



Central Council for Research in Yoga & Naturopathy
(Ministry of Ayush, Govt. of India)
61-65, Institutional Area, Janakpuri, New Delhi -110058

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Website: <https://www.naturopathyday.in/>

NOTICE INVITING TENDER

Annual Contract for House Keeping Management Services for Administrative, outer open area, Common Area, Library Complex, Auditorium & Garbage removal and disposal from Office at CRIYN Rohini (Delhi), CRIYN Jhajjar (Haryana) & CRIYN Nagamangala (Karnataka) as per the details given below:

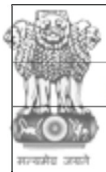
S.No.	Tender I.D Number	Location
1	2026_CCRYN_928280_1	CRIYN Rohini (Delhi), CRIYN Jhajjar (Haryana) & CRIYN Nagamangala (Karnataka)

Tender is invited for Annual Contract for House Keeping Management Services for Administrative, outer open area, Common Area, Library Complex, Auditorium & Garbage removal and disposal from Office at CRIYN Rohini (Delhi), CRIYN Jhajjar (Haryana) & CRIYN Nagamangala (Karnataka) as per terms & conditions of the tender document of CRIYN uploaded on CPP portal as well as Council's website.

The Interested and eligible may submit their Bid as per tender documents on or before **02.11.2026 at 11:00 A.M.** Further, details for applying for the said tender and terms & conditions may be downloaded from CPP Portal under Tender I.D. Number **2026_CCRYN_928280_1** and Council's website <https://www.naturopathyday.in/>

Any corrigendum/addendum towards this tender shall be posted only on the Council's website

DIRECTOR, CCRYN



Government
eProcurement
System

eProcurement System Government of India

Tender Details

Date : 30-Sep-2026 11:38 AM

Print

Basic Details

Organisation Chain	Central Council for Research in Yoga and Naturopathy		
Tender Reference Number	NIT No. 06/2026/CCRYN		
Tender ID	2026_CCRYN_928280_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	Works
Tender Category	Services	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Payment Instruments

Offline	S.No	Instrument Type
	1	Demand Draft
	2	Bankers Cheque

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	NIT
2	Finance	.xls	BoQ

Tender Fee Details, [Total Fee in ₹ * - 500]

Tender Fee in ₹	500		
Fee Payable To	Director, CCRYN	Fee Payable At	New Delhi
Tender Fee Exemption Allowed	No		

EMD Fee Details

EMD Amount in ₹	7,20,000	EMD Exemption Allowed	No
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	Director, CCRYN	EMD Payable At	New Delhi

[Click to view modification history](#)

Work /Item(s)

Title	Annual Contract for House Keeping Management Services at CRIYN Jhajjar, Nagamangala and Rohini				
Work Description	Annual Contract for House Keeping Management Services at CRIYN Jhajjar, Nagamangala and Rohini				
Pre Qualification Details	Please refer Tender documents.				
Independent External Monitor/Remarks	NA				
Show Tender Value in Public Domain	No				
Tender Value in ₹	2,66,00,000	Product Category	Manpower Supply	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	30	Period Of Work(Days)	NA
Location	As per NIT	Pincode	110058	Pre Bid Meeting Place	Conference Hall, CCRYN
Pre Bid Meeting Address	61 - 65, Opposite D Block, Institutional Area, Janakpuri, New Delhi - 110058	Pre Bid Meeting Date	14-Oct-2026 11:00 AM	Bid Opening Place	CCRYN Hqrs, Janakpuri, New Delhi
Should Allow NDA Tender	No	Allow Preferential Bidder	No		
Tenderer Class	As per Tender Document				

Critical Dates

Publish Date	30-Sep-2026 11:45 AM	Bid Opening Date	03-Nov-2026 11:30 AM
Document Download / Sale Start Date	30-Sep-2026 11:45 AM	Document Download / Sale End Date	02-Nov-2026 11:00 AM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	30-Sep-2026 11:45 AM	Bid Submission End Date	02-Nov-2026 11:00 AM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	Annual Contract for House Keeping Management Services at Rohini, Jhajjar and Nagamangala.	565.89	
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	BOQ	BOQ_975536.xls	BoQ	315.50
	2	Tender Documents	NIT.pdf	NIT	547.16

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	rodeepak-ccryn@gov.in	Deepak Bangera	Deepak
2.	roelan-ccryn@gov.in	Elanchezhayan Devarajan	Elanchezhayan Devarajan
3.	ccryn.goi@gmail.com	Jyoti Keswani	Jyoti Keswani

GeMARPTS Details

Reason for non availability of GeMARPTS ID	Urgent nature of Procurement
Remarks	Annual Contract
Document Name	AnnualContract.pdf
Document Size (in KB)	289.82

Tender Properties

Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Stage to disclose Bid Details in Public Domain	Technical Bid Opening
BoQ Comparative Chart model	Normal	BoQ Compative chart decimal places	2
BoQ Comparative Chart Rank Type	L	Form Based BoQ	No

TIA Undertaking

S.No	Undertaking to Order	Tender complying with Order	Reason for non compliance of Order
1	PPP-MII Order 2017	Agree	
2	MSEs Order 2012	Agree	

Tender Inviting Authority

Name	Director
Address	61 - 65, Opposite D Block, Institutional Area, Janakpuri, New Delhi - 110058

Tender Creator Details

Created By	Jyoti Keswani
Designation	Director
Created Date	30-Sep-2026 11:10 AM



Central Council for Research in Yoga and Naturopathy (CCRYN)

Under

Ministry of Ayush

NOTICE INVITING TENDER

NIT No. 06/2026/CCRYN

Name of Work: Annual Contract for House Keeping Management Services for Administrative (Ground Floor, First Floor & Eight Floor), outer open area, Common Area, Library Complex, Auditorium & Garbage removal and disposal from Office at Rohini, Jhajjar & Nagamangala.

Sealed tenders are invited under Two-Bid system from reputed agencies for the above said work for a period of one year (may be extended upto 3 years). The tender document may be downloaded from the Council's website <https://www.naturopathyday.in/> & <https://eprocure.gov.in/eprocure/app> as per the details given below:

Particulars	Details
Earnest Money deposit	Rs. 7,20,000 /-
Tender Fees (Non Refundable)	Rs. 500 /-
Date of issue of Tender	30.09.2026
Date & Time of Pre bid meeting (Hybrid Mode)	14.10.2026 & 11:00 AM Join: https://teams.microsoft.com/meet/445553898450992?p=nHht41W7GxtabZ83rf Meeting ID: 445 553 898 450 992 Passcode: nq6Kz958
Last date for submission of the Technical & Financial Bid	02.11.2026
Opening of Technical Bid	03.11.2026

Opening of Financial Bid (Only those who qualify Technical Bid)	To be informed Accordingly
Contact No. & Email Address	Dr. Deepak (Research Officer) : 7259627538 Mr. Rakesh Deswal (LDC) : 8813004406

The Financial Bids for the bidders whose Technical Bid is found complete and conform the eligibility criteria, shall be opened later. The tenders received after the above said scheduled date and time will not be considered. No tender by fax will be entertained.

TENDER DOCUMENT

NAME OF Work: Annual Contract for House Keeping Management Services for Administrative & (Ground Floor, First Floor & Eight Floor), outer open area, Common Area, Library Complex, Auditorium & Garbage removal and disposal from Office, residential accommodation at CRIYN Jhajjar, Nagamangala and Rohini (WITHOUT ACCOMMODATION)

Duration of Contract: -

The contract shall be valid initially for one year. However, the same can be extended on same terms & conditions for another one year or part thereof with written mutual consent of both the parties.

ELIGIBILITY CRITERIA

1. Eligibility Criteria for Technical Bid: -

- a. The Bidder must have the Annual Turnover of Minimum Rs. 10.00 Cr. However, a Chartered Accountant certificate to this effect must be mandatorily attached.
- b. The bidder must have presence in hospital sector (MINIMUM 50 BED HOSPITAL), Central/ State Government offices, Govt. autonomous body, PSU (This will be verified from the work order / agreement / invoice produced).
- c. The Bidder should have work order / invoice / agreement for having one house keeping contract of at least 50 lakhs (whether running or expired) within last three financial years.
- d. In addition, the bidder should have work order / invoice / agreement for two Housekeeping contracts (whether completed or running) of at least 40 lakhs each within the last three financial years.
- e. The bidder must possess valid EPF & ESI registration number.
- f. **Earnest Money Deposit (Bid Security) and Tender Fee:** The contractor shall deposit the earnest money of Rs. 7,20,000/- in form of DD/Pay Order of a scheduled bank in favour of Director CCRYN, payable at New Delhi along with the tender document.

NOTE:

- i. Any Tender not accompanied by Bid Security shall be out rightly rejected.
- ii. Bid securities 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 30th day after the award of the contract.
- iii. Bid security of the successful bidder shall be returned on receipt of Performance Security by the CCRYN and after signing the agreement.
- iv. Bid Security shall be forfeited if the bidder withdraws his bid during the period of Tender validity.
- v. Bid Security shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified by the CCRYN
- vi. The Earnest Money Deposit (Bid Security) will remain valid for a period of forty-five days beyond the final bid validity period.

2. Submission of Technical Bid and Financial Bid:

- 2.1 The tender shall be submitted in sealed cover, consisting of separate Technical and Financial Bid for each work. This sealed cover shall contain Technical Bid and Financial Bid sealed in separate envelopes for each work. All the sealed envelopes shall be clearly marked with name of work and name of bidder.
- 2.2 Each bidder shall submit only one Tender Bid. Bids from partner in joint venture or as a member of consortium are not acceptable.
- 2.3 The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the tender document or submission of a tender not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in rejection of his bid.
- 2.4 The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the tender document.
- 2.5 The bids and all accompanying document shall be in English or in Hindi.
- 2.6 The completed tender document must be submitted before 3.00 PM on in the office of CCRYN New Delhi. Tenders received after the due date and time shall not be entertained.

3. COST OF TENDER DOCUMENT: -

The tender document can downloaded from the CCRYN website:

<https://www.naturopathyday.in/> .

4. VISIT TO CRIYN

CRIYN Rohini is spread over approx. 73731.63 Sq. Ft. of land, CRIYN Jhajjar spread over 196660 Sq. Ft. and CRI Nagamangala is spread over 14839.02 Sq. Ft. Besides various academic departments, there is ADMIN, GENERAL WARD, **Male Treatment Section**, Female Treatment Section, Yoga Hall, Yoga Hall Toilet, Deluxe ward, VIP treatment section, Special Ward, P G Hostel, **Attenders quarters**, Bachelors Quarters, Staff Quarters, Doctors Quarters, P G Academic, Diet Centre, Diet Kitchen, M D Residents, Staff Quarters Parking Area Plinth, miscellaneous Building Plinth, residential houses etc. However, there is no residential accommodation at Rohini. The bidders are therefore advised to visit all three CRIs and acquaint themselves with the area, scope of work and operational system thoroughly. The costs of visit shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit at all three CRIs and is fully aware of the scope of work and operational conditions prior to the submission of the tender documents.

5. TENDER DOCUMENTS: -

- 5.1. The Tender Invitation Document has been prepared for the purpose of inviting tenders for Facility Management Services at IICA. The Tender document comprises of:

5.2 Technical Bid:

5.2.1. Tender Form –	Annexure -I
5.2.2. General Terms & Conditions;	Annexure-II
5.2.3. Special Terms & Conditions for Facility Management Services;	Annexure -III
5.2.4. Scope of Work for Facility Management Services;	Annexure-IV
5.2.5. Proforma for the Manpower Deployment Plan for Facility Management	Annexure-V
5.2.6. Proforma for deployment of major equipment, tools & plants	Annexure-VI
5.2.7. Undertaking (on a Stamp Paper of Rs. 10.00);	Annexure-VII
5.2.8. Form of Bank Guarantee for Facility Management Services Staff;	Annexure-VIII
5.2.9. Form of Agreement;	Annexure-IX
5.2.10. Check - List for Technical Bid	Annexure-X
5.2.11 Integrity Pact form	Annexure-XI

5.3. Financial Bid:

- 5.3.1 Bidder shall quote separately the monthly rates in Indian Rupees. The tendered rates include all the liabilities of the contractor such as statutory liabilities like Minimum Wages, ESI, PF contributions, service charges, all kinds of taxes etc., cost of uniform and identity cards of personnel deployed by the contractor and all consumables, tools & plants, machines, vehicles etc. required for the smooth and satisfactory execution of the work which should be clearly stated by the contractor. The statutory deductions like income tax, work contract tax etc. (wherever applicable) shall be made from the bills of the contractor.
- 5.3.2. Conditional bids/offers will be summarily rejected.
- 5.3.3. The Financial Bid shall be completed in all respects and duly signed and stamped by an authorized and empowered representatives of the Bidder.
- 5.3.4. The Bidder shall submit his price bid/offer in Indian Rupees and payment under this contract will be made in Indian Rupees.

6. Format and Signing of Bid: -

- 6.1 The bidder shall submit one copy of the Tender document and addenda, if any, thereto, with each page of this document signed and stamped to confirm the acceptance of the terms and conditions of the tender by the bidder.
- 6.2 The documents comprising the bid shall be typed or written in indelible ink and all pages of the bid shall be signed by a person or persons duly authorized to sign on behalf of the bidder. All pages of the bid, where entries or amendments have been made, shall be signed by the person or persons signing the bid.
- 6.3 The bid shall contain no alterations, omissions or additions except those to comply with instruction issued by the, or are necessary to correct errors made by the bidder, in which

case such corrections shall be initialled/signed and dated by the person or persons signing the bid.

7. Submission of Bids: -

7.1. The bidder shall submit the Technical Bid for work in a separate sealed cover and the Financial Bid for work in another sealed covers duly super scribed and all these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed.

7.2 The sealed cover of Technical Bid should consist of the following documents: -

- a. Earnest Money Deposit (Bid Security) for the Rs. 7,20,000/-.
- b. Self-attested one recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, Office/Residential address and office Telephone numbers, whether the bidder is a sole proprietor/partnership firm and if partnership firm, names addresses and telephone numbers of Directors/Partners also;
- c. Self-attested copy of PAN No. card under Income Tax Act;
- d. Self-attested copy of Service Tax Registration Number;
- e. Self-attested copy of Valid Registration No. of the Agency/Firm;
- f. Self-attested copy of valid Provident Fund Registration Number;
- g. Self-attested copy of valid ESI Registration Number;
- h. Self-attested copy of Valid Licence and Number under Contract Labour Act and under any other Acts/Rules;
- i. Self-attested copy of Certificate of Incorporation, Registration of the Agency/Firm with Police Department / DGR.
- j. Proof of Average Annual turnover.
- k. Proof of experience supported by documents from the concerned organizations;
- l. Duly filled and signed Annexures of the General Instructions and Terms & Conditions.
- m. Special Terms and Conditions
- n. Scope of Work
- o. Undertaking
- p. Other papers which are part of the Tender Document
- q. Performa for the Manpower Deployment Plan

7.3. The sealed cover of Financial Bid separately for work should contain only the Price bid in original duly filled in figures and words.

7.4 All the sealed covers shall be addressed to Director, CCRYN, 61-65, Opposite D Block, Institutional Area, Janakpuri, New Delhi -110058.

7.5 The tenders shall remain valid and open for acceptance for a period of 90 days from the Last date of submission of tender.

8. Late and Delayed Tenders: -

8.1 Bids must be received in the CCRYN at the address specified above not later than the date and time stipulated in the NIT. The CCRYN may, at its discretion, extend the deadline for submission of bids. Any bid received by the CCRYN after the deadline for submission of bids, as stipulated above, shall not be considered. No tender by email will be entertained.

9. Bid Opening and Evaluation: -

9.1 The duly constituted Committee by the Director CCRYN of the CCRYN will open the Technical Bids in the presence of the Bidders or their representatives who choose to attend at the appointed place and time.

9.2 The bid of any bidder who has not complied with one or more of the conditions will be summarily rejected.

9.3. Conditional bids will also be summarily rejected.

9.4. Financial bids of only the technically qualified bidders will be opened for evaluation. The date and time for opening the Financial Bids shall be communicated and also uploaded at the website of CCRYN to the technically qualified bidders to facilitate for being present at the time of opening the Financial Bids, if they want.

9.5 The Financial Bid not conforming to the Minimum Wages Rates for Rohini/Haryana/Bangalore and other statutory obligations like EPF, ESI, Bonus, Leave Relief, Gratuity etc. are liable to be rejected.

9.2 Right to accept any Bid and to reject any or all Bids: -

9.2.1. The CCRYN is not bound to accept the lowest or any other bid and may reject any or all the bids without assigning any reason.

9.2.2. The CCRYN may terminate the contract if it is found that the agency is black listed on previous occasions by any of the Bodies/Municipalities/Public Sector Undertakings, etc. Govt. Deptt. /Institutions/Local Bodies/Municipalities/ Public Sector Undertakings, etc.

9.2.3. The CCRYN may reject the Bid in the event that the Bid is accepted but the successful bidder fails to furnish the Performance Security or fails to execute the contract agreement.

10. Award of Contract: -

10.1. The CCRYN, will award the contract to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform

the contract satisfactorily as per the terms and conditions incorporated in the bidding document.

- 10.2. The CCRYN, will communicate the successful bidder that his bid has been accepted. This letter (hereinafter and in the condition of contract called the “Letter of Offer”) shall prescribe the amount which IICA will pay to the contractor in consideration of the execution of work/services by the contractor as prescribed in the contract.
- 10.3. **The successful bidder will be required to execute a contract agreement within a period of 15 days from the date of issue of Letter of Offer.**
- 10.4. The successful bidder shall be required to furnish a Performance Security within 10 days of receipt of “Letter of Offer” for an amount of 5% of total value of the contract in the form of an Account Payee DD from a scheduled bank in favour of **Director CCRYN**. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended by the contractor accordingly.
- 10.5. The successful bidder may be assigned additional area of existing CRIs and new upcoming CRIs for the purpose of providing House Keeping Services on the rates and terms and conditions approved and finalized in response to this tender notice.
- 10.6. **CCRYN reserves the right to award the contract to one agency for all the jobs or to different agencies to execute different jobs.**
 1. The bidder shall mention, in the prescribed Performa, the number of the personnel he proposes to deploy on day to day basis, including holidays, for the smooth execution of the work. Besides this, the bidder shall mention the list of major tools, plants and other equipment’s that he proposes to use in smooth execution of work. Signature of the Bidder with seal

Signature of the Bidder with Seal

ANNEXURE-I

TENDER FORM FOR HOUSE KEEPING MANAGEMNET SERVICE AT CRIYN Rohini (Delhi), Jhajjar (Haryana) and Nagamangala (Karnataka)



1. Due date for Submission of Tender :
2. Date & Time of Pre-bid meeting :
3. Opening time and date of Technical Bid :
4. Registration No. of the Firm/Agency with DGR/Police :
5. Name, Designation, Address and Telephone Number of
Authorized person of Firm/ Agency to deal with :
6. Copy of PAN card issued by Income Tax and copy of
Previous three Financial Years' Income Tax Return :
7. Provident Fund Account No. :
8. ESIC Number :
9. Licence Number under Contractor Labour (R&R) Act, if any :
10. Details of Bid Security deposited:
 - a) Amount Rs. :
(Rupees in words also)
 - b) FDR No. or DD No. or Bank Guarantee in :
Favour of

GENERAL TERMS & CONDITIONS

1. In case the contractor fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract the Director CCRYN reserves the right to forfeit the performance Security and the firm will be black listed for a period of four years from participating in such type of tender.
2. Minimum number of trained manpower including the Supervisory staff required to do the work has to be specified by the contractor in technical bid of the tender.
3. The CCRYN reserves the right to cancel or reject all or any of the tender without assigning any reason.
4. Any act on the part of the tenderer to influence anybody in the CCRYN is liable to rejection of his tender.
5. **Every employee so engaged by the contractor shall wear uniform and a badge wearing his/her name, while on duty. The said uniform and badge shall be provided by the contractor at his cost.**
6. The contractor shall engage the men/women whose age shall be between 21-40 years duly trained for the job. The minimum age for deployment of Facility Management Services shall not be less than 21 years.
7. The contractor shall be responsible to provide immediate replacement to take place of any staff engaged by him, who is not available for duty at the place of posting and such other additional staff as may be required for additional area for which prior information have been given.
8. The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under Labour Act, Minimum Wages and Contract Labour (Regulation & Abolition Act 1970), EPF, ESI, Bonus, Gratuity, Leave Relief etc. with regard to the personnel engaged by him. It will be the responsibility of the contractor to provide details of manpower deployed by him, in the CRIYN.
9. The CCRYN shall have the right to ask for the removal of any person of the contractor, who is not found to be competent and orderly in the discharge of his duty.
10. The contractor shall not engage any sub-contractor or transfer the contract to any other person in any manner.
11. The antecedents of staff deployed shall be got verified by the contractor from local police authority and an undertaking in this regard to be submitted to the CCRYN.
12. The Contractor will maintain a register on which day to day deployment of personnel will be entered. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, if any, should be shown. The Contractor has to give an undertaking duly countersigned by the concerned official of the CRIYN, regarding payment of wages as per rules and laws in force, before onwards receiving the 2nd payment onwards.
13. All liabilities arising out of accident or death while on duty shall be borne by the contractor.
14. The contractor and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to them by the CRIYN and shall not knowingly lend to any person or company any of the effects of the CRIYN under its control.
15. The workers/personnel engaged by the contractor shall not accept any gratitude or reward in any shape.

16. The contractor shall be responsible to maintain all property and equipment of the CRIYN entrusted to it. Any damage or loss caused by contractor's persons to the CRIYN in whatever shape would be recovered from the contractor.
17. The personnel supplied have to be extremely courteous with very pleasant mannerism in dealing with the Institute, especially with female in Institute and should project an image of utmost discipline. The CCRYN shall have right to have any person removed in case of Institute complaints or as decided by representative of the CCRYN if the person is not performing the job satisfactorily or otherwise. The contractor shall have to arrange the suitable replacement timely in all such cases.
18. That in the event of any loss occasioned to the CRIYN, as a result of any lapse on the part of the contractor which will be established after an enquiry conducted by the CRIYN, the said loss shall be claimed from the contractor up to the value of the loss. The decision of the Head of the CCRYN will be final and binding on the contractor.
19. The contractor shall deploy his personnel only after obtaining the CCRYN approval duly submitting curriculum vitae (CV) of these personnel. The CCRYN shall be informed at least one week in advance and contractor shall be required to obtain the CCRYN's approval for all such changes along with their CVs.
20. During the course of contract, if any of contractor's personnel are found to be indulging in any corrupt practices causing any loss of revenue to the CRIYN, the CCRYN shall be entitled to terminate the contract forthwith duly forfeiting the contractor's Performance Guarantee.
21. If any money shall, as the result of any instructions from the Labour authorities or claim or application made under any of the Labour laws or Regulations, be directed to be paid by the CRIYN, such money shall be deemed to be payable by the contractor to the CCRYN within seven days. The CCRYN shall be entitled to recover this amount from the contractor by deduction from money due to the contractor.
22. The contractor shall indemnify and hold the CRIYN harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the contractor.
- 23. The bidder should be registered with the concerned authorities of Labour under Contract Labour (R&A) Act 1970.**
24. Only physically fit personnel shall be deployed for duty by the contractor.
25. The contractor shall ensure that the personnel deployed by him shall not take part in any staff union and association activities.
26. The CCRYN shall not be responsible for providing residential accommodation to any of the personnel of the contractor.
27. The CCRYN shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract.

28. The CCRYN does not recognize any employee employer relationship with any of the workers of the contractor. If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by the CCRYN from the contractor.
29. The contractor shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by the CCRYN.
30. The contractor will have to deposit the proof of depositing employee's contribution towards PF/ESI etc. of each employee on monthly basis.
31. The contract is likely to continue for a period of one year and may be extended up to three years on the basis of performance, unless it is curtailed or terminated by this office owing to deficiency of service, substandard quality of the material/attendants deployed, breach of contract, reduction or cessation of the requirement of work.
32. If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by the CCRYN from the contractor.
33. The contractor will have to deposit the proof of depositing employee's contribution towards PF/ESI etc. of each employee on monthly basis.
34. The contractor shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by the CCRYN.
35. Payments of wages must be paid through NEFT/ RTGS and wages must be paid up to 5th of every month.
36. Previous payment Voucher must be attached with Challans for deduction of E.S.I, E.P.F. for employees at respective CRIYN.
37. If any employee is employed by the Contractor, the Contractor shall be liable for Labour Court proceedings.
38. **Termination of services of any person deployed by the Contractor shall be made by a letter of termination of Contractor, Council will not issue any letter in this regards.**
39. In the event of any provisions of the contract requiring to be modified after the agreement has been signed, the modifications shall be made in writing and signed by the Employer/Officer and the Contractor or his authorized representative. Such modifications will not be effective until the same have been signed by both the parties. Any verbal or written arrangements for abandoning, modifying extending, reducing or supplementing the contract, or any of the terms thereof shall be deemed to be provisional and shall not be binding on the Employer/Officer unless and until the same are incorporated in a formal instrument and signed by the Employer/Officer and the Contractor.
40. Successful bidders shall have to pay performance security in the form of Account Payee DD for an amount of Rs 7,20,000/- (Seven Lakh Twenty Thousand Rupees Only.) drawn

in favour of Director CCRYN, payable at New Delhi or furnish a bank guarantee from a Commercial bank for the similar amount in prescribed Performa given at Annexure-VIII.

41. OBLIGATION OF THE CONTRACTOR: -

- a. The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The contractor shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the Employer fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise.
- b. The CCRYN will deduct Income Tax at source under Section 194-C of Income Tax Act from the contractor at the prevailing rates of such sum as income tax on the income comprised therein. Any other statutory deductions, if required shall also be made as applicable.

42. Dispute Resolution: -

- 42.1 Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Director CCRYN.
- 42.2 The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.
- 42.3 The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract.

43. JURISDICTION OF COURT: -

The courts at Haryana shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

- 44. Payment to the contractor:** The payment to the contractor for the work done/service provided shall be made on monthly basis subject to the following:

- 44.1 The work has been satisfactorily executed, as per the Terms & Conditions of the contract, for the month for which the contractor has raised the bill.
- 44.2 The disbursement of the wages to the workers has already been done by the contractor for the month for which the payment to the contractor is under consideration.

Signature of the Bidder with seal

SPECIAL TERMS & CONDITIONS FOR FACILITY MANAGEMENT SERVICES

1. The contractor shall ensure that all the instructions by the Director, CCRYN or his authorized representative are strictly followed and there is no lapse of any kind.
2. No outsider shall be allowed to enter the campus without issuance of proper gate pass.
3. No items are allowed to be taken out without proper gate pass issued by the officer-in charge, IICA or his authorized representative. The specimen signature of such authorized officer will be available with the security personnel.
4. The person on duty shall not leave his duty until his reliever reports for duty.
5. The work shall be executed as per the scope of work, **Annexure-IV**, with utmost sincerity and no lapse of any sort shall be allowed.
6. Besides the General Terms and Conditions of the contract, the following Special Conditions for Facility Management Services shall be strictly adhered to by the contractor:
7. The leaves shall be permitted as prescribed in the applicable labour laws.
9. CCRYN/CRIYN does not recognize any employee employer relationship with any of the workers of the contractor and their services shall be automatically discontinued with the termination of the contract.
10. The execution of cleaning will be done with uniformed, hygiene conscious workers. Mechanized equipment's like scrubbing machine, vacuum cleaner etc. shall be used wherever required. The rates for all such machines are already included in the rate quoted in the Financial Bid and therefore nothing extra shall be paid on this account.
11. The cleaning and housekeeping works are to be carried out in such manners that all premises always look neat and clean.
12. The manpower engaged should be trained in management of garbage (bio-degradable & non- degradable and recyclable waste) also so that waste disposal is carried out properly without affecting the environment as per pollution control directions.
13. It will be the sole responsibility of the contractor that the men/women engaged are trained and CRIYN will not be liable for any mishap, directly or indirectly.
14. All the consumables and disposables required for cleaning and housekeeping should be eco- friendly and shall be procured by the contractor at his own cost.
15. Mechanized equipment's, wherever required, will be procured by the contractor at his own cost.

16. The cleanliness will be periodically checked by the officer-in-charge or his authorized representative based on certain objective criteria which are decided to measure level of cleanliness and the contractor has to abide by those criteria. These are as follows:
 - a. Shine level, presence of dust, pan and gutkha stains, spillage of water or other liquids, bird droppings etc. on floors, tiled walls, doors, windows or stairs, etc.;
 - b. Dust or cobwebs etc. on roof, window grills etc.;
 - c. Finger or palm marks, dust and gutkha stain on glass panes of windows or doors and mirrors;
 - d. Dirt marks, dust, dryness and odour in Wash-basin, WC Seats, floors etc. in toilets/bathrooms.
17. **Some of the housekeeping workers should be trained for sewer man's job because the scope of work includes the unclogging of soil/waste pipes, floor traps, gully traps, building manholes etc.**
18. The work shall be carried out strictly as per the direction of the officer-in-charge, in the respective CRIYN.
19. The contractor shall provide all necessary tools and plants required for the efficient and top quality at his own cost and nothing extra shall be paid on this account.
20. The contractor shall ensure that water shall be used judiciously without wasting.
21. The workers deployed shall be well trained.

Signature of the Bidder with seal

SCOPE OF WORK FOR HOUSE KEEPING MANAGEMENT SERVICES

1. Cleaning, sweeping moping and wiping of floors, staircase on daily basis including Saturdays & Sundays or as required by Officer-In-charge. Cleaning activity should be completed before start of each shift viz 7:00 am, 03:00 pm and 10:00pm.
2. Continuous mopping to be done at Ground floor and First floors during office hours (9.30 AM to 6.00PM)
3. Thorough cleaning of all toilets using required cleansing and disinfectant material and by putting urinal cubes and air purifier in all urinals, wash basins and WC area.
4. Cleaning and dusting of entire furniture, partitions, wooden cabin walls, railings, doors, windows venetian blinds, racks, sofas, computers, telephones, curtains, wall mounted fans etc. with dry/wet cloth, feather brush and duster.
5. Cleaning of surface parts of Sorting Machines.
6. Clearing of any choking(s) in the drainages, manholes etc.
7. Removal of beehives and cobwebs/honey webs from the office building and its premises.
8. Cleaning and sweeping of roof tops with brooms/mechanized sweeping.
9. Cleaning of Glow Sign Boards & Signage Cleaning.
10. All dust bins shall be properly cleaned from in and outside and should be emptied at the end of the shifts on regular basis.
11. The bidder shall also be responsible for pest control in the office and shall carry out sprays etc. minimum once in a month. The insecticides and pesticides should be sufficient enough to take care of Mosquitoes, Cockroach, Silver fish, crawling insects, rats etc. In case of rats ultrasonic and mechanical pest control methods should also be used as and when required. The insecticide and pesticide sprayed should be of ISI mark and in case the pest control is ineffective the firm shall have to carry out operation more than once in a month.
12. The bidder must employ adult and skilled labour only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. In order to maintain quality services and minimize operational problems, the bidder must rotate the staff once in six months with prior written intimation.
13. Proper registers/records for the jobs carried out on daily, weekly, fortnightly and monthly basis will be maintained by the Supervisor of the bidder and will be countersigned by the DOP officer-in-charge at regular intervals and finally at the end of each month

14. The bidder should possess or procure needful infrastructure, gadgets, consumables and other material required for smooth Facility services. No additional cost towards this will be borne. However in case of any major repairs / replacement, cost shall be borne by CCRYN.

JOBS TO BE CARRIED OUT DAILY

1. Cleaning of general toilets at least twice in each shift/set daily with phenol and detergent etc and maintain the toilets floors dry during office hours. Cleaning of windows and windowsills of all toilets to be done regularly. Wash basins, urinals, WC are to be cleaned with suitable detergent. Flushing system of all toilets are to be checked at regular interval every day. Urinal cubes, air purifier and liquid soap and paper rolls are to be provided by the agency regularly to ensure continuous availability of these materials in requisite place/container.
2. Cleaning & moping
3. Cleaning of corridors staircases and common area with phenol and with plain water continuously.
4. Cleaning of office working areas, removing dust from floors, windows, doors, furniture“ fixtures, telephones, ashtray, cupboards, air conditioners, filing almirahs, cabinets, glass, panes, computers etc. with dry/wet duster and or with suitable cleaning agent. Moping of floors with phenol.
5. Collection of waste paper from rooms, waste paper, baskets, lobbies and putting in bags at the specified location.
6. Cleaning of surface of Sorting Machines.
7. To clean glass panes on doors, windows & partitions with soap/cleaning agent.
8. Cleaning of duct and shaft spaces, garbage, and removal and putting them in dustbin kept outside the building
9. Cleaning/removal of any type of stains of ink etc. from the premises a staircase.
10. Cleaning, sweeping and wiping of floors, furniture and hand washing area etc. During office hours.
11. Room fresheners in all office area to be used daily in the morning. Room freshener should be of ISI Mark or of standard Make.
12. Spray of scented Mosquito and cockroach killer on all floors as and when required. Mosquito/cockroach killers shall be of ISI mark. Special scented purifiers shall be sprayed at least twice daily in all rooms, cabins, bathrooms, reception conference halls, lifts, lobby, lifts etc.

JOBS TO BE CARRIED OUT WEEKLY

1. Scrubbing and cleaning of floors and walls in toilets/rooms, corridors with soap, detergents, disinfectant or any other chemicals; automatic mopper/scrubbing machine to be used at least once in a week.

2. Cleaning of fabric upholstered sofa sets with vacuum cleaners and leatherite upholstered sofa set and chairs with soap solution/ cleaning agent of approved quality
3. Washing and cleaning.

JOBS TO BE CARRIED OUT FORTNIGHTLY BASIS

1. All toilets floors and other areas, as may be directed by Officer In-charge, shall be cleaned with floor scrubbing machine.
2. Filling water in desert coolers in summer season.
3. Cleaning of water coolers.
4. Cleaning of sofa sets with soap water/ vacuum cleaners.
5. Washing and cleaning of driveways, parking areas and roads within the of premises.

JOBS TO BE CARRIED OUT ON MONTHLY BASIS:

1. Ground Floor & First Floor staircases shall be cleaned thoroughly with floor scrubbing machine with soap and water to remove all stains etc. After cleaning the floors with soap and water the floors shall be properly wax polished.
2. Total office area floors to be cleaned with floor scrubbing machine, wherever required as per directions of Officer-In-charge.

PROVIDING WORKFORCE:

The bidder has to provide workforce in sufficient numbers to maintain the buildings as required and of quality to ensure workmanship of the degree specified in the job order and to the satisfaction of the Officer-In-Charge. Minimum requirement of workforce to be deployed is given hereunder: -

1. The bidder shall, however, survey the area and make assessment of the manpower requirement on their own. The bidder must employ adult and skilled labour only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers whose antecedents have been thoroughly verified, including character and police verification and other formalities. In order to maintain quality services and minimize operational problems, the bidder must rotate the staff once in six months with prior written intimation.
2. The bidder shall ensure that the entire workforce deployed shall have (a) Good Etiquette (b) Grooming (c) Communication, Awareness & Behaviour and (d) shall know usage of sanitary material & equipment.
 - a. Etiquette - Soft spoken/polite & Responsible
 - b. Grooming - Clean uniform
 - Name Plates
 - Polished Shoes

- No gutka / paan / smoking/ liquor etc.
- c. Communication, Awareness & Behaviour
 - Do not sit idle / waste time
 - Any wrongdoing can lead to police complaint
 - No obscene gestures at all
 - behave properly
- d) Usage of Material& Equipment's - Sanitary material & equipment's

The bidder shall agree to provide female housekeeping staff for maintenance of ladies' toilets.

SUPPLY OF MATERIAL AND CONSUMABLES:

All materials/consumables other related items are to be provided by the Agency has to be of ISI marked or in conformity with the specification/makes keeping in view good quality/standard after discussion and finalization with Officer-In-Charge. The firm shall assess the quantity of consumables to be used and supply them in advance on fortnightly basis. The stores are to be replenished at least 5 days in advance. Out of orders

WASTE DISPOSAL MANAGEMENT:

The bidder will ensure collection, mechanized screening / segregation of dry and wet garbage in the earmarked area. The bidder will also ensure segregation of bio degradable and non-bio degradable garbage. Finally, the bidder will arrange for disposal of garbage at such a place as may be permissible by the local body.

Major Points for House Keeping Services Staff-

A. Grooming-

- a. Uniform should neat & Clean
- b. Buttons should of white colors
- c. Hair Dressing
- d. Shaving should be done
- e. Fingers nails should be trimmed
- f. Shoes should be Black & Polished
- g. Socks should be neat & Clean
- h. There should be no threads around the neck.
- i. There should be no ear rings
- j. There should no smell emanating from the mouth

- k. Staff should have I.D Cards around their neck
- l. They should not use/carry Tobacco, cigarettes etc.

B. Attitude towards Clients/Customers

- a. Always start with Sir/Madam
- b. Always talk in a polite manner
- c. Not to Back Answer anybody/At any given situation

C. Coordination between Supervisors

D. Punctuality

E. Briefing

- a) To depute the man power for different areas.
- b) To give time to complete the job in the given time
- c) To give them specific jobs and further cross check the same.

F. Usage of HK Machines: -

- a. Ensure that machines is Kept in Clean and working condition.
- b. Ensure that all machines is kept have been marked.
- c. Not to operate the machines without proper plug.
- d. Check the Hose Pipe.
- e. To see that all the attachment is available before they use it.
- f. Do not plug into UPS as it gets blown out.
- g. Not to use machine for more than one hour at a stretch.
- h. To keep all the machine & attachments in one place.
- i. To report to Senior, if machine is out of order Signature of the Bidder with seal

Signature of the Bidder with Seal

**PROFORMA FOR MANPOWER DEPLOYMENT PLAN FOR HOUSE
KEEPING**

The bidder shall mention the number of personnel assessed by him while quoting the rates and found necessary to be deployed for the smooth execution of the work in the following Performa:

	Performa for Manpower Deployment Plan for House Keeping Management Services
--	--

S.No.	Area of Deployment (in sq. ft) Floor wise	HK staff	HK Supervisor
1			
2			
3			
4			
5			

Note:

1. The bidder should furnish the above information very carefully, keeping in mind the complete scope of work. The number proposed above must be adequate enough to execute the work smoothly.
2. The bidder should also provide the list of various major equipment's, tools and plants he proposes to put in use if the contract is awarded.
3. Separate Sheet can be attached if required.

Signature of the Bidder with seal

Annexure-VI**PROFORMA FOR DEPLOYMENT OF MAJOR EQUIPMENT, TOOLS & PLANTS
PROPOSED TO BE PUT IN USE**

The bidder shall mention the number of various major equipment's, tools and plants he proposes to put in use if the contract is awarded, for smooth execution of the work in the following Performa:

S.No.	Area of use	Area in sq. ft	Single disk	Scrubber Driers	Carpet area	Dry/wet vaccum	Ride sweeper	Dry vaccum cleaner	High Pressure Water Jet
1									
2									
3									
4									
5									
6									
7									
8									
9									

Note:

1. The bidder should furnish the above information very carefully, keeping in mind the complete scope of work. The number and type proposed above must be adequate enough to execute the work smoothly.
2. Separate Sheet can be attached if required.

Signature of the Bidder with seal

(ON A STAMP PAPER of Rs.10/-)

UNDERTAKING

To

(Designation and Name of the concerned Department)

Name of the firm/Agency_____

Name of the tender_____ Due date: _____

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.

(Signature of the Bidder

Name and Address of the Bidder

Telephone No.

FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY

(To be stamped in accordance with Stamps Act of India)

1. THIS DEED of Guarantee made this day of _____ between _____
(Name of the Bank) (hereinafter called the “Bank”) of the _____ (CCRYN)
(hereinafter called the CCRYN) of the other part.
2. WHEREAS _____ (CCRYN) has awarded the contract for
_____ Rs. _____ (Rupees in figures and
words) (hereinafter called the “contract”) to M/s _____ (Name of the contractor) (hereinafter called the
“contractor”). one part and
3. AND WHEREAS THE Contractor is bound by the said Contract to submit to the CCRYN a
performance Security for a total amount of Rs. _____ (Amount in figures and
words).
4. NOW WE the Undersigned _____ (Name of the Bank) being fully
authorized to sign and to incur obligations for and on behalf of and in the name
of _____ (Full name of Bank), hereby declare that the said Bank will guarantee
the CCRYN the full amount of Rs. _____ (Amount in figures and words) as
stated above.
5. After the Contractor has signed the aforementioned contract with the CCRYN, the Bank is engaged to
pay the CCRYN, any amount up to and inclusive of the aforementioned full amount up on written
order from the CCRYN to indemnify the CCRYN for any liability of damage resulting from any
defects or shortcomings of the Contractor or the debts he may have incurred to any parties involved in
the Works under the Contract mentioned above, whether these defects or shortcomings or debts are
actual or estimated or expected. The Bank will deliver the money required by the CCRYN immediately
on demand without delay without reference to the Contractor and without the necessity of a previous
notice or of judicial or administrative procedures and without it being necessary to prove to the Bank
the liability or damages resulting from any defects or shortcomings or debts of the Contractor. The
Bank shall pay to the CCRYN any money so demanded notwithstanding any dispute/disputes raised
by the Contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator(s)
relating thereto and the liability under this guarantee shall be absolute and unequivocal.
6. THIS GUARANTEE is valid for a period of _____ months from the date of signing. (The initial
period for which this Guarantee will be valid must be for at least six months longer than the anticipated
expiry date of the Contract period).
7. At any time during the period in which this Guarantee is still valid, if the CCRYN agrees to grant a
time of extension to the contractor or if the contractor fails to complete the works within the time of
completion as stated in the contract, or fails to discharge himself of the liability or damages or debts
as stated under para-5 above, it is understood that the Bank will extend this Guarantee under the same
conditions for the required time on demand by the CCRYN and at the cost of the contractor.
8. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the
Bank or of the contractor.
9. The neglect or forbearance of the CCRYN in enforcement of payment of any moneys, the payment
whereof is intended to be hereby secured or the giving of time by the CCRYN for the payment hereof
shall in no way relieve the Bank of their liability under this deed.
10. The expressions “the CCRYN”, “the Bank” and “the Contractor” hereinbefore used shall include their
respective successors and assigns.

IN WITNESS whereof I/We of the bank have signed and sealed this guarantee on the _____ day
of _____ (Month) _____ (year) being herewith duly authorized.

For and on behalf of the _____ Bank.

Signature of authorized Bank official

Name _____

Designation _____

I.D. No. _____ Stamp/Seal of the Bank.

Signed, sealed and delivered for and on behalf of the Bank by the above named _____
in the presence of:

Witness-1.

Signature _____

Name _____

Address _____

Witness-2.

Signature _____

Name _____

Address _____

FORM OF AGREEMENT

THIS AGREEMENT is made on the ____ day _____ (Month) _____ (Year) Between the Governor of Haryana through the hereinafter called “CCRYN”, which expression shall, unless excluded by or repugnant to the context, be deemed to include its successor in office and assigns of the one part AND _____ (Name and address of the contractor) through Shri _____, the authorized representative (hereinafter called “the contractor”) (which expression shall, unless excluded by or repugnant to the context, be deemed to include its/their heirs, successors, executors, administrators, representatives and assigns) of the other part. Under which the contractor shall provide uniformed and trained personnel and will use its best endeavors to provide _____ Services to the CRIYN for providing a neat and clean environment to the CRIYN.

NOW THIS AGREEMENT WITNESSETH as follows: -

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.

2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:

- a. Letter of acceptance of award of contract;
- b. Terms and Conditions;
- c. Notice inviting Tender;
- d. Bill of Quantities;
- e. Scope of work;
- f. Addendums, if any;
- g. Complete Tender Document submitted by the contractor and any other document forming part of the contract

3. In consideration of the payments to be made by the CCRYN to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the employer to execute the _____ w.e.f _____ as per the provisions of this Agreement and the tender documents.

4. The CCRYN hereby covenants to pay the contractor in consideration of the execution and completion of the works/services as per the provisions of this Agreement and the tender documents, the contract price of (_____ Rupees in words).

5. Being the sum stated in the letter of acceptance subject to such additions thereto or deductions therefrom as may be made under the provisions of the contract at the times in manner prescribed by the contract.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written.

For and on behalf of the Contractor

Signature of the authorized official

Name of the Official

Stamp/Seal of the Contractor

By the said

_____ Name

On behalf of the Contractor in the
Presence of :

Witness _____

Name _____

Address _____

Contact Number _____

For and on behalf of the Director CCRYN

Signature of the authorized officer

Name of the official

Stamp / Seal of the Employer

By the said

_____ Name

On behalf of the Employer in the presence of :

Witness _____

Name _____

Address _____

Contact number _____

CHECK LIST FOR TECHNICAL BID

s.No.	Documents asked for	Page number at which document is placed
1	Earnest money Deposit (Bid Security) of Rs 7,20,00 of DD/ Pay order No. Dated.....	
2	One Self attested recent passport size photograph of the authorized person the bidder with name, designation, address, and telephone number	
3	Undertaking on a Stamp Paer of Rs.10/- as per the given format	
4	Self-attested copy of PAN card along with the copy of income tax return of the last financial year	
5	Self-attested cpy of Service Tax Resignation Number	
6	Self-attested copy of Registration number of Firm/Agency	
7	Self-attested copy of Valid EPF Registration number	
8	Self-attested copy of vlaind ESI Registration number	
9	Self-attested copy of valid licence no.under Contractor Labour (R&R) Act 1970	
10	Proof of satisfactorily execution of similar works as specified in the Eligibility criteria	
11	Self-attested copy of Annual Income Tax Returns of previous three year4s supported byuthe audited balance sheet	
12	Self-attested copy of Certificate of Incorporation, DGR Registration of Agency / firm with police department	
13	Profirma for Manpower Deployment plan for Facility Management	
14	Proforma for Deployment of Major Equipment, Tools and Plants proposed to be uyt in use	
15	C.A certificate for para 1 (b)	

Signature of the Bidder with seal

ANNEXURE-XI

TEXT OF THE PRE-CONTRACT INTEGRITY PACT

PRE-CONTRACT INTEGRITY PACT BETWEEN **CENTRAL COUNCIL FOR RESEARCH IN YOGA AND NATUROPATHY, NEW DELHI** AND _____.

This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on this _____ **day of the _____ (month, year)** between, on one hand, the President of India, acting through **Director, Central Council for Research in Yoga and Naturopathy, Ministry of Ayush**, Government of India (hereinafter called the "BUYER", which expression shall mean and include, unless the context otherwise requires, his successors in office and assigns of the First Part and _____ represented by **Name, designation** (hereinafter called the "BIDDER/Seller" which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

WHEREAS the BUYER proposes to engage Housing keeping agency for its CRI located at Rohini (Delhi), Jhajjar (Harayan) and Nagamangala (Karnataka)

WHEREAS the BIDDER is a _____, and the BUYER is an Autonomous body under Ministry of Ayush, Government of India performing its functions on behalf of the President of India.

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

Enabling the BUYER to obtain the desired said stores/equipment at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

Enabling BIDDERS to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the BUYER will commit to prevent corruption, in any form, by its officials by following transparent procedures. The parties hereby agree to enter into this Integrity Pact and agree as follows:

Commitments of the BUYER

1.1. The BUYER undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organisation or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.

1.2. The BUYER will, during the pre-contract stage, treat all BIDDERS alike, and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.

1.3. All the officials of the BUYER will report to the appropriate Government office any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.

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

Commitments of BIDDERS

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

3.1. The Bidder will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the Buyer, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the Contract.

3.2. The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Government for showing or forbearing to show favour or disfavour to any person in relation to the contract or any other contract with the Government.

3.3. BIDDERS shall disclose the name and address of agents and representatives and Indian BIDDERS shall disclose their foreign principals or associates.

3.4. BIDDERS shall disclose the payments to be made by them to agents/ brokers or any other intermediary, in connection with this bid/contract.

3.5. The BIDDER further confirms and declares to the BUYER that the BIDDER is the original manufacturer / integrator/ authorized government sponsored export entity of the stores and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the BUYER or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.

3.6. The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the BUYER or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.

3.7. The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.

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

3.9. The BIDDER shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.

3.10. The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

3.11. The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.

3.12. If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of the BUYER, or alternatively, if any relative of an officer of the BUYER has financial interest/stake in the BIDDER's firm, the same shall be disclosed by the BIDDER at the time of filing of tender.

The term 'relative' for this purpose would be as defined in Section 6 of the Companies Act, 1956.

3.13. The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the BUYER.

4. Previous Transgression

4.1. The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify BIDDER's exclusion from the tender process.

4.2. The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

5. Earnest Money (Security Deposit)

5.1 While submitting commercial bid, the BIDDER shall deposit an amount **Rs 7,20,000/-** as specified in the RFP as Earnest Money/Security Deposit, with the BUYER through any of the following instruments:

- i. **Bank Draft or a Pay Order in favour of DIRECTOR, CCRYN NEW DELHI**
- ii. A confirmed guarantee by an Indian Nationalized Bank, promising payment of the guaranteed sum to the BUYER on demand within three working days without any demur whatsoever and without seeking any reasons whatsoever. The demand for payment by the BUYER shall be treated as conclusive proof of payment.
- iii. Any other mode or through any other instrument, as stated in RFP.

5.2. The Earnest Money / Security Deposit shall be valid up to a period of five years or the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period, whichever is later.

5.3. In case of the successful BIDDER a clause would also be incorporated in the Article pertaining to Performance Bond in the Purchase Contract that the provisions of Sanctions for Violation shall be applicable for forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

5.4. No interest shall be payable by the BUYER to the BIDDER on Earnest Money / Security Deposit for the period of its currency.

6. Sanctions for Violations

6.1. Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the BUYER to take all or any one of the following actions, wherever required:

- i. To immediately call off the pre-contract negotiations without assigning any reason or giving any compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.
- ii. The Earnest Money Deposit (in pre-contract stage) and / or Security Deposit/Performance Bond (after the contract is signed) shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason therefor.
- iii. To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.
- iv. To recover all sums already paid by the BUYER, and in case of an Indian BIDDER with interest thereon at 2% higher than the prevailing Prime Lending Rate of State Bank of India, while in case of a BIDDER from a country other than India with interest thereon at 2% higher than the LIBOR. If any outstanding payment is due to the BIDDER from the BUYER in connection with any other contract for any other stores, such outstanding payment could also be utilized to recover the aforesaid sum and interest.
- v. To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the BUYER, along with interest.
- vi. To cancel all or any other Contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/rescission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.
- vii. To debar the BIDDER from participating in future bidding processes of the Government of India for a minimum period of five years, which may be further extended at the discretion of the BUYER.
- viii. To recover all sums paid in violation of this Pact by BIDDER(s) to any middleman or agent or broker with a view to securing the contract.
- ix. In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the BUYER with the BIDDER, the same shall not be opened.
- x. Forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

6.2. The BUYER will be entitled to take all or any of the actions mentioned at para 6.1 (i) to (x) of this Pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in Chapter IX of the Indian Penal Code, 1860, or Prevention of Corruption Act, 1988, or any other statute enacted for prevention of corruption.

6.3. The decision of the BUYER to the effect that a breach of the provisions of this Pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the Independent Monitor(s) appointed for the purposes of this Pact.

7. Fall Clause

7.1. The BIDDER undertakes that it has not supplied/is not supplying similar product/systems or subsystems at a price lower than that offered in the present bid in respect of any other Ministry / Department of the Government of India or PSU and if it is found at any stage that similar product/systems or sub system was supplied by the BIDDER to any other Ministry/Department of the Government of India or a PSU at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the BIDDER to the BUYER, if the contract has already been concluded.

8. Independent Monitors

8.1. There shall be Independent Monitors (hereinafter referred to as Monitors) appointed by the BUYER for this Pact in consultation with the Central Vigilance Commission.

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

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

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

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

8.6. The BIDDER(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the BUYER including that provided by the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to

Subcontractors. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/Subcontractor(s) with confidentiality.

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

8.8. The Monitor will submit a written report to the Foreign Secretary, Ministry of External Affairs, within 8 to 10 weeks from the date of reference or intimation to him by the BUYER / BIDDER and, should the occasion arise, submit proposals for correcting problematic situations.

9. Facilitation of Investigation

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

10. Law and Place of Jurisdiction

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

11. Other Legal Actions

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

12. Validity

12.1. The validity of this Integrity Pact shall be from the date of its signing and extend upto 5 years or the complete execution of the contract to the satisfaction of both the BUYER and the BIDDER/Seller, including warranty period, whichever is later. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

12.2. Should one or several provisions of this Pact turn out to be invalid, the remainder of this pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

13. The parties hereby sign this Integrity Pact at on

BIDDER

Name of the Officer

Designation- Director, CCRYN

Ministry of Ayush

BUYER

Name of the Officer

Designation

Witness

1.

1.

2.

2.

Annexure-XII

FINANCIAL BID: DOCUMENT- A COST ANALYSIS: MANPOER TO BE DEPLOYED						
RATES TO BE QUOTED BY BIDDER IN DOUCMENT- 'B' MUST BE AS PER THIS COST ANALYSIS						
S.No	Description	Facility Manager	Store keeper	Multi skill Tech	Housekeeping staff	Housekeeping supervisor
1	Basic water per person					
2	HRA					
3	EPF					
4	ESIC					
5	Bonus					
6	Uniform					
7	Sub total					
8	Weekly Off/national holiday/ other holidays					
9	Total cost per Head					
10	Services charges					
11	Subtotal 08 hrs 30 days					

Note: service tax shall be charged extra as applicable

Minimum Staff Required

S.No.	Description	Nos.	Cost per person	Total
1	Housekeeping staff			
2	Housekeeping supervisor			
	TOTAL			

FINANCIAL BID: DOCUMENT-B

PRICE BID FOR FACILTY MANAGEMENT SERVICES AT CRIYN –NAGAMANGLA (KARNATKA)									
COST OF MATERIAL									
S No	Description	Area in Sq. Ft.	Cost of Manpower	Cost of durables	Cost of chemical	Cost of consumables	Cost of equip, tools & plants	Total cost	Rate per sq. ft. of area
1.	ADMIN Portico Open Area Ground Floor First Second Second floor Plinth Total Area	26.08 35.87 333.24 306.44 306.44 342.32 946.12							
2	GENERAL WARD Portico Open Area Ground Floor First Second Plinth Total Area	36.19 7.30 433.69 397.50 404.80 831.19							
3	Male Treatment Section Open Area Ground Floor Plinth	65.32 730.83 730.83							
	Female Treatment Section								

4	Open Area Ground Floor Plinth	65.32 730.83 730.83							
	OPD Portico Ground Floor Plinth Total Area (Treatment section & OPD)	24.71 538.44 538.44 2000.10							
6	Yoga Hall Portico Plinth Total Area	568.10 568.10 568.10							
7	Yoga Hall Toilet Portico Plinth Total Area	127.20 127.20 127.20							
8	Deluxe ward Portico Ground Floor First Second Second floor Plinth Total Area	17.95 539.64 539.64 539.64 521.69 1618.92							
9	VIP treatment section Portico Open Area Ground Floor Plinth Total Area	47.25 69.80 1271.95 1294.50 1271.90							
10	Special Ward Portico Open Area	39.20 20.89							

	Ground Floor	321.45							
	First Second	301.05							
	Second floor	301.05							
	Plinth	385.42							
	Total Area	1103.9							
11	P G Hostel								
	Portico	20.22							
	Open Area	20.99							
	Ground Floor	321.17							
	First Second	300.95							
	Second floor	300.95							
	Plinth	321.94							
	Total Area	923.65							
12	Attenders quarters								
	Portico	26.51							
	Open Area	5.91							
	Ground Floor	237.71							
	First Second	211.20							
	Second floor	211.20							
	Plinth	217.11							
	Total Area	660.12							
13	Bachelors Quarters								
	Ground Floor	132.33							
	First Second	132.33							
	Second floor	132.33							
	Plinth	132.33							
	Total Area	139.95							
14	Staff Quarters								
	Portico	50.19							
	Ground Floor	293.88							
	First Second	243.69							
	Second floor	243.69							
	Plinth	243.99							
	Total Area	781.25							
15	Doctors Quarters								

	Portico	18.08							
	Ground Floor	247.26							
	First Second	229.18							
	Second floor	229.18							
	Plinth	229.18							
	Total Area	705.62							
16	P G Academic								
	Portico	44.86							
	Open Area	38.89							
	Ground Floor	529.26							
	First Second	484.40							
	Second floor	484.40							
	Plinth	523.29							
	Total Area	1498							
17	Diet Centre								
	Portico	29.02							
	Ground Floor	282.50							
	First Second	282.50							
	Plinth	253.48							
	Total Area	565							
18	Diet Kitchen								
	Plinth	242							
	Total Area	242							
19	M D Residents								
	Portico	26.10							
	Ground Floor	109.41							
	First Second	109.41							
	Plinth	109.41							
20	OPD Parking Area								
	Plinth	127							
21	Staff Quarters Parking								
	Area								
	Plinth	100.20							

[illegible]

FINANCIAL BID: DOCUMENT-C**(In a separate sealed cover)**

PRICE BID FOR FACILTY MANAGEMENT SERVICES AT CRIYN –JHAJJAR (HARYANA)									
COST OF MATERIAL									
S.No.	Description	Area in Sq. Ft.	Cost of Manpower	Cost of durables	Cost of chemical	Cost of consumables	Cost of equip, tools & plants	Total cost	Rate per sq. ft. of area
1	OPD	22302							
2	Common area (staircase terrace)	3600							
3	YOGA HALL	18341							
4	GENERAL TREATMENT SECTION	10667							
5	GENERAL WARD	8880							
6	SPECIAL WARD	10280							
7	DELUXE TREATMENT SECTION	10667							
8	DELUXE WARD	15253							
9	ATTENDANT QRTs	7201							
10	DOCTOR QRTs	12884							
11	GIRLS HOSTEL	10840							
12	BOYS HOSTEL	10840							
13	STAFF QRTs DIRECTOR RESIDENCE	12884							
14	ELECTRICAL SUBSTATION	1500							

15	Physiotherapy	7534							
16	Gust House	7534							
	TOTAL	151660							
2	Out area	45000							
	(Roads								
	Pathways								
	Parking								
	TOTAL	196660							

FINANCIAL BID: DOCUMENT- D

(In a separate sealed cover)

PRICE BID FOR FACILTY MANAGEMENT SERVICES AT CRIYN – ROHINI (DELHI)									
COST OF MATERIAL									
S.No.	Description	Area in Sq. Ft.	Cost of Manpower	Cost of durables	Cost of chemical	Cost of consumables	Cost of equip, tools & plants	Total cost	Rate per sq. ft. of area
1	Ground floor	8685.7 ft ²							
2	1 st floor	8685.7 ft ²							
3	Out area (Roads Pathways Parking	56360.23 ft ²							
	TOTAL	73731.63 ft²							