

**OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS GUWAHATI**

**Tender No. AN/IV/Guest House/2017-2018/1.**

**Dated :06/11/2017.**

**TENDER DOCUMENT**

**FOR HIRING OF SERVICES FOR HOUSEKEEPING AND MAINTENANCE OF  
BRAHMAPUTRA GUEST HOUSE AND MANAS GUEST HOUSE UNDER OF THE  
CONTROLLER OF DEFENCE ACCOUNTS GUWAHATI**

**Table of Contents**

Section 1- Notice Inviting Tender.....	02
Section 2- Bid Submission Form .....	03
Section 3- Instructions to the Bidders .....	04
Section 4- General Conditions of Contract (GCC) .....	14
Section 5- Schedule of Work / Requirements.....	23
Section 6- Price Schedule.....	29
Section 7- Forms	
7.1 Bid Security Form.....	32
7.2 Bidder's Profile.....	33
7.3 Form for Financial Capacity.....	36
7.4 Form of Articles of Agreement.....	37
7.5 Form of Performance Bank Guarantee.....	39
7.6 Letter of Authorisation for attending Bid Opening.....	42
7.7 Certificate of Near Relatives.....	43
Section 8- Check List.....	44



SECTION-1

NOTICE INVITING TENDER

**Earnest Money Deposit : Rs.26,500/- (Rupees Twenty six thousand five hundred only)**  
**Tender Document Cost : Rs.500/- (Rupees five hundred only)**

Office of the Controller of Defence Accounts Guwahati invites sealed quotations from registered and authorized agencies for hiring of services for housekeeping and maintenance of Brahmaputra Guest House And Manas Guest House under of the controller of defence accounts Guwahati .

Sealed bidding documents, under two bidding method (Technical Bid and Financial Bid alongwith EMD) duly filled in as per the instructions of the Tender Document should be addressed to the Sr. Accounts Officer (AN-IV), Office of the Controller of Defence Accounts, Udayan Vihar, Narangi, Guwahati-781 171 by 10:00 hrs of 27/11/2017.

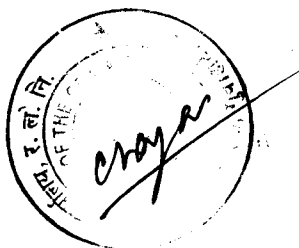
The sealed bidding documents should be delivered in the Administration Section (IV) of this office by the stipulated date and time. Tender Documents may be collected from Admin-IV Section, Office of the Controller of Defence Accounts Guwahati, Udayan Vihar, Narangi, Guwahati- 781 171 on payment of Tender Cost of Rs.500/- through Bank Draft/Pay Order in favour of CDA, Guwahati, payable at Guwahati on any working day between 3.00 pm to 5.00 pm.

The tender documents may also be downloaded from this office website <http://cdaguwahati.gov.in>. Those bidders who wish to download the tender documents from the office website should furnish the Tender cost of Rs.500/- through Bank Draft/Pay Order alongwith the Bidding Documents and EMD

The Technical Bids shall be opened in the Conference Hall of the Office of the Controller of Defence Accounts Guwahati on 27/11/2017 at 12.00 hrs by the Committee authorized by the competent authority of the Office of the Controller of Defence Accounts Guwahati in the presence of such bidders who may wish to be present. The financial bids of only those bidders whose Technical Bids are accepted, shall be opened by the Committee authorized for the purpose. The date, time and venue of opening of the financial bids shall be intimated to the technically qualified bidders.

The Competent Authority reserves the rights to reject any or all the bids without assigning any reason and the decision of the competent authority of the Office of the Controller of Defence Accounts Guwahati, shall be final and binding.

  
(CHAYAN DAS)  
SR. ACCOUNTS OFFICER(AN-IV)



**SECTION-2  
BID SUBMISSION FORM**

No.....

Date:.....

**LETTER OF BID**

To

Sr. Accounts Officer (AN-IV)  
Office of the Controller of Defence Accounts  
Udayan Vihar, Narangi, Guwahati – 781 171

Ref: Invitation for Bid No. TENDER No.AN/IV/Guest House/2017-2018 DATED:  
06/11/2017.

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders.
2. We offer to execute in conformity with the Bidding Documents for providing housekeeping and maintenance service in Guest Houses for the Office of the Controller of Defence Accounts Guwahati.
3. Our bid shall be valid for a period of 120 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and maybe accepted at any time before the expiration of that period.
4. If our bid is accepted, we commit to submit a performance security in accordance with the Bidding Documents.
5. We also declare that Government of India or any other Government body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of any nature.
6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.

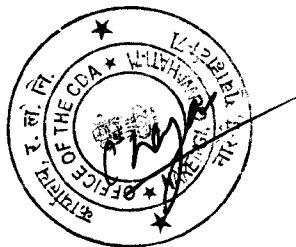
Yours sincerely,

Authorised Signatory

(Authorised person shall attached a copy of Authorisation for signing on behalf of Bidding company)

Full Name and Designation

(To be printed on Bidder's letterhead)



**SECTION-3**  
**INSTRUCTIONS TO THE BIDDERS**

**1. GENERAL INSTRUCTIONS**

1.1 Office of the Controller of Defence Accounts Guwahati, hereinafter referred to as the 'Client' shall be hiring services for housekeeping and maintenance of Brahmaputra Guest House And Manas Guest House under of the controller of defence accounts Guwahati. The details of the requirements of his labours engaged in client premises shall be as under :

Guest House details

Brahmaputra Guest House (Ground Floor)

Kitchen	: 1
Dining Hall with attached toilet and bathroom	: 1
Bed Room with attached toilet and bathroom	: 2
Living Room	: 3
Store Room	: 1
Labour Room	: 1
Lawn	: yes
Terrace	: Yes
Garden	: No

Manas Guest House (G+1 Storey)

Kitchen	: 1
Dining Hall	: 1
Store Room	: 1
Living Room	: 2
Bed Room with attached toilet and bathroom	: 3
Normal Room	: 1
Dormitory with 5 beds	: 1
Lawn	: Yes
Terrace	: Yes
Labour/servant room	: 1

Description of Services	Numbers	Hours	EMD
Skilled labour ( includes cooking)	2	8 Hours each	<del>Rs.26,500/-</del> valid upto minimum 3 months
Semi-Skilled labour (includes Assistant cooking/waiter)	2	8 hours each	
Un-skilled labour (includes cleaning services)	2	8 hours each	
Cleaning and Sweeping material	As per requirement		
Maintenance charges including supervisory	To be quoted by supplier		



- 1.2 The sealed bidding documents should be delivered in the AN-IV Section of this office by the stipulated date and time. Tender Documents may be collected from AN-IV Section, Office of the Controller of Defence Accounts, Udayan Vihar, Narangi, Guwahati- 781 171 on payment of Tender Cost of Rs.500/- through Bank Draft/Pay Order in favour of CDA Guwahati, payable at Guwahati on any working day between 3.00 pm to 5.00 pm.
- 1.3 The tender documents may also be downloaded from this office website 500/-. Those bidders who wish to download the tender documents from the office website should furnish the Tender cost of Rs.500/- through Bank Draft/Pay Order alongwith the Bidding Documents and EMD
- 1.4 While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
- 1.5 Each page of the Tender documents must be stamped and signed by the person or persons submitting the Tender in token of his/their having acquainted himself/ themselves and accepted the entire tender documents including various conditions of contract. Any Bid with any of the Documents not so signed is liable to be rejected at the discretion of the Client. **NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS BIDDING DOCUMENT.**
- 1.6 The bidder shall attach the copy of the authorization letter / power of Attorney as proof of authorization for signing on behalf of the Bidder.
- 1.7 All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids, not accompanied with EMD of requisite amount/format, or any other requirements, stipulated in the tender documents are **liable to be rejected.**
- 1.8 The Bidding Company must hold valid GST Number for the purpose of supplying labour for housekeeping and maintenance services of buildings and Licence.
- 1.9 The parties to the Bid shall be the 'Bidders' (to whom the work has been awarded) and the Office of the Controller of Defence Accounts Guwahati, Guwahati.
- 1.10 For all purposes of the contract including arbitration thereunder, the address of the bidder mentioned in the bid shall be final unless the bidder notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Office of the Controller of Defence Accounts Guwahati. The bidder shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
- 1.11 The requirements of his labours engaged in client premises is tentative and may increase or decrease at the sole discretion of the competent authority of the Client.

## 2. MINIMUM ELIGIBILITY CRITERIA

2.1 The following shall be the minimum eligibility criteria for selection of bidders technically.

- a. **Legal Valid Entity** : The Bidder shall necessarily be a legally valid entity either in the



form of a Indian Limited Company or a Private Limited Company registered under the Companies Act, 1956 or a Proprietorship with their Headquarter or Branch Office in Guwahati. Bidder in the form of JV/consortium and Partnership is not permitted. A proof for supporting the legal validity of the Bidder shall be submitted.

- b. **Financial Capacity:** The bidders should have the minimum turnover of Rupees Three lakh seven thousand only each in the last 3 financial years (2014-15, 2015-16 and 2016-2017). Relevant proof for supporting the above shall be submitted.
- c. The Bidder shall be registered with the Income Tax, GSTN and also registered under the labour laws, Employees Provident Fund Organisation, Employees State Insurance Corporation. Relevant proof in support shall be submitted
- d. **Experience:** The Bidder should have experience in the similar field of providing housekeeping and maintenance of Guest House in the Government Departments for the last five years. Relevant proof in support shall be submitted.
- e. **Licence :** The Bidder should possess a valid licence from the respective State Controlling Authority of the Government.

## 2.2 Documents supporting the Minimum Eligibility Criteria

- (i) In proof of having fully adhered to the minimum eligibility criteria at 2(a), attested copy of certificates issued by the Competent Issuing Authority shall only be acceptable.
- (ii) In proof of having fully adhered to minimum eligibility criteria at 2(b), attested copy of the audited balance sheets for the completed three financial year i.e. for 2014-15, 2015-2016 and 2016-17 shall only be acceptable. Authority to seek reference from the bidder's banker.
- (iii) In proof of having fully adhered to minimum eligibility criteria at 2(c), valid attested copy of PAN, Labour Registration copy, EPFO Registration Copy, ESIC Registration Copy shall only be acceptable.
- (iv) In proof of having fully adhered to minimum eligibility criteria at 2(d), attested copy of work orders alongwith work completion certificate/ experience certificates showing continuous experience in the field, issued by the Government Departments shall only be acceptable.
- (v) In proof of having fully adhered to minimum eligibility criteria at 2(e), attested copy of licence for supplying labour.

## 3. EARNEST MONEY DEPOSIT:

- 3.1 This bids shall be accompanied by an Earnest Money Deposit of **Rs.26,500/- (Rupees Twenty six thousand five hundred only)** in the form of Bank Guarantee/Demand Draft of any nationalized bank. The validity of the Bank Guarantee/Demand Draft must be up to 3 (three) months starting from the date of submission of the bids. The Bank Guarantee / Demand Draft shall be in favour of CDA Guwahati **and payable at Guwahati.**
- 3.2 No request for transfer of any previous deposit of earnest money or security deposit or adjustment against any pending bill held by the Department in respect of any previous work shall be entertained.
- 3.3 Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bid security shall be forfeited to the Government.
- 3.4 The bids without Earnest Money shall be summarily rejected.
- 3.5 No claim shall lie against the Government / Department in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.
- 3.6 **The bid security may be forfeited:**

- (i) If the bidder withdraws his bid during the period of bid validity specified by the



- bidder in the bid form; or
- (ii) In case of successful bidder, if the bidder
- (a) Fails to sign the contract in accordance with the terms of the tender document
  - (b) Fails to furnish required performance security in accordance with the terms of tender document within the time frame specified by the Client.
  - (c) Fails or refuses to honour his own quoted prices for the services or part thereof.
  - (d) In such case, the bidder is also liable to be debarred from future tendering.
- 3.7 No interest shall be paid on the earnest money deposit.

#### 4. VALIDITY OF BIDS

- 4.1 Bids shall remain valid and open for acceptance for a period of **120 days** from the last date of submission of Bids.
- 4.2 In case Client calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder.
- 4.3 The Client may request for extension for another period of 60 days, without any modifications and without giving any reasons thereof.

#### 5. PREPARATION OF BIDS

- 5.1 Bids shall be obtained in two parts as under :

- (i) Technical bid consisting of all technical details along with commercial terms and conditions; and
- (ii) Financial bid indicating item-wise price for the items mentioned in the technical bid.

The technical bid and the financial bid should be sealed by the bidder in separate covers duly super-scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super-scribed with "Bid for Tender No.AN/IV/Guest House/2017-2018 dated 06/11/2017 with the Name and address of the Bidder." The technical bids are to be opened at the first instance and evaluated by a competent committee in the office of the Controller of Defence Accounts (CDA) Guwahati. At the second stage financial bids of only these technically acceptable offers should be opened after intimating them the date and time of opening the financial bid for further evaluation and ranking before awarding the contract.

- 5.1. **Technical Bid:** Technical Bid should be prepared as per the instructions given in the Tender Document alongwith all required information, documents in support of the minimum eligibility criteria, Valid EMD of requisite amount.
- a. Bid Submission Form duly signed and printed on Company's letterhead.
  - b. Signed and Stamped on each page of the tender document.
  - c. Bidders profile and undertaking, duly filled and signed.
  - d. Financial Capacity form – filled in signed and stamped
  - e. Earnest Money Deposit of Rs.26,500/-
  - f. All attested supporting document in proof of having fully adhered to minimum eligibility criteria as referred in the tender document.

The Technical Bid should then be kept in a separate sealed envelope, superscribed as "Technical Bid for Tender No.AN/IV/Guest House/2017-2018 dated 06/11/2017 with the Name and address of the Bidder.



- 5.2 **Financial Bid:** Bidder should prepare financial Bid in the Price Schedule as provided in the Tender Document. Then the financial bid should be kept in a separate sealed envelope, superscribed "Financial Bid for Tender AN/IV/Guest House/2017-2018 dated 06/11/2017 with the Name and address of the Bidder.

## 6. SUBMISSION OF BIDS

- 6.1 The Bidder shall submit his bid in a sealed envelope containing two separate sealed envelopes consisting of (i) Technical Bid and (ii) Financial Bid, clearly superscribing so.
- 6.2 The Bid shall be submitted not later than 10.00 hours of 27/11/2017 addressed to Sr. Accounts Officer (AN-IV), Office of the Controller of Defence Accounts Guwahati, Udayan Vihar, Narangi, Guwahati 781 171.
- 6.3 Bidders sending their bids through courier should also ensure that their bids are received on the said address by the stipulated date and time. No time extension for couriers shall be granted.
- 6.4 Bids must be received in the office at the address specified above not later than the date and time stipulated in the notification. No Bid shall be accepted after the aforesaid date and time. However the competent authority of the Office of the Controller of Defence Accounts Guwahati reserves right to extend the date / time for receipt of bids, before opening of the Technical Bids. Any Bid received by the office after the deadline for submission of bids, as stipulated above, shall not be considered and will be returned unopened to the bidder.

## 7. BID OPENING PROCEDURE

- 7.1 The Technical Bids shall be opened in the Conference Room of the Office of the Controller of Defence Accounts Guwahati on 27/11/2017 at 12.00 hrs. by the Committee authorized by the competent authority of the Office of the Controller of Defence Accounts Guwahati in the presence of such bidders or their representatives who may wish to be present.
- 7.2 The financial bids of only those bidders whose Technical Bids are accepted, shall be opened by the Committee authorized for the purpose. The date, time and venue of opening of the financial bids shall be intimated to the technically qualified bidders.
- 7.3 A letter of authorization shall be submitted by the Bidder's representative before opening of both the Bids.
- 7.4 Absence of bidder or their representative shall not impair the legality of the opening procedure.
- 7.5 All the present Bidders or their representative shall be required to sign the main bid envelope to ensure the correctness of the bid.
- 7.6 Refusal to sign the bid envelope by the bidder or his representative, may disqualify his bid based on the decision of the Tender Opening Committee.
- 7.7 After opening of the Technical Bids and verifying the EMD amount, the technical bids shall be evaluated later to ensure that the bidders meet the minimum eligibility criteria as specified in the Tender Document.





- 7.8 Bids shall be declared as Valid or Invalid based on the preliminary scrutiny by the Tender Opening Committee. However, detailed evaluation shall be done only in respect of Valid Bid.
- 7.9 Invalid Bids shall be returned on the spot, if the bidder or his representative is present. In other cases, the bids shall be dispatched by speed post to their address with the remarks of the Tender Opening Committee.

## 8. CLARIFICATION ON TECHNICAL BID EVALUATION

- 8.1 The technical bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the Client may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the Client shall not be considered. The Client's request for clarification and the response shall be in writing.
- 8.2 If a bidder does not provide clarifications of its bid by the date and time set in the Client's request for clarification, its bid may be rejected.
- 8.3 Client also reserves right to seek confirmation/clarification from the issuer agency, on the supporting documents submitted by the bidder as per clause 2.1.
- 8.4 **Pre-bid conference** will be held at Conference Room of Main Office CDA Guwahati on **16/11/2017 at 11:00 Hrs.** Interested parties may attend the same.

## 9. TECHNICAL BID EVALUATION

- 9.1 The Client shall follow two bids evaluation system where the technical bid and financial bid shall be evaluated separately.
- 9.2 The technical bid evaluation shall be done based on the following criteria:
- (i) The responsiveness of the bid, i.e; receipts of duly filled, signed and accepted bid documents in complete form, including Authorisation letter.
  - (ii) Receipt of valid EMD with requisite amount in acceptable format.
  - (iii) Documents in proof of meeting the minimum eligibility criteria.
  - (iv) Any other documents required to support the responsiveness of the bidder, as per tender.
- 9.3 A substantially responsive bid shall be one that meets the requirements of the bidding document in totality. The technical bid not meeting the minimum requirements as per the tender documents, shall be rejected and their financial proposals will be returned unopened.
- 9.4 The bidder who qualifies in the technical evaluation stage shall only be called for opening of financial bids. Client shall intimate the bidders, the time/ venue for the Financial Bid opening in written communication.

## 10. FINANCIAL BID OPENING PROCEDURE

- 10.1 The Financial Bids of all the technically qualified Bidders shall be opened on the appointed date and time in presence of the qualified bidders/their authorized representatives, who choose to be present at the time of opening of the financial bids.



- 10.2 All the qualified bidders/their authorized representatives present at the time of opening of the Financial Bids shall be asked to sign on the sealed envelope containing the Financial Bid.
- 10.3 Any bidder objecting to the same shall be disqualified and his financial bid shall be returned on the spot.
- 10.4 Absence of bidders or their authorized representatives shall not impair the legality of the process.
- 10.5 The quotation must be in the form furnished by CDA Guwahati and should be free from corrections/erasures. In case there is any unavoidable correction it should be properly attested. Otherwise, the quotation will not be considered. Quotation written in pencil will not be considered. If sub-total or Grand Total has been found arithmetically wrong, during the evaluation of financial bid, the unit price will prevail and accordingly, sub-total and grand total deemed to be considered as corrected.
- 10.6 The financial bid price, as indicated in the financial bid submission form of each bidder shall be read out on the spot, however, it shall be clearly stated that the final financial bid prices would be arrived at after detailed scrutiny/correction of arithmetical error in the financial bid.
- 10.7 Mere becoming the lowest bidder, prior to financial bid scrutiny will not give any right to the Lowest bidder to claim that he is successful in the bidding process.

#### 11. DETERMINATION OF THE SUCCESSFUL BIDDER

- 11.1 The Bidder meeting the minimum eligibility criteria with the lowest bid price, subject to arithmetical correction, shall be deemed as the successful Bidder.
- 11.2 In the event of more than one bidder with the lowest price bids (say equal), the bidder with the highest 'cumulative annual turn over of the last 3 financial year would be deemed as 'Successful Bidder' with respect to the submission of proof of documents as submitted by the bidder.

#### 12. RIGHT OF ACCEPTANCE:

- 12.1 The Office of the Controller of Defence Accounts Guwahati reserves all rights to reject any bids including of those bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific bids. The decision of the Competent Authority of the Office of the Controller of Defence Accounts Guwahati in this regard shall be final and binding.
- 12.2 Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvass for the work shall render the bidder's bids liable for rejection.
- 12.3 The competent authority of the Office of the Controller of Defence Accounts Guwahati reserves the right to award any or part or full contract to any successful agency (ies) at its discretion and this shall be binding on the bidders.
- 12.4 In case of failure to comply with the provisions of the terms and conditions mentioned, by the agency that has been awarded the contract, the competent authority of the Office of the Controller of Defence Accounts Guwahati reserves the right to award the contract



to the next higher bidder or any other outside agency.

12.5 The Office of the Controller of Defence Accounts Guwahati shall terminate the Contract if it is found that the Contractor was black listed on previous occasions by any of the Government Departments / Institutions / Local Bodies / Municipalities / Public Sector Undertaking etc. In such case, the Contractor is also liable to be blacklisted by the Client.

13. **NOTIFICATION OF AWARD BY ISSUANCE OF 'LETTER OF ACCEPTANCE'**

13.1 After determining the successful bidder, Client shall issue a Letter of Acceptance (LoA) in duplicate, who will return one copy to Client duly acknowledged, accepted and signed by the authorized signatory, within **Three (3) days** of receipt of the same by him.

13.2 The issuance of the Letter of Acceptance to the bidder shall constitute an integral part and it will be a binding to the contract.

13.3 The time taken between the date of issue of LoA and Notice to Proceed shall not prevent the contractor to mobilize the man power.

14. **PERFORMANCE BANK GUARANTEE (SECURITY DEPOSIT)**

14.1 The successful bidder within fifteen days of the acceptance of the LoA shall execute a Performance Bank Guarantee in the form of a Bank Guarantee of any nationalized bank, a sum equivalent to 5% of the accepted contract value in favour of CDA Guwahati , payable at Guwahati.

14.2 The Bank Guarantee shall be forfeited by order of the competent authority of the Office of the Controller of Defence Accounts Guwahati in the event of any breach or negligence or non-observance of any term/condition of contract or for unsatisfactory performance or for non-acceptance of the work order. The Contractor is also liable to be blacklisted by the Client in such cases. On expiry of the contract, such portion of the said Bank Guarantee as may be considered by the Office of the Controller of Defence Accounts Guwahati sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.

a) If the contractor is called upon by the competent authority of the Office of the Controller of Defence Accounts Guwahati to deposit Security and the contractor fails to provide the security deposit within the period specified such failure shall constitute a breach of the contract and the Office of the Controller of Defence Accounts Guwahati shall be entitled to make other arrangements at the risk, cost and expense of the contractor.

b) On due performance and completion of the contract in all respects, the Security Deposit will be returned to the contractor without any interest on presentation of an absolute No Demand Certificate in the prescribed form and upon return in good condition of any specifications, samples or other property belonging to the Client, which may have been issued to the contractor

15. **ISSUANCE OF 'NOTICE TO PROCEED'**

After the acceptance of the LoA and securing Performance Bank Guarantee from the successful



bidder, Client shall issue the 'Notice to proceed', to the contractor authorising him to take possession of the Office Locations alongwith relevant information / inputs.

## 16. SIGNING OF CONTRACT AGREEMENT

- 16.1 The successful Bidder shall enter into contract and shall execute and sign the Contract Agreement in accordance with the Articles of Agreement.
- 16.2 Client shall prepare the draft Articles of Agreement in the Proforma included in this Document, duly incorporating all the terms of agreement between the two parties and send the same in duplicate to the successful Bidder for their concurrence.
- 16.3 The successful Bidder shall return the duly concurred copies of the draft Articles of Agreement within **Two (2) days** of receipt of the draft Articles of Agreement from Client, duly printed on the correct amount of stamp paper, duly adjudicated by the registrar of stamps where the contract is proposed to be executed.
- 16.4 The competent authority of the Client shall sign the Contract agreement and return a copy of the same to the successful bidder.

## 17. RETURNING OF EARNEST MONEY DEPOSIT (BID SECURITY AMOUNT)

- 17.1 The Earnest Money Deposit of the unsuccessful bidders in the *technical Bid evaluation stage* shall be returned along with their unopened financial bids within 7 days after opening of the eligible financial Bids.
- 17.2 The Earnest money Deposit of the unsuccessful bidders in the *financial bid evaluation stage* shall be returned within 7 days, on award of contract to the Successful bidder.
- 17.3 The Earnest money deposit of all the bidders shall be returned along with their un opened financial bids, in case of cancellation of Tender after the opening of Bids and prior to opening of financial bids.
- 17.4 No interest shall be paid on Earnest Money Deposit.
- 17.5 **However, the EMD in respect of the successful tenderer shall be adjusted towards the Performance Security Deposit. Further, if the Agency fails to provide services against the initial requirement within 15 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.**

## 18. INSOLVENCY

- 18.1 The competent authority of the Office of the Controller of Defence Accounts Guwahati may at any time by notice in writing summarily terminate the contract without compensation to the contractor in any of the following events, that is to say:-

If the contractor shall at any time be adjudged insolvent or shall have a receiving order or orders for administration of his estate made against him or shall take any proceedings for liquidation or composition under any insolvency not for the time being in force or shall make any convenience or assignment of his efforts or enter into any arrangements or composition with his creditors or suspend payment of if the firm be dissolved under partnership act, or

- i) If the contractor shall make an order for the liquidation of the affairs or a receiver of Manager on behalf of the debenture holder shall be appointed or circumstances shall have arisen which entitled the court or debenture holders to appoint a receiver or Manager.
- ii) If the contractor commits any breach of this contract not herein specifically provided for: Provided always that such determination shall not prejudice any right of action or remedy which shall have accrued or shall accrue thereafter to the Client and provided also that the contractor shall be liable to pay the Client



for any extra expenditure, he is thereby put to but shall not be entitled to any gain on repurchased.

**19. CURRENCIES OF BID AND PAYMENTS**

- 19.1 The Bidder shall submit his price bid / offer in Indian Rupees and payments under this contract will be made in Indian Rupees.



**SECTION-4**  
**GENERAL CONDITIONS OF CONTRACT (GCC)**

**1. DEFINITIONS**

**1.1 General**

In this Contract including the Schedules the following words and expressions shall (unless the context requires otherwise) have the meaning assigned to them in this Schedule.

“Agreement”      The word “Agreement” and “Contract” has been used interchangeably.

Party              The word party means the Successful Bidder to whom the work of providing housekeeping and maintenance services has been awarded and the Client “Office of the Controller of Defence Accounts Guwahati.

Letter of Acceptance      Shall mean the intent of the Client to engage the successful bidder for providing housekeeping and maintenance services in its premises

Notice to Proceed      Shall mean the date at which the housekeeping and maintenance services are to commence in Client’s premises

‘Act of Terrorism’      shall mean and refer to any act of terrorism, including but not limited to the use of force or violence and/or the threat thereof, of any person or group(s) of persons, whether acting alone or on behalf of or in connection with any organization(s) or government(s), committed for political, religious, ideological or similar purposes including the intention to influence any government and/or to put the public, or any section of the public, in fear.

Termination Date”      Shall mean the date specified in the notice of Termination given by either Party to the other Party, from which the Contract shall stand terminated.

Termination Notice      Shall mean the notice of Termination given by either Party to the other Party

Contractor              Shall mean the successful bidder to whom the work of providing housekeeping and maintenance services in Client’ premises has been awarded.

‘AN-IV CDA” Accounts      Shall mean Administration Section –IV of Controller of Defence Accounts Guwahati

Client premises described at      Shall mean Brahmaputra Guest House and Manas Guest House as para 1.1 in Section 3 above.

**1.2 CONFIDENTIALITY**

1.2.1 The Contractor shall take all precautions not to disclose, divulge and / or disseminate to any third party any confidential information, proprietary information on the Client’s business or security arrangements (including but not limited to the Assignment Instructions, Schedules and other subsequent Agreements) and/or business of the Client. The obligation is not limited to any scope and the Contractor shall be held responsible in



case of breach of the confidentiality of Client's information.

1.2.2 If the Contractor receives enquiries from Press / News / Media/ Radio / Television or other bodies / persons, the same shall be referred by the Contractor to Client immediately on receipt of such queries.

1.2.3 The Guest house Staff of the Contractor shall not accept any gratitude, tip or reward in any shape .

## 2. SERVICES REQUIRED BY THE CLIENT

2.1 The Contractor shall be providing Housekeeping and Maintenance Service of Guest House (Brahmaputra Guest House and Manas Guest House ) in Client's premises as per the details given herein, or any other location as required by the Client to be read with the Assignment Instructions stated in the Schedule of Requirements.

2.2 The Client shall pay the charges as agreed between the Client and the Contractor at the time of bidding process. A schedule of charges shall be annexed to the Articles of Agreement after finalizing the amount at the conclusion of Bidding process.

2.3 The Contractor shall ensure deployment of labours in 8 hours shift in all the locations. The Contractor shall provide Maintenance services in the Client's premises to its entire satisfaction and it is the sole responsibility of the Contractor that the work is executed in all respects in accordance with the Contractor's obligations.

## 3. COMMENCEMENT OF SERVICES

The Contract shall become legally binding and in force only upon :

3.1 Submission of Performance Bank Guarantee.

3.2 The Contractor shall commence housekeeping and maintenance services in Client's premises within 30 days from the date of receipt of Notice to Proceed.

3.3 The Contractor shall submit detailed resume in respect of the labours alongwith Photographs duly attested by their firm and verified by the Police after commencement of the Maintenance services to said guest houses. In the event of non compliance of the condition, the Contract is liable to be terminated and the Contract shall be awarded to the next higher bidder. The Contractor is also liable to be blacklisted by the Client.

## 4. CONTRACTOR'S OBLIGATIONS

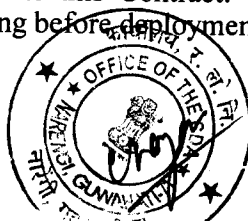
4.1 The Contractor shall provide maintenance services at Client's premises as per assignment instructions stipulated in the Schedule of Requirements which may be amended from time to time by the Client during the Contractual period and it shall always form part and parcel of the Contract. The Contractor shall abide by such assignments as provided by the Client from time to time

4.1.1 In addition to the Assignment Instructions, Client shall issue instructions to the Contractor for maintenance arrangements for all the locations. The Contractor shall ensure that all maintenance instructions as per the directions of the Client are complied in totality. In cases of negligence of duties, or in cases of non compliances of the instructions, or in cases of breach of the conditions of the contract, the Contract shall be liable to be terminated, the security deposit submitted by the Contractor shall be forfeited



and the Contractor shall be liable to be blacklisted by the Client.

- 4.2 The Contractor shall provide Maintenance Services as per the Assignment Instructions and as per the directions of the Client through its trained labour for the performance of its services hereunder and these labour deployed shall be employees of the Contractor only and the Client shall not in any manner be liable and all statutory liabilities (such as ESI & PF etc.) shall be paid for by the Contractor.
- 4.3 The Contractor shall ensure that all his labours in client premises are covered under the provisions of Minimum Wages Act. The Contractor shall also ensure that the salary of the his labours engaged in client premises should not be less than the prevailing minimum wages under any circumstances.
- 4.4 The Contractor shall also ensure that all his labours engaged in client premises are paid their salary in accordance with the monthly contracted amount with the Client. In case it is found that the Contractor has disbursed salary to his labours engaged in client premises in client premises less than the amount contracted with the Client, the Contract shall be terminated without any prior notice, the security deposit of the Contractor shall be forfeited and the Contractor shall be blacklisted.
- 4.5 The Contractor shall ensure that all the his labours engaged in client premises are covered under the provisions of EPF, ESIC and any other laws applicable from time to time while providing the housekeeping and maintenance services to Client. The Contractor shall ensure that the details of amount deducted on account of EPF and ESI and any other deducted amount from the salary of his labours engaged in client premises are submitted to the Client on a monthly basis.
- 4.6 The Contractor shall produce to the client the details of payments of statutory benefits like EPF, ESIC bonus, leave, Uniform, relief etc. from time to time to its personnel. The Contractor shall be required to produce the details of amount deposited with EPFO, ESIC and any other applicable organization in respect of the his labours engaged in client premises on monthly basis by 10<sup>th</sup> of the following month.
- 4.7 The Client shall have the right, within reason, to have any his labours engaged in client premises removed who is considered to be undesirable or otherwise and similarly the Contractor reserves the right to remove his labour with prior permission of the Client in emergencies and exempted situations.
- 4.8 The Contractor shall cover its his labours engaged in client premises for personal accident and death whilst performing the duty and the Client shall own no liability and obligation in this regard.
- 4.9 The Contractor shall exercise adequate supervision to reasonably ensure proper performance of Maintenance Services in guest houses in client premises in accordance with assignment instructions.
- 4.10 The Contractor shall ensure that its personnel do not allow any property of the Client to be taken outside of the premises without the written permission of the person(s) authorised by Client.
- 4.11 The Contractor shall issue identity cards / identification documents to all its employees who will be instructed by the Contractor to display the same.
- 4.12 The personnel of the Contractor shall not be the employees of the Client and they shall not claim any salary or allowances, compensation, damages or anything arising out of their employment/duty under this Contract. The Contractor shall make them known about this position in writing before deployment under this agreement.

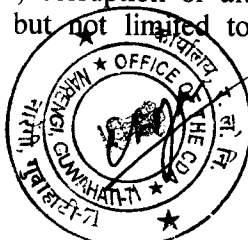




- 4.13 The Contractor shall also provide at its own cost all benefits statutory or otherwise to its employees and the Client shall not have any liability whatsoever on this account. The Contractor shall also abide by and comply with the Labour laws, EPF Laws, ESIC Laws, Income tax laws and Minimum Wages Laws, Contract Labour (Regulations Abolition Act) or any other law in force.
- 4.14 The Contractor shall provide uniform to its his labours engaged in client premises at its own cost.
- 4.15 The Contractor shall cover all its personnel under the relevant laws of EPF, Labour, ESIC etc. Proof of the same should be submitted by the Contractor from time to time to Client.
- 4.16 The Contractor shall submit a copy of wages sheet showing monthly wages paid to its personnel. Wages shall be paid by the Contractor to its personnel directly through bank transfer.
- 4.17 The antecedents of Guest House staff deployed shall be got verified by the Contractor from local police authority and an undertaking in this regard to be submitted to the Client.
- 4.18 Adequate supervision shall be provided to ensure correct performance of the said maintenance services in accordance with the prevailing assignment instructions agreed upon between the two parties.
- 4.19 The Contractor shall ensure preparation of the attendance register of all the his labours engaged in client premises guest house-wise. The attendance registers of all the sites shall be got verified by the Contractor on a daily basis with the competent authority of the Client.
- 4.20 The Contractor shall ensure that the field supervisors / operator managers of their agency does patrolling on a daily basis, both in the day shift and night shift. The report of the patrolling shall be submitted by the Contractor on weekly basis to the Client.
- 4.21 All necessary reports and other information shall be supplied immediately as required and regular meetings will be held with the Client.

## 5. CONTRACTOR'S LIABILITY

- 5.1 The Contractor shall completely indemnify and hold harmless the Client and its employees against any liability, claims, losses or damages sustained by it or them by reason of any breach of contract, wrongful act or negligence by the Contractor or any of its employees engaged in the provision of the Maintenance Services to the Client.
- 5.2 The Contractor shall not be liable in any way whatsoever and the Client hereby expressly waives any right to, any loss, injury, damage, cost or expense of whatsoever nature directly or indirectly:
- 5.2.1 caused by, resulting from or in connection with any Biological or Chemical Contamination or any other risks;
- 5.2.2 consisting of, caused by, resulting from or in connection with any loss, damage, destruction, distortion, erasure, corruption or alteration of Electronic Data from any cause whatsoever (including but not limited to Computer Virus) unless such loss,



damage, destruction, distortion, erasure, corruption or alteration of Electronic Data was due to the negligence or default of the Contractor or any of its employees engaged in the provision of the Housekeeping and maintenance Services to the Client.

- 5.3 The Contractor shall not Sub-Contract, transfer or assign the contract or any other part thereof without prior written permission of the Client. In the event of the contractor contravening this condition, Client shall be entitled to place the contract elsewhere on the contractors risk and cost and the contractor shall be liable for any loss or damage, which the Client may sustain in consequence or arising out of such replacing of the contract.

## 6. CLIENT'S OBLIGATIONS

- 6.1 No employee of the Contractor shall be contracted or employed by the Client through any other contractor in similar manner within a period of 6 months of having left the services of the Client.
- 6.2 Except as expressly otherwise provided, the Client shall, at its own expense, provide timely all the required equipment and facilities at the location(s) where the Maintenance Services are to be provided to enable Contractor's employees to carry out the Maintenance Services. Such equipment and facilities shall include, without limitation, adequate heating/air, lighting, power, toilet facilities and chair, drinking water, office stationery, files, ledgers, registers etc.
- 6.3 The Client shall comply with and fulfill the safety/security recommendations (if any), if deemed necessary by the Client, made in writing by the Contractor in connection with the performance of the Maintenance Services in the Guest Houses in client premise. The Client shall notify the Contractor of any dishonest, wrongful or negligent acts or omissions of the Contractor's employees or agents in connection with the Maintenance services as soon as possible after the client becomes aware of them.
- 6.4 The Client shall provide such assistance as considered necessary.

## 7. LABOUR AND CONTRACTOR'S PERSONNEL

### 7.1 Labour Compliances

The Contractor shall abide by all labour laws, laws related to EPF Organisation, ESI Corporation. The details of EPF, ESIC in respect of their deployed staff shall be submitted by the Contractor to Client every month alongwith the bill. The Contractor shall abide including but not limited to, matters relating to timely payment of wages and allowances, payment of minimum wages, payment of overtime, grant of leave, payment of workmen's compensation, working hours, safety, maternity benefits, holidays, framing of standing orders, disciplinary action against employees, payment of provident fund contributions, payment of gratuities and payment of bonuses.

- 7.2 Contractor shall at all times indemnify Client against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936; Minimum Wages Act, 1948; Employer's Liability Act, 1938; the Workmen Compensation Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961; Delhi Shops and Essential Act or any modification thereof or any other law relating thereto and rules made hereunder from time to time. Client will not own any responsibility in this regard.

### 7.3 Engagement of His labours engaged in client premises

The Contractor shall make its own arrangements for the engagement of all safety/security and other administrative personnel for providing Maintenance services in Guest Houses



in Client premises and shall use due diligence in arranging for a sufficient and suitable supply of such personnel but all such arrangements in India shall be in accordance with the general local usage and subject to the Applicable Laws.

#### 7.4 Contractor's Personnel

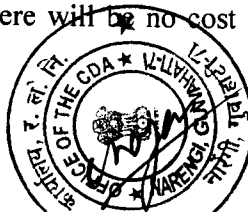
- 7.4.1 The Contractor shall at all times ensure that it has sufficient, suitable and qualified personnel to supervise the Client premises at the Client Site and in sufficient number to undertake the responsibilities imposed upon the Contractor under the Contract and to provide full attention for executing the work thereof.
- 7.4.2 The Contractor shall submit its Organisation Chart, showing therein the details of key personnel with their full contact details. The Contractor shall also keep informing the Client of any change in its organization or its personnel.
- 7.4.3 The personnel engaged by the Contractor shall be dressed in neat and clean clothes.

#### 8. VALIDITY OF CONTRACT

- 8.1 The contract, if awarded, shall be initially for a period of one year from the date of award. However, in cases of negligence in services or in case of unsatisfactory services or in cases of breach of conditions of contract by the Contractor, the Client shall have the right to terminate the contract without giving any prior notice forthwith in addition to forfeiting the security amount deposited by the contractor. In such cases, the Contractor shall be liable to be blacklisted by the Client solely at the discretion of the competent authority of the office of the Client. The initial period of one year can be further extended for two more terms of one year each, subject to satisfactory services at the sole discretion of the office of the Client.
- 8.2 Number of labour may be increased or reduced with one month advance notice to the contractor. Accordingly, wages of labour and obligatory charges (EPF/ESI) will be increased/reduced. But other charges will remain fixed.

#### 9. PAYMENTS

- 9.1 After Selection of the Successful bidder as Contractor, a price schedule shall be annexed to the Articles of Agreement according to which all payments shall be made to the Contractor by the Client for the housekeeping and maintenance services.
- 9.2 The prices in the Price Schedule shall be exclusive of GST or any other applicable taxes as may be levied by the Government from time-to-time and the same shall be charged in addition to the applicable rate.
- 9.3 The Contractor shall raise invoice per month and submit the same to Client by 5<sup>th</sup> of every following month alongwith proof of online payment to the labour and other statutory payment to the concerned authorities.
- 9.4 The initial cost of the Contract shall be valid for a period of one year. No price escalation shall be entertained by the Client during the period. However, on revision of minimum wages, the Contractor may request in writing for enhancement of minimum wages accordingly to the Client, which shall be considered and agree, if found reasonable by the Client.
- 9.5 After expiry of the initial period of the Contract of one year and if the Contract is renewed by the Client, there will be no cost escalation. However, the Contractor shall

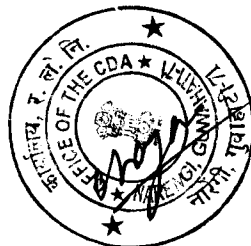


claim increase in the Contract cost only on account of increase in the minimum wages, as and when increased by the Government.

- 9.6 In addition to the Contract payments, the Client shall pay for any additional services required by the Client, which are not specified in the *Price Schedule* .
- 9.7 All payments shall be made in Indian Currency by means of bank transfer through SBI CMP (State Bank of India Cash Management Product) .
- 9.8 Client shall be entitled to deduct in accordance with Applicable Law, Income Tax or withholding tax or other deductions (as the case may be), from any payments made to the Contractor, and the amount so deducted shall be deemed to be a payment made to the Contractor. Client shall provide a certificate certifying the deduction so made.
- 9.9 No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.

## 10. PENALTIES

- 10.1 The Contractor shall disburse salary to its deployed housekeeping and maintenance manpower, latest by 5<sup>TH</sup> of every month , failing which penalty of Rs.100/- per day will be imposed upto 15<sup>th</sup> of the month and thereafter the contract shall be liable to be terminated, the Security Deposit / Performance Bank Guarantee shall be forfeited and the Contractor is liable to be blacklisted by the Client. In such cases, the Client shall have the power to appoint any other agency for the housekeeping and maintenance services at the risk and cost of the Contractor.
- 10.2 Whenever and wherever it is found that the assigned work is not performed upto the entire satisfaction as per the directions of the Client, it will be brought to the notice of Contractor by the Client and if no action is taken immediately, penalty of Rs.500/- per day per complaint will be imposed by invoking penalty clause.
- 10.3 Besides, deploying the minimum requirements of number of labours in the Client's premises, the Contractor shall also ensure that adequate numbers of labour for maintenance personnel are available with the Contractor as a pool of standby maintenance service in guest houses in client's premises. If the required number of labours are less than specified number as mentioned in the contract, a penalty of Rs.500/- per absentee per day shall be deducted from the bill(s).
- 10.4 In case the Contractor fails to fulfil the minimum statutory requirements like payment of Minimum Wages, Benefit of EPF, ESIC, Leave, Gratuity etc. as per the conditions of the tender document and fails to produce the concerned documents, it shall be treated as breach of the Contract and the Contractor is liable to be blacklisted by the Client, in addition to forfeiting of the monthly bills and Performance Security Deposit.
- 10.5 In case of breach of any conditions of the contract and for all types of losses caused including excess cost due to hiring manpower services in the event of Contractor failing to provide requisitioned number of manpower, the Client shall make deductions at double the rate of hiring rate on prorata basis from the bills preferred by the Vendor or that may become due to the Vendor under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days to the credit of the Client.



## 11. FORCE MAJEURE - OBLIGATIONS OF THE PARTIES

11.1.1 "Force Majeure" shall mean any event beyond the control of Client or of the Contractor, as the case may be, and which is unavoidable notwithstanding the reasonable care of the party affected, and which could not have been prevented by exercise of reasonable skill and care and good industry practices and shall include, without limitation, the following:

- (i) War, hostilities, invasion, act of foreign enemy and civil war;
- (ii) Rebellion, revolution, insurrection, mutiny, conspiracy, riot, civil commotion and terrorist acts;
- (iii) Strike, sabotage, unlawful lockout, epidemics, quarantine and plague;
- (iv) Earthquake, fire, flood or cyclone, or other natural disaster.

As soon as reasonably practicable but no more than 48 (forty-eight) hours following the date of commencement of any event of Force Majeure, an Affected Party shall notify the other Party of the event of Force Majeure setting out, inter alia, the following in reasonable detail:

11.1.2 the date of commencement of the event of Force Majeure;

11.1.3 the nature and extent of the event of Force Majeure;

11.1.4 the estimated Force Majeure Period,

11.1.5 reasonable proof of the nature of such delay or failure and its anticipated effect upon the time for performance and the nature of and the extent to which, performance of any of its obligations under the Contract is affected by the Force Majeure.

11.1.5 the measures which the Affected Party has taken or proposes to take to alleviate/mitigate the impact of the Force Majeure and to resume performance of such of its obligations affected thereby.

11.1.6 any other relevant information concerning the Force Majeure and /or the rights and obligations of the Parties under the Contract.

## 12. GOVERNING LAWS AND SETTLEMENT OF DISPUTE

12.1 Any claims, disputes and or differences (including a dispute regarding the existence, validity or termination of this Contract) arising out of, or relating to this contract including interpretation of its terms shall be resolved through joint discussion of the Authorised Representatives of the concerned parties. However, if the disputes are not resolved by the discussions as aforesaid within a period 30 days, then the matter will be referred for adjudication to the arbitration of a sole arbitrator to be appointed by the parties in accordance with the provisions of the Arbitration and Conciliation Act 1996 and rules made thereunder including any modifications, amendments and future enactments thereto. The venue for the Arbitration will be Guwahati and the decision of the arbitrator shall be final and binding on the parties.

12.2 **Jurisdiction of Court** : This Contract is governed by the laws of Republic of India and shall be subject to the exclusive jurisdiction of the courts in Guwahati.

## 13. TERMINATION

13.1 This Contract may be terminated forthwith by either party by giving written notice for a minimum period of one month to the other if the other party is in material breach of its



obligations under this Agreement and, in the case of such breaches as are capable of being remedied, fails to remedy that breach within Thirty Two days of receiving notice of such breach; or

13.2 The Contract may be terminated forthwith by the Client by giving written notice to the Contractor, if:

13.2.1 In case of breach of any of terms and conditions of the Contract and/or unsatisfactory services by the Contractor and/or the Contractor goes bankrupt and becomes insolvent, the Competent Authority of the Client shall have the right to cancel the Contract without assigning any reason thereof, and nothing will be payable by the Client and in that event security deposit in the form of performance Bank Guarantee shall be forfeited and in such event the Contractor is liable to be blacklisted by the Client.

#### 14. **DISCLAIMER**

The relatives / near relatives of employees of the Client are prohibited from participation in this bid. The near relatives for this purpose are defined as:

- (a) Members of a Hindu Undivided Family.
- (b) Their spouse.
- (c) The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law)



**SECTION-5**  
**SCHEDULE OF WORKS/ REQUIREMENTS**

In this Schedule of Requirements, the details of housekeeping and maintenance services to be provided by the Contractor and also other information, instructions of the Client and instructions to the Contractor's employees posted at the Clients' site are and all such other aspect of the Contracts are to be mentioned.

**1. GENERAL INSTRUCTIONS**

- 1.1 The Contractor shall deploy all his labours engaged in client premises at the Client facility in the manner and as per the instructions of the Client.
- 1.2 The Contractor shall ensure that all his labours engaged in client premises are fully conversant with the premises and with the client's business activities and it's requirement related to security, housekeeping and maintenance of Guest Houses. Hence the staff will observe / ensure the following :

**Contractor's Laibility**

**1.2.1 CODE OF CONDUCT**

The Contractor shall ensure that their his labours engaged in client premises

- (i) Are always smartly turned out and vigilant.
- (ii) Are punctual and arrive at least 15 minutes before start of their shift. Delayed arrival of the reliever shall invite penalty of Rs.250/- per delay.
- (iii) Take charges of their duties properly and thoroughly.
- (iv) Perform their duties with honesty and sincerity.
- (v) Read and understand their Post and site instructions and follow the same.
- (vi) Extend respect to all the Officers and staff of the office.
- (vii) Shall not drink on duty, or come drunk and report for duty.
- (viii) Will not gossip or chit chat while on duty.
- (ix) Will not leave the post unless their reliever comes.
- (x) Will never sleep while on duty post.
- (xi) Will not read newspaper or magazine while on duty.
- (xii) Will immediately report if any untoward incident / misconduct or misbehaviour occurs, to the Contractor and the Client.
- (xiii) When in doubt, approach concerned person immediately.
- (xiv) Will take periodic rounds around the premises.
- (xv) Guest House staff should not leave the post without the knowledge of their Supervisor. If necessary the needful arrangement will be made by the Supervisor.
- (xvi) His labours engaged in client premises should get themselves checked whenever they go out by the other shift.
- (xvii) Are extremely courteous with very pleasant mannerism.

**1.2.2 CONFIDENTIALITY**

- (i) The phone number and movement plans of the client will not be given to anyone.
- (ii) The following information about the client will not be given to anyone.
  - a. Name, address and profile of the guests.
  - b. Car make, colour and number of higher officials.
  - c. Telephone no./ any other information.



- d. Location and movement plans.
- e. Meetings and conference schedules.
- f. Site plan of the premises.
- g. Travel details of the guests..

### 1.2.3 PERSONAL MOVEMENTS

- (i) Guest check-in and check-out record to be maintained manually in the register.
- (ii) **Contract staff/labourers are required to wearing the I.D. cards.**
- (iii) **Be polite with the visitors/guests in reception, attendance and in seeing off.**
- (iv) Check the identity cards.

### 1.2.4 MATERIAL MOVEMENTS

- (i) Incoming material- Check every kind of materials carefully with reference to the invoice/issue vouchers and receive the items with the due entry in concerned Registers.
- (ii) Outgoing – Before sending the material, have a proper check as per instructions issued by the AN-IV section in Main Office CDA Guwahati.
- (iii) No item will be taken out without written permission of the authorized person in AN-IV Section in CDA Guwahati.
- (iv) Documents for material incoming and outgoing should be implemented with a list of authorized signatories.
- (v) Inventory of furniture and furnishings will be kept in all rooms. Inventory of all other items, provided by Main Office to the Manager/Managing Agency will also to be maintained.

### 1.2.5 DUTIES OF CLEANING/HOUSE KEEPING EMPLOYEES:

The Contractor shall undertake all types of work viz, cleaning, dusting, toilet cleaning, etc., in general and the following works in particular.

#### (1.2.5.I) DAILY WORK:

- a) Dusting and cleaning of corridors, toilets, stair-cases, parking area.
- b) Wet mopping of corridors with necessary detergents.
- c) Dusting of stairs and railings.
- d) Cleaning of toilets with toilet cleaners and deodorants etc.
- e) All toilets in the premises and other areas should be cleaned every hour.
- f) Collecting wastes and garbage and deporting it to the dumping areas.
- g) Such other cleaning or up keeping work as may be entrusted by the competent authority.
- h) Office of the CDA Guwahati , will provide only required quantity of water for cleaning.

#### (1.2.5.II) EMERGENCY WORK

- 1) Cleaning and removing of Blockage in pipes in toilets and building premises.





**(1.2.5.III) WEEKEND WORK:**

- a) Dusting of ceilings, walls, tube lights, light shades, frames etc. in the staircases, corridor and Toilets
- b) Cleaning internally and externally glasses of all windows (Ground Floor) once in a week.
- c) Cleaning of all the furniture and office equipments placed in the corridors.
- d) Brushing and washing of floors, stairs with necessary detergents, cleaning with chemicals etc.
- e) Removing stains from walls/floors of corridors, Toilets and Staircases.
- f) Removing cobwebs once in a week.
- g) Pest/rodent control exercise once in month or whenever required.

**(1.2.5.IV)** The contractor should supply housekeeping consumables as per approved list. The consumables required per month for housekeeping, cleaning work will have to be stored at the store room as provided in the office of the CDA Guwahati, well in one month advance. The consumables should be of the standard specified and before storing at the stores the same should be got verified by Caretaker, CDA Guwahati, regarding the quality and brand.

**(1.2.5.V) Bedding, Kitchen**

- a. Bedroom linen and bathroom towels will be changed every day, whenever the rooms are in use. All the linen items, including blanket, quilts, towels etc. should be properly marked "CDA" to avoid being replaced during washing.
- b. The kitchen will always be kept spick and span clean. The utensils, crockery, cutlery, refrigerator and other kitchen equipments will be kept clean and also properly arranged at all times.
- c. Toilet fresheners, naphthalene balls and urinal cubes shall be put in all toilets by the contractor on his own cost.
- d. Handwash shall be put on Wash basin by the contractor on his own cost.
- e. Cook and serve food as per requirements.
- f. Clean and wash utensils, tables and kitchen utilities on his own cost.

**(1.2.5.VI) Others points**

- (i) Services will be done in hygienic conditions by the cook-cum-waiter.
- (ii) Sweeping/Swabbing of all rooms, toilets, corridors etc. will be done by Contractor himself.
- (iii) Maintenance of plants, trees and lawn in the guest house.
- (iv) The guest house will be maintained and services will be rendered by presentable and well mannered persons, the minimum number of which will be two.
- (v) Curtains/quilts/quilt covers etc to be cleaned periodically or as directed by CDA Guwahati and kept in hygienic condition.
- (vi) The contractor's professionals have to be in proper dress and will do the job as instructed by CDA Guwahati, from time to time. The contractor will require to provide efficient Services and maintain the Guest House as per contractual obligation and ensure Guest House in good & working condition.
- (vii) A list of items to be provided by the contractor in course of cleaning and hygiene in Enclosed in Annexure-I.



### 1.2.6 Meals

The meals and other eatables are required to be provided on no profit/ no loss basis. The food is required to be provided of an approved standard. The scope of work including terms and conditions for provision of efficient management services for guest house are given in succeeding paras.

- a. The number of officers for whom food will have to be prepared and served will depend on the occupancy of the rooms. The number is not fixed and can vary. In addition lunch will be required to be served during the training programs to be conducted at the centre. Tea/coffee/ Lunch/ dinner may also be required to be catered during conference/ Meetings/ official functions whenever they are organized at the centre. The food is required to be provided of an approved standard.
- b. Bed tea will be served in the rooms but breakfast, lunch and dinner will be served in the dining hall during fixed hours.
- c. Laundry and mail services will be made available at actual rates to the visitors, if required by them.
- d. Bills for the stay, meals, extra services will be presented to the visitors staying in the guest house and payment received against cash receipts. Printed Cash receipt books for the purpose will be provided by CDA Guwahati. Room rents realized from the occupants based on rates prescribed by CDA Guwahati along with nominal roll of personnel concerned shall be remitted to CDA Guwahati (AN-IV).
- e. Snacks/Meals and other refreshments will be provided at fixed rates as per the fixed Menu. The rate is fixed by a specific Committee constituted by the CDA Guwahati. Details are given in **Annexure II**.
- f. One daily newspaper will be provided by the Manager/Managing agency at his/its own expense to the guests.
- g. Contractor will ensure compliance of all the statutory labour laws on the Government of India.

1.2.6 A performance Report has to be prepared by the Contractor and will be verified by the board nominated for the purpose by the competent authority.

### 1.2.7 Client's Liability:-

(i) CDA Guwahati will provide/make arrangements for the following:

- a. Furnished rooms in the guest house.



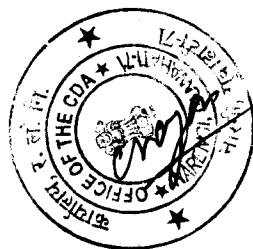
- b. Air Conditioners, voltage stabilizers, fans, electric heat convectors, booster pumps, vacuum cleaners etc.
- c. Gas stove, empty gas cylinders, oven/cooking range gas, food warmer etc., utensils, crockery, cutlery, kitchen equipment, choppers, knives, pressure cooker, electric toasters, mixer/grinder, refrigerator, thermos flasks, buckets, stationary for visitors, etc.
- d. Telephones and extensions, wherever required.
- e. Electric tube lights, bulbs (initial supply and replacements).
- f. Payment of electric bill, water, conservancy, telephone bills, house tax, municipal tax, under own arrangement. Any bills, if received, by the Manager/Managing Agency on this account will be forwarded to the CDA Guwahati for payment.
- g. Initial provisioning and replacement of linen, crockery, cutlery, furniture, furnishing, towels, plants, paintings, vases, decoration pieces etc. whenever required.
- h. Replacement of buckets, mugs, soap dishes, ash trays, serving trays etc., whenever required.
- i. Renovations/additions to the building for efficient usage. Payment of bills for repair of ACs, electric gadgets, electric fittings, plumbing sewage works, building works.
- j. Racks, Almirahs, locking arrangements etc, if required additionally.
- k. Any other additional non-consumables stores/equipment required, for efficient running of the guest house.
  - l. One dormitory room for stay of cook, assistant cook in the said Guest House.

#### 1.2.8 TELEPHONE HANDLING

- (viii) **Guest house labours are instructed very strictly not to misuse the telephones in the facility.**
- (ix) All calls should be handled courteously.
- (x) They will take the messages correctly and convey to the concerned person immediately.

#### 1.2.9 Garbage Disposal

- (i) Garbage to be handed over to staffs working under separate Conservancy Contractor for disposal as per norms fixed by Guwahati Municipal Corporation.
- (ii) If anything untoward is found, it must be reported to AN-IV Section CDA Guwahati.



### 1.2.10 CHANGING OVER AND TAKING OVER

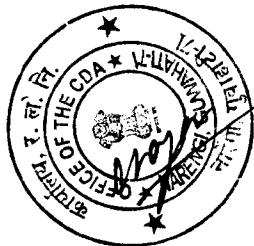
- a. He will go through the log and entries of previous shift and discuss the progress plan with the reliever.
- b. The Guest house staff engaged under different contractor will check the entire building thoroughly.
- c. Reliever personnel should check all the documents, which are related to occupancy of guest and material before taking over charge.
- d. They should check all the systems which are in the facility under Guest House.
- e. Occurrences report register to be maintained.
- f. All the staff should ensure that their allotted task are completed before they leave for the day.

### 1.2.11 NOTE FOR THE CLIENT

- a. List of authorized signatories to be provided.

### 1.2.12 FIRE CONTROL

- a. Guest House staff deployed by the contractor should know where the fire extinguishers are located / installed and be able to operate them immediately in case of any fire accidents.
- b. Check the life of the fire extinguishers, i.e. due date of next recharge. If the due date is over, give a written complaint to the Client.
- c. In case of fire, prompt action be taken by the Guest House staff to safeguard the life and property of the client. They will report the same immediately to the security guard on duty in the premises and care taker of CDA Guwahati.
- d. In the event of any fire, rush to the spot, muster all manpower available and take control of fire fighting operations.
- e. If necessary, the Guest House staff should call Ambulance team on phone No. 108.



**SECTION-6  
PRICE SCHEDULE**

**QUOTE YOUR PRICES**

Sl. No.	Category	Quoted Amount per month ** (Rs.)
1.	Please quote total bid price (charges) for providing Guest House Maintenance Services  <i>Please insert total of Column i of Table 'A'</i> <i>(Please quote break-up in Table A)</i>	
	<b>Total Bid Price (per month)</b>	
	(Rupees....)	

**\*\*Note :**

- (i) The bidder are required to quote the break-up / bifurcation of above quoted prices in Table 'A' of Price Bid.
- (ii) Payments shall be made by the Client as per the terms and conditions of the Tender Documents.
- (iii) Prices shall be valid for a period of one year. However, on revision of minimum wages, Contractor may request in writing for enhancement of minimum wages accordingly to the Client, which shall be considered and agree, if found reasonable by the Client.
- (iv) The charges on account of daily wage shall be on 26 days a month basis (as per the norms of Chief Labour Commissioner (Central) applicable for Guwahati ).
- (v) Minimum rate of wages notified by the Chief Labour Commissioner (Central) Delhi includes the wages for weekly day of rest.
- (vi) The quoted consolidated monthly amount shall be inclusive of all charges including Client's contribution towards ESI, PF, Gratuity, Bonus, Leave, Substitutes, uniform and training.
- (vii) The prices in the Price Schedule shall be exclusive of any tax or/and other applicable taxes as may be levied by the Government from time-to-time and the same shall be charged in addition to the applicable rate.
- (viii) The Contractor shall mandatorily ensure that the cost per head as shown in Table 'A' is paid as monthly wages to their employees who are deployed in Client's premises for different services through bank transfer/online payment.



(ix) **TABLE-‘A’**

**(QUOTED PRICE BREAK-UP FOR HOUSEKEEPING AND MAINTENANCE OF BRAHMAPUTRA GUEST HOUSE AND MANAS GUEST HOUSE STAFF)**

Sl. No.	Description	Rate	Qty	Total (Rate x Qty)
1	Wages for Skilled labour ( includes cooking)		2	
	Wages for Semi-Skilled labour (includes Assistant cooking/waiter)		2	
	Wages for Un-skilled labour (includes cleaning services)		2	
2	ESI Contribution (Employer's share)			
3	EPF Contribution (Employer's share)			
4	<b>Total (1+2+3)</b>			
5	Cost of Consumables			
6	<b>Total ( 4+5)</b>			
7	Contractor profit ( in % over the item at serial No.5)			
8	<b>Total of (6+7)</b>			
9	Goods and Service Tax on SI No 8			
10	<b>Total (8+9)</b>			

\* Note: The minimum wages (Area “B”) w.e.f 01/10/2017 prescribed by Government of India, Ministry of labour & Employment, vide O/o The Chief labour Commissioner New Delhi letter No. 1/ 13(1)/2017-LS-II dated 06/10/2017 is as under:-

Category	Min.Wages (in Rs.)	VDA (in Rs.)	Total (in Rs.)
Skilled	579.00	14.00	<b>593.00</b>
Semi Skilled	494.00	12.00	<b>506.00</b>
Un Skilled	437.00	11.00	<b>448.00</b>



**SECTION-7  
FORMS**

- FORM-I-            BID SECURITY FORM  
(To be used for EMD in case submitted by Bank Guarantee)**
- FORM -2            BIDDER'S PROFILE**
- FORM-3            FORM FOR FINANCIAL CAPACITY**
- FORM-4            ARTICLES OF AGREEMENT**
- FORM-5            PERFORMANCE BANK GUARANTEE**
- FORM-6            LETTER OF AUTHORISATION FOR ATTENDING BID**
- FORM-7            CERTIFICATE FOR NON PARTICIPATION OF RELATIVE**



FORM-I

BID SECURITY FORM

No.....

Date.....

To

The Controller of Defence Accounts Guwahati (hereinafter called "The Owner")
Office of the Controller of Defence Accounts
Udayan Vihar, Narangi, Guwahati- 781 171

Whereas M/s.....(Hereinafter called "the bidder") has submitted its bid
dated.....for providing housekeeping and maintenance of Brahmaputra Guest
House And Manas Guest House services on contract basis under Tender No.AN/IV/Guest
House /2017-2018 dated ..... KNOW ALL MEN by these presents that WE
.....of having our registered office at .....

(Hereinafter called 'the Bank') are bound unto The Owner in the sum of Rs ...../- (Rupees
.....only) for which payment will and truly to be made of the Owner, the Bank binds
itself, its successors and assigns by these present.

THE CONDITIONS of the obligations are:

- 1. If the Bidder withdraws his bid during the period of bid validity specified by the Bidder
on the Bid form or
2. If the Bidder, having been notified of the acceptance of his bid by the Owner, during the
period of bid validity.
(a) fails or refuses to execute the Contract, if required;
OR
(b) fails or refuses to furnish the Performance Security, in accordance with the
instructions
to Bidders.
OR
(c) fails or refuses to perform their duties fully or partially to the satisfaction of the
Owner.

We undertake to pay the Owner up to the above amount upon receipt of its first written demand,
without the purchaser having to substantiate its demand, provided that in its demand the Owner
will not justify the demand of the amount claimed by it is due to it owing to the occurrence of
any one or both of the conditions, specifying the occurred condition or conditions.

This guarantee will remain in force as specified in .....of the Bid document up to 120 days
and including Thirty Two (30) days after the period of bid validity and any demand in respect
thereof should reach the Bank not later than the specified date/dates.

Name & Signature of witness
Address of witness

Signature of the Bank Authority
Name
Signed in capacity of
Full address of Branch
Tel No. of Branch

Fax No. of Branch





**FORM-2**  
**BIDDER'S PROFILE**

1. Name of the firm.....
2. Name of the authorised person submitting the Bid  
"Shri/Smt.....
3. Designation of the authorized person submitting the Bid.....
4. Name, Designation, address and Mobile Number of alternate person.....  
.....  
.....
5. Address of the firm .....
6. Tel no. with STD code  
(O).....(Fax).....(R).....
7. Mobile No. of the person submitting the Bid.....
8. E-mail of the person submitting the Bid.....
9. Organization's email ID.....
10. Website Address.....
11. Registration & incorporation particulars of the firm:
  - i) Private Limited
  - ii) Public Limited
  - iii) Any other – Please specify.....
12. Name of Director(s)/Proprietor.....
13. Email ID of Director (s)/ Proprietor.....
14. Mobile Number of Director (s)/ Proprietor.....



15. Bidder's bank, its address and current account number .....
16. Permanent Income Tax number, Income Tax circle .....

**(Please attach copies of income tax return for last three years)**

.....

17. GST Number.....
- (Please attach copies of GST Registration Number)**

18. EPF Registration Number

20. ESIC Registration

Number.....

21. Particulars of EMD

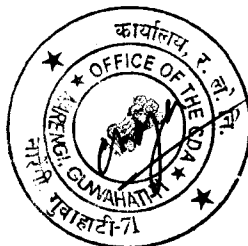
- i) Demand Draft / Bank Guarantee No.....
- ii) Date.....
- iii) Name of Bank.....
- iv) Address of Bank.....
- v) Validity of BG/DD.....

22. Particulars of Tender Fee

- i) Demand Draft No. ....
- ii) Date. ....
- iii) Name of Bank.....
- iv) Address of Bank. ....
- v) Validity of DD.....

23. Description of similar work of HOUSEKEEPING AND MAINTENANCE services executed during the last three years (Please furnish copies of EXPERIENCE certificate from the Government Department / Organization)

Description of Work / order executed	Actual Value of work / order executed	Name of Government Department/ Organization	Start Date	Finish Date	Document evidence page No. at



## UNDERTAKING

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest rates as quoted in any other institution in India.
3. I/We give the rights to the competent authority of the Office of the Controller of Defence Accounts Guwahati to forfeit the Earnest Money/Security money deposit submitted by me/us in case of breach of conditions of Contract and take action for blacklisting my/our agency.
4. I/We also give rights to the competent authority of the Office of the Controller of Defence Accounts Guwahati to forfeit the Earnest Money Deposit and initiate action against our agency for blacklisting in case our agency fail to accept the work order and/or execute the contract agreement, or in cases of negligence in providing services, or in case of breach of contract.
5. I/We also give rights to the competent authority of the Office of the Controller of Defence Accounts Guwahati  
to forfeit the Earnest Money Deposit and initiate action against our agency for blacklisting in case our agency fail to submit the performance bank guarantee in accordance with the terms and conditions of the tender document / contract agreement / Letter of Acceptance.
5. I hereby undertake to provide the items as per the directions given in the tender document/contract agreement.

**Place:**

**Date:**

Signature of Bidder/Authorized  
signatory.....  
Name



**FORM-3**

**FORM FOR FINANCIAL CAPACITY**

Description	Financial years		
	2014-2015	2015-2016	2016-2017
Annual Turnover			
Net Worth			
Current Assets			
Current Liabilities			
Total Revenues			1
Profit Before Taxes			
Profit After Taxes			



FORM-4

CONTRACT AGREEMENT NO.....2017

THIS AGREEMENT is made on ..... between Controller of Defence Accounts , **Office of the Controller of Defence Accounts Guwahati** (hereinafter referred to as "Client" which expression shall include his successors and assigns), and whose principal place of office is at Udayan Vihar, Narangi, Guwahati, 781 171 of the One Part,

AND

M/s.....having its registered office at.....(Hereinafter referred to as "the Contractor") which expression shall unless excluded by or repugnant to the context be deemed to include his successors, heirs, executors, administrators, representatives and assigns) of the other part for providing Maintenance Service in Brahmaputra Guest House and Manas Guest Houses under Controller of Defence Accounts Guwahati.

- I. **WHEREAS** the Client invited bids through open tender, vide Notice Inviting Tender dated ..... for "**availing housekeeping and maintenance services at its Guest Houses under Tender No. ....**"
- II. **AND WHEREAS** the Contractor submitted his bid vide..... in accordance with the bid documents and represented therein that it fulfills all the requirements and has resources and competence to provide the requisite services to the Client
- III. **AND WHEREAS** the Client has selected M/s.....as the successful bidder ("the Contractor") pursuant to the bidding process and negotiation of contract prices, awarded the **Letter of Acceptance (LoA) No. ....**, to the Contractor on ..... for a total sum of ..... [Rupees ..... Only].
- IV. **AND WHEREAS** the Client desires that the Maintenance Services (as defined in the Bidding Document) be provided, performed, executed and completed by the Contractor, and wishes to appoint the Contractor for carrying out such services.
- V. **AND WHEREAS** the Contractor acknowledges that the Client shall enter into contracts with other contractors / parties for the maintenance services of its guest houses, in cases, the Contractor falls into breach of the terms and conditions as stipulated in the Tender Document and shall waive its claim whatsoever in this regard.



VI. **AND WHEREAS** the terms and conditions of this Contract have been fully negotiated between the Client and the Contractor as parties of competent capacity and equal standing.

VII **AND WHEREAS** the Contractor has fully read, understood and shall abide by all the terms and conditions as stipulated in the Tender Documents for providing housekeeping and maintenance services in the Client's premises, failing which the Contract is liable to be terminated at any time, without assigning any reasons by the Client.

VIII. The Client and the Contractor agree as follows:

1. In this Agreement (including the recitals) capitalized words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other Contract documents.
  - (a) The Letter of Acceptance (LoA) issued by the Client.
  - (b) Notice to Proceed (NTP) issued by the Client
  - (c) The complete Bid including tender document including tender document with detailed terms and conditions of the Contract, as submitted by the Contractor.
  - (d) The Addenda, if any, issued by the Client.
  - (e) Any other documents forming part of this Contract Agreement till date. (Performance Bank Guarantee, Bank Guarantee)
  - (f) Charges – Schedule annexed to this Article of Agreement
  - (g) Supplementary Agreements executed from time to time.
3. Any changes/modifications/amendments required to be incorporated in the Contract Agreement at a later stage shall be discussed and mutually agreed by both the parties and such supplementary agreements shall be binding on both the parties and shall form the part of this contract agreement.
4. This Contract shall be governed by and construed in accordance with the laws of India. Each Party hereby submits to the jurisdiction as set out in the Dispute Resolution Procedure in the Conditions of Contract.

VII. **IN WITNESS WHEREOF** the parties hereto have caused this Agreement to be executed in accordance with the laws of India on the day, month and year indicated above.

Signed on behalf of the Contractor

Signed on Behalf of  
**Controller of Defence Accounts**  
**Guwahati**

(Authorised Signatory)

(Authorised Signatory)



**FORM-5**

**PERFORMANCE BANK GUARANTEE**

(To be executed on non Judicial stamped paper of an appropriate value)

Date : .....  
Bank Guarantee No : .....  
Amount of Guarantee : .....  
Guarantee Period : From ..... to.....  
Guarantee Expiry Date : .....  
Last date of Lodgement : .....

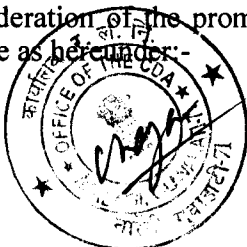
**WHEREAS** Office of the Controller of Defence Accounts Guwahati (“CDA Guwahati”) having its office at Udayan Vihar, Narangi, Guwahati – 781 171 (hereinafter referred to as “**The Owner**” which expression shall unless repugnant to the context includes their legal representatives, successors and assigns) has executed a binding to the contract on [*Please insert date of acceptance of the letter of acceptance(LoA)*] (“**Contract**”) with [*insert name of the Successful Bidder*]

.....(hereinafter referred to as the “**Contractor**” which expression shall unless repugnant to the context include its legal representatives, successors and permitted assigns) for the performance, execution and providing of housekeeping and maintenance services (“Maintenance Services in Brahmaputra Guest House and Manas Guest House ” shall have the meaning ascribed to it in the Contract] based on the terms & conditions set out in the Tender Documents number [*insert reference number of the Tender Documents*] dated [*insert date of issue of Tender Documents*].....and various other documents forming part thereof.

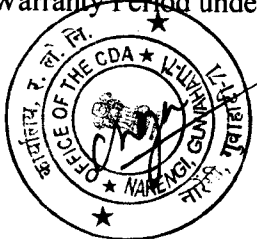
**AND WHEREAS** one of the conditions of the Contract is that the Contractor shall furnish to the Owner a Bank Guarantee from a scheduled bank in India having a branch at Guwahati for an amount equal to 5% (ten percent) of the total Contract Sum (the amount guaranteed under this bank guarantee shall hereinafter be referred to as the “**Guaranteed Amount**”) against due and faithful performance of the

Contract including the performance bank guarantee obligation and other obligations of the Contractor for the supplies made and the services being provided and executed by under the Contract. This bank guarantee shall be valid from the date hereof up to the expiry of the Warranty Period including any extension thereof.

**AND WHEREAS** the Contractor has approached [*insert the name of the scheduled bank*] (here in after referred to as the “**Bank**”) having its registered office at [*insert the address*].....and at the request of the Contractor and in consideration of the promises made by the Contractor, the Bank has agreed to give such guarantee as hereunder:-



- (i) The Bank hereby undertakes to pay under this guarantee, the Guaranteed Amount claimed by the Owner without any further proof or conditions and without demur, reservation, contest, recourse or protest and without any enquiry or notification to the Contractor merely on a demand raised by the Owner stating that the amount claimed is due to the Owner under the Contract. Any such demand made on the Bank by the Owner shall be conclusive as regards the amount due and payable by the Bank under this bank guarantee and the Bank shall pay without any deductions or set-offs or counterclaims whatsoever, the total sum claimed by the Owner in such Demand. The Owner shall have the right to make an unlimited number of Demands under this bank guarantee provided that the aggregate of all sums paid to the Owner by the Bank under this bank guarantee shall not exceed the Guaranteed Amount. In each case of demand, resulting to change of PBG values, the Owner shall surrender the current PGB to the bank for amendment in price.
- (ii) However, the Bank's liability under this bank guarantee shall be restricted to an amount not exceeding *[figure of Guaranteed Amount to be inserted here]*.....  
.....only).
- (iii) The Owner will have the full liberty without reference to the Bank and without affecting the bank guarantee to postpone for any time or from time to time the exercise of any powers and rights conferred on the Owner under the Contract and to enforce or to forbear endorsing any powers or rights or by reasons of time being given to the contractor which under law relating the Surety would but for the provisions have the effect of releasing the surety.
- (iv) The rights of the Owner to recover the Guaranteed Amount from the Bank in the manner aforesaid will not be affected or suspended by reasons of the fact that any dispute or disputes have been raised by the Contractor and / or that any dispute(s) are pending before any office, tribunal or court in respect of such Guaranteed Amount and/ or the Contract.
- (v) The guarantee herein contained shall not be affected by the liquidation or winding up, dissolution, change of constitution or insolvency of the Contractor but shall in all respects and for all purposes be binding and operative until payment of all money due to the Owner in respect of such liability or liabilities is affected.
- (vi) This bank guarantee shall be governed by and construed in accordance with the laws of the Republic of India and the parties to this bank guarantee hereby submit to the jurisdiction of the Courts of Guwahati for the purposes of settling any disputes or differences which may arise out of or in connection with this bank guarantee and for the purposes of enforcement under this bank guarantee.
- (vii) All capitalized words used but not defined herein shall have the meanings assigned to them under the Contract.
- (viii) NOTWITHSTANDING anything stated above, the liability of the Bank under this bank guarantee is restricted to the Guaranteed Amount and this bank guarantee shall expire on the expiry of the Warranty Period under the Contract.

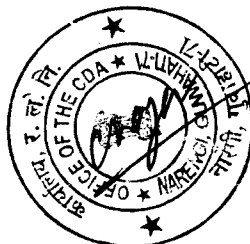




- (ix) Unless a Demand under this bank guarantee is filed within the stipulated period from the date of expiry of this bank guarantee all the rights of the Owner under this bank guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities hereunder.
- (x) However, in the opinion of the Owner, if the Contractor's obligations against which this bank guarantee is given are not completed or fully performed by the Contractor within the period prescribed under the Contract, on request of the Contractor, the Bank hereby agrees to further extend the bank guarantee, till the Contractor fulfils its obligations under the Contract.
- (xi) We have the power to issue this bank guarantee in your favour under Memorandum and Article of Association and the Undersigned has full power to do so under the Power of Attorney dated [date of power of attorney to be inserted].....granted to him by the Bank.

Date:  
Bank  
Corporate Seal of the Bank

By its constituted Attorney Signature of a person duly authorized to sign on behalf of the Bank



**FORM-6**

(Letter of Authorisation for attending Bid Opening)

**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING  
(To reach on or before time of bid opening (Technical and Financial))**

To

The Sr. Accounts Officer (AN-IV)  
Office of the Controller of Defence Accounts Guwahati  
Udayan Vihar, Narangi, Guwahati 78 1171

Subject: Authorization for attending bid opening on \_\_\_\_\_ (date) in the  
Tender No. \_\_\_\_\_

Following persons are hereby authorized to attend the bid opening for the tender  
mentioned above on behalf of \_\_\_\_\_ (Bidder)  
in order of preference given below.

Order of Preference	Name	Specimen Signatures
---------------------	------	---------------------

I.

II.

Alternate Representative

Signatures of Bidder

Or

Officer authorized to sign the bid

Documents on behalf of the Bidder

- Note:
1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
  2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received



FORM-7

CERTIFICATE

**Certificate on Non-Participation of near Relatives in the tender**

I \_\_\_\_\_, S/O \_\_\_\_\_, R/O \_\_\_\_\_  
\_\_\_\_\_ hereby certify that none of my relative(s) as defined in Section 12 of tender document is/are employed in CDA Guwahati Organisation as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, CDA Guwahati office shall have the absolute right to take any action including termination of the Contract as deemed fit/without any prior intimation to me.

*Signed* \_\_\_\_\_

For and on behalf of the Bidder  
Name (caps) \_\_\_\_\_

Position  
\_\_\_\_\_

*Date*  
\_\_\_\_\_



**SECTION-8**  
**CHECK-LIST**  
**CHECK LIST ON PREPARATION OF BIDS**

Sl. No.	Particulars	YES/NO
1.	Have you read and understood all conditions of the Contract and shall abide by them ?	
2.	Have you filled in and signed on all pages of the tender document ?	
<b>TECHNICAL BID</b>		
3.	Have you enclosed the EMD of Rs...../- in the Technical Bid ?	
4.	Have you taken prints of all the Sections of Tender, in the prescribed paper size and signed on all the pages of the tender documents ?	
5.	Have you attached proof of having met the following minimum eligibility criteria ?	
5.1	Legal Valid Entity : Have you attached attested Certificate issued by the Registrar of firms / Companies ?	
5.2	Financial Capacity : Have you attached Audited Balance Sheets ?	
5.3	Registration with Government Bodies like ESIC, EPF, Labour Laws : Have you attached a Registration copy of each of the certificate ?	
5.4	Experience and Licence : Have you attached the attested experience certificates issued by the Government Deptts / Hotel management of the last five years ?	
6.	Have you attached the proof of authorization to sign on behalf of the bidder in the Technical Bid ?	
7.	Have your Technical Bid been packed as per the requirements of the Tender ?	
<b>FINANCIAL BID</b>		
8.	Have your financial Bid proposal is duly filled, sealed and signed on all pages ?	
9.	Have you quoted prices against each of the category ?	
10.	Have your financial bid been packed as per Tender ?	

Signed  
Name  
Stamp



**Annexure-I**

**List of Approved items**

1. Liquid Soap (Dettol/Life boy/Lux)
2. Lizol/Domex Floor cleaner
3. Colin or Glass Cleaner
4. Duster Cloth
5. Soft Broom
6. Coconut Broom
7. Harpic
8. Mop Stick/PINZA Mop
9. Air Freshner/Odonil
10. Toilet napkins
11. Garbage Bag Big
12. Garbage Bag Small
13. Toilet Brush with Stand
14. Squeezer
15. Scrub Pad
16. Mugs
17. Dust Pan
18. Toilet Roll
19. Paper Napkins (Soft 2/4 ply)
20. Air Freshener/Spray Refill
21. Mosquito Spray
22. Detergent Cake
23. Detergent Powder
24. Baskets



## MENU FOR REFRESHMENT

Sl No	Menu	Quantity	Rates	Upper limit @
1	Standard tea*	150 ml		
2	Tea with tea bag*	150 ml		
3	Coffee with instant coffee powder#	150 ml		
4	Veg cutlets-2 nos/Paneer cutlet	100 gms.		
5	2 bread slices with 10gms butter chiplet of total wt.	70gms		
6	Tomato ketchup sachet	15gms.		
7	Idli -4nos. (sambhar included)	200 gms.		
8	Urad Vada -4nos. with chutney	120 gms.		
9	Sohal (Namkin)	30gms.		
10	Mathri/namak para	50gms.		
11	Samosa with chutney	50gms.		
12	Paneer Pakora	50 gms.		
13	Veg. Patties	50 gms.		
14	Plate of pakora (onion/patatos/cauliflower)	150gms.		
15	Bread Pakora	100gms.		
16	Fresh juice/Coke or Pepsi in can	200 ml		
17	Gulab jamun/rasogulla	30gms.		
18	Besan Laddoo	30gms		
19	Baloo Shahi	30gms.		
20	Boondi Laddoo	30 gms.		
21	<b>Standard meals vegetarian</b>			
	Rice pulao or jira rice or plain rice of fine quality	150gms		



	Paratha-2nos. or chapatti-4nos.or poories-5 nos.	100gms		
	Dal plain/fried or sambhar(thick consistency)	150gms		
	Mixed vegetable or any seasonal vegetable	100gms		
	Curd-100 gms. Or sweet	40gms		
	Pickle in sachet	15gms		
22	Standard Non Veg Item			
	Fish	150 gm		
	Chicken	150 gm		
	Egg 2 piece			
Note: The rate of items shall not be quoted more than MRP.				
*Tea must be of good brand having national market.				

**Consumption of Alcohol is strictly prohibited**

