Manpower deputed at EdCIL including Statutory Payments like PF, ESI, Bonus etc as per the Notification issued by Ministry of Labour, Government of India from time to time].	Will be paid as per the Govt of India norms and will not be considered for the evaluation of the L1 bidder
(a)	<b>Supervisor</b> (Skilled) - 1 No (1 x Rs.00) - PF, ESI, Bonus to be included	
(b)	<b>Janitor</b> (Unskilled)- 11 No. (11 x Rs.00) - PF, ESI, Bonus to be included (The Agency may also employ Both Male & Female Unskilled Manpower)	
2.	<b>Cost towards uniform - (Amount to be calculated on Monthly Basis for 11 Number of manpower and quoted accordingly)</b> <ul style="list-style-type: none"> <li>• <b>Summer</b> - Two number of Trousers and Two Shirts for Men and Two sets of Salwar and Kameez for Women (if engaged).</li> <li>• <b>Winter</b> - Two number Sweaters for Men and Two Cardigans for Women (if engaged).</li> <li>• One pair of Shoes male/female manpower to be engaged with two pair of socks.</li> </ul>	
3.	<b>Charges for material</b> (To be quoted on lump-sum Monthly Basis)	
4.	<b>Agency Service Charges</b> (To be quoted on lump-sum on Monthly Basis)	
	<b>Total</b>	

**GST will be paid as per Government Notification issued from time to time**

**B. Other Charges – May be quoted separately which will not be considered while evaluating/short-listing (L-1) agency for the purpose**

Sl. No	Particulars	Amount (in Rs.)
1.	Per visit charges for Plumber	
2.	Per visit charges for Carpenter	
3.	<b>Hourly rate of overtime</b>	
(a)	Supervisor	
(b)	Janitors	
4.	Labour rate on daily basis for loading/unloading office material/document Per day Person.	
	<b>Total</b>	

**GST will be paid as per Government Notification issued from time to time**

Note:- No correction is allowed in the figures and in case of any cutting/tampering in rates, the same will not be considered and summarily rejected.

Name of the Agency with Seal:

Place:

Signature with Date  
Name & Designation:

Name of the Bank: .....

To  
EdCIL (India) Limited

EdCIL House, Plot 18 A Sector 16A, Noida  
UP – 201301  
INDIA

**PERFORMANCE BANK GUARANTEE FORMAT**

In consideration of the Chairman and Managing Director EdCIL acting through (designation & address of Contract Signing Authority), (hereinafter called "The EdCIL (India) Ltd") having agreed under the terms and conditions of agreement/Contract Acceptance letter No..... date..... made between..... (Designation & address of contract signing Authority) and ..... (here in after called "the said Service Provider" for the work..... (here in after called "the said agreement") having agreed for submission of an irrevocable Bank Guarantee Bond for INR .....only) as a performance security Guarantee from the Service Provider for compliance of his obligations in accordance with the terms & conditions in the said agreement.

1. We.....(indicate the name of the Bank) hereinafter referred to as the Bank, undertake to pay to the EdCIL (India) Ltd an amount not exceeding(.....only) on demand by the EdCIL (India) Ltd.
2. We..... (indicate the name of the bank, further agree that ( and promise) to pay the amounts due and payable under this guarantee without any demur merely on a demand from the EdCIL (India) Ltd through the General Manager, EdCIL (India) Ltd, Noida or ----- (Designation & Address of contract signing authority), stating that the amount claimed is due by way of loss or damage caused to or would be caused or suffered by the EdCIL (India) Ltd by reason of any breach by the said Service Provider of any of the terms of conditions contained in the said agreement or by reason of the Service Provider failure to perform the said agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding ( .....Only).
3. (a) We ..... (indicate the name of Bank) further undertake to pay to the EdCIL (India) Ltd any money so demanded notwithstanding any dispute or dispute raised by the Service Provider in any suite or proceeding pending before any court or Tribunal relating to liability under this present being absolute and unequivocal.  
  
(b) The payment so made by us under this Performance Guarantee shall be a valid discharge of our liability for payment there under and the Service Provider shall have no claim against us for making such payment.
4. We, ....., (indicate the name of bank) to further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the EdCIL (India) Ltd under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged by.....(Designation & Address of contract signing authority) on behalf of the

EdCIL (India) Ltd, certify that the terms and conditions of the said agreement have been fully and properly carried out by the said Service provider and accordingly discharges this guarantee.

- 5 (a) Not-with standing any thing to the contrary contained herein the liability of the bank under this guarantee will remain in force and effect until such time as this guarantee is discharged in writing by the EdCIL (India) Ltd or until (date of validity/ extended validity) whichever is earlier and no claim shall be valid under this guarantee unless notice in writing thereof is given by the EdCIL (India) Ltd within validity/ extended period of validity of guarantee from the date aforesaid.  
(b) Provided always that we..... (indicate the name of the Bank) unconditionally undertakes to renew this guarantee or to extend the period of guarantee form year to year before the expiry of the period or the extended period of the guarantee, as the case may be on being called upon to do so by the EdCIL (India) Ltd. If the guarantee is not renewed or the period extended on demand, we..... (indicate the name of the Bank) shall pay the EdCIL (India) Ltd the full amount of guarantee on demand and without demur.
6. We, ..... ( indicate the name of Bank ) further agree with the EdCIL (India) Ltd that the EdCIL (India) Ltd shall have the fullest liberty without our consent and without effecting in any manner out of obligations hereunder to vary any of the terms and conditions of the said contract from time to time or to postpone for any time or from time to time any to the powers exercisable by the EdCIL (India) Ltd against the said service provider and to forbear or enforce any of the terms and conditions of the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said service provider for any aberrance act or omission on the part of the EdCIL (India) Ltd or any indulgence by the EdCIL (India) Ltd to the said service provider for by any such matter or thing whatsoever under the law relating to sureties for the said reservation would relive us from the liability.
7. This guarantee will not be discharged by any change in the constitution of the Bank or the Service Provider.
8. We, (indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the EdCIL (India) Ltd in writing.
9. This guarantee shall be valid up to (Date of Completion plus Handholding Period). Unless extended on demand by EdCIL (India) Ltd. Not with standing anything to the contrary contained herein before, our liability under this guarantee is restricted to Rs.....only) unless a demand under this guarantee is made on us in writing on or before..... We shall be discharged from our liabilities under this guarantee thereafter.

Dated:

For (indicate the name of bank)

Signature of Banks Authorized official Designation with Code No. -----

Witness:

1. Name \_\_\_\_\_ & FullAddress \_\_\_\_\_

2. Name \_\_\_\_\_ & FullAddress \_\_\_\_\_

**PROFORMA PRE CONTRACT INTEGRITY PACT**

**GENERAL**

This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on \_\_\_ day of the month of .... 2026, between, on one hand, acting through Shri/Smt. \_\_\_\_\_, Designation, EdCIL (India) Limited (hereinafter called the "BUYER"/ "EdCIL" interchangeably, which expression shall mean and include, unless the context otherwise requires, his successors in office and assigns) of the First Part

And

M/s \_\_\_\_\_ represented by Shri \_\_\_\_\_, Chief Executive Officer (hereinafter called the "BIDDER/Seller" which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence / prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to:

Enabling the EdCIL to obtain the desired services as referred to in the Bid documents No. .... dated .....2026 at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement and Enabling BIDDERS to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the EdCIL will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

**1. Commitments of the EdCIL**

- 1.1 The EdCIL undertakes that no official of the EdCIL, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.
- 1.2 The BUYER will, during the pre-contract stage, treat all BIDDERS alike, and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.
- 1.3 All the officials of the EdCIL will report to the appropriate Government office any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.

- 1.4 In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the EdCIL with full and verifiable facts and the same is prima facie found to be correct by the EdCIL, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the EdCIL and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the EdCIL the proceedings under the contract would not be stalled.

## **2. Commitments of Bidders**

The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:

- 2.1 The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the EdCIL, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
- 2.2 The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the EdCIL or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Government for showing or forbearing to show favour or disfavor to any person in relation to the contract or any other contract with the Government.
- 2.3 Bidders shall disclose the name and address of agents and representatives and Indian BIDDERS shall disclose their foreign principals or associates.
- 2.4 BIDDERS shall disclose the payments to be made by them to agents/brokers or any other intermediary, in connection with this bid/contract.
- 2.5 The BIDDER further declares to the EdCIL that the BIDDER is the original manufacturer/integrator/authorized government sponsored export entity and has not engaged any individual or service provider or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the EdCIL or any of its functionaries, whether officially or unofficially to the award to the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, service provider or company in respect of any such intercession, facilitation or recommendation, as the case may be for satisfactory performance of the proposed terms of Bid.
- 2.6 The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the EdCIL or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.
- 2.7 The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.

The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.

- 2.8 The BIDDER shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the EdCIL as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier.
- 2.9 The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
- 2.10 The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.
- 2.11 If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of the EdCIL, or alternatively, if any relative of an officer of the EdCIL has financial interest / stake in the BIDDER's service provider, the same shall be disclosed by the BIDDER at the time of filing of Bid.
- 2.12 The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the EdCIL.

3. **PREVIOUS TRANSGRESSION**

- 3.1 The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this integrity pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify BIDDER's exclusion from the bid process.
- 3.2 The BIDDER agrees that if it makes incorrect statement on this subject. BIDDER can be disqualified from the Bid process or the contract, if already awarded, can be terminated for such reason.

4. **EARNEST MONEY DEPOSIT/PERFORMANCE SECURITY**

- 4.1 The instrument for Security Deposit made shall be valid up to the specified period and the bidder shall be liable to keep the said instrument valid for such extended period as the case may be for satisfactory performance of the terms of Bid above referred till the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the EdCIL, including warranty period, whichever is later.
- 4.2 In case of the successful BIDDER a clause would also be incorporated in the Article pertaining of Performance Bond in the corresponding Contract governing such agreement that the provisions of Sanctions for Violation shall be applicable for encashment of Performance Bank Guarantee deposited towards forfeiture of said amount in case of a decision by the EdCIL to forfeit the same without assigning any reason for imposing such sanction.
- 4.3 No interest shall be payable by the EdCIL to the BIDDER on Earnest Money Deposit for the period of its currency.

## 5. **SANCTIONS FOR VIOLATIONS**

- 5.1 Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the EdCIL to take all or any one of the following actions, wherever required:
- 5.2 To immediately call off the pre contract negotiations without assigning any reason or giving any compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.
- 5.3 To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.
- 5.4 To recover all sums already paid by the EdCIL, and in case of an Indian BIDDER with interest thereon at 2% higher than the prevailing Prime Lending Rate of State Bank of India, while in case of a BIDDER from a country other than India with interest thereon at 2% higher than the LIBOR as the case may be. If any outstanding payment is due to the BIDDER from the EdCIL in connection with any other contract for any other stores or on any account whatsoever and by whatsoever name called, such outstanding payment could also be utilized to recover the aforesaid sum and interest thereto.
- 5.5 To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the EdCIL, along with interest.
- 5.6 To cancel all or any other Contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the EdCIL resulting from such cancellation/rescission and the EdCIL shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.
- 5.7 To debar the BIDDER from participating in future bidding processes of the Government of India for a minimum period of five years, which may be further extended at the discretion of the EdCIL.
- 5.8 To recover all sums paid in violation of this Pact by BIDDER(s) to any middleman or agent or broker with a view to securing the contract.
- 5.9 In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the EdCIL with the BIDDER, the same shall not be opened.
- 5.10 Forfeiture by way of encashment of Performance Bond in case of a decision by the EdCIL to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.
- 5.11 The EdCIL will be entitled to take all or any of the actions mentioned above of this Pact and also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of any offence as defined in Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.
- 5.12 The decision of the EdCIL to the effect that a breach of the provisions of this Pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, an Independent Monitor(s) shall be appointed by EdCIL, in case of breach of the provisions of the pact.

**6. INDEPENDENT MONITORS:**

An Independent monitor (s) shall be appointed by EdCIL, in case of breach of the provisions of the pact.

The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.

The Monitors shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently.

Both the parties accept that the Monitors have the right to access all the documents relating to the project / procurement, including minutes of meetings.

As soon as the Monitor notices, or has reason to believe, a *violation* of this Pact, he will so inform the Authority designated by the EdCIL.

The BIDDER(s) accept that the Monitor has the right to access without restriction to all Project documentation of the EdCIL including that provided by the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Sub-bidders. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/Sub-bidder(s) with confidentiality.

The EdCIL will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option to participate in such meetings.

The Monitor will submit a written report to the designated Authority of BUYER/Secretary in the Department/within 8 to 10 weeks from the date of reference or intimation to him by the EdCIL / BIDDER and, should the occasion arise, submit proposals for correcting problematic situations.

**7. FACILITATION OF INVESTIGATION**

In case of any allegation of violation of any provisions of this Pact or payment of commission, the EdCIL or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

**8. LAW AND PLACE OF JURISDICTION**

This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the EdCIL.

**9. OTHER LEGAL ACTIONS**

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

10. **VALIDITY**

- 10.1 The validity of this Integrity Pact shall be governed by the terms of the Bid Document towards complete execution of the contract to the satisfaction of both the EdCIL and the BIDDER/Seller, including warranty period, whichever is later. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract awarding the bid with successful bidder.
- 10.2 Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.
- 10.3 The parties hereby sign this Integrity Pact at \_\_\_\_\_ on \_\_\_\_\_.

EdCIL (India) Limited  
NAME OF THE OFFICER  
Designation

BIDDER  
CHIEFEXECUTIVE OFFICER

Witness

Witness

- 1.
- 2.

- 1.
- 2.

*(The Pre Contract Integrity Pact shall be modified based in line with the conditions of the Bid Documents).*

**FORM OF AGREEMENT**

*(TO BE EXECUTED ON A RS.100/-NON JUDICIAL STAMP PAPER)*

Name of the work: .....

This agreement is made on the ---day of ----- between EdCIL herein after called “the Employer” of the one part and M/s-----herein after called “the contractor” of the other part. Whereas the Employer is desirous that the work of ..... “Herein after called the “works” and has accepted a Bid by the contractor for the execution and completion of such works.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract herein after referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement viz.
  - a) Letter of Acceptance (LOA).
  - b) Notice Inviting Bid.
  - c) Check List for Documents to be submitted.
  - d) Instructions to Bidders.
  - e) General Conditions of Contract.
  - f) Scope of Work.
  - g) Special Conditions of Contract.
  - h) Financial Bid.
  - i) Corrigendum/Addendums if any.
  - j) Successful Tenderer’s Submittal.
  - k) All Bid Forms & Annexure.
  - l) The Bidder’s undertaking.
  - m) Documents to be submitted as per Check Sheet not covered in Successful Tenderer’s Submittal/Any Other Relevant Document.
3. In consideration of the payment to be made by the Employer to the Contractor as herein after mentioned, the Contractor hereby covenants with the Employer to execute and complete the works by-----and remedy any defects therein in conformity in all respects with the provisions of the contract.
4. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the works and the remedying of defects therein. The Contract price of Rs.-----being the sum stated in the Letter of Acceptance subject to such additions thereto or deductions there from as may be made under the provisions of the contract at the times and in the manner prescribed by the contract.
5. **OBLIGATION OF THE CONTRACTOR:**

The Contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The Contractor shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the

Employer fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise.

**6. JURISDICTION OF COURT:**

The courts at Delhi/New Delhi shall have the exclusive jurisdiction to try all the disputes arising out of this agreement between the parties.

IN WITNESS WHERE OF the parties hereto have caused their respective Common Seals to be hereunto affixed/ (or have hereunto set their respective hands and seals) the day and year first above written.

For and On Behalf of the Contractor  
Employer Signature of the Authorized Official

For and On Behalf of the  
Signature of the  
Authorized Official

Name of the Official

Name of the official

Stamp/Seal of the Contractor  
Employer SIGNED, SEALED AND DELIVERED  
By the Said

Stamp/Seal of the  
  
By the Said

.....Name

.....Name

.....

.....

On Behalf of the Contractor in the  
Contractor in the

On Behalf of the

Presence of

Presence of

Witness.....

Witness.....

Name.....

Name.....

Address.....

Address.....

**Note:**

**\*to be made out by the Employer at the time of finalization of the Form of Agreement\*\*blanks to be filled by the Employer at the time of finalization of the Form of Agreement**

\*\*\*TO BE DELETED IF NOT APPLICABLE

**Annexure-10****Pre-Qualification Criteria**

<b>S.No.</b>	<b>Eligibility Criteria</b>	<b>Documents to be submitted</b>
1	The Bidder should be a registered company / partnership firm /society in India existing for the past 5 years as on 31st December 2025	Self-attested relevant documents/ certificate/ agreement
2	The bidder must have average turnover of more than Rs. 2 crore in the last 3 financial years (2022-23, 2023-24,2024-25)	Self-attested copies of audited balance sheet and P&L Statement
3	The Bidder should be a profit-making Company in each of the last 3 financial years i.e. (2022-23, 2023-24,2024-25)	Certificate from Chartered Accountant to be attached
4	The Bidder must provide housekeeping services in the Last 5 Years at Central Govt. Offices / state Govt. Offices /PSUs as on 31 <sup>st</sup> December 2025.	Self- attested copies of work order
5	The Bidder must be possessing Valid Labour License under Contract Labour (Regulation and Abolition) Act	Self- attested Certificate / License
6	The Bidder should be registered for ESI, EPF and Contract Labour (Regulation and Abolition) Act, 1970	Self- attested Certificates / Licenses
7	The Bidder must be possessing GST Registration Number, PAN Card	Self- attested copies of GST and PAN card
8	The bidder must have done a similar job of annual billing of more than Rs. 45 lacs in each of the three financial years i.e. (2022-23, 2023-24,2024-25)	Self-attested Work order with contract Value/ Billing documents
9	The Bidder should submit an Affidavit that it has not been blacklisted for business by any Government Department/PSU and that in last three years to be reckoned from date of invitation of bid, there has not been any work cancelled against them for poor performance.	Affidavit as per Annexure
10	The Bidder should have at least 25 manpower in their payroll.	Paysheet/Salary sheet of the manpower

**List of Scheduled Public sector banks:**

1. Bank of Baroda
2. Bank of India
3. Bank of Maharashtra
4. Canara Bank
5. Central Bank of India
6. Indian Bank
7. Indian Overseas Bank
8. Punjab & Sind Bank
9. Punjab National Bank
10. State Bank of India
11. UCO Bank
12. Union Bank of India

**List of Scheduled Private sector banks:**

1. HDFC Bank
2. ICICI Bank
3. Axis Bank
4. Kotak Mahindra Bank Ltd
5. IndusInd Bank Ltd

**TURNOVER STATEMENT****FORMAT FOR CHARTERED ACCOUNTANT FOR FINANCIAL CAPABILITY OF AGENCY**

<b>S.No</b>	<b>Financial Year</b>	<b>Annual Turnover of bidder</b>	<b>Net Profit</b>
1.	2022-23		
2.	2023-24		
3.	2024-25		

Copies of the Audited Balance Sheet may be attached duly certified by the Chartered Accountant.