

Notice Inviting Tender

(Tender invited through e-Tendering mode only)

For

Engagement of agency for providing housekeeping services at RECPDCL Corporate Office, Noida for a period of two years.

RECPDCL/Admn./ Housekeeping /e-Tender/2017-18/2977 Dated: 16.11.2017

REC Power Distribution Company Limited
(A wholly owned subsidiary of REC, a 'Navratna CPSE'
Under the Ministry of Power, Govt of India)

Corporate office
Plot No. A-10, 4th Floor,
KRIBHCO Bhawan, Sector-1, Noida-201301.
Tele Fax : 0120-4383768
Website : www.recpdcl.in

Description of task, Pre-qualifying criteria, e-tender submission format and procedure is available on RECPDCL website (www.recpdcl.in), REC website (www.recindia.com), Central Publication Portal (www.eprocure.gov.in)

Important Dates for E- Tendering mode	
Date of Release of NIT	16 .11.2017
Pre-Bid Meeting	23.11.2017 at 11:00 hrs.
Last date of submission of Tender	30.11.2017 up-to 15:00 hrs.
Date of Opening of Technical Bid	30 .11.2017 at 16:00 hrs.
Date of Opening of Financial Bid	To be intimated later

-Sd-

Dy. General Manager (Admn.)

[This document is meant for the exclusive purpose of Agency/Company against this bid and shall not be transferred, reproduced or otherwise used for purposes other than that for which it is specifically issued]

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SECTION-I

TENDER INFORMATION

Name of the assignment: **Engagement of agency for providing Housekeeping services at RECPDCL Corporate Office**

Important information

Sl. No.	Event	Information to the agencies
1	Date and Time of Release of e-Tender	16 .11.2017
2	Last Date & Time for online Submission of Tender	30 .11.2017 Up-to 15:00 hours
3	Date of Opening of Technical Bid	30.11.2017 at 16:00 hours
4	Pre-Bid Meeting	23 .11.2017 at 11:00 hours
5	Pre- Bid Meeting Address	REC Power Distribution Company Limited., Plot No.-A-10, 4th Floor, KRIBHCO Bhawan, Sector-1, Noida-201301, India. Telefax : 0120-4383768, 0120-4383778/0120-4383783
6	Tender Document	The details can be downloaded free of cost from the websites www.recpdcl.in (or) portal.recpdcl.in (or) www.recindia.com (or) www.eprocure.gov.in (or) www.tenderwizard.com/REC
7	EMD #	Rs. 50,000/- (Fifty thousand only)
8	Address for Bid submission	Dy. General Manager (Admn.) REC Power Distribution Company Limited., Plot No.-A-10, 4th Floor, KRIBHCO Bhawan, Sector-1, Noida-201301, India. Telefax: 0120-4383768, 0120-4383778/0120-4383783 Email- admin.delhi@recpdcl.in
9	Contact Person	Sr. Executive (Admn.) REC Power Distribution Company Limited (RECPDCL) Telefax : 0120-4383768, 0120-4383778/0120-4383783 Email- admin.delhi@recpdcl.in

- **# The EMD (Earliest Money Deposit)** is to be submitted by all the participating bidders in the form of demand draft of an amount of Rs.50,000/- (Rupees Fifty thousand only) of any schedule Indian bank in favour of REC Power Distribution Company Limited, Payable at New Delhi .The EMD of unsuccessful bidder will be returned within 90 days from the contract and EMD of successful bidder will also be returned after acceptance of work order and submission of PBG (Performance Bank Guaranty) i.e. 10% of the Contract Value.
- The bid shall remain valid for a period of 90 days from the last date of bid opening.

SECTION-II

PREFACE & INTENT

About the Company:

REC Power Distribution Company Limited (RECPDCL) is an ISO 9001:2008 (Quality Management System), ISO 14001:2004 (Environmental Management System), OHSAS 18001:2007 (Occupational Health & Safety) Certified company and a wholly owned subsidiary of Rural Electrification Corporation Ltd. (REC), a "Navratna CPSE" under the Ministry of Power, Govt. of India.

Business Activities of RECPDCL:

RECPDCL is engaged in providing value added consultancy services in power sector arena covering Power Generation, Renewable Energy Sector and Energy Efficiency programs including Govt. of India's power schemes for power utilities across the country and various regulatory assignments with CERC/SERCs. It includes the project works under Rural Electrification, Project Management Consultancy (PMC) works, Detailed Project Report (DPR) preparation for R-APDRP/DDUGJY/RGGVY/NEF and other power project schemes, Third Party Inspection of DDUGJY/ RGGVY/other projects, Feeder Renovation Program, Feeder separation, HVDS program, Lender's Engineers assignment, IT related assignments in Distribution sector including Energy Audit, Evaluation study for HVDS/Distribution network, AT&C Loss assessment, System study, MRI based billing and Cost Book Data Preparation.

Intent:

Engagement of agency for providing housekeeping services at RECPDCL Corporate Office, Noida for the period of 2 years.

RECPDCL invites e-Tender from reputed agencies, having experience of similar works and financially sound bidders meeting eligibility criteria as per detailed prequalification conditions for carrying out the mentioned assignment.

SECTION-III

Instructions TO Bidders

4.1 Submission of Bid

Bidder shall submit their responses online through e-tendering website www.tenderwizard.com/REC

A. The submission and opening of Bids will be through e-tendering process.

Bidders can download Bid document from the RECPDCL web site i.e. <http://www.recpdcl.in> or portal.recpdcl.in or www.recindia.com or eprocure.gov.in and e-tendering regd. link is given in RECPDCL website i.e. www.tenderwizard.com/REC

***Note:** To participate in the e-Bid submission, it is mandatory for bidder to have user ID & Password. For this purpose, the agency has to register them self with REC through tender Wizard Website given below. Please also note that the agency has to obtain digital signature token for applying in the Bid. In this connection vendor may also obtain the same from tender Wizard.*

Steps for Registration

- (i) Go to website <http://www.tenderwizard.com/REC>
- (ii) Click the link 'Register Me'
- (iii) Enter the details about the E-tendering as per format
- (iv) Click 'Create Profile'
- (v) E-tender will get confirmation with Login ID and Password

B. Steps for application for Digital Signature from Bid Wizard:

Download the Application Form from the website <http://www.tenderwizard.com/REC> free of cost. Follow the instructions as provided therein. In case of any assistance you may contact RECPDCL officers whose address is given at the Bid.

Bids to be submitted through online mode on website www.tenderwizard.com/REC in the prescribed form.

Submission of Bid:

1. Bidders are hereby requested to submit their bids in the following format:-
 - a. **Earnest Money** to be sealed in a separate envelope subscribing "Earnest money" for **"Engagement of agency for providing housekeeping services at RECPDCL Corporate office, Noida for a period of two years"**.
 - b. **Technical Bids & Financial Bid are to be submitted through online mode only on website www.tenderwizard.com/REC.** No other mode of submission of bid shall be accepted under any circumstances.
2. The Earnest Money envelope also subscribing due date, addressed to DGM (Admn.), REC Power Distribution Company Limited, Plot No.-A-10, 4th Floor, KRIBHCO Bhawan, Sector-1, Noida-201301, shall be delivered into the tender box marked with name of work and placed at the main reception counter of RECPDCL on or before due date & time specified in the bid.
3. Opening of Earnest Money & Technical Bids would take place simultaneously on the date & time of bid opening in the presence of the intending bidders or their Authorized Representatives who may wish to be present.
4. The Technical Bids shall then be evaluated by the Evaluation Committee of RECPDCL as per the Eligibility/Pre qualifying Criteria as mentioned under Para – 5.1 of terms & conditions.
5. RECPDCL does not own any liability if the bids are not submitted within due date and time as per requirement.

6. EMD Envelope received after the due date and time or if submitted to any other place other than that mentioned above, shall not be considered and would be liable to be rejected without assigning any reason whatsoever. RECPDCL shall not be responsible for late receipt of the EMD Envelope submitted by any Bidder. The bidders may have deputed their authorized representatives at the time of opening of Bid.
7. RECPDCL reserves the right to extend the deadline for submission of bids by issuing and amendment in which case all rights and obligation of the RECPDCL and the bidders previously subject to the original deadline will then be subject to the new deadline.
8. Withdrawal or modification of a bid between the deadline for submission of bids and the expiration of the original period of bid validity may result in the forfeiture of the EMD.
9. Document to be enclosed offline & online:
 - a) **Earnest Money** of Rs50,000/-: **(Through offline mode)** Demand Draft/Pay order of required amount of Earnest Money issued in favour of "REC Power Distribution Company Limited" payable at Delhi required to be placed. Following information should be marked on the face of the sealed envelope.

Name of Party.....

Tender No.....

Earnest Money Amount issuing Bank..... Date.....

- b) **Technical Bid (online mode only):** The following Documents scanned images (preferably in PDF format) signed by the Authorized signatory to be uploaded with the on-line Technical bid (these documents need not be digitally signed):
 - I. Techno - *Commercial Bid* Form (as per format given in Annexure – II).
 - II. Complete Bid document as a token of acceptance of Terms & Conditions & Scope of services etc.
 - III. Average annual financial turnover for last three years required as per Eligibility/ Pre qualifying criteria (Para 5 of the terms & condition of the bid document).
 - IV. Documents required as per "Eligibility Criteria" and as mentioned in Techno Commercial Bid Annexure –II.
- c. **Financial Bid (Online Mode only):** Financial Bid as per enclosed Format in Annexure – III.

Financial bid to be submitted in the specific format designed same may be downloaded from website www.tenderwizard.com/REC and after filling the form it is to be uploaded through digital signature.

The all document should be addressed to.

Deputy General Manager (Admn.)

REC Power Distribution Company Ltd.

Plot No. –A-10, 4th Floor, KRIBHCO Bhawan,

Sector-1, Noida-201301

(Note: All papers that comprise the Bid document of the concerned Bid must be numbered. An index of each page should also be p

SECTION – IV

ELIGIBILITY CRITERIA:

Sr. No.	Eligibility Criteria	Document Required
1	The bidder should have valid PAN no. and GST No.	Submitted copy of PAN card and GST also.
2	The bidder should have valid ESI Registration No.	Submitted attested copy
3	The bidder should have Provident fund No. allotted by Regional Provident fund office	Submitted attested copy
4	Bidder must have executed similar works during last four years ending previous month of issue of this NIT having minimum annual value of work as below: Single work order of minimum Rs.28.8 Lakh OR Two work orders of minimum Rs.18 Lakh each	Bidder must submit copy of Work Order and any one document from list below: (i) Payment receipts (ii) Proof of release of performance security after completion of the contract (iii) Proof of settlement/release of final payment against the contract (iv) Certificate for successful completion of work/ Performance report by the client.
5	Average annual Turnover Last four (4) Financial Year above Rs.25.2 Lakh i.e. F-Y 2013-14, 2014-15, 2015-16 and 2016-17.	Audited balance sheet of last four FY 2013-14, 2014-15, 2015-16 and 2016-17 is to be submitted with summary as cover page on company's letterhead or certificate from Chartered Accountant (CA) certifying the turnover of the bidder for the last four years
6	The bidder should not be black listed or banned for business by any Public Sector undertaking / Govt. Department/ MNC/ Pvt. Limited companies in India or abroad.	Undertaking regarding not having black listed/banned by signed authorized signatory, as per Annexure - V enclosed
7	If bidder is registered with Micro & Small enterprises	Copy of valid registration certificate
The Norms for Startups Medium Enterprises in Public Procurement regarding Prior Experience-Prior Turnover criteria will be relaxed as per Ministry of Finance, Department of Expenditure O.M. No. F.20/2/2014-PPD (Pt.) dated 25th July, 2016.		

Notes:

- Bidder must upload the copy of the experience certificate from the organization where the bidders have provided housekeeping services or copy of the LOA or any other documents(s) indicating the value of works done in support of their claim of experience of similar works at <http://www.tenderwizard.com/REC>.
- Bidder must upload the copy of the GST, ESI, Provident Fund, registration certificate and Copy of PAN Card, failing which the bid will be rejected without any intimation.

RECPDCL reserves the right to carry out capability assessment of the Bidders and RECPDCL's decision shall be final in this regard.

SECTION – V

SCOPE OF WORK

1. The prime object of housekeeping services is to maintain the entire premises in a tip top condition. The premises are to be maintained from hygienic point of view.
2. The broad details of work covered under the scope enumerated as follow:
 - a) Cleaning, sweeping and wiping of floors, windows, doors, partitions, staircase, lift, etc.
 - b) Thorough cleaning of toilets/urinals using required detergents, by putting naphthalene balls in all the urinals and air purifiers in the toilets.
 - c) Shifting and of furniture and other items/stores from one place to another as required by the administration.
 - d) Dusting and cleaning of all furniture like tables, chairs, racks, Almirah, sofa sets, and all other furniture and electric& electronic equipment's including computers, Printers, Telephones etc.
 - e) Any other work assigned by the controlling officer.

JOB TO BE CARRIED OUT DAILY

1. Cleaning of toilets, windows, wash basins and other fittings and water coolers, removing all dust, unwanted materials, cleaning to be done with phenyl or other required disinfectant twice a day.
2. Cleaning of corridors staircase and common area once with disinfectant in the morning and with plain water in afternoon.
3. Removing dust from floors, windows, doors, books, journals, furniture, fixtures, telephone, cupboard, air conditioners and other equipment's and its disposal at indicated locations.
4. Cleaning of rooms by moping floor with cloth soaked in water and disinfectant of ISI mark.
5. Any other misc. labor work, assigned by the controlling officer.

JOBS TO BE CARRIED OUT WEEKLY

1. Washing of floors with surf/vim/soap and water or any other cleaning operation.
2. Cleaning of glass panes of windows, doors, partitions, etc., from inside as well as outside.
3. Periodical cleaning and dusting and maintenance of records in the record room.
4. Removing the cobwebs from ceiling and each and every corner of the office premises.
5. If the labour is required on Sunday/Gazetted Holiday, no extra charge will be paid to the contractor on account of this.

SECTION – VI

Supply of Materials / Consumables

The material for housekeeping and cleaning etc., to be provided by the Agency as per requirement given below. The quantity of the same is indicative only and the amount will be paid on actual basis as per invoice / bill produced by the Agency from any prominent stores on monthly basis.

Table- A

Sr. No.	Item Description	Qty.	UOM	Estimated Qty. Per Month
1	Italian Cant Mop with Rod		Nos.	2
2	Italian Cant Mop Refill with Clip		Nos.	8
3	Dry Mop (Dust Control)		Nos.	2
4	Dry Mop Refill with Frame		Nos.	4
5	Dust Pan with brush		Nos.	1
6	Hit Spray (Red/Black)	500 ml	Nos.	4+2
7	Glass Cleaner (Colin)	500 ml	Nos.	4
8	Feather Brush		Nos.	2
9	Old Dhoti		Nos.	4
10	Liquid Soap (Dettol)	1 Ltr.	Nos.	4
11	Multipurpose Cleaner (Clenzo)	1ltr.	Nos.	10
12	Toilet Pump		Nos.	1
13	Room freshner	480ml	Nos.	4
14	Floor Duster		Nos.	10
15	Yellow Duster		Nos.	12
16	White Duster		Nos.	12
17	Nepthball		Pkt.	2
18	Urinal Cubes		Pkt.	3
19	Odonil	50gm	Nos.	10
20	Soft broom		Nos.	2
21	Toilet brush small		Nos.	2
22	Garbage bag (Big)		Pkt.	2
23	Garbage bag (small)		Pkt.	5
24	Floor Wiper		Nos.	2
25	Glass wiper		Nos.	1
26	Scroch brite		Nos.	3
27	Teepoll		Nos.	5
28	Harpic		Nos.	6
29	Toilet rolls		Nos.	20
30	Hand gloves		Nos.	1
31	Bucket		Nos.	2
32	Drainex		Nos.	2
33	Lizol		Nos.	6
34	Vim Liquid		Nos.	5
35	Mugs		Nos.	5
36	Floor/Wooden Brush		Nos.	1
37	Face Tissue paper box		Nos.	15

SECTION – VII

TERMS AND CONDITIONS OF TENDER:

1. The bidder must fulfil the above eligibility criteria/pre-qualifying conditions for evaluation of their bids. Bids of bidders fulfilling the above eligibility/pre-qualifying conditions will only be evaluated by the duly constituted evaluation committee. Bids of the bidders not fulfilling the eligibility/pre-qualifying conditions given above may be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances.
2. Each bidder should submit ONLY SINGLE bid.
3. Consortium/ Joint Venture Firm are not allowed to participate in this tender.
4. RECPDCL reserve the right to verify/confirm all original documentary evidence submitted by the bidder in support of above mentioned clauses of eligibility criteria, failure to produce the same within the period as and when required and notified in writing by RECPDCL shall result in summarily rejection of the bid.
5. Engagement shall be initially for a period of two years, which may be renewed for another two years on the basis of satisfactory services and at the sole discretion of RECPDCL.
6. Engagement with RECPDCL does not confer any right to the agencies to be invited for participating in any bids, tender etc. floated by RECPDCL. RECPDCL reserves the right to call bids/assign work/associate the agency/agencies in any area as may be deemed fit by RECPDCL depending upon the profile provided by the agencies and requirement of assignment.
7. RECPDCL reserves the right to accept or reject any or all requests for engagement without assigning any reason or to accept in parts and engage more than one agency at its sole discretion.
8. Acceptance of the application(s) constitutes no form of commitment on the part of RECPDCL. Furthermore, this acceptance of the application confers neither the right nor an expectation on any application to participate in the proposed project.
9. RECPDCL reserve the right to waive off any shortfalls; accept the whole, accept part of or reject any or all responses to the Tender.
10. RECPDCL reserve the right to call for fresh tenders at any stage and /or time as per the present and /or envisaged RECPDCL requirements. Even if the tender is in evaluation stage.
11. RECPDCL reserve the right to modify, expand, restrict, scrap, re-float the tender without assigning any reason for the same.
12. The responder shall bear all costs associated with the preparation and submission of its response, and RECPDCL will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the tender process.
13. Consortium and joint venture responses are not allowed, in any case.
14. Validity of Bid shall be 90 days from last date of bid submission. The validity can be further extended as per requirement of RECPDCL.

15. No price escalation is applicable on account of any statutory payments increase or fresh imposition of custom duty, excise duty, sales tax or duty leviable in respect of the major components of the system.
16. EMDs received late due to any reason including postal delay will not be considered.
17. RECPDCL reserves the right to withdraw the work & get it completed at the risk & cost of the agency, if performance of the agency is unsatisfactory, to whom work has been awarded. Further, the said agency may be black-listed for a period of one year or more for participating in any of the bids invited by RECPDCL. Also, RECPDCL would be free to intimate such black-listing to various state/central utilities/ Ministry of Power/ State Governments/ Other agencies not to consider the said agency for any assignment including of the same on websites.
18. Bidders are requested to watch out RECPDCL website for change of events/additional information from time to time.

Period of contract:

The tenure of the contract shall be for 2 years and may be extendable for another two years at the sole discretion of RECPDCL under same terms and condition inclusive all the necessary things such as- Uniform of cleaner including Supervisor and cleaning equipment's will have to be borne by selected agency.

*Total Requirement of Man power

Unskilled – 5 No's

Semiskilled – 1 No.

Skilled – 1 No.

(*) The above requirement is tentative and subject to revised on time to time.

SECTION – VIII

VIII(A) GENERAL TERMS AND CONDITIONS:

1. The REC Power Distribution Company Limited (RECPDCL) having two floors (4th Floor) comprising total area of 12110 Sq. ft.(Approx)
2. The competent authority reserves the right to postpone and/or extend the date, without assigning any reason thereof.
3. RECPDCL shall not responsible for any compliance like: Welfare Fund, Employee Group Insurance, Gratuity, PF, ESI etc. And TDS reduction shall applicable as per Applicable rates.
4. The Contractors/Service providers are required to Quote Net Rate.
5. Liability of deduction of PF and ESI etc., as required statutorily will rest with the Contractor/Service Provider.
6. All the rates must be written both in figures and in words. In case of discrepancy between the words and figures, the rates indicated in figures shall prevail. Any correction/overwriting/cutting/ insertions shall be authenticated and attested.
7. The contractor should satisfy themselves before submitting of the rate/Quotations that they should meet the qualifying criteria and capability as laid down in the Annexure.
8. The Contractor must comply with the Rates/Quotations, Specifications and all the terms and conditions of Contract. No deviation in the terms & Conditions of the contract shall be entertained.
9. Notwithstanding anything contained therein, this office reserves the right to terminate the contract by giving a 15-day notice in writing without assigning any reason and without incurring any financial liability, whatsoever, to the contractor.
10. Insurance cover protecting the agency against all claims applicable under workmen's Compensations Act, 1948, shall be taken by the contractor. The contractor shall arrange necessary Insurance coverage for any persons deployed by them even for a short duration. This office shall not entertain any claim arising out of any mishap that may take place. In the event of any liability/claim falling on this office, the same shall be reimbursed/indemnified by the contractor.
11. No other person except Contractor's authorized representative shall be allowed to enter this office.
12. Within the premises of this office, the Contractor's personnel shall not do any private work except their normal duties.
13. Contractor shall be directly responsible for any/all disputes arising between him and his personnel and keep this office indemnified against all actions, losses damages, expenses and claims whatsoever arising thereof.
14. Contractor shall be solely responsible for payment of wages/salaries other benefits and allowances to his personnel that might become applicable under any act or order of the Government including the Minimum Wages Act. This office shall have no liability whatsoever in this regard and the contractor shall indemnify this office against any/all claims which may arise under the provisions of any Acts, Rules, and Orders, Instructions issued by the Central/State Government or any other statutory authority.

15. Contractor shall be fully responsible for theft, Burglary, fire or any mischievous deeds by his staff.

16. The Service Provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work and their actions should promote goodwill and enhance the image of the Department. The Service Provider shall be responsible for any act of indiscipline on his part or persons deployed by him.

17. The Service Provider's persons shall not claim any benefit/compensation/absorption; regularization of service with office under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.

18. The persons deployed by the Service Provider shall not have any claim to any "Employer and employee" relationship against this office.

19. Contractor/Service Provider will ensure that the persons deployed by the firm always wear neat and clean uniform as specified and provided by the Contractor. The Contractor shall issue Identity Card to the persons deployed by him which should contain photo of the person, his/her name, name of the firm and any other information which the Contractor may like to incorporate. All the persons deployed by the Contractor shall invariably put the Identity Card in such a fashion so that it can be visible to everybody.

20. The Service Provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements, and administrative, organizational matters as all are of confidential/secret nature. In case, the Department comes to know about any such act done by the Service Provider's Personnel, the office reserves the right to cancel the contract.

21. The Service Provider shall provide the list of the persons deployed and shall maintain the details of all the persons deployed by him.

22. Transportation, food, medical and any other facilities that may statutory required under any of the Acts/Rules/ Regulations in respect of each personnel of the Service Provider will be the sole responsibility of the Service Provider.

23. The Service Provider shall not sublet, transfer or assign his contract or any part thereof to a third party.

24. The Service Provider shall exercise proper supervision of the work turned out by the deployed persons.

25. The persons deployed should have knowledge of the local language and should not be changed by the contractor without prior intimation. The Identity Card must be issued to the new comer immediately.

VIII(B) MISCELLANEOUS CONDITIONS:

1. Sweeping, cleaning and dusting etc. shall be completed before 9.00 am every day.

2. Manpower required for execution of entire work including transport shall be arranged by the contractor. In case, a particular workman remains absent due to one reason or other, it would be responsibility of the contractor to provide another workman in his place.

3. The contractor shall, on award of contract, furnish the list containing names and address of the workmen deployed for this office for Housekeeping Services.

4. The Services provided by the contractor shall be up to the satisfaction of this office.

5. The contract rate shall include cost for all the essential and contingent works, which although not specially mentioned in this contract, are necessary for completion of the work to the satisfaction of this office.

6. The contractor shall have no claim against this office in respect of any work which may be withdrawn.

7. The Contractor shall maintain an attendance Registered of personnel and this register of personnel shall be subject to check by the concerned officer of this office.

8. The personnel will render services every day including Saturday except on National Holidays i.e. 26 January, 15 August, 2nd October and any other holidays/public holidays. (Which are mandatory under labour laws).

9. They will maintain cleanliness of the toilets, lavatories, pantry, floors etc. and will attend to any unforeseen jobs as well as exigency of work. No extra payment for this will be made. The rate of items of schedule work includes the cost of this provision as well.

10. Cleaning of office working areas, removing dust from floors, windows, doors, furniture's, 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.

11 Collection of waste paper from rooms, waste paper baskets, lobbies and putting in bags and disposing the same.

12. To clean glass panes on doors, windows & partitions with soap/cleaning agent.

13. Cleaning of ashtrays, telephone instrument etc. Cleaning of duct and shaft spaces, garbage, and removal and putting them in dustbin kept outside the building.

14. Cleaning, sweeping and wiping of floors, furniture and hand washing area etc. during office hours. Room fresheners in all office area to be used daily in the morning. Room freshener should be of standard Make.

15. Agency should also arrange to clean all computers and peripherals with LCD cleaning agent (Antibacterial).

Jobs to be carried out Fortnightly / Monthly:

Window cleaning, cleaning of grills, cleaning / washing of Venetian blinds, chairs, Sofa, Polishing of brass / chrome fixtures, cleaning and dusting of partitions, cleaning of door mats, polishing of fire – fighting equipment etc with detergent / chemicals etc.

SECTION – IX

BID EVALUATION METHODOLOGY

Stage- 1: OPENING OF TECHNICAL BID:

Opening of technical bids will be through online mode only.

- i. Bidders have to submit documents as per Section-III, Clause-C (Submission of Bid Documents).
- ii. Bids duly submitted, will be opened on the date and time indicated in this document in the presence of bidders or their authorized representatives who desire to present.
- iii. If due date of receipt / opening of bids happens to be a closed holiday, the bids would be received and opened on the next working day.
- iv. REC PDCL reserves the right to postpone and/or extend the date of receipt/opening of Bids or to withdraw the Tender notice, without assigning any reason thereof. In any such cases, the bidders shall not be entitled to any form of compensation from the Company.
- v. RECPDCL will scrutinize the technical bid documents submitted by the bidders and shortlist the bidders who qualify based on Eligibility Criteria, Technical Specifications and Terms and Conditions of this tender document.

Stage- 2: OPENING AND EVALUATION OF FINANCIAL BID:

Opening of financial bids will be through online mode only.

- i) Financial Bids of technically qualified bidders will be opened as per scheduled date & time in the presence of bidders or their authorized representatives who desire to be present.
- ii) Price Bids (Financial Bids) of Bidders whose EMDs received in original (DD or BG) within due date/time will only be opened. Rest of the Financial bids without submission of requisite EMDs in original (DD or BG) within due date/time will not be opened.
- iii) If due date of opening of Financial Bids happens to be a closed holiday, the bids would be received and opened on the next working day.
- iv) RECPDCL reserves the right to postpone and/or extend the date of receipt/opening of Financial Bids or to withdraw the tender notice, without assigning any reason thereof. In any such cases, the bidders.
- v) Financial bids will be evaluated based on total price quoted by the bidder.

TERMINATION

RECPDCL reserves the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other agency at the cost, risk and responsibilities of bidder and excess expenditure incurred or account of this will be recovered by RECPDCL from security deposit or pending bills or by raising a separate claim.

LIQUIDATED DAMAGES

If the services are not completed within the specified period, a liquidity damage (LD) equal to 0.5% of the contract value per week or part thereof subject to maximum of 5% of the contract value may be levied from the bill of the Contractor.

ARBITRATION

- (i) If any dispute or difference of opinion arises between parties concerning the terms of agreement or their respective right, responsibilities, or liabilities, then the parties shall meet and try to settle these amicably. If the parties fail to reach an amicable settlement within a reasonable time, the dispute, doubt or difference of opinion shall be referred to arbitration of a sole arbitrator to be nominated by the CMD, RECPDCL. The decision of the arbitrator shall be conclusive, final and binding on both the parties. The jurisdiction of the court will be Delhi.
- (ii) No alternative offer shall be considered.
- (iii) RECPDCL reserves the right to cancel/withdraw this invitation for bids without assigning any reason for such decision. Such decision will not incur any liability whatsoever on the part of RECPDCL consequently.
- (iv) RECPDCL reserves the right to accept/reject any bid and to cancel the binding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.

FORCE MAJEURE

- (i) In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such force majeure shall be suspended for the period during which such cause lasts.
- (ii) The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the contract, Flood and Acts and Regulations of respective government of the two parties, namely RECPDCL and the Contractor.
- (iii) Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 72 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure Conditions lasting for more than 2 (Two) months, RECPDCL shall have the option of cancelling this contract in whole or part at his discretion without any liability at his part. Party asserting "Force Majeure" shall have the burden of proving proximate cause that reasonable steps were taken to minimize the delay and damage caused by event when known.
- (iv) Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

APPLICABLE LAW AND JURISDICTION

All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Delhi.

OTHER TERMS & CONDITIONS

- i. No alternative offer shall be considered.
- ii. RECPDCL reserves the right to annual the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of RECPDCL's action.
- iii. RECPDCL reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.
- iv. RECPDCL reserves the right to verify the credential of the bidder or documents submitted by the bidder to verify the genuineness of the documents.
- v. The bidder must comply with the tender specification and all terms & condition of contract. No deviation in terms & condition of the contract shall be entertained unless specially mentioned by the agency/bidders in the bid and accepted by RECPDCL.
- vi. The bidder will be responsible for compliance with all Central and State laws as per rules/regulations/ by laws and order of the local authorities and statutory bodies as may be in force from time to time during the contract period.

Micro & Small Enterprises

The following facilities are extended to Micro & Small Scale units registered with National Small Industries Corporation & to be mentioned in tender documents as & where required: -

- i. Exemption from Payment of Earnest Money.
- ii. Waiver of Security Deposit up to the monetary limit for which the unit is registered;
- iii. In case the participating MSMEs quoted price within the band of L1+15% by allowing such MSME to supply up to 20% of the tendered value by bringing down their price to L-1 price. Out of this 20% minimum 4% shall be purchased from MSMEs owned by SC/ST, the quantity fixed for MSMEs shall be equally distributed among them as under: -
 - a) Copy of valid Registration Certificate, if bidder is a Micro or Small Enterprises (MSE) registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME. The Registration Certificate should clearly indicate the monetary limit, if any and the items for which bidder are registered with any of the aforesaid agencies.
 - b) In case bidding MSE is owned by Schedule Caste or Schedule Tribe entrepreneur, valid documentary evidence issued by the agency who has registered the bidder as MSE owned by SC/ST entrepreneur should also be enclosed.
 - c) The bidders who are registered with either NSIC/MSME are exempted from submitting the EMD and are eligible for other benefits including relaxation of norms for Startups regarding prior experience under Public Procurement Policy for MSE's. However, in place of EMD the bidder will have to submit valid Registration/Exemption certificate. Any bid in absence of such valid Registration/Exemption certificate or EMD shall be summarily rejected.

SECTION – X

TERMS OF PAYMENT:

1. The contractor will submit the monthly bill for reimbursement in duplicate enclosing therein following certificate which shall be got duly certified by the officer in charge and same shall be paid thereof after making recovery, if any.
 - a) The contractor shall make regular and full payment of labour charges, salaries and other payments as due, as per the labour Law and Minimum Wages Act, to its personnel deputed under service contract and furnish necessary proof in this regard as and when required.
 - b) Actual deployment of personnel and their attendance.
 - c) Proof of payments made to personnel deployed for previous months.
 - d) Proof of challan/receipt issued by regional provident fund commissioner (RPFC) and also proof of payments made towards compliances of other statutory provision like bonus etc.
2. RECPDCL shall release due amount after making recoveries, if any, through RTGS/Crossed A/c Payee cheque/Demand Draft in favor of selected Contractor/Agency.
3. In case, RECPDCL receives any complaint regarding nonpayment of wages to the personnel deployed, the amount payable to these personnel will be recovered from contractor's bill and paid to such personnel.
4. If any supply of goods or services under or in respect of this contract is subject to GST, and if the Contractor is liable to GST in relation to any supply/services under this contract, the parties agree that the amount of GST applicable on any supply from the Contractor to the RECPDCL under or in respect of this contract shall be reimbursed by the RECPDCL on actual basis as applicable on the supply by the Contractor in pursuance of the contract. The same would be subject to the following:
 - a) The Contractor shall also indicate the possible locations and respective GSTIN's from where the supply is proposed to be made by him. Any exemptions/ tax benefits, if applicable to the Contractor on the date of submitting the price bid shall be indicated by him and for the purpose of calculation of the amount of GST to be reimbursed, the RECPDCL shall factor such exemptions/ tax exemptions irrespective of withdrawal of such exemptions/ tax benefits to the Contractor during the execution of the Contract.
 - b) Invoice/Debit Note containing particulars specified under the GST Act and related Rules, Notifications, etc as prescribed by the Government in this regard, shall be considered as appropriate and necessary for taking reimbursement of the GST so charged.
 - c) In the event that the Contractor fails to provide the invoice in the form and manner prescribed under the GST Act and Rules, the RECPDCL shall not be liable to make any payment against such invoice.

5. Notwithstanding anything contained of the Contract, where the HSN/ SAC classification of the goods/ services indicated in the price schedule by the Contractor to the RECPDCL for the supplies under or in respect of this Contract undergoes a change on account of change in interpretation, any judgement/ Notification/ Circular/ amendment in law made to the said effect (collectively known as 'change in law'), the rate of GST for the purpose of calculating the tax reimbursable by the RECPDCL shall be lower of the two:

Commented [EY1]: To be updated by REC PDCL basis the original clause

- a) Rate of GST applicable on the supplies basis the HSN/ SAC indicated for the same in the price schedule submitted by the Contractor with the bid
- b) Rate of GST applicable on the supplies basis the applicable HSN/ SAC on the goods/ services post change in law.

6. Notwithstanding anything contained anywhere in the Contract, in the event that the input tax credit of the GST charged by the Contractor is denied by the tax authorities to the RECPDCL for reasons associated with non-compliance/ incorrect compliance by the Contractor, the RECPDCL shall be entitled to recover such amount from the Contractor by way of adjustment from any of the subsequent invoices issued by the Contractor on the RECPDCL. In addition to the amount of GST, the RECPDCL shall also be entitled to recover interest at the rate of 12% and penalty, in case any penalty is imposed by the tax authorities. The RECPDCL shall determine whether the denial of credit is linked to the non-compliance/ incorrect compliance of the Contractor and the said determination shall be binding on the Contractor.

7. Subject to Point No. 5 above, if any rates of Tax are decreased or any change in interpretation or application of any Tax which entails a decrease in the Taxes declared by the Contractor in the Price Schedule, which was or will be assessed on the Contractor in connection with performance of the Contract (i.e. during scheduled completion period as per contract), an equitable adjustment of the Contract price shall be made to fully take into account any such change by deduction therefrom. However, if any rates of Tax are increased, which was or will be assessed on the Contractor in connection with performance of the Contract, no change shall be made in the Contract Price and the RECPDCL shall not reimburse any additional amount payable thereto.

8. Subject to Point No. 5 above, if a new Tax is introduced or an existing Tax is abolished, which was or will be assessed on the Contractor in connection with performance of the Contract, an equitable adjustment of the Contract price shall be made to fully take into account any such change by addition to the Contract price or deduction therefrom.

9. These adjustments shall not be applicable on procurement of raw materials, intermediary components etc. and in respect of raw materials, intermediary components etc., neither RECPDCL nor the contractor shall be entitled to claim arising due to increase or decrease in the rate of tax, introduction of new tax or abolition of an existing tax in the course of the performance of the contract.

10. As per Section 171 of the Central Goods and Services Tax Act, 2017, any reduction in rate of tax on any supply of goods or services or the benefit of input tax credit shall be passed on to the recipient by way of commensurate reduction in prices. In pursuance of the above provision, contractor is required to factor in the credit efficiencies available under GST and benefit due to reduction in tax rate to the RECPDCL and accordingly, declare the prices in the Price Schedule.

PERFORMANCE BANK GUARANTEE (PBG):

The L-1 bidder need to deposit within fifteen (15) working days from the date of acceptance of work order, a Performance Security i.e. PBG shall submit for the 2 Year & 3Months, If the extension is provided to the Contractor the PBG shall submit for the next 1 Year &3 Months in the form of Bank Guarantee or Demand Draft (DD), for an amount of 10% (Ten per cent) of the Tender value for the due performance and fulfilment of the contract by your firm which is valid up to three months after contract period, the format placed at Annexure – IV.

The Performance Bank Guarantee may be drawn from a scheduled commercial bank in favour of The “REC Power Distribution Company Ltd”, New Delhi.

The Performance Bank Guarantee may be discharged/ returned by the RECPDCL after the completion of the contract upon being satisfied for the performance of the obligations of your firm under the contract.

Failing to comply with the above requirement, or failure to enter into contract within 30 days or within such other extended period, as may be decided by the CEO, RECPDCL shall constitute sufficient grounds, among others, if any, for the annulment of the award of the tender.

In the event the firm being unable to provide the services, during the engagement period as per the contract for whatever reason, the Performance Bank Guarantee would be invoked by RECPDCL.

No Bank Charges/ interest shall be payable for the Performance Bank Guarantee.

PENALTIES:

1. For any deficiency in services / incase of any complaint from any area of the office for unsatisfactory performance, a penalty of Rs. 1000/- per incident will be levied and recovered from running monthly bills.
2. The payment will be made according to actual manpower deployed, any deficiency in supply of manpower etc. a penalty of Rs 1000/- per incident would be imposed on monthly bill.
3. Contractor would ensure that all its personnel deployed with this office behave courteously and decently with the employees/officers of this office.
4. Charges and Payment - Bill chargeable to RECPDCL shall be paid after every month of services rendered, if found in order. In case of any complaint of non-fulfillment of any obligation under the contract, RECPDCL reserves the right to deduct the amount, due from the contractor from monthly bill(s).

Annexure - I

Letter for Submission of Tender

To,
General Manager (Tech.)
REC Power Distribution Company Limited (RECPDCL),
Plot No.-A-10, 4th Floor,
Sector-1, KRIBHCO Bhawan,
Noida-201301

Sub.: **Engagement of agency for providing housekeeping services at RECPDCL Corporate office for a period of two years.**

Sir,

With reference to your Tender No. ----- dated ----- for **Engagement of agency for providing housekeeping services at RECPDCL Corporate office for a period of two years.**

I wish to apply for engagement with RECPDCL as "**Engagement of agency for providing housekeeping services at RECPDCL Corporate office for a period of two years**".

Further, I hereby certify that

I have read the provisions of the all clauses and confirm that notwithstanding anything stated elsewhere to the contrary, the stipulation of all clauses of Tender are acceptable to me and I have not taken any deviation to any clause.

1. I further confirm that any deviation to any clause of Tender found anywhere in my Bid, shall stand unconditionally withdrawn, without any cost implication whatsoever to the RECPDCL.
2. Our bid shall remain valid for period of 90 days from the last date of bid submission.

Date:
Place:

Signature.....
Name.....
Designation.....
Address.....

Annexure -II**Engagement of agency for providing housekeeping services at RECPDCL Corporate office for a period of two years**
TECHNO COMMERCIAL BID

1	Name of Bidder		
	Name & Contact no of the Contact Person with Designation		
2	Annual Turnover at Least Rs. 25.2 Lakhs for the Last four years i.e. 2013-14, 2014-15, 2015-16 and 2016-17.	Financial year	Annual Turnover in Lakh Rs.
		2013-14	
		2014-15	
		2015-16	
		2016-17	
	Has the copy of Balance Sheet/Statement of profit & loss or certificate from CA indicating the turnover during last three financial years uploaded?	Yes/ No	
3	Minimum three (3) years Working Experience of at least 3 Gov. Companies/ MNC/ Pvt. Limited companies	Sr. No.	Name of Organisation
		1	
		2	
		3	
	Has the documentary evidence uploaded?	Yes / No	
4	PAN No.		
	Has Copy of PAN uploaded?	Yes / No	
5	GST No.		
	Has Copy of GST Uploaded?	Yes /No	
6	EMD Details		
	Has Copy of EMD has been uploaded?	Yes / No	
7	ESI Registration No.		
	Has Copy of ESI Registration certificate has been uploaded?	Yes / No	
8	Provident Fund Registration No.		
	Has copy of Provident Fund Registration certificate has been uploaded?	Yes/No	
9	In case of bidder registered with MSME & SC/ST		
	Has Copy of valid certificate uploaded?	Yes / No	

Undertaking

I/we have read the terms & conditions of the tender documents and understand that in case of any of the statement furnished by the undersigned is found to be false or if any/all the terms & conditions are not complied with the tender is liable to be cancelled & the earnest money deposited shall be forfeited by RECPDCL.

I/We agree that the decision of the REC in this regard would be final and binding on me/us/

I/we also certify that I/We understood all the terms & conditions indicated in the tender document and hereby accept the same completely.

(Signatures of authorized signatory)

Name:.....

Designation:.....

Seal

Annexure – III**COMMERCIAL PART – PRICE BID**

(TO BE SUBMITTED ON-LINE MODE ONLY)

**E-TENDER FOR ENGAGEMENT OF AGENCY FOR PROVIDING HOUSEKEEPING SERVICES AT
RECPDCL CORPORATE OFFICE, NOIDA FOR A PERIOD OF TWO YEARS ON QUALIFYING THE
TECHNICAL PART**

Name of Bidder:							
S.No.	Head	Categories					
		Un-skilled	Col (A)	Semi-skilled	Col (B)	Supervisor	Col (c)
	Quantity (Nos.)	5		1		1	
1	Wages per person per month (*) (INR)	0	0	0	0	0	0
2	Employer ESI (INR)		0		0		0
3	Employer EPF (INR)		0		0		0
	Total (J)		0		0		0
4	**Administrative Service charges per worker per Month including cost of consumable materials as per above Table-A (In %age)		0.00%		0.00%		0.00%
	Admininstrative charges in Rs. (K)		0		0		0
	Total (M) = J +K		0		0		0
5	GST		0		0		0
	GST in Rs.		0		0		0
	Total Cost per Head per Month	Col (D)	0	Col (E)	0	Col (F)	0
	Grand Total (Col D + Col E + Col F)		0				

(**) The Minimum wages per person will vary time to time but Administrative charges will be fixed at the time of Contract award to till the end of the Tenure.

i) Total consolidated monthly amount (including minimum Wages, ESIC, EPF etc.) per person should be quoted by the Bidder under each of the Category separately.

ii) The Bidder should quote the details (price –break up) of the monthly consolidated amount for the payment to the workers and supervisors in the Above table.

iii) Payments shall be made as per the terms and conditions of the Tender Documents.

iv) The quoted consolidated monthly amount prices shall be inclusive of all charges including Employee ESI, PF, Gratuity, Bonus, Substitutes.

v) It shall also include cost of Training and Uniform of workers.

(*) Revision of minimum wages by appropriate government (Delhi Government) from time to time will be paid by RECPDCL

Note:

1. Relevant Tax shall be indicated in the Priced bid and the same shall be extra at actuals as shown in the Tax Invoice / Bill of Sale.

2. Rates shall remain firm and fixed till execution of the entire contract. All expenditure related to the scope of work to be included in the quote.

3. The quantity indicated above is tentative only. However, during execution the quantity may vary based on site conditions and payment will be made at actual subject to overall ceiling on contract value.

4. All prices shall be written both in words and figures. Any discrepancy between quoted prices in figures and that in words, if noted, will be sorted out in the following manner:

(i) If there is a discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly;

(ii) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected;

(iii) In the event of discrepancy between the price in figures and words, the amount entered in words would be taken into consideration for evaluation and finalization of the order, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to above.

5. The Price Bid shall be inclusive of all taxes.

6. Any new or additional taxes / duties / cess and any increase in the existing taxes / duties / cess imposed after bid submission date, shall be to RECPDCL account and any corresponding decrease shall be passed on to the RECPDCL. Tax at source shall be deducted as per statute.

The terms and conditions contained in the Bid Document area acceptable to us.

(Signature of authorized signatory)

Name _____

Designation _____

Seal _____

ANNEXURE- IV

PERFORMANCE BANK GUARANTEE

M/s. REC Power Distribution Company Ltd.
Plot No.-A-10, 4th Floor,
KRIBHCO Bhawan,
Sector-1, Noida-201301

(With due Rs.100/- stamp duty, if applicable)

OUR LETTER OF GUARANTEE No. :

Date:.....

Amount:.....

Valid Date:

Bank Name & Address:.....

In consideration of REC Power Distribution Company Ltd. having its office at Plot no.-A10, 4th Floor, Sector-1, KRIBHCO Bhawan, Noida-201301 (hereinafter referred to as "RECPDCL" which expression shall unless repugnant to the content or meaning there of include all its successors, administrators and executors) and having entered into an agreement dated _____/issued Work Order No. _____ dated _____ with/on as _____ (hereinafter referred to as "The Supplier" which expression unless repugnant to the content or meaning thereof, shall include all the successors, Administrators and executors).

WHEREAS the Supplier having unequivocally accepted to supply the materials as per terms and conditions given in the Agreement dated _____/Work Order No. _____ dated _____ and RECPDCL having agreed that the Supplier shall furnish to RECPDCL a Performance Guarantee for the faithful performance of the entire contract, to the extent of 10% (ten percent) (or the percentage as per the individual case) of the value of the Work Order i.e. for _____.

We, _____ (The Bank) which shall include OUR successors, administrators and executors herewith establish an irrevocable Letter of Guarantee No. _____ in your favour for account of _____ (The Supplier) in cover of performance guarantee in accordance with the terms and conditions of the Agreement/work Order.

Hereby, we undertake to pay upto but not exceeding _____ (say only) upon receipt by us of your first written demand accompanied by your declaration stating that the amount Claimed is due by reason of the Supplier having failed to perform the Agreement and despite any contestation on the part of above named Supplier.

This Letter of Guarantee will expire on _____ plus 60 (Sixty) days of claim period and any claims made hereunder must be received by us on or before expiry date after which date this Letter of Guarantee will become of no effect whatsoever whether returned to us or not.

Authorized Signature
Chief Manager/Manger

Seal of Bank

ANNEXURE-V

UNDERTAKING TOWARDS NOT BEING BLACK-LISTED

I, _____Authorized Signatory of M/s _____ hereby give undertaking that we, as a company are not black-listed by any Central/ State Government/ Semi- Government Organization/ Public Sector Undertaking/ Private Institution in India.

Further, if information furnished above stands false at any stage, we shall be completely liable for actions taken by RECPDCL as per terms & conditions of the tender including disqualification and exclusion from future contracts/assignments.

(Signature of Authorized

Signatory) Name*:

Designation*:

Seal:

ANNEXURE - VI

UNDERTAKING BY THE BIDDER

I, _____, on behalf of _____ (Name of the Bidder) hereby declare that

(a) I hereby accept all the Terms and Conditions mentioned at Annexure 'I' and Annexure 'II' of the tender unconditionally. We are aware that conditional bids if quoted shall be summarily rejected.

(Acceptance of all the terms and conditions as mentioned in the tender to be duly signed each page of NIT And enclosed with Undertaking)

(b) Our organization or the staffs to be provided has no business or direct family relationship with member(s) of RECPDCL's employees or persons positioned in or on the Board of these two organizations by whatever process.

(c) We will comply with all the applicable/ prevailing statutory provisions, laws, acts and Government orders amended/notified during the period of agreement.

(d) There is no legal suit / criminal case pending or contemplated or legal notice having been served to this effect against the Proprietor of the Bidder (in case of Proprietorship), Partner of the Bidder (in case of Partnership), any of its Directors (in case of Pvt. Ltd. Company) or against the Bidder) on grounds of moral turpitude or for violation of any of the laws in force.

(e) If the above declaration is found incorrect, the present engagement would be terminated and _____ (Name of the Bidder) would be debarred from any further engagement by RECPDCL ever.

(f) We have disclosed all the information and the information so provided is true, correct, complete and nothing has been concealed thereof.

(g) No action of debarring/blacklisting of our company has been done by any of PSU or Public Authority/ Institutions during the last 3 years.

Authorized Signatory:

Designation:

For and on behalf of the firm:

(Name of the firm)

Address:

Place:

Date:

