

Bid Document

Bid Details	
Bid End Date/Time	28-12-2022 13:00:00
Bid Opening Date/Time	28-12-2022 13:30:00
Bid Offer Validity (From End Date)	65 (Days)
Ministry/State Name	Ministry Of Defence
Department Name	Department Of Military Affairs
Organisation Name	Indian Air Force
Office Name	*****
Item Category	Manpower Outsourcing Services - Minimum wage - Unskilled; Others; Mazdoor/Labour
Contract Period	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)	12 Lakh (s)
Years of Past Experience Required for same/similar service	3 Year (s)
Past Experience of Similar Services required	Yes
MSE Exemption for Years Of Experience and Turnover	Yes
Startup Exemption for Years Of Experience and Turnover	Yes
Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled	No
Type of Bid	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation	2 Days
Evaluation Method	Total value wise evaluation

EMD Detail

Advisory Bank	State Bank of India
EMD Amount	116855

ePBG Detail

Advisory Bank	State Bank of India
ePBG Percentage(%)	3.00
Duration of ePBG required (Months).	15

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

Beneficiary:

Senior administrative officer

29 Ed Airforce,chakeri, Department of Military Affairs, Indian Air Force, Ministry of Defence AIR FORCE PUBLIC FUND ACCOUNT ,29ED,AF
(Rumy Chowdhury)

Splitting

Bid splitting not applied.

MSE Purchase Preference

MSE Purchase Preference	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

6. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

Additional Qualification/Data Required

The Bidder should have executed at least X No. projects with contract value not less than (Rs) yy for each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years: One similar work each at least 80% of the bid value.

- Or
- Two similar work each at least 50% of the bid value.
- Or
- Three similar work each at least 40% of the bid value

Scope of work & Job description:[1670311618.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:[1670394893.pdf](#)

Manpower Outsourcing Services - Minimum Wage - Unskilled; Others; Mazdoor/Labour (1)

Technical Specifications

Specification	Values
Core	
Skill Category	Unskilled
Type of Function	Others
List of Profiles	Mazdoor/Labour
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)	
Additional Details	
Designation	SUPERVISOR

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	*****	*****KANPUR NAGAR	1	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 734 • Bonus (INR per day) : 0 • EDLI (INR per day) : 3.67 • EPF Admin Charge (INR per day) : 3.67 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • ESI (INR per day) : 23.855 • Number of working days in a month : 22 • Provident Fund (INR per day) : 88.08 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Unskilled; Others; Mazdoor/Labour (15)

Technical Specifications

Specification	Values
Core	
Skill Category	Unskilled
Type of Function	Others
List of Profiles	Mazdoor/Labour
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable

Specification	Values
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)	
Additional Details	
Designation	

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	*****	*****KANPUR NAGAR	15	<ul style="list-style-type: none"> • Bonus (INR per day) : 0 • EDLI (INR per day) : 3.315 • EPF Admin Charge (INR per day) : 3.315 • Minimum daily wage (INR) exclusive of GST : 663 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • ESI (INR per day) : 21.5475 • Number of working days in a month : 22 • Provident Fund (INR per day) : 79.56 • Tenure/ Duration of Employment (in months) : 12

Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

PART-I

Terms and Conditions of Bid

1. **Estimated Bid Value:** - As per GeM

2. **Period of Contract:**-The Contract shall initially be for a period of one year from 01 Feb 2023 to 31 Jan 2024 and may be extended further for a period for up to one year subject to satisfactory performance, on the same terms and conditions. The rates quoted by the bidder shall remain unchanged during the first year of contract except change in minimum wages as per the notification of Government and corresponding changes in ESI, PF contribution and bonus if any. BUYER however, reserves the right to terminate the contract at any time without assigning any reason thereof by serving one months notice. **Extension of contracted delivery period will be at the sole discretion of the Buyer, with applicability of LD cause.**

3. **Earnest Money Deposit:** EMD of requisite amount as per bid details on GEM portal to be deposited, in form of DD favoring "AIR FORCE PUBLIC FUND ACCOUNT , 29 ED, AF" payable at KANPUR latest by closing date & time of the bidding at 29 ED, AF, Air Force Chakeri, Kanpur 208008.

Or

Earnest Money Deposit: 3% of total bid amount is to be paid as EMD by the way of DD, Fixed Deposit Receipt Banker's Cheque on Bank Guarantee issued in favour of the "Air Force Public Fund Account, 29 ED, AF" from any of the Public Sector banks or a private sector bank authorised to conduct Govt. business. As per chapter 4.7.7 of DPM 2009, bid security is not required to be submitted by those firms who are registered with central purchase organization, National Small Industries Corporation (NSIC) or concerned department of ministry of the government of India like NCCF and Kendriya Bhandar. **EMD is to remain valid for a period of 45 (forty-five) days beyond the final bid validity period (at least 165 days beyond the last date of submission of bids).** EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30 day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. EMD is not required to be submitted by those Bidders who are registered with the Central Purchase Organization (e.g. DGS&D), National Small Industries Corporation (NSIC) or any Department of MOD itself. The EMD will be forfeited if the bidder withdraws amends, impairs or derogates from the tender in any respect within the validity period of their tender.

4. **Last date of submission:** Last Date of uploading of Bid is stipulated on GEM Portal.

5. **Date of opening of Bids:** Technical bid will be opened on stipulated date and time on GEM Portal.

6. Eligibility Criteria:

- (a) The bidder should have successfully completed housekeeping in the last 3 years
- (b) One similar work each at least 80% of the bid value.
Or
Two similar work each at least 50% of the bid value.
Or
Three similar work each at least 40% of the bid value.
- (c) The bidder must be registered in Requisite Labour Acts, GST, ESI & EPFO.
- (d) The bidder must have a PAN number.
- (e) Firm should possess experience of at least 3 years of executing housekeeping work in Air Force/Army/Navy/ Any Central govt/ State govt/ Pvt firms with similar kind of turnover.
- (f) Average Annual turnover of the Agency during each of three financial years (2019-20, 2020-21 and 2021-2022) should be as stipulated on GEM portal for current bid. The average annual turnover of bidders must be duly certified by the appropriate CA Agency/any other authority **(30% of AON cost)**.
- (g) The bidder firm should not have been indicted for any criminal, fraudulent or anti- competition activity and not been blacklisted or debarred by any Govt. Departments.
- (h) Bidders must have registered/branch office at Kanpur.
- (j) Bidders must submit local authority license in support of registered/branch office at Kanpur.
- (k) Bidders must accept to retain 50% of the existing manpower of ongoing housekeeping contract.
- (l) Bidders must have financial independency i.r.o labour and obligatory payment for 03 months without getting any reimbursement from consignee i.e. Air Force (Only in exigencies).
- (m) Bidders must submit labour license for contracted labour from labour commissioner Kanpur in 45 days from the date of award of contract.

7. Documents to be uploaded:

- (a) Bidder firms which fulfill the above eligibility conditions may upload the technical bid along with the scanned copy of following documents **failing which their bids may be rejected.**
- (b) Copy of Audited Accounts Statement of annual turnover for last three financial years (2019-20, 2020-21 and 2021-2022).
- (c) Registration / Incorporation Certificate of firm.
- (d) Scanned copy of EMD
- (e) Proof of registration with Labour authority, GST, ESIC, EPFO.
- (f) **Copies of satisfactory work completion report in support of eligibility conditions mentioned in above Paras. Satisfactory Work**

Completion report shall be considered for determining the work experience of the bidder.

(g) Copy of PAN No.

(h) Declaration as per format attached as **Annexure-A**.

Scanned Bid Document containing all terms and conditions of the bid duly Signed and Stamped by the bidder.

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PART-II

GENERAL CONDITIONS OF CONTRACT (GCC)

1. The Bidder would be wholly responsible for the job to be performed.
2. The persons deployed by the Bidder should be properly trained, have requisite experience and skills for carrying out a wide variety of housekeeping work using appropriate materials and tools/equipments.
3. To ensure the Health and safety measures of the employees. The contractor shall arrange for such facilities as provided for the contract labour (Regulation and abolition) Act for the health and welfare of the labour employed on work.
4. The Bidder will be responsible for supply / installation / refilling / maintenance of all such items / equipments used in wash rooms and other areas for housekeeping purposes.
5. The responsibility related to all types of monitoring, supervision, administration and execution of the contract lies with the contractor. For any faults, damages, complaints, an equal number of personnel from both side will inquire to have mutual agreed consent and if found to be the fault of the contractor, will be held responsible and shall be liable to penalty as decided by the appropriate authority/Management of 29 ED, AF
6. Employment of child labour will lead to the termination of the contract. The Contractor shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. The Contractor shall be fully responsible for the conduct of his LABOURER.
7. The Contractor at all times should indemnify against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936; Minimum Wages Act, 1948; Employer's Liability Act, 1938; the Workmen Compensation Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961 or any modification thereof or any other law relating thereto and rules made hereunder from time to time. 29 ED AF will not own any responsibility in this regard.
8. In case of breach of any terms and conditions attached to the contract, the Performance Security Deposit of the Contractor will be liable to be forfeited by 29 ED AF besides annulment of the contract.

9. The LABOURER shall be in proper uniform as approved by 29 ED AF and with their identity card properly displayed.

10. The Contractor shall also ensure that their supervisors are equipped with BASIC mobile phones only as usage of SMARTPHONES ARE STRICTLY PROHIBITED IN AIR FORCE. The contractor shall ensure that the labours employed by him do not carry mobiles/camera/any other electronic audio/video recording devices while working inside Technical area of 4 Base Repair Depot, Air Force Station Chakeri Kanpur.

11. The seller will employ his own employees (Male and Female), The contractor will obtain security permission for himself and his employees from Air Force Authorities prior to entering in Air Force premises on all working days.

12. Notwithstanding anything contained in the aforesaid terms and conditions, the seller is duty bound to give cognizance to the orders, instructions and suggestions issued by S Adm O, 29 ED, AF from time to time.

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PART-III

Additional Conditions/Instructions

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(a) The seller will not sublet the contract job of any kind to any person and will be solely responsible for the timely and qualitative completion of the job.

(b) The seller will have to provide First Aid box with medicine and accessories to their employees. All personal safety gears will be provided by the contractor.

(c) The Indemnity Bond to be furnished by the seller to compensate loss to Air Force property on account of any failure/ negligence or lapse in discharging the services. The amount of compensation will be decided by the S Adm O, 29 ED AF.

(e) The seller shall indemnify the Air Force against any litigation arising from violation of rules and status. The contractor shall be responsible for strict compliance of all statutory provisions of the relevant Labour Laws applicable from time to time, for carrying out the job. If due to any reasons whatsoever, Air Force is made liable to pay any liability of the contractor under any of the said laws and enactment etc, the Air Force shall recover the same from the dues payable by the Air Force to the contractor and/ or the security deposit furnished by the contractor with Air Force.

(f) The contract has to furnish a list of authorised employee/ supervisor along with supporting Character certificate from two Gazetted Officers and two recent photographs well in advance to this office for issue of security passes. During random check-up if any unauthorised person is found then the same comes under the negligence of contractor may attract administrative action.

(g) The seller employees will not move around the Air Force Station premises except in the assigned area of work. However, in the exigency of work, they may be permitted by the S Adm O, to work beyond the time and even on Sunday/ Holiday and on shift duties as and when required. The men and women employed by the contractor should maintain good personal hygienic and should not suffer from any contagious diseases.

(h) The seller shall depute a separate, regular and full time supervisor/ supervisors for this work. He shall not be allowed to use any person engaged in the job as supervisor deputed for any other job for this contract. Separate set of manpower and supervisor will be deployed for each contract.

(j) The seller will work as per the work permit system in proper spirit and not as a mere formality. The Contractor to provide all personal safety equipment and PPE's to his employee for completion of the said job.

(k) Persons having habit of smoking or carry tobacco or any other forbidden material inside the Air Force Station premises are not permitted as per safety norms.

(l) The contract will be cancelled without any further correspondences if any of the contractor's persons is found to violate rules and regulations of Air Force.

(m) The seller's supervisor should supervise the jobs and should be available as long as quality of work mentioned in the scope of work above.

VARIATIONS

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14. The S Adm O, 29 ED, AF may order variations in the scope or quantum of work through a written order. The payment for the variation shall be worked out on the basis of contract rates for manpower and for equipments, material etc.

PART-IV **SPECIAL CONDITIONS OF RFP**

15. The Bidder is required to give confirmation of thier acceptance of special conditions of the RFP mentioned below which will automatically be considered as part of the contract concluded with the successful Bidder(i.e. Seller in the Contract) as selected by the Buyer Failure to do so may result in rejection of Bid submitted by the Bidder.

16. **Performance Guarantee/security Deposit:-** The bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee (in favour of **Air Force public fund account 29ED**) through a public sector bank or a private sector bank authorized to conduct government business(ICICI Bank Ltd., Axis Bank Ltd or HDFC Bank Ltd.) for a sum equal to **03% of the contract value within 30 days of receipt of the confirmed order ,only** if the total contract value including all charges is more than 2 Lac.Performance Bank Guarantee should be valid up to 60 days beyond the date of warranty.

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PAYMENT PROCEDURE:

17. The contractor shall submit a consolidated monthly bill for the amount due for the services rendered during the preceding one month by the **7th of the month** along with attendance sheet duly verified by the representative of this Depot and necessary documents. Bill must be raised based on the rate quoted in Bid. However, the payment to workers will not be linked to the release of payment to contractor from 29 ED AF. The payment will be made to the contractor in arrears and no advance payment will be made to the contractor. The contractor shall also enclose a certificate on the bill of having paid minimum wages to the employees as per rates promulgated by GOI [Chief Labour Commissioner (C)]. The payment will be made by **Senior Accounts Officer of 29 Equipment Depot, Air Force Station Kanpur** and payment will be made NEFT/ RTGS directly in the Contractor's account only.

18. No advance payment will be made to the contractor.

19. The bill must be supported with the following documents:-

- (a) Ink-signed copy of contingent bill/seller's bill.
- (b) Attendance sheets in triplicate duly authenticated.
- (c) Performance bank guarantee where applicable.
- (d) Details of electronic payment viz. Account holder's name, bank name, Branch name and address, Account Type, Accounts Number, IFSC Code, MICR Code
- (e) Any other document/certificate that may be provided for in the Supply Order/Contract.
- (f) User Acceptance.
- (g) Photocopy copy of PBG/FDR.
- (h) Payment confirmation receipt (TRRN details)from EPFO website.
- (i) EPFO Electronic Challan cum Return (ECR).
- (j) ESIC Challan along with Contribution history (with ESIC ID).
- (k) Copy of Form GSTR 3B.
- (l) Proof from the bank that the amount of wages has been credited in to the bank accounts of the labour or the bank statement of credit to the account of the labourers.

(m) Certificate that uniform has been issued to labourers.

(n) After submission of monthly bill complete in all respect by the contractor, representative of 29ED AF shall check the bill with the help of contractor & certify for payment. All the bills shall be paid on monthly basis. All the statutory responsibilities lies with the contractor and 29 ED AF is not responsible for any statutory non compliance as per labor law.

(o) **Liquidated damages:** As per GeM Service Level agreement. (SLA). In the event of the Seller's failure to submit the Bonds, Guarantees and Documents he would continue to provide the service and conduct trials, etc. as specified in this contract, the Buyer may, at his discretion, withhold any payment until the completion of the contract. The Buyer may also deduct from the Seller as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered stores/services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of services.

(p) **Penalty & Expense Clause.** In case the contractor fails to carry out on any day, any of the work mentioned in Annexure falls short in providing requisite manpower, on account of such breach pro rata recovery through Risk & Expense along with penalty equal to 1% of the total monthly charges every day of contract. The quantum of recovery will be decided by Commanding Officer,
29 ED, AF, Chakeri, and Kanpur.

(q) Contractor should submit Bank solvency certificate issued not earlier than three months before commencement of the contract inter-alia, it should be stated that the account of firm is not under attachment by any Court or Govt Agency.

20. **Force Majeure Clause.**

(a) Neither party shall bear responsibility for the complete or partial non-performance of any of its obligation (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the present contract), if the non-performance results from such Force Majeure circumstances such as flood, fire, earth quake, natural disaster or other acts of God as well as War, Military operation, blockade, acts or action of State authorities, quarantine restrictions or any other circumstance beyond the parties control that have arisen after the conclusion of the present contract.

(b) In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and consequences.

(c) The party for which it become impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form to the other party at the beginning and cessation of the above circumstances immediately, but in any case not later than 10 (ten) days from the moment of their beginning.

(d) Certificate of Chamber of Commerce (Commerce and Industry) or other competent authority or organization of the respective country shall be a sufficient proof of commencement

and cessation of the above circumstances.

(e) If the impossibility of complete or partial performance of an obligation lasts for more than 6 (six) months, either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice of 30 (thirty) days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the goods received.

21. **Inspection Authority.** The inspection will be carried out by Depot Warrant Officer (DWO) on behalf of Commanding Officer, 29 ED, AF, Chakeri, Kanpur or any other officer deputed by them.

MANPOWER:

22. The contractor shall provide the following on contractual basis for 29 ED, Air Force Station Chakeri for contract period as per specification given below:

Name of Work	Outsourcing Housekeeping Services
Period of Work	One Year from 01 Feb 2023 to 31 Jan 2024
Manpower	15 unskilled Labours and 01 Supervisor
Area	All type of area
Estimated Cost	As per GeM

23. The Contractor shall pay Minimum Wages, EPF contribution, ESI contribution to the contract employees engaged at 29 ED AF premises. Contractor shall employ adult and unskilled labour.

24. Contractor shall ensure timely payment of all statutory dues like ESI, EPF and service tax etc. and ensure compensation as per payment of Wages Act, Minimum Wages Act etc. **Payment of wages to the workers shall be made only through bank transactions.**

25. The Contractor shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. The Contractor must also ensure that they are of decent character, sound health and possess general abilities to carry out the required works and are also able to read instructions written in Hindi.

26. The Contractor shall provide photo-identity cards and uniforms to the workers and it should be ensured that all the workers bear proper uniform, with logo of the firm embossed. Also Contractor shall provide protective clothing/safety equipments as necessary to the employed workers. Sample of the uniform are to be submitted by the contractor for approval of the contract operating authority within 15 days of commencement of the contract. Employee displays identity card throughout the working hours. The uniform shall be as approved by 29 ED AF. The uniform will necessarily include body overalls or shirt & trousers, standard design of shoes and socks. **Two pairs of summer Uniform and one pair of winter uniform to manpower should be provided by the Contractor in a year.**

27. The 29 ED AF reserves the right to bar any worker, employed by the Contractor, for carrying out the works, if there happens to be any complaint of misconduct / misbehavior on the part of the manpower deployed by the Contractor. Such person will have to be replaced by the Contractor at his own costs, risks and responsibilities immediately, with written intimation to 29 ED AF.

28. The Contractor should ensure to maintain required no. of manpower and also arrange a pool of reserve LABOURER/supervisor. In case any LABOURER/supervisor absences from the duty, the reliever of equal status shall be provided by the Contractor from an existing pool of labourer.

29. The contractor shall be responsible for all commissions and omissions on part of manpower engaged for the purpose of this contract. Commanding Officer, 29 ED, AF, Chakeri, Kanpur shall not be responsible in any manner whatsoever, in matter of injury/ death/ health hazard etc. of the contractors employees performing duties under this contract.

30. The contractor shall be obliged and solely responsible to comply with all statutory requirements in respect of manpower engaged by the firm and 29 ED, AF shall not be a party to any dispute arising out of such deployment by the contractor.

31. The manpower deployed by the contractor under this contract shall be the employee of the contractor and in no circumstance shall have any claim of employment with 29 ED, AF / Court of India.

32. The Contractor shall maintain all register and other record as per section 29 of CLRA, 1970. The Contractor shall be responsible for fulfilling the requirement of all statutory provision of Contract Labour (Regulation and Abolition) Act 1970, Minimum Wages Act 1948, Workman's Compensation Act 1923, Employee liability Act, Employee Provider Provident Fund Act and applicable existing laws/Acts/Rules etc in respect of his men deployed at 29 ED,

AF.

33. Frequent change of labourers should be avoided by the contractor due to security reason.

Note: - The number of manpower required is likely to increase or decrease depending upon the actual requirement.

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Risk Clause

34. The Bidder shall at all times have standby arrangements for carrying out the work under the Contract in case of any failure of the existing arrangement.

35. 29 ED AF reserve the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other contractor at the cost, risk and responsibilities of Contractor and excess expenditure incurred during the notice period on account of this will be recovered by 29 ED AF from the Contractor's Security Deposit or pending bill or by raising a separate claim.

(a) All necessary reports and other information will be supplied on a mutually agreed basis and regular meetings will be held with the 29 ED AF. Contractor and its LABOURER shall take proper and reasonable precautions to preserve from loss, destructions, waste or misuse the areas of responsibility given to them by the 29 ED AF and shall not knowingly lend to any person or company any of the effects or assets of the 29 ED AF under its control.

(b) In the event of loss/damage of equipments etc. at the premises of the 29 ED AF due to negligence/carelessness of Contractor LABOURER, then the Contractor shall compensate the loss to 29 ED AF.

(c) The Contractor will also maintain a suggestion book for comments on the services rendered by it.

(d) The Contractor shall, in performing its part of this Agreement, ensure the safety of the building and the persons working in or visiting the air force premises and shall indemnify 29 ED AF for any loss or damage caused by any act of the Contractor or its employees or LABOURER etc.

(e) The Contractor shall not assign or sublet this Agreement or any part thereof to any third party without the approval of the 29 ED AF. However, he may use the services of associates for providing the services in which case the Contractor shall be responsible for the performance and all acts of the associates as though they were his own.

(f) In every case the Contractor shall make alternative arrangements for meeting his contractual responsibilities in case of failure of the Associate.

(g) Licenses if any required for Housekeeping Services at the site will be procured by the Contractor.

Dispute Settlement

36. It is mutually agreed that all differences and disputes arising out of or in connection with this Agreement shall be settled by mutual discussions and Negotiations, if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the Sole Arbitrator appointed by the **COMMANDING OFFICER, 29 ED, AF Station, Chakeri, 208008** whose decision shall be final and binding on both the parties.

Termination clause

37. During the period of agreement if it is found that the agency is not providing proper services or charging by fraudulent manner or otherwise, the whole security deposit of deposited with 29 ED AF or part thereof shall be forfeited in favor of 29 ED AF and agreement will be terminated after giving 30 days notice.

SCOPE OF WORK

1. **Area to be covered under contract.** Office of the DWO will ask the contractor to make available the required number of laboures, on day to day basis to be detailed to various user offices located at 29 ED, AF Chakeri, Kanpur (Plinth Area about 48822 Sqr Mtrs building and surrounding area 58115 Sqr Mtrs) for the required services in all rooms, corridors, verandahs, staircases, toilets, water points, water cooler areas, store dumps, internal roads, parking area, open areas (Including green areas) of 29 ED, AF Chakeri, Kanpur etc.

2. **Scope of the Housekeeping Services required to be provided by the contractor.** Housekeeping services required to be provided by the contractor are given below.

(a) **Cleaning and Area Maintenance Services**

- (i) Cleaning of all hangars and buildings twice everyday by sweeping and mopping (Pochha) simultaneously.
- (ii) Cleaning of floors and toilets by sweeping and mopping (Pochha) simultaneously cum all the time.
- (iii) Cleaning of Foyers and porch by sweeping and mopping (Pochha) simultaneously cum all the time.
- (iv) Cleaning of all the approach roads and vehicle parking area simultaneously.
- (v) Cleaning of show cases and polishing of mementos.
- (vi) Cleaning of Fans and window panes of all the rooms of all the buildings.
- (vii) Cleaning/mopping of all the rooms of all the buildings on daily basis

simultaneously.

- (viii) Cleaning of fountain and stores in/outside the hangars simultaneously.
- (ix) Cobweb and snares cleaning of all the places including rooms.
- (x) Cleaning of Focus light placed along with outer fencing.
- (xi) Cleaning of water points
- (xii) Cleaning of roof top of buildings/hangar of 29 ED
- (xiii) Geru and chuna as and when required
- (xiv) Cleaning/washing of door mats
- (xv) Cleaning and painting of flag poles and base as and when required.
- (xvi) Removal of wild growth, grass, small plants, creepers and vegetation from around building on daily basis.
- (xvii) Cleaning of Standing Ashtray.
- (xviii) Cleaning of all the switch rooms
- (xix) Collection and lifting of garbage including dead animals, animal-web and
(xx) other objects from garbage bins and placed wherever lying also collection of garbage after sweeping and disposing of at the earmarked location or as directed by site supervisor. This work will carry out on daily basis all the time.
- (xxi) Maintenance of lawn area in and around offices of 29 ED.
- (xxii) Maintenance of beds rockeries ground cover and existing plantation around offices 29 ED.
- (xxiii) Hedge cutting, grass cutting, cleaning and watering of lawn in and around 29 ED simultaneously.
- (xxiv) Trimming of all fichus plants in lawn around 29 ED.

(xxv) Upkeep and maintenance of potted plants including watering and removal of dried leaves inside and outside of 29 ED.

(xxvi) Cleaning and filling of fountain/fire points of 29 ED.

(xxvii) Snowcem and painting of all gamlas.

(xxviii) Arrangement and placing of plants/ inside and outside premises of various offices of 29 ED.

(b) **Store Shifting**

(i) Shifting of store such as furniture items, steel almirah, Office files and registers from one room to another room.

(c) **Official Function Arrangement**

(i) Work related to arrangement of official functions at any place as directed by appropriate authority.

(ii) Execute various kinds of works related to Depot meetings/conferences.

(iii) Preparation and arrangement of Guard of Honour for VVIP/VIP as and when required, including metal polishing of Guard of Honour accessories.

(iv) Arrangement of Air Force Day function.

(v) Works related to upkeep and maintenance of Conference Hall

(vi) Any other work as specified by the appropriate authority.

(e) The hangars/ buildings/ installations etc at 29 ED, Air Force is located at following locations:

Site/ Section	Activity	Bldg Area (In Sq. Mtr)	Surroundi ng (In Sq. Mtr)	Remar ks
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HQ, 29ED	Cleaning of toilet, bathrooms of Unit headquarter maintenance of unit garden, watering of plants and maintenance of vermiculture pits, clearance of vegetation /scrapping of grass. Cleaning of surroundings of billets, arrangements of unit PT, Parade, Cohesion day, welfare parade and other task assigned by Adj/ CO and meet the requirement of other sections as and when required.	902	3000	Daily
Account section	Cleaning of toilet, bathrooms, Grass cutting, Cleaning, sweeping of surroundings and maintenance of garden. Sweeping of roads from SBI to main road.	484	415	Daily
C & P	Cleaning of toilet/bathrooms and dispatch of Items. Grass cutting, Cleaning, sweeping of surroundings and maintenance of garden. Sweeping of roads from PNB to main approach road.	600	930	Daily
FCPS R-29 S-II (V)	Cleaning of toilet/bathrooms, Grass cutting, sweeping of surroundings and maintenance of garden. Sweeping of roads from main road to S-II viper store.	1338	150	Daily
QAD	G r a s s cutting, Cleaning of toilet/bathrooms, sweeping of surroundings and maintenance of garden. Sweeping of roads from QAD to main dispersal.	550	335	Daily
CP BAY	C l e a n i n g of toilet/bathrooms, sweeping of roads from main road to store.	320	112	Daily
CLO complex	C l e a n i n g of toilet/bathrooms, sweeping of surroundings and maintenance of garden. Sweeping of road from main road to CLO complex.	1602	2230	Daily
S-II (CAT D)	Cleaning of toilets, sweeping of road from main road to S-II.	250	150	Daily

IM-IB (S-III)	Cleaning of toilets, sweeping of road from main road to S-III.	1314	3000	Daily
IM-AN 32, PROVISIONING ROTABLE (S-IV)	Cleaning of toilet/bathrooms, sweeping of hangar No-4 and surroundings. S-IV is maintaining large open area which requires regular grass cutting.	4028	10500	Daily
IND STORE (S-V)	Cleaning of toilets, sweeping of Hanger No. 6. S-V is maintaining large open area which requires regular grass cutting.	1235	3467	Daily
R-29 STORE	Cleaning of toilets, sweeping of road from main road to store.	2036	500	
SITE/ SECTION	ACTIVITY	Bldg area (in sq. mtr)	Surrounding (in sq. mtr)	REMARKS
SALVAGE	Cleaning of toilets, sweeping of surroundings.	3300	11734	Daily
SPECIAL STORE (S-I)	Cleaning of toilets. S-I is maintaining large open area which requires regular grass cutting.	650	1050	Daily
TSF	Cleaning of toilets. TSF is maintaining large open area which requires regular grass cutting.	2886	150	Daily
TSF	Cleaning of toilets. TSF is maintaining hanger No-12 where large open area is available which requires regular grass cutting.	6035	5781	Daily

AERO ENGINE (S-VII)	Cleaning of toilets. S-VII is maintaining hanger No-10 where large open area is available which requires regular grass cutting.	11859	12000	Daily
S-VI	Cleaning of toilets. S-VI is maintaining hanger No-13 where large open area is available which requires regular grass cutting.	6035	2091	Daily
SNCO/ Airmen guard post	Cleaning of toilets, sweeping of all the guard post and grass cutting of surrounding.	27	20	Twice in a week
Unit Barrack Warden store	Shifting of Barrack store and collection/ distribution of furniture. Cleaning of toilets and sweeping of store and grass cutting of surrounding.	372	500	Thrice in a week
TOTAL AREA		48822 Sq. mtr (52551 6 Sqft)	58115 Sq. mtr (625545 Sqft)	

NOTE:-

(a) Working hours will normally be 0630 hrs to 1600 hrs (inclusion of Lunch Break of one and half hour) Though 05 days week (Monday to Friday) is to be observed for providing daily / on demand basis services as above, the services may have to be provided on Saturday/ Sunday/holidays also, if required by the office 29 ED. The daily requirement of contract will be intimated one day in advance by the office of **DWO** on as required basis. The numbers of workers required per day are subject to variance (increase / decrease) depending on the actual work requirement on day to day basis.

(b) The contractor shall deploy only personnel with good conduct and character who are medically fit to undertake assigned task. In order to ensure the same, Police Verification Certificates in respect of the personnel deployed shall be submitted to the Office of Senior Administrative Officer of 29 ED, AF Chakeri, Kanpur at the time of deploying each personnel.

(c) The contractor shall ensure that its personnel shall have **Identity Card** provided by the contractor which shall be work in such a way that it is prominently displayed and visible so that any person representing the contractor can be easily identified.

AIR FORCE STATION CHAKERI KANPUR UTTAR PRADESH

NAME OF BIDDING COMPANY / FIRM	
NAME OF OWNER / PARTNERS/ DIRECTORS	
ADDRESS OF OFFICE/OFFICES FULL PARTICULARS OF OFFICE	
ADDRESS WITH TELEPHONE NO., FAX NO. & E-MAIL ADDRESS	
REGISTRATION DETAILS :	
(A) GST NO.	
(B) EPF REGISTRATION NO.	
(C) ESI REGISTRATION NO.	
(D) PAN NUMBER	
(E) Others (pl. specify)	
BANK DETAILS	
NAME & ADDRESS OF BANK	
ACCOUNTS NO.	
IFSC CODE	

DETAILS FINANCIAL STATEMENT, PROFIT AND LOSS STATEMENT DURING LAST THREE YEARS.

FINANCIAL YEAR	INCOME (RS.)	EXPENDITURE (R S.)	NET PROFIT / LOSS
2019-20			
2020-21			
2021-22			

DETAILS OF HOUSEKEEPING SERVICES WORK ORDER AS PER ELIGIBILITY CRITERIA IN FOLLOWING PROFORMA:- (attach extra sheet if required)

S . N O .	NAME & ADDRESS OF THE ORGANIZATION	VALUE OF CONTRACT	D U R A T I O N O F CONTRACT		Satisfactory Work Completion Certificate (Yes/No)
			FROM	TO	

SIGNATURE OF OWNER/MANAGING

PARTNER/DIRECTOR

DATE:

NAME:

PLACE:

SEAL:

-
-
-

Note :

*No overwriting /cutting and correction are allowed and such offers will be totally rejected.

* Charges for per person per month in words and figures should be indicating. The relieving charge will be payable if arrangement of reliever is made during leave/weekly off days.

1. Payment shall be made for the actual man days of employment. Attendance will be verified by authorized official by S Adm O/ Rep of S Adm O, 29 ED AF. The contractor shall submit the cash memo of the material purchase as and when demanded by authorities.

2. In case of absence of any of the above mentioned workers without providing suitable replacement, penalty shall be levied as per GEM SLA. However, penalty can be waived off by COMMANDING OFFICER 29 ED AF. In case of natural calamities or situations beyond the control.

3. All the above workers must be qualified & experienced in their relevant field & capable to perform their duties.

4. Wages should not be less than the prescribed minimum wages by the central/State Govt.

5. Uniform, Identity Cards, Name Plates have to be provided to each and every LABOURER. Bio-Data of each LABOURER should be maintained and whenever asked for will have to be shown/provided immediately.

6. **Increase in minimum wages of workers will be paid extra accordingly as per Minimum wages Act & corresponding ESI/EPF contribution.**

Annexure - A

**(Refers to para 7(h) of
Terms and Condition)**

DECLARATION

I _____ Proprietor/Partner/Director/
Authorized Signatory of _____ am
competent to sign this declaration and execute this Bid document,

- i. I have carefully read and understood all the terms and conditions of the Bid and hereby convey my acceptance of the same.
- ii. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my Bid at any stage besides liabilities towards prosecution under appropriate law.
- iii. I have apprised myself fully about the job to be done during the currency of period of agreement and also acknowledge to bear the consequences of non performance or deficiencies in services on my part.
- iv. Company/firm has done in past satisfactory/disciplined work and not blacklisted in past by any client.

Signature of Owner/Managing Partner/Director

Date:

Full Name:

Place:

Company's Seal:

NOTE: Scanned copy of the above declaration, duly signed and sealed, should be uploaded with Technical Bid.

Annexure -B

CHECK LIST OF DOCUMENTS (SIGNED STAMPED AND SCANNED COPIES)

SI No	Document	Yes/No
(1)	Bid document signed and stamped	
(2)	Audited accounts statement (2019-20 & 2020-21, 2021-22)	
(3)	Registration/Incorporation certificate	
(4)	E.M.D.	
(5)	GST registration	
(6)	ESIC Registration	
(7)	EPF Registration	
(8)	PAN Number	
(9)	Satisfactory Completion Certificate copies	-

3. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity/restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and/or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents/clauses shall also be null and void. If any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations. Also, GeM does not permit collection of Tender fee / Auction fee in case of Bids / Forward Auction as the case may be. Any stipulation by the Buyer seeking payment of Tender Fee / Auction fee through ATC clauses would be treated as null and void.

This Bid is governed by the [General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---Thank You---