



THE INSTITUTE OF COMPANY SECRETARIES OF INDIA

**TENDER FOR
APPOINTMENT OF HOUSEKEEPING
SERVICE PROVIDER FOR ICSI NOIDA
OFFICE**

LAST DATE FOR SUBMISSION OF SEALED TENDERS: June 02, 2014

TOTAL NUMBER OF PAGES : 1 TO 19

TENDER NOTICE

Sealed tenders are invited from reputed agencies / firms with relevant experience and having sufficient infrastructure for undertaking the Housekeeping Services of the Institute of Company Secretaries of India at its Noida Office,

The last date of submission of sealed tenders is **June 02, 2014 on or before 3.30pm**. The detailed terms & conditions are available at Institute's website i.e. **www.icsi.edu**.

Director(Admin)

BRIEF NOTE ON THE INSTITUTE

The INSTITUTE OF COMPANY SECRETARIES OF INDIA (ICSI) set up by an Act of Parliament viz. The Company Secretaries Act, 1980 to regulate the profession of Company Secretary. The ICSI has its Headquarter at ICSI House, 22, Institutional Area, Lodi Road, New Delhi -110003 with 4 Regional Offices at Delhi, Mumbai, Kolkata and Chennai and 69 Chapters spread all over the country and one overseas chapter in Dubai. In addition, it has also set up extended office at Noida and Navi Mumbai. The Institute desires to appoint a House keeping Service Agent for day to day maintenance of house keeping services for its NOIDA office with certain terms & conditions which would form a part of the contract documents. The physical address of above office is as under:

The INSTITUTE OF COMPANY SECRETARIES OF INDIA
C-37, Sector -62, Noida, UP – 201301.

The campus is set up over an area of 14795 sq ft. and having 5 floors including the basement. There is also a porta cabin in the top. This is G+3+Basement and Porta cabin). The total covered area is 24000 sq. ft.

THE INSTITUTE OF COMPANY SECRETARIES OF INDIA

GENERAL CONDITIONS /INSTRUCTIONS FOR SUBMISSION OF BIDS

Part-A

1. Sealed tenders are invited under two bids system directly from the established, registered, reputed House Keeping service agents/ firms and having sufficient Infrastructures for providing house keeping related services to the Institute.
2. Tender forms/ application form can be downloaded from the website of the Institute i.e. www.icsi.edu and the same can be submitted along with the cost of tender documents/ application form of Rs. 500/- (non-refundable) in the form of pay order/demand draft drawn in favour of **THE INSTITUTE OF COMPANY SECRETARIES OF INDIA** payable at Delhi.
3. The techno-commercial bid should be in two separate sealed envelopes clearly mentioned as “**Technical Bid**” and “**Commercial Bid**” and both the sealed envelopes to be put into another envelope and it should be superscribed as “**Tender for Appointment of House Keeping Service Agency**”.
4. The last date of receipt of sealed offer in a sealed envelope as mentioned above and addressed to Chief Executive, the ICSI is on or before **June 02, 2014 at 3.30 pm** in a sealed tender box kept in the 3rd Floor of 22, Institutional Area, Lodi Road, New Delhi -110003. The same can be sent through post. The Institute shall not be liable for any postal delays what so ever in receipt of tender and tenders received after the stipulated date and time shall not be entertained. Incomplete tender received shall be summarily rejected.
5. The Earnest Money Deposit (EMD) of **Rs.15,000/- (Rupees Fifteen Thousand only)** in the form of Demand Draft/pay order drawn in favour of “**THE INSTITUTE OF COMPANY SECRETARIES OF INDIA**” payable at New Delhi only is to be submitted along with the technical bid.
6. The EMDs of the unsuccessful bidders will be refunded without any interest.
7. The EMD of the successful bidder will be refunded after submission of Bank Guarantee.
8. In the first stage only technical bids will be opened for evaluation **June 03, 2014 at 11.00 am**. The representatives of the Bidders, if they wish, may remain present while opening of the technical bids.
9. Commercial bids of only those bidders whose technical bids are acceptable / qualified will be opened for the 2nd stage selection and the date of opening will be communicated to the qualified bidders only for remaining present while opening of the commercial bids.
10. Rates on various items will be finalized after scrutinizing /checking the commercial bids and the successful bidder will be communicated through the Letter of Intent (LOI).

11. All the pages/documents of the Tender should bear the dated signature of the Bidder. All the entries by the Bidder should be in one ink & legibly written. Any over-writing corrections & cuttings should bear dated initials of the Bidder. Corrections should be made by writing again instead of shaping or over-writing.
12. Rates should be quoted both in figures as well as in words. In case the rates quoted in words & figures are at variance, the rates written in words will be taken as final.
13. Institute reserves the right to reject or accept any or all application(s) without assigning any reasons and to restrict the list of pre-qualified agencies to any number deemed suitable by it, if too many Bidders / bidders are received satisfying the basic pre-requisite criteria.
14. Conditional tenders are liable to be rejected.
15. **Bidder may visit the site on any working day during working hours for assessment of job and site conditions. The contact detail of Institute's representative for coordination of inspection is Mr. Sanjeev Kumar Dogra, Assistant Director, Phone 0120-4522092.**

PART-B

- 1) The contractor shall be responsible for all injury and accident and litigations with persons employed by him while on duty. It is desirable that all employees are covered under an Insurance cover.
- 2) The Agency/Contractor shall provide **two sets of uniforms to its employees and ensure that they wear them at all times and maintain them clean.** The firm's name on pocket & words CONTRACTOR WORKER on the back of upper is inscribed. All the employees shall dress appropriately and decently.
- 3) All employees of the Agency/Contractor shall be issued Identity Cards bearing their photographs. Photographs for identity cards shall be provided by the Agency/Contractor at their own cost. The ID Cards will be issued by the Contractor. These will be countersigned by the designated officials of the ICSI.
- 4) The Contractor will be provided Name, Address, Telephone No & Photographs of its employees posted at ICSI House, NOIDA to Security Officer for records.
- 5) The Agency/Contractor shall be responsible for the good conduct and behavior of its employees. If any, employee of the Agency/Contractor is found misbehaving with the supervisory staff or any other staff members of the Institute, the Agency/Contractor shall terminate the services of such employees forthwith at their own risk and responsibility.
- 6) The Agency/Contractor shall issue necessary instructions to its employees to act upon the instructions given by the official designated by the Institute.
- 7) In the event of any loss being occasioned to the Institute on account of the negligence of the duty by the Agency / Contractor's employees, the Agency / Contractor shall make good the loss sustained to the University either by replacement or on payment of the adequate compensation.

- 8) That no right, much less a legal right shall vest in the contractor workers to claim /have employment or otherwise seek absorption in the Institute nor the contractor workers shall have any right whatsoever to claim the benefits and / or emoluments that may be permissible or paid to the employees of the Institute. The workers will remain the employees of the Agency / contractors and this should be the solely responsibility of the Agency to make it clear to their workers before deputing on work at the Institute.
- 9) The Agency / Contractor shall not appoint any sub-contractor to carry out any obligations under the contract.
- 10) The Supervisor of the contractor will take day to day instructions from the official designated by the Institute and shall maintain diary for the same.
- 11) If the Agency / Contractor shall be penalized by imposing of a fine upto Rs.500 /- for each default per day if -
 - (i) fails to implement the schedule of services to the satisfaction on any day in any part of the said office premises,
 - (ii) The staff deputed at the ICSI House, found without proper uniform.

The penalty shall continue for successive days till the Agency / Contractor gets a clearance or NOC certificate from the Official designated by the Institute.
- 12) The employees of the contractor shall be of good character and of sound health and shall be below the age of 40 years but not below the age of 18 years.
- 13) The contractor shall in no case pay his employees less than the minimum mandatory rates per day / month as announced by Govt. of U.P. from time to time. In case the contractor fails to make timely payments to its employees, at the minimum rates the Institute shall pay the employees of the contractor directly and suitable deductions shall be made from the amount to be paid to the contractors.
- 14) The working hours of the workers/supervisors only shall be as follow:
07:30 am to 04:00 p.m. with appropriate Lunch breaks.
- 15) The Contractor's supervisor will inspect **each toilet every 2 hours**.
- 16) All wash –basins should be provided with liquid soap (Detol or equivalent) only.
- 17) The ICSI is a “NO SMOKING ZONE”. The Contractor should ensure that his employees DO NOT SMOKE while working in the office premises. They will not consume drugs and eat pan/khaini/tobacco etc.

Date: May 20, 2015

**B. Pradhan
(DIRECTOR)**

Summary/ Salient features of the tender for appointment of Housekeeping service agency

| S. No. | Particulars | Remarks |
|---------------|--|--|
| 1. | Type of tender | Two bid system |
| 2. | Last date of submission of tender | June 02, 2015 at 3.30 pm. |
| 3. | Venue for submission of offer | Sealed tender box kept at 3 rd floor of ICSI HQ |
| 4. | Availability of tender documents | Institute's website i.e. www.icsi.edu and same can be downloaded |
| 5. | Cost of tender documents (non-refundable) | Rs. 500/- in the form of pay order/ demand draft |
| 6. | EMD (refundable) | Rs. 15000/- in the form of pay order/ demand draft |
| 7. | Performance guarantee | In the form of bank guarantee for Rs. 50,000/- for successful bidder. |
| 8. | Date of opening of technical bids | June 3, 2015 at 11.00 AM |
| 9. | Validity of offers | 90 days from the date of opening of technical bids |
| 10. | Contract period | 1 year |
| 11. | Details/ address of the campus/ buildings | ICSI House C 37, Sector 62, Noida - 201301 |
| (a) | Total area of the plot | 14795 |
| (b) | Details of the Building | G + 3 Floors and Porta cabins on the terrace with One Basement |
| (c) | Total covered area of building | 24,000 sq. ft. |
| 12. | Details of the contact person for inspection of site | Mr. Sanjeev Kr. Dogra Phone no. 0120-4522092 |

Technical Bid

Terms & Conditions

1. The agency should be having experience of at least (3) three years in relevant field and must doing such services for various reputed organizations / Department of Government of India / Public Sector Undertakings / statutory bodies / MNCs.
2. The details of inputs / informations required to be submitted by the agency is as per the **Annexure-1**.
3. The details of current /previous clients are to be submitted as per the following format:
 - (a) **Details of Major Current clients**
 - (i) Name of the company /organization /office
 - (ii) Contact person with telephone number and Email IDs
 - (iii) Contract Period and volume of work like value, area covered and man power deployed.
 - (iv) Copy of contract/agreement/experience certificate to be enclosed
 - (b) **Details of Major Previous clients**
 - (i) Name of the company /organization /office
 - (ii) Contact person with telephone number and Email IDs
 - (iii) Contract Period and volume of work like value, area covered and man power deployed.
 - (iv) Copy of contract/agreement/experience certificate to be enclosed

4. **Job details:**

The details of scope work for various activities related to house keeping and other are as under:

(a) Activities and frequency of cleaning / sweeping:

| S. No. | Works Details | Frequency of Cleaning |
|--------|--------------------------------------|-----------------------|
| 1 | Rooms | |
| | 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 |
| | Trash Removals | As required |
| | Emptying of Dustbins | Twice in a day |
| | Vacuum 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 | Toilets | |
| | Cleaning of doors and windows | Once in a day |
| | Scrubbing of the Urinals | Thrice in a day |
| | Scrubbing of the sinks | Thrice 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 Soup dispenser | As required |
| | Refilling of the Toilet paper rolls | As required |
| | Refilling of the face tissues | As required |
| | Cleaning of Toilet Fittings | Once in a day |
| | Cleaning of Washbasin | Once in a day |
| | Cleaning of Mirrors | Once in a day |
| 3 | Stairs | |
| | Wet Mopping of stairs | Twice in a day (morning/evening) |
| | Dry Mopping of Stairs | Four times in a day |
| | Scrubbing of Stairs | Once in a day |
| 4 | Passage area | |
| | 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 | Pantry | |
| | Dusting | Once in a day |
| | Wet Mopping | Twice in a day |
| | Dry Mopping | Four times a day |
| | Washing of the Floor | As required |
| | Trash Removal | As required |

(b) Other activities:

- Removal of paper, litter, garbage and packing material from all floors / rooms/pantry etc., and to be dumped in a dump yard of the Institute.
- Vacuum cleaning of carpeted floors and server room on a daily basis.
- Dusting of furniture etc., firstly with dry cloth and then with good quality liquid detergent.
- Cleaning and scrubbing of toilets on regular interval/ as & when required.
- Cleaning of washbasins, sanitary fittings and toilets floors with dry & wet mops.
- Cleaning of window glass panes/ panels both sides, frames & air conditioning grills
- Dry & wet mopping of staircases, pantry & lobby area.
- Cleaning of planters.
- Reception and lobbies to be mopped twice/thrice in a shift or as and when required.
- Cleaning of Reception door and main entrance glass door and frames on both sides.
- Dry & wet mopping of main lobby area on regular intervals.

- Dry & wet dusting of glass partitions with glass cleaner.
- Dusting and cleaning of conference tables and chairs.
- Spot cleaning of carpets on regular basis as per prescribed maintenance instructions.
- Cleaning of panel posters, painting, light fittings, furniture & fixtures etc.
- Scrubbing of staircase, lobbies and outside areas.
- Removal of cobwebs.
- Cleaning of open lawns, foot path area on daily basis – twice a day.
- Cleaning of Glass panes from outside – Once in a month.
- Cleaning and maintenance of artificial plants.

(c) List of Premium Quality Materials to be used for cleaning:

| S. No. | Name of the Items |
|---------------|---|
| 1. | Liquid Soap |
| 2. | Odonil Cubes (Sandal Wood Balsara Brand) |
| 3. | Naphthalene Balls |
| 4. | Toilet Roll of Premium quality |
| 5. | Hand towel to Section Officer and above (The same may be changed twice in a week). At least two sets of towels may be provided. |
| 6. | Hand towel in ladies and gents toilets (The same may be changed every day). At least two sets of towels may be provided. |
| 7. | Cotton Dusters |
| 8. | Glass Dusters |
| 9. | Dust Mop With blue acrylic cloth and handle |
| 10. | Flat Wet Mop with cotton mop head and handle |
| 11. | Dust Mop head acrylic |
| 12. | Flat Wet Mop Head |
| 13. | Floor cleaner with marble floor |
| 14. | Toilet cleaner |
| 15. | Cotton Duster |
| 16. | Housekeeping caddy for each Housekeeping personnel |
| 17. | Blue plastic floor squeeze with white color double blade (55Cm) with handle 35 (cm) |
| 18. | Manual scrubbing tool for skirting and corner with handle green pad |
| 19. | Hand scrubbing tool for vertical area with green pat & white pad |
| 20. | Glass cleaning set complete |
| 21. | Cobweb brush round |
| 22. | Cobweb brush curved |
| 23. | Vertical Dust Pan clip with broom |
| 24. | Red Duster with handle |

Above are for reference only and the day to day consumables will be provided by the contractor. The agent has to submit the list of consumables of monthly requirement for procurement in advance. However, specialized cleaning equipments like multipurpose single disc machine with accessories (Mono/DS 42) and wet and dry vacuum cleaner (Vacumat) for cleaning and scrubbing of granite/ tile floors are to be arranged by the agent with his own arrangement and cost.

(d) Responsibilities:

- (i) The agent should take utmost care not to leak/divulge any information of the Institute.
 - (ii) The losses sustained to the Institute due to negligence of the services of the agent in the form of loss / damage of property will be recoverable from the agent as per the estimation in terms of money value by the Institute and the decision of the Institute in this regard will be final and binding on the agent.
 - (iii) The agent shall maintain the highest standard of ethics during the execution of contract.
 - (iv) The agent shall have their representatives accessible either by person or by phone during or after office hours.
 - (v) The personnel deployed by the Agency must wear proper uniform with display of the agency's name during the working hours. The personnel must carry the identity card issued by the Agency.
 - (vi) The agent will be responsible for compliance with all central and state laws as per rules / regulations / byelaws and order of the local authorities and statutory bodies as may be in force from time to time during the contract period. If any amount is payable to the Institute to any statutory authorities related to this contract/ job, same will be recovered from the bill of the agent.
5. The agent shall not assign the contract or any part thereof without the prior written consent / approval of the Institute. The agency shall also not sublet the work or part of the work except with the written consent of the Institute and such consent even if provided shall not relieve the agent from any liability or any obligation under the contract.
 6. Acceptance of tender / application will be intimated to the successful Bidder through a letter of intent (LOI), form order will be issued mentioning terms & conditions.
 7. (i) The successful Bidder will submit the performance guarantee/ security deposit for amounting **Rs. 50,000/- (Rupees Fifty Thousand only)** and shall be retained two months beyond the period of contract. The agency shall not be entitled to any claim or receive any interest on the amount of performance guarantee. This may be also submitted in the form of bank guarantee as per the format given in **Annexure-2** is to be submitted immediately within 7 days after execution of the agreement to cover any loss or damage caused to or suffered by the Institute due to acts of commission and omission by the agent or any failure on the part of agent in fulfillment of terms and conditions of the contract and conditions contained in the agreement. The bank guarantee should be valid up to two months beyond the expiry of contract period.

(ii) The EMD shall be forfeited to the Institute in case:
 - (a) if the Bidder withdraws their offer during the period of tender validity.
 - (b) if after submission of quotation the Bidder fails to honour the contract or refuses to comply with any or all terms and conditions of the tender.
 8. The offer should be valid for a **minimum period of three months** from the date of opening of technical bid.
 9. The contract will be valid for a **period of one year** and after expiry of one year Institute will evaluate the performance of services of the agency. If the services are found satisfactory, the Institute reserves the right to extend the contract further on the same terms & conditions.

- (i) The rates for various items should be quoted in the format as given in Commercial Bid only. The rates should be inclusive of cost towards deploying house keepers and supervisor, all charges towards, statutory compliance such as PF, ESI, Bonus, Gratuity, Leave Compensation, etc. and all taxes and inclusive of cost of uniforms to be provided from time to time. However, component towards service tax is not to be included in the quoted price and same will be payable extra as per the prevailing rate.
- (ii) Quoted rates should be free from any pre-conditions regarding payments etc or otherwise offers are liable to be rejected.
- (iii) The quoted rates should not be less than the minimum wages fixed by the respective statutory authority.
- (iv) There will be no escalation in the price during entire contract period. **However, if minimum wages is revised by the Government of Uttar Pradesh, the minimum wages will be revised.**
- (v) Benefit of any decrease in taxes/duties shall be passed on to the Institute by the agent.

10. Payment will be made to the agent on monthly basis based on the number of house keeper/ supervisors deployed at different locations duly certified by the representative of the Institute. TDS will be deducted as per the prevailing rate. However, the agent should not link the payment to his personnel with the payment to be received from the Institute with regard to his bills. It may be noted that the list of manpower deployed along with the PF and ESIC challans are mandatory documents to be submitted along with the invoice of every month.

11. The lump sum payment will be made for the material used. The list materials entered into the premises of the Institute shall be inspected by an officer of the Institute. The payment for the same shall be made after the officers remark on the material received in the Institute

12. (i) The Institute reserves the right to cancel the agreement/contract by giving one month notice in writing without assigning any reason whatsoever.
(ii) The contract shall be terminated if the service of the agency is not found satisfactory or the agency changes the rate of contract during the contract period.

(iii) In case the agent fails to execute the job as per the terms and condition of the agreement, the balance / total work will be got executed through other agencies at the agent's risk and cost.

(iv) In case any deficiency found in use of material, the party may be advised to not to provide the material and the manpower cost will be paid to the party. The material may be provided by the Institute.

13. The losses to the Institute which are directly attributable to the agency shall be deducted from the bills /adjusted from the performance guarantee.

14. In case of any dispute or difference arising in relation to meaning or interpretation of the agreement, the same shall be referred to a sole arbitrator to be appointed by the Chief Executive of the Institute. The Arbitration and Conciliation Act, 1996 will be applicable to the arbitration proceedings and the venue of the arbitration

shall be at New Delhi. The award of the arbitrator shall be final and binding to both the parties.

15. If any time, during the contract period, the performance in whole or in part by either party of any obligation under this agreement shall be prevented or delayed by reason of any war or hostility, acts of public enmity, civil commotion, sabotage, fire, floods, explosions, bad weather, earthquake or similar natural calamities, epidemics, strikes, lockouts or act of God (hereinafter referred to as events) then any force majeure condition herein mentioned occur and continue for a period exceeding 15 days, the parties hereto undertake to sit together and devise for expeditious and proper performance of the obligations of the parties under this agreement.
16. The agent would register himself with all statutory authorities including service tax authorities pertaining to this job and pay the required taxes, fees, and applicable cess on regular basis. The proofs of deposit of aforesaid fees / taxes are to be submitted along with the next bill (like proof of the service tax paid in the 1st running bill will be submitted in the 2nd running bill).

Annexure 1

Details of Inputs / Information's to be provided by the Bidder

| S. No. | Items | Information /inputs to be filled by the Bidder (if required separate sheets may be enclosed) |
|--------|---|--|
| 1. | Name and address of the agency , telephone number, fax, mobile number, email address | |
| 2. | Type of organization (Whether proprietorship, partnership, private limited, limited company) | |
| 3. | Name and address of the directors/ proprietor /partners | |
| 4. | Year of formation of the company/ experience as a house keeping agency | |
| 5. | Nature of business carried by the company | |
| 6. | Branches in other cities in India and contact details | |
| 7. | Any sister concerns and their address | |
| 8 | Details of registration | |
| 9. | Banker's name and address | |
| 10. | Total number of employees of the firm | |
| 11. | Contact number in case of emergency | |
| 12. | Income tax return for the last three financial years | |
| 13. | Total turnover of the agency during last three financial years | |
| 14. | Details of registration with statutory authorities like PF, Gratuity, ESI etc | |
| 15. | (a) Service tax number/ certificate (b) PAN number | |
| 16. | Change of the firm name at any time. If so, when and reason thereof | |
| 17. | Infrastructure details | |
| 18. | Dispute, if any | |

Copies of relevant documents are to enclosed in support of above informations.

Undertaking:

I hereby certify that all the informations furnished above are true to my knowledge. I have no objection to Institute verifying any or all the information furnished in this document with the concerned authorities, if necessary.

I also certify that, I have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

Signature of the authorized signatory of the agency

Official seal/ stamp

Date:

Place:

COMMERCIAL BID

- A. The quoted rates should be inclusive of cost towards basic wages+ DA, statutory components, like PF, Gratuity, Leave Compensation, Bonus, ESI, etc. uniform, from time to time and all taxes to perform the house keeping related work in all respect. However, the service tax should not be included which will be paid extra as per the prevailing rate.
- B. Details of the Buildings –
- (i) THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
C-37, Sector -62, Noida, UP – 201301 (House-keeping work is to be done on daily basis)
- (ii) The Institute's rented premises at lower basement at Plot No .B-23A, Sec-62, Noida (Gaurav Deep Height) - approx. area 2000 sq.ft. which is being used at Store & to be cleaned on periodical basis on need basis.
- C. **Format for submission of offer:**
- (a) Offer for each House keeper, supervisor is to be given as per the format at **Annexure3**. However, total nos. of house keepers and supervisors are to be finalised/ deployed as per the shift wise requirement of the Institute which may be mentioned in your offer. For inspection and assessment of total manpower required category wise, following official of the Institute may be contacted.
- Mr. Sanjeev Kr. Dogra**
Assistant Director
Ph.: 0120-4522092
- (b) For specialized job like Dry Foam Shampooing of Carpet, Injection-Extraction deep cleaning of carpets, Dry Foam shampooing of Upholstery, Marble Honing & Crystallization etc the rent for hiring of equipments will be paid to the agent as per actual basis.
- (c) The material cost will be paid on Lump sum Basis. For inspection and assessment **material quantum** the party has to visit the site and understand the requirement.

Name of the Agency:

Seal:

Place:

Signature:

Date:

Designation:

Part A: Manpower

| S. No. | Item | Unit rate (Rs.) for deployment of | |
|--------|--|-----------------------------------|--------------|
| | | Supervisor | House keeper |
| 1. | Basic wages + DA | | |
| 2. | Statutory components | | |
| (a) | PF | | |
| (b) | ESI | | |
| (c) | Leave Compensation | | |
| (d) | Gratuity | | |
| (e) | Bonus | | |
| (f) | Cost towards uniforms (one time cost yearly) | | |
| (g) | Any other (specify) | | |
| (h) | Overhead / agency profit | | |
| (i) | Total | | |

Tentative requirement: Housekeeping Supervisor = 1
House-keeper = 6

Part B:

| S. No. | Items | Unit rate (Rs.) |
|--------|---|-----------------|
| 1. | Cost of Towels (Requirement: Two sets – approximately: 16 towels) (i) Big Towels (per piece) (ii) Small Towels (per piece) | |
| 2. | Washing charges of towels (Requirement: Two sets – approximately 160 towels) (i) Big Towels (per piece) (ii) Small Towels (per piece) | |
| 3. | Cost of Cleaning Material (per month) lump sum amount (Bill will be passed after Inspection of material by the officer designated by the Institute) | |

Name of the Agency:

Seal:

Place:

Signature:

Date:

Designation:

ACCEPTANCE CERTIFICATE

I..... (Designation)
of (Name of the Company)
.....
.....

Hereby accept the above-mentioned Terms & Conditions along with
Appendixes for the above Contract of ICSI, C-37, Sector – 62, Noida UP –
201301.

Signature

Company Seal

PERFORMANCE GUARANTEE / SECURITY DEPOSIT IN THE FORM OF BANK GUARANTEE

1. In consideration of **INSTITUTE OF COMPANY SECRETARIES OF INDIA, NOIDA OFFICE** (hereinafter called the Institute), having its head office at ICSI House, 22, Institutional Area, Lodi Road, New Delhi, 110003 agreed to permit M/s. _____ (hereinafter called the said Agent) to provide security related services on its behalf as custodians of the Institute on the terms and conditions of the agreement for and on production of a Bank Guarantee for **Rs. 50, 000/- (Rupees Fifty Thousand only)**. We, _____ promise to pay to Institute, an amount not exceeding **Rs. 50,000/- (Rupees Fifty Thousand only)** against any loss or damages caused to or suffered by Institute, by reason of any failure of the Agent to provide security services in contravention of the terms and conditions in the said agreement.
2. We, _____ Bank, do hereby undertake and promise to pay the amount due or payable under this guarantee without any demur, merely on a demand from the Institute, stating that the amount claimed is due by way of loss or damage caused to or would be caused or suffered by the Institute, by reason of any failure of the said Agent to perform the said operations safely without damaging the materials/ goods. Any such demand made on the Bank shall be under this guarantee. However, our liability under guarantee shall be restricted to an amount not exceeding Rs. 50,000/- (Rupees Fifty Thousand only).
- 3.1 We, _____ Bank, further agree that the guarantee herein contained shall be taken for the performance of the said agreement and that it shall continue to be enforceable till all dues of the Institute, under or by virtue of the said agreement have been fully paid and its claim satisfied or discharged or guaranteed unless a demand or claim under this agreement is made on us in writing on or before three months after the date of completion of the contract, we shall be discharged from all liability under this guarantee thereafter.
- 3.2 Notwithstanding anything 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 Institute, or until the date of the expiry of the contract (whichever is earlier) and no claim shall be valid under this guarantee unless notice in writing thereof, is given by the Institute, within three months from the date of aforesaid agreement.

4. We _____ Bank, further agree with the Institute, that Institute shall have the fullest liberty without our consent and without affecting in any manner out of obligations hereunder to vary any of the terms and conditions of the said house keeping contract from time to time or to postpone for any time or from time to time any of the powers exercisable by the Institute, against the said agent 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 agent or for any bearance, act or commission on the part of Institute or any indulgence by the matter or thing whatsoever which under the law relating to sureties but for the said reservation would relieve us from the liability.
5. This guarantee will not be revoked by any change in the constitution of the Bank or of the surety.
6. We _____ Bank lastly undertake not to revoke this guarantee during this currency except with the previous consent of Institute in writing.

OFFICER'S SIGNATURE WITH BANK SEAL

DATE
