

**Government of India**  
**NATIONAL TUBERCULOSIS INSTITUTE**  
**( DIRECTORATE GENERAL OF HEALTH SERVICES)**  
**'AVALON' NO.8, BELLARY ROAD, BANGALORE**

F. No. 3/15/2011/Contl/Estt/

Dated: 12.9.2011

QUOTATION FOR OUTSOURCING/PROVIDING SECURITY/HOUSEKEEPING SERVICES ON CONTRACT BASIS TO NATIONAL TUBERCULOSIS INSTITUTE, NO.8, BELLARY ROAD, BANGALORE.

**Name of work :**

Providing 02 Security Guards, cleaning and maintenance of uncovered area of NTI and Housekeeping Services for the NTI, Hostel and Animal Lab. NTI is existing in a 25 acre campus. The estimated cost per year is above **Rs. 10.00 lakhs.**

**Scope of works :**

**1. Hostel & ANIMAL LAB.**

- a. Daily sweeping and mopping of the entire Animal Lab & Hostel area including stairs and kitchen.
- b. Daily dusting of all fixtures, furniture and furnishing in the Office.
- c. Daily washing, cleaning and maintenance of toilets and pantry .
- d. Regular Cleaning of windows, glasses frames and AC grills, etc.
- e. Weekly vacuum / dry cleaning of carpets, curtains, Sofas, Chairs & other office items etc. (The vacuum cleaner will be provided by the firm).
- f. Spraying of the toilets, reception areas, all cabins/room, with air refresher once a day during the period of training.
- g. Change bed covers etc during training and as per directions of Hostel Warden, cleaning the utensils etc in the Hostel Kitchen.
- h. Any related housekeeping activities asked for by Hostel Warden/ Unit Head of Animal Lab.

## **2. Security**

Provide 02 Security Guards, who will be deployed on shifts.

## **3. Campus Maintenance**

- a. Daily sweeping of the roads around the campus
- b. Clearance of garbage once in a month

## **Terms and Conditions of work :**

1. The contractor shall provide their personnel for performing the services. They will be wearing proper uniform, bearing valid identity cards with photographs during the duty hours. The contractor shall ensure that cleanliness is maintained at all places indicated above including toilets.

2. The contractor will provide all consumables cleaning machineries like vacuum cleaners, scrubbers, mops, etc and consumables like naphthalene balls, toilet paper, liquid soap (including Dispensers), aerosol sprays, hydrochlorophenyl, room dusters, insecticides, etc at their own cost.

3. The quotation forms should be clearly filled in ink or typewritten. The contractor should quote the total bid amount quoted in figures as well as in words for providing all the services together only. Quotation quoting service for only one or two area of work will not be considered. Alterations, unless legibly attested by the firm, shall disqualify the quotation. The quotation should be signed by the contractor himself/themselves or his/their authorized agent on his /their behalf, ( Authorization should be enclosed ).

4. The Contractor should take care that the total bid and amount is written in such a way that interpolation is not possible. No blanks should be left which could otherwise make the quotation liable for rejection.

5. The quotation should be valid for acceptance at least up to two months from the date of opening the quotation.

6. An Earnest Money Deposit of **Rs.30,000/-** (Rupees thirty thousand only ) in the form of crossed Demand Draft/ Pay order, drawn in favour of Director, NTI, Bangalore, should accompany the quotation, failing which the quotation shall be rejected.

7. The Contractor should inter alia furnish the following information/documents :

- a. Work contract Number from any Government Institution.
- b. Registration Number with Labour Commissioner
- c. Latest I. T. Clearance and PAN Number
- d. Shop / Establishment Number
- e. ESI and PF Registration Number
- f. Information as in para 10 below.
- g. Balance sheet with profit and Loss for the last 3 years

8. The representative of Contractor may inspect the site after prior intimation to Administrative Officer, National Tuberculosis Institute, Bangalore.

9. Escalation clauses shall not be accepted on any grounds during the pendency of the contract.

10. The selection of the Contractor shall be based on organization's quoted amount, relevant experience in similar establishments and satisfactory performance record for at least last three years. Document in support of these should also be provided.

11. The contract shall be in force for one year from the date of awarding the contract. It may be renewed for a another period of one year based on mutually agreed terms and conditions, subject to satisfactory performance of the contractor.

12. The Contractor shall not engage the services of any sub-contractor or transfer the contract to any other person.

13. The Contractor should quote the total amount in the format enclosed as Annexure payable for the services. The amount quoted shall be consolidated inclusive of statutory liabilities on part of personnel deployed and costs and charges for transport, supply of consumables, cleaning etc. The payment will be made by National Tuberculosis Institute within 30 days from the date of receipt of bills.

14. The contractor will quote the lump sum amount for the services. While indicating the lump sum amount, the contractor may indicate the details of manpower to be deployed and the contractor should ensure that the wages of such manpower should not be less than the prescribed minimum wages wherever applicable.

15. The selected contractor will be responsible for complying with all requirements and obligations, especially, the statutory ones related to employment of labour, services conditions of labour, payment of minimum wages, employees state insurance, payment of bonus and contribution of Provident Funds. The contractor shall ensure the payment of Minimum wages to its employees that may be notified from time to time as per provision of minimum wages Act as is a lump sum contract, National Tuberculosis Institute, Bangalore will not pay to the contractor any additional amount on the revision of minimum wages during the contract period.

16. The Contractor shall be solely responsible for the conduct /integrity of each staff deployed by him.

17. Regular registers for day to day complaints received and corrective action taken, shall be maintained by Contractor, in which the comments of the complaining division /officer may be got recorded. National Tuberculosis Institute will have the right to inspect the reports from time to time.

18. In case of non-compliance of any of the clause/terms, National Tuberculosis Institute will have the right to impose penalty as deemed fit. The decision of National Tuberculosis Institute in this regard shall be final and binding.

19. Either party can terminate the contract by serving clear 30 days written notice on the other party.

20. Contractor submitting tender would be considered to have read and accept all the terms and conditions. No enquiries, verbal or written, shall be entertained in respect of acceptance or rejection of the quotation.

21. National Tuberculosis Institute reserves the right to accept or reject any or all quotation, without assigning any reason whatsoever.

22. Any act on the part of the Contractor to influence any body in National Tuberculosis Institute would make him liable for rejection of the quotation.

23. In case of dispute arising out of this contract, provisions of Arbitration and Conciliation of India Act, 1996, will apply.

The last date & time of the receipt of sealed proposals is **10.10.2011 till 3.00 pm**. The sealed proposal may be deposited in the quotation Box of National Tuberculosis Institute at No.8, Bellary Road, Bangalore - 03.\* The proposals shall be opened on same day at **3.30 pm** where the authorizes representatives of the firms may also participate. The proposals will be opened on scheduled date & time in case of non presence of any representative of the agencies. The award of contract shall, however, be decided later and shall be subject to detailed examination of the proposals received.

\* in the establishment section

DIRECTOR.

To

ANNEXURE

SECURITY, CLEANING AND HOUSEKEEPING SERVICE

( To be filled up by the contractor )

I have physically inspected the premises occupied by NTI and understand the volume of work. Having read and accepted all terms and conditions in the quotation document we submit the rates for cleaning and general maintenance as follows:

1	Total No. of persons to be deployed Details to be attached	
2	Total monthly wages to be paid to the Sweepers  House keeping Staff  Security Guards  (Please indicate the percentage of ESI, EPF etc to be deposited by the firm to the concerned authorities).  1. ESI .....  2. EPF .....	Rs.
3	Value of consumable items to be used for cleaning in a month. (List of items along with quantity to be attached)	Rs.
4	Total (Col. 2 + 3 )	Rs.
5	Agency charges to be charged by the firm	Rs.
6	Taxes , if any	Rs.
7	Total monthly charges inclusive of adequate manpower & all materials required for cleaning (including tax, if any)  (col. 4 + 5 + 6)	Rs.

Signature with Seal.