

TENDER DOCUMENT

**RASHTRIYA ISPAT NIGAM LIMITED
VISAKHAPATNAM STEEL PLANT
DELHI UNIT OFFICE
4TH FLOOR, TOWER-4, NBCC PLAZA
PUSHP VIHAR, SECTOR-V, SAKET
NEW DELHI – 110017
TEL.29563516, 29563518, 29564206, 29565524
FAX NO.29563514, E-Mail unit_delhi@rediffmail.com**

CIN : U27109AP1982GOI003404

Subject

Engaging a suitable agency for providing Housekeeping & Janitorial services to RINL for its offices at 4th Floor, Tower-4, NBCC Plaza, Pushp Vihar, Sector-V, Saket, New Delhi

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Signature with date & Seal of the Bidder

Tender Notice No. RINL/VSP/NDUO/20-21/24 Dated 28th July, 2020

NOTICE INVITING TENDER

RASHTRIYA ISPAT NIGAM LIMITED, VISAKHAPATNAM STEEL PLANT

NEW DELHI UNIT OFFICE,

4TH Floor, Tower-4, NBCC Plaza, Pushp Vihar, Sector-V

Saket, New Delhi – 110 017

TEL.29563516, 29563518, 29564206, 29565524

FAX NO.29563514, E-Mail unit_delhi@rediffmail.com

NIT FOR HOUSEKEEPING & JANITORIAL SERVICES ON OPEN TENDER BASIS

No.RINL/VSP/NDUO/20-21/01/24

Dated 28.07.2020

Subject: Engaging a suitable agency for providing Housekeeping & Janitorial services to RINL for its offices at 4th Floor, Tower-4, NBCC Plaza, Pushp Vihar , Sector – V, Saket, New Delhi-110 017 with Six Unskilled and Two Semi-skilled and One Skilled Workers for two years extendable up to one year.

1. The most competitive sealed quotations are invited for engaging a suitable tenderer/agency for providing Housekeeping & Janitorial services to Rashtriya Ispat Nigam Limited (RINL).
2. This Notice along with the detailed procedure & other conditions is available on RINL website at <https://www.vizagsteel.com>. The parties may download the tender documents or obtain the same from RINL, New Delhi Unit Office, 4th Floor, 4th Tower, NBCC Plaza, Pushp Vihar, Sector V, Saket, New Delhi-110 017 from 10:00 hours to 17:00 hours w.e.f. 28.07.2020 to 24.08.2020 on all working days and the same may be submitted after complying with the prescribed formalities.
3. The last date and time of submission of duly filled in tender shall be **24.08.2020 upto 17:00 hrs.** at Rashtriya Ispat Nigam Limited, New Delhi Unit Office, 4th Floor, Tower-4, NBCC Plaza, Pushp Vihar, Sector-V, Saket, New Delhi-110017. Sealed quotations shall be furnished in one bigger cover super scribed “**Engaging a suitable agency for providing Housekeeping & Janitorial services**” containing the following three separate envelopes also super scribed “**EMD Deposit for providing Housekeeping & Janitorial services to RINL Offices at New Delhi**” and “**Technical Bid (Part-A) for providing Housekeeping & Janitorial services to RINL Offices at New Delhi**” and “**Price Bid (Part-B) for providing Housekeeping & Janitorial services to RINL Offices at New Delhi**”.
4. EMD / Technical Bids would be opened at 11:30 hours on **25.08.2020** in the presence of the tenderers or their authorized representatives who desire to be present. The price Bid of Technically qualified tenderers shall be opened subsequently for which intimation would be sent to the concerned tenderers.
5. Quotation must accompany a **Banker’s Cheque (BC) / Pay Order (PO) / Demand Draft (DD)** of Rs.37,500/- (Rupees Thirty Seven thousand five hundred only) as EMD drawn on any scheduled bank in favour of “Rashtriya Ispat Nigam Limited” payable at New Delhi. Tender quoted without EMD is liable for rejection. EMD in the case of successful tenderer, shall be adjusted against ‘Security Deposit’ and balance of ‘Security Deposit’ amount shall be paid as per terms of contract. However, in the case of unsuccessful bidders EMD shall be refunded.
6. Incomplete/conditional tenders shall not be considered in any case.
7. RINL reserves the right to reject or accept any or all offers without assigning any reason, whatsoever.
Submitted to:

DGM(Liaison)

Rashtriya Ispat Nigam Limited, New Delhi Unit Office,

4th Floor, 4th Tower, NBCC Plaza, Pushp Vihar, Sector V, Saket, New Delhi-110 017

Signature with date & Seal of the Bidder

Tender Notice No._RINL/VSP/NDUO/20-21/24 Dated 28th July, 2020

FORM OF TENDER

To
DGM(Liaison)
Rashtriya Ispat Nigam Limited
New Delhi Unit Office,
4th Floor, 4th Tower, NBCC Plaza, Pusp Vihar,
Sector V, Saket, New Delhi-110 017

Name of Work : **Engaging a suitable agency for providing Housekeeping & Janitorial services to RINL for its offices at 4th Floor, Tower-4, NBCC Plaza, Pushp Vihar, Sector-V, Saket, New Delhi – 110017.**

Reference : Tender Notice No. RINL/VSP/NDUO/20-21/01/24 dated 28.07.2020

Having examined the NIT and other documents annexed therewith pertaining to the work mentioned above, I/We, the undersigned, offer to carry out the work in conformity with your requirement for the sum as quoted separately in the Price Bid which shall remain valid for 60(sixty) days from the date of opening of the tender.

I/We undertake, if our quotation is accepted, that I/We shall qualify to provide Housekeeping & Janitorial services to RINL New Delhi Offices. The statutory taxes as & if applicable, shall be exclusive. I/We undertake to commence the work with effect from date advised by RINL/VSP New Delhi Unit Office. Terms and Conditions of the tender as contained in tender document are annexed after my/our due acceptance.

The Earnest Money Deposit (EMD) furnished herewith shall be forfeited by Rashtriya Ispat Nigam Limited, without prejudice to my/our other rights and remedies of Rashtriya Ispat Nigam Ltd., only if:

- (i) I/We withdraw/modify our tender within its period of validity of 60 days (sixty days) from tender opening date; and
- (ii) I/We do not complete the job within the time prescribed as required by RINL/VSP during tenure of the contract.
- (iii) I/We attempt to procure the contract by furnishing false/incorrect documents and by giving false declarations.
- (iv) I/We back out and /or do not sign the contract for commencement of the work within the time prescribed in the letter of Award of Contract.
- (v) I/We fail to submit Performance Bank Guarantee as stipulated vide this NIT vide annexureIII of this tender document.

I/We further understand that in case of unsuccessful bidder, the said work shall not be awarded to the bidder.

I/We accept all the terms & conditions of the tender and submit my/our unconditional bid and have signed the same. The requisite EMD in the form of BC/PO/DD No.....dated.....drawn on(name & branch any scheduled bank) in favour of Rashtriya Ispat Nigam Limited payable at New Delhi for an amount of Rs.37,500/- (Rupees Thirty seven thousand five hundred only) is also enclosed.

I/We understand that you are not bound to accept the highest or any offer you may receive and it shall be RINL's discretion to accept or to reject any or all offers partially or wholly without assigning any reason whatsoever or to cancel the offers/quotations at any stage before the work is awarded.

Date : thisday of2020.

Signature of Tenderer/Agency & Stamp

Signature with date & Seal of the Bidder
Tender Notice No. RINL/VSP/NDUO/20-21/24 Dated 28th July, 2020

CHECK LIST OF DOCUMENTS TO BE ENCLOSED

Sub: Engaging a suitable agency for providing Housekeeping & Janitorial services to RINL for its offices at 4th Floor, Tower-4, NBCC Plaza, Pushp Vihar, Sector-V, Saket, New Delhi-110017 for the period of 2 years

NAME OF THE TENDERER: _____

Envelop No. 1 (EMD Envelop) –shall contain the following:		Enclosed (Yes / NO)
1	Earnest Money Deposit of Rs. 37500/- (Rupees Thirty Seven Thousand Five Hundred only) in the form of Pay Order/Bankers Cheque/Demand Draft drawn on any Scheduled Commercial Bank Except Cooperative & Gramin Bank/NEFT/RTGS in favour of RINL, payable at New Delhi. If exemption from submitting the EMD is sought than the valid notarized copy of EMD exemption Certificate from MMSEs/PSU/Govt. UT/Co-op. Societies as per Government Policy should be enclosed	
2	Form of Tender duly filled in & signed by the tenderer	
Envelop No. 2, (Technical Bid) –shall contain the following documents :		
A.	All pages of Tender Documents, except Price Bid, duly signed by the Tenderer	
B.	Self Attested copies of the following documents :-	
	a) Certificate of Nature of firm, tick as applicable (i) Registered under Companies Act (ii) Registered under Shops & Establishment Act (iii) Registered under Partnership firm (iv) Any other incorporation (please specify)	
	b) Goods & Service Tax (GST) No	
	c.) PAN card	
	d) Income Tax Returns (ITR) of the three preceding financial years i.e. for 2016-2017, 2017- 2018 & 2018-2019	
	e) Proof of Annual turnover: Copies of Audited Accounts and Balance Sheet and annual turnover certified by CA in original for preceding 3 financial years. i.e (2016-17,17-18,18-19)	
	f) affidavit by the tenderer certifying that they have not be Blacklisted / banned / debarred to participate in the tender by RINL or any other Central/State Govt./ Public Sector Undertaking in the last 3 (Three) years as per	
	g.) Valid License for providing of Housekeeping and Janitorial services.	
	h) PF allotment No attached	Yes/No
	i.) ESI Allotment Number attached	
Envelop No. 3, (Price Bid) –shall contain the following documents :		
	Price Bids as per format duly signed with date and sealed in separate envelope	

Signature with date & Seal of the Bidder

Tender Notice No. RINL/VSP/NDUO/20-21/24 Dated 28th July, 2020

TENDER DOCUMENT

**RASHTRIYA ISPAT NIGAM LIMITED
VISAKHAPATNAM STEEL PLANT
DELHI UNIT OFFICE
4TH FLOOR, TOWER-4, NBCC PLAZA
PUSHP VIHAR, SECTOR-V, SAKET
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CIN : U27109AP1982GOI003404

Subject

**Engaging a suitable agency for providing Housekeeping &
Janitorial services to RINL for its offices at 4th Floor, Tower-4,
NBCC Plaza, Pushp Vihar, Sector-V, Saket, New Delhi-110017 for
the **period** of 2 years**

PART - `A`

TECHNICAL

INSTRUCTIONS TO THE BIDDERS

- 5.1 The Tender document (non-transferable) duly signed and stamped by the proprietor/authorized signatory of the Bidder on each page and complete in all respect shall be sealed in an envelope as super scribing **“Engaging a suitable agency for providing Housekeeping & Janitorial services ”** and shall be dropped in the tender box kept at Reception of the office of **Rashtriya Ispat Nigam Limited, New Delhi Unit Office, 4th Floor, 4th Tower, NBCC Plaza, Pusp Vihar, , Sector V, Saket, New Delhi-110 017.** latest by 17:00 hours on or before **24.08.2020** Envelope should also have the Name, Mobile No. and address of the Bidder.
- 5.2 All the entries by the Bidder should be in one ink and legibly written. There should be no over-writing in the tender document. All corrections and cuttings shall bear dated initials of the Bidder. However, corrections made with white fluid, even after signatures/initials are prohibited and shall not be acceptable in any case and such tender shall be rejected.
- 5.3 Bidders have to quote rates both in figures as well as in words. In case the rates quoted in words and figures are at variance, the amount written in words shall be taken as final.
- 5.4 Bidders are required to submit Pay/NEFT/RTGS Order/Demand of Rs. 37500/- (Rupees Thirty-Seven Thousand Five Hundred only) in favour of Rashtriya Ispat Nigam Limited towards EMD or has to provide EMD exemption certificated of Govt. of India. For NEFT/RTGS payment, the detail of the same is as under:

Beneficiary Name	Rashtriya Ispat Nigam Limited
Bank Name	Allahabad Bank
Branch Name	Saket, NEW DELHI-110 017
Account No	50123604592
IFSC Code	ALLA0212697

- 5.7 The EMD of unsuccessful bidders shall be refunded without any interest.
- 5.8 The Bidders are required to quote the prices in the Price Bid in the prescribed format **‘Annexure-V** duly signed and stamped by the proprietor/authorized signatory of the Bidder. **Please note that rate / price shall not be quoted anywhere on the tender document except on the Price Bid at page no 25-28.** The bids submitted shall remain valid for acceptance for a period of 60 days from the date of opening of Tender.
- 5.9 **MODE OF SUBMISSION OF THE TENDER**

The tender shall be submitted as detailed hereunder. Specified documents shall be sealed in envelope of adequate size each:

- (i) **Envelope No.1:** Envelope No.1 super-scribed as **“Earnest Money” Deposit** contain EMD and Form of Tender
- (ii) **Envelope No.2:** super-scribed as **“Technical Bid”** shall contain **TECHNICAL BID** as per **PART A** duly filled in the format enclosed with the tender document. The Technical Bid shall contain self attested copies of required documents
- (iii) **Envelope No.3** - Envelope No. 3 super-scribed as **PRICE BIDS**,
- (iv) **Envelope No. 4:** The above three separate sealed envelopes should be put in another large sealed envelope super-scribing **“Engaging a suitable agency for providing Housekeeping & Janitorial services”** Bidder's name,. Address a should be mentioned on the bottom left side corner of the envelope. This sealed envelope must be dropped in the tender box kept at the Reception of RINL office at New Delhi-110017 latest by **17.00** hours on or before **24.08.2020**. The EMD Technical bid envelope of the Bidder shall be opened at **11.30 hrs** on 25.08.2020.

Signature with date & Seal of the Bidder

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- 5.10 Sealed tenders super-scribed as above can also be sent by Regd. Post/Speed post addressed to:

DGM (Liaison)
Rashtriya Ispat Nigam Limited
(A Government of India Enterprise)
New Delhi Unit Office

4th Floor, 4th Tower, NBCC Plaza, Sector V, Puspvihar, Saket, New Delhi-110 007.

However, RINL shall not be responsible for non-receipt of tender within scheduled time and date or for the loss of tender document in transit or for the postal delay. **A tender which is received after due date and time as specified in the tender notice shall not be accepted and shall be summarily rejected.**

- 5.11 In case of unscheduled holiday on the closing date of submission of tender/opening day of bid, the next working day shall be treated as scheduled/prescribed day of the closing/opening of the bids. The time notified shall remain the same.

5.12 OPENING OF TENDER

5.12.1 Main Envelope

The outer envelope containing the envelope numbers 1, 2 and 3 of the bidders shall be opened in the presence of the Bidders or their representatives, who may wish to be present at the time of opening of tenders at RINL, New Delhi Unit Office, 4th Floor, 4th Tower, NBCC Plaza, Pushp Vihar, , Sector V, Saket, New Delhi-110 017. on 25.08.2020 at 11.30 hrs

5.12.2 Envelope number 1

The envelope No.1 containing EMD along with form of tender shall be opened first and scrutinized. **If the EMD deposit is not found as prescribed, the tender shall be rejected.**

5.12.3 Envelope number 2

Immediately, thereafter, **Technical Bid** envelope of those Bidders who have submitted valid EMD shall be opened. The technical and commercial aspects of the technical bid shall be evaluated by RINL and if required, the points may be discussed /got clarified with the bidders. Based on the above documents submitted and discussion and clarification, the short listing shall be done for technically qualified parties.

5.12.4 Envelope number 3

1. The price bid envelope of only those Bidders shall be opened, whose technical bid is found suitable after scrutiny. The price Bid of Technically qualified tenderer shall be opened subsequently for which intimation would be sent to the concerned tenderer.

The evaluation of the price bids shall be done on the basis of **L-1** (lowest one) price quoted.

Signature with date & Seal of the Bidder

Tender Notice No._RINL/VSP/NDUO/20-21/24 Dated 28th July, 2020

SCOPE OF WORK

Name of Work: Engaging a suitable agency for providing Housekeeping & Janitorial services to RINL for its offices at 4th Floor, Tower-4, NBCC Plaza, Pushp Vihar, Sector-V, Saket, New Delhi-110017.

1. To submit the prescribed EMD of Rs.37,500/- as per tender.
2. To fill in and to sign each page of tender document along with stamp of the agency.
3. To quote the most competitive cumulative monthly charges for Six Unskilled and Two Semi-skilled and One Skilled workers.
4. To submit the cumulative of quoted prices in figures & words for all contractual obligations, for evaluation purpose and arriving at the Lowest (L-1) position and for further awarding of work by the company RINL, New Delhi Unit Office. In case of discrepancies between quoted amount (Rs) in figures and (Rs) in words, the quoted amount (Rs.) in words shall prevail and it shall only be considered by the Company.
5. To comply with the statutory guidelines during the tenure of tender and to perform successfully as time is an essence of the contract.
6. Schedule of Work

Daily:

- Proper & efficient cleaning of floors, staircase, toilets, corridors / balcony etc. with brooms and swabbing with water / detergents thrice on all working days i.e. before opening of office and once each before and after lunch break.
- Proper & efficient cleaning of fixtures & fittings including dusting of walls, doors, windows, tables/chairs, venetian blinds, notice boards, flower vases, art objects, pictures and equipments in the premises before opening of office.
- Proper & efficient cleaning of glass/wooden doors/panels, dust bins before opening of office and once after office hours.
- Proper & efficient cleaning & swabbing of toilets floors, sanitary fittings, change of toilet paper rolls, liquid soaps, air purifiers before opening of office and thereafter as & when required by the company.
- Proper & efficient cleaning of reception area before opening of office and twice during the day.
- Spraying Conference Room, Chambers of CMD, Directors and other senior officers with air fresheners before opening of office and after lunch hours.

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- Cleaning of dustbins and placing black polythene bags in them for total collection of waste.

Weekly :

- Proper & efficient cleaning & swabbing of floors after removing furniture items including table top, racks, side boards wall panels etc. and then re-positioning the same as originally placed.
- Proper vacuum cleaning of carpets, mats in addition to moist cloth cleaning of windowpanes, venetian blinds, pelmets etc.
- Polishing (good quality) for the brass/metal work like door knobs, name plates, boards etc.
- Proper cleaning of light fittings, switches, plugs, sockets, etc.
- Upkeep of flowerpots and the plants kept in them by proper watering & removal of dead leaves etc. kept in office premises and adjacent corridor.

Monthly:

- Proper cleaning of false ceiling removing cobwebs, etc. and oiling / greasing of door knobs, hinges etc.
- Proper cleaning of window panes, wall panels, panel covering provided in the office.
- Proper cleaning of computer equipments, photocopier and any other equipment with proper cleaning agent / chemical spraying as the case may be.
- Shifting of furniture from one place to another and arranging chairs etc. and assistance in transportation of stationery/documents etc. in connection with meetings on the day these are convened.

TERMS & CONDITIONS

Rashtriya Ispat Nigam Limited (RINL)/Visakhapatnam Steel Plant (VSP) is hereinafter referred to as “the Company/the Principal” and the successful bidder (name of the bidder)is hereinafter referred to as “the Tenderer/ the Agency/ the Contractor”

1. Offer shall necessarily accompany the signature & stamp of the tenderer on these terms & conditions in token of their acceptance along with prescribed EMD of Rs.37,500/- (Rupees Thirty seven thousand five hundred only) in favour of “**Rashtriya Ispat Nigam Limited**” by way of **BC/PO/DD** drawn on any **scheduled bank** and **payable at New Delhi**.
2. Firstly, the Form of Tender containing aforesaid Earnest Money Deposit (EMD) along with duly signed terms & conditions and the Technical Bid contained in the Main Envelope shall be opened. Secondly, the Price Bid (Part-'B') in respect of ONLY technically qualified tenderers shall be opened later on, for evaluation and declaring the Lowest Bidder (L1) who would have quoted the lowest total monthly Price for providing housekeeping & janitorial services as per our requirement mentioned in these terms & conditions.
3. EMD in the case of successful tenderer shall be adjusted against ‘Security Deposit’ and shall be refunded without any interest after successful completion of work assigned as per this tender.

Special Condition of Contract (SCC)

EMD Forfeiture

EMD shall be forfeited in case of

- a) The tenderer fails to keep his tender valid for 60 days or varies it during validity period
 - b) The tender is revoked during its validity period by tenderer.
 - c) The tenderer modifies or withdraws his offer after submission of the tender
 - d) The tenderer submits more than one offer for the same proposal
 - e) The tenderer does not commence the work within the time as specified by RINL.
4. a) On acceptance of the Tender, the Successful Tenderer shall furnish a Security Deposit in any of the forms like Account payee Demand Draft / Bank Pay Order / Banker's cheque obtained from any Nationalized or Scheduled Commercial Banks in India drawn in favour of Rashtriya Ispat Nigam Limited, Visakhapatnam Steel Plant payable at Delhi for an amount equivalent to 5% (Five percent) of the total value of the Contract(EMD shall be adjusted to Security Deposit for the successful bidder) before signing of the agreement. If it is submitted in the form of a Bank Guarantee, the same shall be from any of the Nationalized Banks or Scheduled Banks in Delhi and enforceable at Delhi. The proforma for the BG is attached at Appendix-1.
 - b) The Public Sector Enterprises or State/Central Govt. Undertakings shall not be required to submit Security Deposit, but however they shall submit "Performance Guarantee Bond" in lieu of Security Deposit in the format at page no 22-24.
 - c) The Bank Guarantee for Security Deposit shall be for the due and faithful performance of the Contract and shall remain binding notwithstanding such variations, alterations or extensions of time as may be made, given, conceded or agreed to between the Contractor and the RINL.
 - d) The Bank Guarantee for Security Deposit shall remain in full force and effect during the period of the Contract and shall continue to be valid up-to 60 days after the completion period of contract. The Bank Guarantee shall provide for extension of validity on demand by the RINL. Such extension of validity shall be confirmed by the guarantor bank without any reference to the

Signature with date & Seal of the Bidder

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- Contractor. On the performance and completion of the Contract in all respects, the Bank Guarantee shall be returned to the Contractor.
- e) The Bank Guarantee and any amendment thereto shall be executed on a Non-judicial stamp paper of requisite money value as prescribed by the Statute.
 - f) Bank Guarantee for Security Deposit and extensions of Bank Guarantee shall be sent in a sealed envelope directly by the Bank through Registered Post to the HOD Delhi Unit Office), NBCC Plaza, 4th floor, 4th tower, Pushp Vihar, Sector-5, New Delhi.110017. The issuing branch of the Bank shall indicate in their covering letter the full address and telephone number(s) of the Controlling Office of the bank from where confirmation for the BG can be obtained.
 - g) Bank Guarantees / Extensions of Bank Guarantees submitted by the Contractors directly shall not be admitted.
 - h) Tenders shall submit the duly filled in checklist for BG as attached at Appendix- 3.
 - i) The Non-judicial stamp paper for the Bank Guarantee should be purchased in the name of executing Bank only.
- 5 The agency must have minimum experience of three years of carrying out same/similar nature of works and to be recorded in the Technical Bid Part – A.
 - 6 The agency must have carried out one similar work costing more than Rs 2 Crores or costing Rs.65 lakhs per annum in the last three years as on date of opening of tender. The turnover of the agency should be more than Rs1 Crores per annum during the last 3 years (2016-17,17-18,19-19) and to be certified by CA in original.All the relevant details are to be duly filled in the relevant column of the Technical Bid
 - 7 The Agency shall also be responsible for safety of the office premises including fittings, fixtures, office equipments and furniture etc. provided therein.
 - 8 All employees of the Agency shall be issued Photo identity cards bearing their photographs by the Agency within one month from the date of signing of this contract failing which the Company reserves the right to deduct an amount equivalent to the cost of Identity Card from the monthly bills of the Agency.
 - 9 The Agency shall issue name badges to all employees within one month of the signing of the contract failing which the Company reserves the right to deduct the amount equivalent to the cost of name badges. The Agency shall ensure that name badges are worn by the workers.
 - 10 Agency shall be responsible for providing safety appliances to the persons engaged and include the work dress at no cost. The schedule of work dress during contract period shall be two trousers & two shirts, one pair of branded shoes & socks and one woolen sweater per year per worker to cover both summer and winter seasons.
 - 11 The existing minimum wages in addition to other costs like PF&ESI, leave, bonus, liveries & group personal accident insurance cover (Rs. five lakhs per worker) etc. shall be applicable to workers as per respective Acts/Rules. The agency must quote the monthly rates keeping in view the existing minimum wages plus other statutory/obligatory charges spread over on monthly basis and in view of Six Unskilled, Two Semi-skilled and One Skilled workers as per requirement of RINL.
 - 12 **The rates quoted by the intending tenderer shall be exclusive of GST, i.e.** Total monthly charges excluding statutory tax in the prescribed columns of Price Bid. However, the intending tenderer/agency can visit the site to have a fair idea of office space occupied by RINL, Delhi Offices as proposed for availing Housekeeping & Janitorial services at the above-mentioned address before submitting tenders. Consumables shall be supplied by RINL, Delhi.
 - 13 The proposed services contract for RINL Delhi Offices shall be applicable for the above address and shall initially be for the period of 2 years from the date of award of contract.Two Semi-skilled and One Skilled workers by agency. The contract subsequently may be extendable for further one more year

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depending upon the requirement by management with the same earlier agreed terms & conditions. Contrarily, the Contract agreement with the agency can be terminated by the Company RINL, VSP by giving 30 (thirty) days/one month notice in advance without assigning any reason thereof at any time during the period of the Contract. RINL may get done the balance work at agency's risk & cost.

- 14 The GST shall be applicable on the approved charge as per statutory rates implemented by Government. No escalation in quoted monthly charges other than subsequent mandatory & admissible increase/decrease in the minimum wages and the service tax are payable. Violation of any statute framed by Government, by the tenderer finalized for the purpose as may come to the notice of RINL at a later stage would result in cancellation of tender at a later stage.
- 15 The tenderer/agency finalized shall comply with all statutory obligations or any other acts applicable to the agency as amended from time to time in performance of the proposed services to the Company RINL, VSP and/or at any other place/office as may be called for by situation. This must include provision of PF/EDLI, ESI, group personal accident insurance, liveries, leave & bonus to the staff to be engaged for RINL by the tenderer and violation of any statutory act enforced by Govt. for this purpose shall result in forfeiture of EMD and rejection of quotation.
 4. RINL shall be kept indemnified from all acts of omission or commission and risk & cost expenses to which RINL may be put to or involved arising out of the fault of tenderer/agency finalized.
 5. In addition to above, the tenderer/agency at its own cost, risk & responsibility is to pay all the charges/settle the claims to the workers in accordance with the Acts/statutes as or applicable under the law.
 6. The tenderer/agency must be in possession of all requisite documents etc. which entitle them to take up the job to accept the contract.
 7. The finalized tenderer shall engage smart, well dressed & disciplined employees as required. The finalized tenderer shall be responsible for all injury or accident to persons engaged by them.
 8. The requirement of RINL Delhi-Liaison is Six Unskilled, Two Semi-skilled and One Skilled workers
 9. The management representative for the said works shall be intimated at the time of award of work.
 10. The payment of monthly bills from the finalized tenderer would be submitted to RINL, Delhi on monthly basis and has no link with the disbursement of wages by the agency to its employees. However, the finalized tenderer shall submit proof of disbursement of wages and copy of CPF/ESI challans for the contributions made to the statutory agencies in respect of the workers engaged by the contractor.
 11. Any escalation announced by NCT of Delhi subsequently but from retrospective date or after the date of respective quotation, shall be admissible to the chosen agency.
 12. The validity of rates quoted and agreed by RINL, shall be kept for a period of 60 (sixty) days from the date of opening of the tenders.
 13. The disputes, if any, between the Company RINL, VSP and the tenderer shall be settled amicably after having referred the same to sole arbitrator to be appointed by Incharge of RINL at Delhi and his decision shall be final and binding on both the parties. However, the Courts of Delhi shall be the jurisdiction for any unsettled legal disputes between RINL and the tenderer/agency. The contract agreement to this effect shall be signed by the parties after having fully understood the same.

Signature with date & Seal of the Bidder

Tender Notice No. RINL/VSP/NDUO/20-21/24 Dated 28th July, 2020

14. For the purpose of health of workers, Employees State Insurance Act and for the purpose of Provident Fund to workers, Employees Provident Fund Act as applicable to workers at Delhi shall be followed. The agency/tenderer shall regulate PF/ESI contributions and shall be responsible for all the related matters of PF/ESI to its engaged employees and the Principal RINL/VSP shall ensure its compliance. The agency shall make arrangements to open the PF account for the engaged workers and submit a proof of the same. The agency shall also make arrangement for issuance of the ESI cards and submit proof thereof.
15. Depending upon the increase or decrease in the work, the Officer In-charge of RINL/VSP Delhi may decrease or increase the number of workers during the tenure of the contract
16. RINL shall also have the option to accept or to terminate the work partially or wholly at any time without assigning any reason(s) therefor and no notice whatsoever shall be called for.
17. The Agency shall disburse wages to the personnel engaged by them at RINL/VSP's However, the date and time of disbursement of wages may be intimated to the RINL/VSP in advance. Wages are to be disbursed on or before 7th of every month as prescribed under Minimum Wages Act. If the contractor fails to do so then the management shall take deemed action against the contractor.
18. In the event of any loss being occasioned to the Company on account of negligence of the Agency's employees, the Agency shall make good the loss so sustained by the Company either by proper replacement or on payment of reasonable compensation. Any such or other amount recoverable from Agency shall be recovered from any of payment(s) due/payable to the Agency or from Security Deposit at the discretion of the Company.
19. The Agency shall not appoint any Sub-contractor to carry out any obligations under the Contract.
20. The Agency shall take group personal accident insurance cover of Rs. five lakh each in respect of all personnel or persons to be engaged by the Agency in connection with rendering of the aforesaid services to RINL/VSP Company.
21. The Agency shall comply with all the acts and rules applicable including Delhi Shops and Establishment Act, Minimum Wages Act, Payment of Gratuity Act, Contract Labour (Regulations & Abolitions) Act, Payment of Wages Act, Employees Provident Fund (and Family Pension Fund) Act, 1952 and DLIF according to acts and rules, Payment of Bonus Act etc. whatsoever, if applicable to them. The Agency shall keep RINL/VSP indemnified from all acts of omissions or commissions, faults, breaches and/or any claim/demands, loss, injury and expenses to which RINL/VSP may be put to or involved as a result of the Agency's failure to fulfill any of the obligations hereunder and/or under the said Acts, enactments, rules, regulations and/or statutes and/or any by-laws or rules framed thereunder or any of them. RINL/VSP shall be entitled to recover any of such losses or expenses which it may have to suffer or incur on account of such claims, loss or injury from the Agency's monthly remuneration or from the security deposit without prejudice to its any other rights under law.
22. The agency must have permanent PF and ESI account Number.
23. The Agency must obtain a valid licence issued by the competent designated statutory authority under the Contract Labour (R&A) Act and the rules framed thereunder and to be submitted along with tender document.
24. The rates quoted by the Agency shall be deemed to be inclusive of all considerations and the Agency shall not be entitled to any other payment other than what has been specifically provided in the tender document except statutory wage enhancement(s)/ GST in so far as this particular tender is concerned.

Signature with date & Seal of the Bidder

Tender Notice No. RINL/VSP/NDUO/20-21/24 Dated 28th July, 2020

25. Any increase in minimum wages as specified in notifications of NCT of Delhi shall be reimbursed to the agency on submission of proof of increase. The base indices shall be prevailing minimum wages as on date of tender opening which would mean that in the event of any upward/downward revision in the rates of Minimum Wages by promulgation of Notification(s) of NCT of Delhi with effect from retrospective date(s), the applicable revision in the contract value shall have to take place. Nevertheless, the revision in the Minimum Wages to workers shall be implemented by the Contractor as per his/her statutory obligations and applicable increase/decrease shall be passed on to workers engaged to RINL, VSP.
26. The quotation(s) by participating agency must be a grand total of Six Unskilled and Two Semi-skilled and One Skilled workers which is the present requirement of RINL/VSP Delhi. Such total shall cover (i) prevailing minimum wages; (ii) PF/EDLI etc. (iii) ESI (iv) expenses on grant/encashment of leave as per statutory leave rules applicable; (v) monthly cost for payment of bonus as per Payment of Bonus Act as amended from time to time; (vi) monthly cost of liveries as per clause 9 spread over in total contract period of 24 months; (vii) monthly cost of group personal accident insurance (Coverage of Rs. Five Lakh per worker); and (viii) other charges if any; for the workers to be engaged. Only the total quoted monthly price for our requirement shall be taken into consideration.
27. No revision in quoted rates other than applicable Statutory minimum wages and GST rates or any other increase by Govt. by its orders applicable to above workers shall be taken into consideration.
28. The contract may be terminated without assigning any reason by giving prior written notice of one month by RINL. In case of any non-performance/failure to perform any contractual clause/contractual obligation under the tender by the Agency, RINL shall have the right to terminate the contract at the risk and cost of the Agency at any time during the operation of the contract after giving one month notice.
29. **RETENTION MONEY:** Retention Money for contracts at the rate of 5% of the bills for works shall be deducted from each bill. The Retention Money shall be released after the satisfactory performance at the end of the contract period.
30. The Public Sector Enterprises or State/Central Government Undertakings/ Micro & Small Enterprises (MSEs) listed with NSIC shall not be required to submit Security Deposit, but however they shall submit "Performance Guarantee Bond" in lieu of Security Deposit in the prescribed proforma equivalent to the value of Security Deposit covering the period of contract + 6 months (Claim period).
31. **Payment Mode For Bill Amount.** All payments to the agency towards hire charges shall be made by electronic fund transfer/ Direct Transfer subject to the following conditions.
The Successful tenderer shall agree that all the payment due and payable in terms of the contract shall be paid direct to his bank account and he shall give the bank account number and the address of the Bank in which the money is to be deposited" as per the format given below:
- | | |
|---|--------------|
| (1) Party Code | : |
| (2) Option | : RTGS / EFT |
| (3) Beneficiary Details | : |
| (4) Name of Beneficiary (Max.35 characters) | : |
| (5) Bank Name (Max. 35 characters) | : |
| (6) Branch Name (Max. 35 characters) | : |
| (7) Account Number (Max. 35 characters) | : |
| (8)Account type (Max. 35 characters) | : |

Signature with date & Seal of the Bidder

Tender Notice No. RINL/VSP/NDUO/20-21/24 Dated 28th July, 2020

(Savings / Current / Overdraft) [Mention Code No. also]

(10) Beneficiary Bank's IFSC Code (Max. 11 characters) :

(For RTGS Mode only)

(11) Beneficiary Bank's MICR Code (Max.09 characters) :

(For EFT Mode only)

(Signature of the Party / Contractor)

Name:

Designation:

Signature of Tenderer

CERTIFICATE

Certified that the above particulars are found to be correct and matching with our records in respect of the above beneficiary.

Sd/-.....

Signature of Branch Manager)

Name :

Seal of Bank :

- 41 The contractor has to submit their bank account details in VSP format duly certified by Concerned Bank Manager for the purpose of making electronic payment before submission of First Running Account Bill, failing which the bill shall not be processed.
- 42 The Successful tenderer is required to give an undertaking to RINL that the payment made by RINL of any sum due to him by directly remitting the same in his bank, the address and the number of which is to be furnished, shall be in full discharge of the particular bill raised by him, and that he shall not have any claim in respect of the same".
- 43 In respect of payment made through Electronic Fund Transfer mechanism or Direct Credit to the supplier's/contractor's bank account, the supplier/contractor/receiver should intimate discrepancies, if any, within 10 days from the date of dispatch of intimation letter of payment to them to RINL failing which it shall be presumed that the funds have reached to their bank account and that no claims shall be entertained after the said 10 days.Recovery of income tax at source shall be made from contractor's bill and deposited with Income Tax Department as per rules. Immediately on receipt of work order, the successful tenderer shall obtain and submit the following documents to the Officer In Charge NDUO, RINL before start of work.
- 44 The contractor shall submit work commencement/completion certificate etc. and obtain necessary clearance from statutory authority of RINL for Pre-final/Final Bills clearance.
- 45 The Agency shall sign on all pages of the Terms & conditions and the proposed agreement in token of his acceptance of the same. Signature of Agency on price quotation at page alone also shall be deemed to be in acceptance of all Terms and Condition of the tender
- 46 If it is found that any of the terms and conditions provided herein has been breached, or the Bidder has committed any breach thereof, the Bidder shall be given two warnings & two opportunities to improve. If there is no improvement on the part of the Bidder, the contract shall be terminated

Signature with date & Seal of the Bidder

Tender Notice No._RINL/VSP/NDUO/20-21/24 Dated 28th July, 2020

and security deposit shall be forfeited. The decision of RINL shall be final in this regard and binding on the Bidder.

- 47 **DEFAULT BY TENDERERS:** The successful tenderer may be debarred at the discretion of the company, from issue of further tender documents, work orders etc., for a specified period to be decided by the RINL in case of :

- “Undue delay in starting and execution of work awarded, poor performance, backing out from the tender, non accepting work order/LOI during the validity of tender or non observance of safety rules and regulations, misappropriation of company’s materials/property, non payment of due wages to labour or such similar defaults”

Successful tenderer should be in a position to produce the Original Certificate in support of the attested copies of relevant documents enclosed along with pre-qualification documents or afterwards, after opening of the Price Bids.

Failure to produce the original documents at this stage in support of the attested copies of Experience/Qualification and any other documents etc., submitted earlier would result in disqualification and forfeiture of EMD and also liable for debarring from participation in RINL tenders.

If it comes to the notice of RINL at any stage right from request for enlistment/tender document that any of the certificates/ documents submitted by the applicant for enlistment or by bidders are found to be false / fake / doctored, the party shall be debarred from participation in all RINL tenders for a period of 05 (Five) years including termination of contract, if awarded. EMD/Security Deposit etc.,if any shall be forfeited. The contracting agency in such cases shall make good to RINL any loss or damage resulting from such termination, risk and cost charges etc. Decision of VSP management shall be final and binding.

Failure to execute the work after Letter of Acceptance (LOA) is given shall make the party liable for debarring for a period of 5 (five) years.

In case the Tenderers revoke/withdraw/cancel their tender or they vary any terms of their tender during the validity period of the tender without the written consent of RINL or in the event of RINL accepting their tender and fail to deposit the required security money, execute the Agreement and fail to start the work within reasonable time (to be determined by the Officer In Charge) after written acceptance of their tender – EMD submitted by them shall be forfeited by RINL.

The tenderers shall note that in case of quoting below the Estimated Value of RINL the L-1 party shall furnish logical / satisfactory explanation which RINL may seek if felt necessary for quoting such low rates. If the explanation offered by the L-1 party is not acceptable to RINL, the L-1 party may be recommended for disqualification.

48 **SETTLEMENT OF DISPUTES BY ARBITRATION:**

Except the matters covered under above, all disputes and differences whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of this contract or the breach thereof shall be settled by Arbitration in accordance with Rules of

Signature with date & Seal of the Bidder

Tender Notice No. RINL/VSP/NDUO/20-21/24 Dated 28th July, 2020

Arbitration of Indian Council of Arbitration and the award made in pursuance thereof shall be binding on the parties, provided that withholding of any of the certificate, decision, opinion, direction, valuation etc., by the Engineer for a period of more than six months shall be referable to Arbitration and the same shall not be barred as Excepted matter.

Unless otherwise directed by the Engineer, the further progress of any work under the contract shall continue during the Arbitration proceedings and no payment due or payable by the RINL shall be withheld on account of such proceedings. It shall not be open to Arbitrators to consider and decide whether or not such work shall continue during Arbitration Proceedings.

Provided further that no reference to Arbitration whether the final bill for the work has been passed or not shall be made later than 6 (six) months from the date of satisfactory completion of the work under the contract. The Arbitral Tribunal shall make a reasoned award.

The Arbitrator's fee, expenses and all other costs and other expenses relating to the holding of Arbitration shall be borne by both parties equally. However, the fees and expenses of the advocates and expenses relating to the presentation of witnesses shall be borne by the respective parties. Should the Arbitrator give specific award in respect of costs then it would prevail.

The venue of Arbitration shall be at New Delhi, India.

NOTICES:

Serving notices on Agency: Any notice to be given to the Agency under the terms of the contract shall be considered duly served if the same shall have been delivered to, left for or posted by registered post to the Agency's Company place of business (or in the event of the Agency being a company to or at its Registered Office) or at the site.

Serving Notices on RINL: Any notice to be given to the RINL under the terms of the Contract shall be considered as duly served, if the same shall have been delivered to, left for or posted by Registered Post to the RINLs last known address.

Resolution of Disputes

Any dispute, question, claim or difference arising out of or concerning this contract between the parties shall be settled amicably through mutual negotiations by the parties.

Arbitration :- Arbitration: All claims, disputes and or differences in respect of the contract is to be submitted to arbitration and shall be referred for decision to a Sole Arbitrator to be appointed by Director (Personnel), RINL. Before appointing the Sole Arbitrator, Dir. (Pers.) shall nominate three names in accordance with Arbitration and Conciliation Act, 1996 out of which the contractor / supplier shall give his consent for one of them for appointment as Sole Arbitrator, failing which after 30 days of the issuance of the letter informing three names Director (Pers.) shall have the power to appoint one of the three notified persons as the Sole Arbitrator.

The Sole Arbitrator appointed as stated above, shall from the time of his appointment and throughout the arbitration proceedings, without any delay,

Signature with date & Seal of the Bidder

Tender Notice No. RINL/VSP/NDUO/20-21/24 Dated 28th July, 2020

disclose to the parties in writing any circumstances likely to give rise to justifiable doubts as to his independence or impartiality. The parties are free to accept the mandate of the Arbitrator after such disclosure and after such

acceptance his mandate may not be challenged on the grounds already disclosed by him. The arbitrator shall decide the questions, claims, disputes or differences submitted to him by the parties in accordance with the substantive law for the time being in force in India.

The arbitrator shall hear the cases independently and impartially and shall not represent the interest of any party. The venue and seat of the arbitration shall be New Delhi.

Procedure for conduct of the arbitration proceeding shall be decided by the arbitrator, in consultation with the parties before proceeding with reference. The arbitrator may hold preparatory meeting(s) for this purpose. In the preparatory meeting(s) as aforesaid, the arbitrator/s as the case may be in consultation with the parties shall also determine the manner of taking evidence, the summoning of expert evidence, and all such matters as are necessary for the expeditious disposal of the arbitration proceedings.

The provision of the Arbitration and Conciliation Act, 1996 and the rules framed there under, if any and all modifications / amendments thereto shall deem to apply and / or be incorporated in this work order and when such modifications / amendments to the Act / Rules are carried out.

Force Majeure: If at any time during the period of the Contract, the performance in whole or in part by either party of any obligation under this Contract shall be prevented or delayed by reasons of War, Hostility, Acts of Public Enemy, Civil Commotion(s), Sabotage, Fire(s), Flood(s), Explosion(s), Epidemic, Quarantine Restrictions, Acts of State or Acts of God, hereinafter referred to as eventualities, then the Contract period shall get extended for the period of Force Majeure, provided Notice of the happenings of any such eventualities is given within 15 days from the date of occurrence thereof. Neither party shall by reason of such eventualities be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non performance or delay in performance. Work under this contract shall resume as soon as practicable after such eventualities have come to an end or ceased to exist and the decision of the Company as to whether the work has to be resumed shall be final and conclusive. Should one or both parties be prevented from fulfilling their contractual obligations by state of Force Majeure lasting continuously for a period of at least three months, the parties shall consult each other regarding further continuation of the Contract.

Signature with date & Seal of the Bidder

Tender Notice No. RINL/VSP/NDUO/20-21/24 Dated 28th July, 2020

DETAILS PROFILE OF THE BIDDER

To be filled by the Bidder (Provide copy of self attested documents to support the statement)

1	Name and Postal Address of Agency	
2	Contact Nos. (Landline & Mobile)	
3	Fax No. E-mail id	
4	Name & Address of the Proprietor / Partners / Directors	
5	Nature of Firm	1 Registered under Companies Act 2 Proprietorship / Partnership 3 Any other incorporation (pls specify) Tick as Applicable
6	Income Tax Permanent Account Number (PAN)	(Attach Proof)
7	Good & Service Tax Registration Number	(Attach Proof)
8	PF Allotment Number	(Attach Proof)
9	Address of Office	(Attach Proof)

List of Clients (Pls Attach Proof)

A. Govt. Department / Ministries
B. Public Sector Undertaking
C. Private Sector
D. Any Other
E Single Largest Contract Value Carried out in the last Three Years

Signature with date & Seal of the Bidder

Tender Notice No. RINL/VSP/NDUO/20-21/24 Dated 28th July, 2020

UNDERTAKING:
(On Affidavit)

I/We hereby UNDERTAKE that I/we have not been debarred /black-listed by any Central/ State Government/ Public Sector undertaking for the last 3 years. If we are empanelled in RINL and at any point of time, if it is found that we have given false information, misrepresented or concealed any fact on this, our contract for providing housekeeping and Janitorial services shall be liable for termination and actions may be initiated against us.

Signature with date: _____

Name: _____

In the capacity of _____

Duly authorized to sign for and on behalf of _____

(IN BLOCK LETTERS)

Address _____

Contact No. _____

Annexure –V**Performance Bank Guarantee**

(To be executed on Non Judicial Stamp Paper of appropriate Value from a Scheduled Bank except Co-operative Bank & Gramin Bank)

..... (Name of the Bank) Address

Guarantee Number

A/C M/s..... (Name of the Contractor)

Date of Expiry: 30 months from the date of work order or in the event of dispute till such dispute is settled fully whichever date is later.

Limit of the Liability (Currency and Limit) Rs. ----

Contract Number Dated

For providing Housekeeping & Janitorial services to RINL for its offices at 4th Floor, Tower-4, NBCC Plaza Pushp Vihar, Sector-V, Saket New Delhi-110017.

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Signature with date & Seal of the Bidder

Tender Notice No. RINL/VSP/NDUO/20-21/24 Dated 28th July, 2020

Subject: Performance Bank Guarantee

Dated.....2020

To,
 Rashtriya Ispat Nigam Limited
 4th Floor, 4th Tower, NBCC Plaza
 New Delhi –110017

Dear Sir,

In consideration of the Rashtriya Ispat Nigam Limited (hereinafter called Company), which expression unless repugnant to the subject or context include its successors and assigns having awarded the Contract for Housekeeping & Janitorial services to RINL for its offices at 4th Floor, Tower-4, NBCC Plaza Pushp Vihar, Sector-V, Saket New Delhi-110017

to M/s (hereinafter called Contract submitted by the party & LOA and work order issued by RINL forms a binding Contract between the

said two parties. In terms thereof, the Contractor is obliged to furnish a Performance Guarantee bond towards fulfilment of its contractual obligations towards RINL for an amount of Rs. ----- only (Rs. -----/- only) against any loss or damage or deterioration caused/ suffered by or would be caused/ suffered by the Company in respect of the said contract and/ or any loss or damage caused to RINL by reason of any breach of the terms and conditions of the said contract.

1.We(Name of the Bank) do here by undertake to unconditionally pay to you merely on your written demand, without referring it to the Contractor and without any protest, demur or question an amount not exceeding Rupees ----- only (Rs -----/- only). Any such demand made on us shall be conclusive as regards the amount due and payable by us under this guarantee. However our liability under this guarantee shall be restricted to Rupees ----- only (Rs ----- only)

2. Not with standing anything contrary we agree that your decision as to whether the contractor has committed breach of any terms and conditions of the contract shall be final and binding on us and we shall not be entitled to ask you to establish your claim or claims under the Guarantee but shall pay the same forthwith without any objection or excuse.

3 We undertake to pay to you any money so demanded notwithstanding any dispute or disputes raised by the Contractor in any suit or proceeding pending before any court or tribunal or arbitration relating thereto, our liability under these presents being absolute and unequivocal and notwithstanding the fact that the demand notice does not specifically mention about the breach of terms and conditions of the said contract.

The payment so made by us under this Guarantee shall be valid discharge of our liability for payment there under.

- 4 This Guarantee shall remain in force from the date of issue of this Guarantee and shall remain irrevocable, valid and in force initially up to 30 (Thirty) months from the date of work order or in the event of any dispute till such time the dispute is settled fully whichever date is later unless demand or claims under this guarantee is made on us in writing on or before 30 months from the date of work order or in the event of any dispute till such time the dispute is settled fully, we shall be relieved from our liability under this guarantee.

Signature with date & Seal of the Bidder

Tender Notice No._RINL/VSP/NDUO/20-21/24 Dated 28th July, 2020

- 5 We(name of the bank) further agree fullest liberty to claim payment of amounts from time to time under this guarantee subject to the ceiling limit of Rs 10 lakhs only, and this guarantee shall not become invalid or in fructuous because of the partial demand(s) made by the Company upon us for payment under the circumstances stipulated above and it is further declared that this Guarantee shall hold good in favour of the Company to the extent of the remaining amount of balance covered under this guarantee. Any such demand or demands made on the Bank shall be conclusive as regards

the amount due and payable to the Company by the Bank under this guarantee, without our consent and without affecting in any manner our obligations hereunder. The Company shall also have liberty to vary any of the terms and conditions of the said contract and we shall not be relieved from our liability by reason of such variation.

It shall not be necessary for Company to proceed against the Contractor before proceeding against the bank and the Guarantee herein contained shall be enforceable against the bank, notwithstanding any security which Company may have obtained from the Contractor at this time when proceedings are taken against Bank hereunder, being outstanding and unrealized.

We..... (Name of the Bank) further undertake by Company merely on demand and without protest or demur to the extent aforesaid.

Notwithstanding anything contained herein before our liability under this Guarantee is restricted up to a sum of Rupees ----- only (Rs ----- only) and shall expire after 24 months from the date of work order or in the event of any dispute is settled fully. Unless a claim or demand is made on us in writing within six months of expiry date of this Bank Guarantee thereafter or till all the obligations under the said contract are discharged by the contractor or disputes if any, resolved all your rights shall be forfeited and we shall stand relieved and discharged from our liability hereunder.

We the said bank lastly undertake not to revoke this Guarantee during its currency except with the previous consent of Company in writing and agree that any change in constitution of Company or Contractor or the said Bank shall not discharge our liability hereunder

In order to give effect of the Guarantee herein contained, you shall be entitled to act as if we were your principal debtor in respect of all your claims against the Contractor, hereby guaranteed by us as aforesaid and we hereby expressly waive all our surety ship and other rights, if any which are in any way inconsistent with the above or any other provision of this guarantee.

This guarantee and the provisions contained are in addition to and not by way of limitation or substitution for any other guarantee or guarantees heretofore given to you by us (whether jointly with or alone) and now existing unconcealed and that this guarantee is not intended to and shall not revoke or limit such guarantee or guarantees.

We have power to issue this guarantee under bank).....Act. General regulations made there sign this guarantee under the delegation of power and notification made under general regulation..... (Reference number).....of committee or the Central Board of Bank in the Central Govt. Gazette.

Dateddayof for..... 202.....Bank Limited

Yours Faithfully

For.....

(Name of the Bank)

Signature with date & Seal of the Bidder

Tender Notice No. RINL/VSP/NDUO/20-21/24 Dated 28th July, 2020

TENDER DOCUMENT

**RASHTRIYA ISPAT NIGAM LIMITED
VISAKHAPATNAM STEEL PLANT
DELHI UNIT OFFICE
4TH FLOOR, TOWER-4, NBCC PLAZA
PUSHP VIHAR, SECTOR-V, SAKET
NEW DELHI – 110017
TEL.29563516, 29563518, 29564206, 29565524
FAX NO.29563514, E-Mail unit_delhi@rediffmail.com**

CIN : U27109AP1982GOI003404

Subject

**Engaging a suitable agency for providing Housekeeping &
Janitorial services to RINL for its offices at 4th Floor, Tower-4,
NBCC Plaza, Pushp Vihar, Sector-V, Saket, New Delhi-110017 for
the **period** of 2 years**

PART - `B`

PRICE BID

**RASHTRIYA ISPAT NIGAM LIMITED, VISAKHAPATNAM STEEL PLANT
DELHI UNIT OFFICE, 4TH Floor, Tower-4, NBCC Plaza, Pushp Vihar, Sector-V
Saket, New Delhi – 110 017**

TEL.29563516, 29563518, 29564206, 29565524

FAX NO.29563514, E-Mail unit_delhi@rediffmail.com

Tender Notice No RINL/VSP/NDUO/20-21/24 Dated 28th July, 2020

QUOTATION PART “A” : TECHNICAL BID

01	Name of Enterprise / The Tendering Agency			
02	Name of authorized Representative/Contact persons(s)			
03	Full address including PIN along with telephone Nos. / and fax nos.			
04	Nature of Firm Experience			
05	Registration no. in case of a Limited Company			
06	Name and address of the Banker(s)			
07	PAN No. / TIN No., If any			
08	Registered Permanent PF and ESI Account nos.			
09	GST No			
10	Details of experience/ Name of the organizations served for the last three years (Details on separate sheet may be provided if space is not sufficient and attach proof/certificate vide terms & conditions clause 04 & 05)			
11	Confirmation if the Agency has / has not been black-listed by other PSUs/Govt. Departments/private organizations			
12	Details of EMD by way of BC/PO/DD	No..... Dt..... Amt.37,500/- drawn on (Name of Scheduled bank)		
13	Turnover (Rs. Lakhs) with proof	2018-19	2017-18	2016-17

Signature with date & Seal of the Bidder

Tender Notice No. RINL/VSP/NDUO/20-21/24 Dated 28th July, 2020

SIGNATURE OF TENDERER / AUTHORISED REPRESENTATIVE WITH DATE AND STAMP

**RASHTRIYA ISPAT NIGAM LIMITED, VISAKHAPATNAM STEEL PLANT
DELHI UNIT OFFICE, 4TH Floor, Tower-4, NBCC Plaza, Pushp Vihar, Sector-V
Saket, New Delhi – 110 017**

TEL.29563516, 29563518, 29564206, 29565524

FAX NO.29563514, E-Mail unit_delhi@rediffmail.com

Tender Notice No.VSP/ND/P&A/24 dated 28.07.2020

QUOTATION “PART “B” : PRICE BID

Sub : Engaging a suitable agency for providing House Keeping & Janitorial Services to RINL for its offices at 4th Floor, Tower-4, NBCC Plaza, Pushp Vihar, Sector-V, Saket, New Delhi-110017

Sl. No.	Description regarding total cost on per month/worker basis	Amount (Rs.)
01	Six workers in Unskilled category @ Rs.....each	
02	Two workers in Semi-skilled category @ Rs.....each	
03	One Worker in Skilled category @Rs,-----each	
TOTAL(in figures)		
TOTAL (in words)		

Notes :

The price quoted shall be clearly & neatly written and in case of any ambiguity, the price written in words shall be taken into consideration which shall be taken as final.

The above quoted price is **without any tax**. The applicable statutory tax , if any, shall be with reference to the quoted price.

GST shall be extra as per statutory rates. The Agency to mention of GST tax No. in Part ‘A’ of the quotation.

The above quoted prices are valid for 60(sixty) days from the tender opening date.

Signature with date & Seal of the Bidder

Tender Notice No._RINL/VSP/NDUO/20-21/24 Dated 28th July, 2020

Total monthly charges shall only be considered to arrive at L-1 bidder but not against individual charges. Individual cost of any worker would be used to total bill in two need-based parts As such, no subsequent request of the contractor for being low paid, shall be entertained.

Admissible escalations announced by NCT of Delhi would be separately shown & added to basic monthly value of the contract. Individual worker cost inclusive of escalations would not be the basis of this contract.

SIGNATURE OF TENDERER/BIDDER

WITH DATE AND STAMP