

TENDER DOCUMENT

FOR

HOUSE KEEPING SERVICE

FOR

INDIAN JUTE INDUSTRIES' RESEARCH ASSOCIATION (IJIRA)

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**1. Introduction:-**

Indian Jute Industries' Research Association (IJIRA) is a premium research organization aided by the Ministry of Textiles, Govt. of India, engaged in R&D activities with the objective of rendering scientific and technical assistance to the jute industries. Situated at 17, Taratala Road, Kolkata – 700088, it occupies about 10 bighas of land. Civil construction mainly comprises of the main building, annex building, pilot plants, auditorium, accommodations and garages.

**2. Scope of work:-**

To provide housekeeping service in all of IJIRA premises throughout the year, a supervisor and minimum six nos. housekeepers are required. The agency has to deploy the housekeepers to work in the general shift, i.e. from 08 hrs to 16:30 hrs and six days a week.

**3. Area of work:-**

The whole campus which includes main building, annex building, pilot plants, auditorium, accommodations, garages and the drive way.

4. **Cost:-**

- Wages will be worked out on the basis of the minimum wages act of the state government including statutory provisions like PF, ESI etc. No increment will be permitted during the contract year. Bidders to submit full break up of working out wages and quote for the whole month.
- Proof of deposits for PF and ESI will be submitted along with the bill every month.

5. **General Terms & Conditions of the Contract:-**

- The contract will be for the duration of one year but extendable on satisfactory performance.
- The personnel will not below 18 years of age and not beyond 45 years of age.
- In case of any loss/damage caused by laxity of the housekeeping personnel that cost will be compensated by the agency.
- All housekeeping personnel will be well trained, disciplined, and healthy.
- The agency will provide uniform to all housekeeping personnel including supervisor.
- The housekeeping personnel will be fully uniformed every time with the agency insignia prominently displayed on the uniform.
- All the necessary materials, in sufficient quantity, will be provided by the agency.
- Various registers kept in the In/Out gates will be maintained by the security personnel on duty. The register will be provided by the IJIRA.
- In case of any absence of any personnel, the agency will substitute his position by reliever.

6. **Details of tender and tender notice:-**

Tender in sealed cover is invited by Director, IJIRA from reputed vendors. The tender documents can be downloaded from the website of IJIRA i.e. [www.ijira.org](http://www.ijira.org). The tender

documents are also available from 10 August 2016 to 17 August 2016 upto 11 A.M. at IJIRA on payment of Rs. 200/- in cash/DD. Last date of submission of duly filled up sealed tender at IJIRA is 17 August 2016 by 01 P.M. The tender will be opened at 03 P.M. on the same day.

**Address for communication:-**

To  
Director,  
Indian Jute Industries Research Association,  
17, Taratala Road, Kolkata – 700 088.

**7. General Terms & Conditions of the Tender Submission:-**

- All pages of the tender documents shall be signed with proper seal by the authorized signatory of the concerned agency. The full name of the person authorized to file the tender along with office address, phone number and e-mail address shall be indicated in the tenders.
- IJIRA will not be responsible for any typographical error/ additions/ omissions committed by the bidder while filling up the tender form.
- Check list of the documents to be submitted by the Agencies.
- Agencies have to mention their credentials and clientele along with the tender documents.
- Tenders which are found to be technically non-responsive shall be rejected and their commercial details shall not be considered.
- The technical and commercial details are to be submitted in separate envelopes.
- The successful bidder will be required to submit a draft agreement covering all aspects and a declaration that he will abide by the agreement in all aspects; failing which IJIRA authority will be free to cancel the contract without any compensation.

- IJIRA reserves the right to cancel any tender without assigning any reason.

### 8. Technical Bid Details :-

1.	Name of Tendering Agency / Company / Firm	
2.	Name of Owner / Partners / Directors	
3.	Full Particulars of Office	
	A) Address	
	B) Telephone No.	
	C) Fax No.	
	D) Email Address	
4.	Registration details:-	
	A) PAN / GIR No.	
	B) Service Tax Registration No.	
	C) ESI Registration No	
	D) EPF Registration No	

### 9. Financial Bid Details :-

Offers to be submitted with breakup of the monthly cost, including taxes as applicable.

10. Checklist Of The Documents To Be Submitted With The Tender:-

S. No.	Items	Confirm
1.	Tender form with complete technical bid and Financial bid, with all pages serially numbered, signed and stamped on each page.	
2.	Technical Bid.	
3.	Financial Bid.	
4.	Attested Photo Copy of PAN Card.	
5.	EPF Registration certificate copy.	
6.	ESI Registration certificate copy.	

7.	Service Tax registration certificate.	
8.	Declaration.	

Signature of Authorized Person

Date :

Full Name :

Place :

Company's Seal :

11. DECLARATION.

1. ....Son/Daughter of  
 Shri ..... Proprietor/Partner/Director/Authorized

Signatory of .....am competent to sign this declaration of execute this tender documents.

2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge of belief. I/we am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any state besides liabilities towards prosecution under appropriate law.
4. I have appraised myself fully about the job to be done during the period of agreement and also acknowledge bearing consequences of non performance or deficiencies in the services on my part.