



# The Institution of Engineers (India)

AN ISO 9001 : 2015 CERTIFIED ORGANISATION  
(ESTABLISHED 1920, INCORPORATED BY ROYAL CHARTER 1935)  
8 Gokhale Road, Kolkata-700 020

*A Century of Service to the Nation*

SP/ T-1784

Dated: 21 Feb 2023

## Notice Inviting Tender

### Supply and deployment of support staff (housekeeping and gardening)

Sealed Tender in single stage two envelope bid system is invited from reputed and experienced agencies for **Supply and deployment of support staff (housekeeping and gardening)** at The Institution of Engineers (India), 8 Gokhale Road, Kolkata-700020.

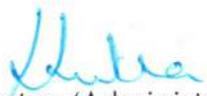
Tender document with terms and conditions is available on our website [www.ieindia.org](http://www.ieindia.org). Each offer must accompany a Demand Draft of Rs.10,000/- in favour of "The Institution of Engineers (India)", payable at Kolkata as Earnest Money Deposit.

The sealed Tender is to be submitted in prescribed format duly stamped and signed and dated on each page of Part 'I' as their unconditional acceptance to the terms prescribed by the Institution.

The Tender shall be in **two parts** i.e., Technical Part (Part 'I') and Financial Part (Part 'II'). Part - I and II with the content shall be clearly marked on the top of the envelopes separately. Both cover - **Part -I & II** shall be put in third envelope and sealed.

Tenders duly completed and sealed with requisite Earnest Money Deposit and other required documents addressed to the Director (Administration) is to be dropped in the "TENDER BOX" at The Institution of Engineers (India), 8 Gokhale Road, Kolkata-700020 latest by 1600 hours on 03.03.2023. Tender received after due date and time and /or without Earnest Money Deposit will be rejected.

The Institution of Engineers (India) reserves the right to reject the Tender in part or full without assigning any reason whatsoever.

  
Director (Administration)

  
P. Roy

## Part - I

**TENDER DOCUMENT  
FOR  
HOUSEKEEPING AND GARDENING**

**A. NAME OF THE WORK**

Supply and deployment of support staff (housekeeping and gardening) at The Institution of Engineers (India), 8, Gokhale Road, Kolkata 700020.

**B. QUALIFICATION REQUIREMENT**

- 1) The contractors must have P.F., GST and E.S.I. registration. Necessary documents to be enclosed in support of the above documents.
- 2) The contractors must have at least 2 years experience in this field with minimum annual turnover of Rs. 20.00 lakh. Necessary documents to be enclosed.

**C. GENERAL TERMS & CONDITIONS OF CONTRACT**

The broad function and duties of support staff (housekeeping and gardening) and terms & conditions of the deployment will be as under :

- 1) The Contractor will depute six housekeeping staff and one housekeeping staff cum-Gardener at our office premises at 8 Gokhale Road, Kolkata-700020. The personnel to be deployed must adhere to the following requirements :

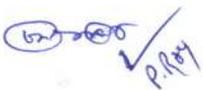
All the personnel should possess sound health, good moral character, cool temperament and integrity and will not have any vices and/or bad habit.

The personnel should not be suffering from any chronic ailments. They should have sound physical and mental health and should be free from any physical disability which would interfere in the normal discharge of their duties.

The preferred age group of the personnel would be between 21 years to 50 years.

The personnel to be deployed by the Agency preferably should have passed at least Class VIII for unskilled and semi-skilled and Matriculation or equivalent examination for high-skilled and must have working knowledge of English/Hindi/Bengali. The Agency shall be required to submit proof of educational qualification at the time of finalization of contract.

*Signature of the bidder with date & seal*

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- 2) Your personnel will be on duty from 0800 hours to 1900 hours (six days a week in two shifts). The Agency shall ensure that full strength of personnel is maintained at all points of time. In case of failure to deploy the personnel, IEI will deploy personnel from other agencies and the additional expenditure, if any, incurred by IEI will be realized from the supplier. Repeated failure of deployment of personnel will result in cancellation of the order.
- 3) Every tenderer shall be expected to have studied the nature of site, scope of the work (Annexure 1), local conditions etc. in respect of the job for which the tender is being submitted.
- 4) The agency shall specifically ensure compliance of various Laws/Acts, including but not limited to the following and their re-enactments/amendments/ modifications :
  - i) Contract Labour [Regulation & Abolitions] Act 1970
  - ii) Employees Provident Fund & Miscellaneous Provision Act 1952
  - iii) Employees State Insurance Act 1948
  - iv) Minimum Wages Act 1948
  - v) Payment of Wages Act 1936
  - vi) Payment of Bonus Act 1965
  - vii) The West Bengal Labour Welfare Act 1974
- 5) The persons so deployed will be employees of the contractor and not of the Institution. As such the Institution will not be responsible for non-payment of their salaries or any other compensation in this regard. IEI will not be responsible for any injury or loss of life of the persons deployed on duty at the sites. The Contractor will have proper insurance against any injury or loss of life of his personnel (directly or indirectly originated from their assignment with IEI).
- 6) The contractor will be obliged to change any person if not found suitable or desirable by IEI.
- 7) The Contractor will be obliged to change/rotate his men so that they must not work continuously in any case more than 90 days in a year. The Contractor shall be responsible for dealing with the grievances of its employees to ensure their speedy redresses. All union related matters connected with its employees shall be wholly and exclusively be dealt with the Agency. It shall be the responsibility of the Agency to ensure that such issues do not affect the performance of its employees nor shall in any way be an impediment in effective discharge of duties by the personnel.
- 8) The persons so deployed must report for duty in proper uniform with Belt and Shoes in Smart Turn out at the cost of Contractor and its responsibility.
- 9) The contract will be made for 1 (one) year with a provision for renewal of the contract subject to satisfactory rendering services by the vendor with the same terms & conditions and can be terminated by giving one month's notice from either side. But if the services are not found satisfactory by IEI then the same can be terminated forthwith by IEI.

*Signature of the bidder with date & seal*

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- 10) During the tenure of this contract period, no extra charges on whatever grounds are to be admitted by us. Your service charges shall be firm and shall not be subject to any escalation due to any reasons whatsoever. In case of any enhancement in 'Minimum wages' only the enhanced amount will be reimbursed. The Tenderer must be acquainted with 'Minimum wages' Act and while filling up Part-II, their rate shall never be below the minimum Wages' for the particular persons.
- 11) You must submit to us well in advance names and antecedents of your personnel to be deployed at our premises. For any change of your personnel you must submit their particulars well in advance.
- 12) No accommodation shall be provided to your personnel beyond duty hours.
- 13) All administrative responsibilities relating to your assignment and personnel, will be yours and you will abide by all rules, regulations and obligations in this respect.
- 14) Every tender duly filled in must accompany a Demand Draft of Rs.10,000/- with Part-I of the Tender as Earnest Money Deposit (EMD) in favour of "The Institution of Engineers (India)", payable at Kolkata. While unsuccessful tenderer's Earnest Money Deposit will be refunded, but the same of the successful tenderer will be kept with the IEI. The successful tenderer will have to submit a 'Security Deposit' of Rs. 20,000/- within 10 days on receipt of the work order and on compliance to this, his EMD will be refunded without paying any interest. Security Deposit will not accrue any interest.
- 15) The payments will be made on monthly basis by Account Payee cheque /ECS only. In the event of any breach of terms and conditions of the contract the 'Security Deposit' shall stand forfeited in full. The same will only be refunded after the successful expiry of the contract period.
- 16) Tenderers will be disqualified unless they furnish the particulars and enclose authentic copies of documents as asked for in the form of particulars.
- 17) A tender being submitted by a firm or a company must be signed by each of the partners thereof and in the event of absence of any of the partners it shall be signed on his behalf by a person holding a power of attorney authorizing him to do so. Certified copies of Registration Certificates, Partnership deed and Power of Attorney shall have to be furnished when the tender is to be considered for acceptance (not with the tender).
- 18) IEI reserves the right to test / interview your personnel, if required.
- 19) Tenders are to be submitted in two separate envelopes marked "Part-I" (Technical) and "Part-II" (Price). Both cover - Part-I & II shall be put in third envelope and sealed.

*Signature of the bidder with date & seal*

Handwritten signature and initials in blue ink, possibly reading 'P. Roy'.

- 20) Sealed envelopes must be super scribed "TENDER FOR SUPPORT STAFF - PART-I" at The Institution of Engineers (India), 8 Gokhale Road, Kolkata 700020 and "TENDER FOR SUPPORT STAFF - PART-II" at The Institution of Engineers (India), 8 Gokhale Road, Kolkata 700020. Both sealed envelopes of PART-I and Part-II are to be kept in one bigger envelope duly sealed and super scribed "TENDER FOR SUPPORT STAFF" at The Institution of Engineers (India), 8 Gokhale Road, Kolkata 700020.
- 21) **All Personnel must be fully vaccinated (Covid-19).**
- 22) Sealed cover addressed to Director (Administration), The Institution of Engineers (India), 8 Gokhale Road, Kolkata 700020, must be dropped in the tender box at 2<sup>nd</sup> Floor of this office.

"Part-I" will contain the following :

1. Draft of Tender (duly signed).
2. Acceptance of our General Terms & Conditions of the tender (duly signed).
3. 'Form of Particulars' of the tender duly filled-in with details of the Firm's organizational set up, experience and credentials etc. as asked for.
4. Bank Draft for the requisite Earnest Money of Rs.10,000/-.
5. Required documents as asked for in "Form of Particulars".

(Please do not enclose unnecessary documents).

We agree to abide by the above terms & conditions.

.....  
SIGNATURE WITH SEAL  
(STAMP OF THE FIRM/AGENCY)

  
P. Roy

*Signature of the bidder with date & seal*

PART - I

Format of letter for submission of Tender

Director (Administration)  
The Institution of Engineers (India)  
8 Gokhale Road  
Kolkata 700020

Dear Sir,

**Sub : Tender for supply and deployment of support staff (housekeeping and gardening) at your premises at 8 Gokhale Road, Kolkata 700020.**

Enclosed herewith please find the tender for the above mentioned work invited by you duly filled-in in all respects. We now hereby submit that the several parts of the tender including terms and conditions of contract and specifications were carefully read and understood by us.

We do hereby tender to execute all the work comprised in the said tender in accordance with the terms and conditions at the all inclusive rate (except GST) enclosed herewith.

Thanking you,

Yours faithfully,

(Agency/Contractor)

*Signature of the bidder with date & seal*

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P. Roy

## PART - I

## "FORM OF PARTICULARS"

(To be filled in by the Tenderer and to be sent with their Tender along with self attested copies of the documents, as asked for)

1. Name of the Firm and full Postal Address with telephone number.
2. Constitution of the Firm (whether Ltd. Co., Partnership or Proprietary concern) and year of constitution.
3. Name of the Proprietor/Partners/Managing Director/Manager of the Firm.
4. Please attach copies of Work Orders of your 3 reputed customers.
5. Please enclose documents in support of your 2 years experience in this field.
6. Please attach copy of Trade License or Shop and Establishment Registration.
7. Please attach copy of GST Registration document.
8. Please attach a copy of your latest Professional Tax Clearance Certificate.
9. Please attach a copy of your PAN Card and indicate PAN Number.
10. Please enclose copies of your last 3 years Income Tax Return and also copies of your Balance Sheet and Profit & Loss account in support of your turn over during last 3 Financial Years.
11. Please enclose copy of your P.F. Registration document.
12. Please enclose copy of your ESI Registration document.
13. Name of your Banker.
14. Details of the attached Demand Draft.

I/we hereby certify that my/our Firm has not been disqualified by any Office/State or Central Government Department/Undertaking of the Government of India/Government of West Bengal at any time for supplying stores/articles/services of any description.

Date :

Place :

.....  
SIGNATURE OF THE MANAGER/  
MANAGING DIRECTOR/PARTNER  
WITH STAMP OF THE FIRM

*Signature of the bidder with date & seal*

  
P. Roy

## Annexure-1

**SCOPE OF WORK****Daily Service::**

Each floor, skirting and dado, (Ground floor to 9<sup>th</sup> floor including terrace) & 10<sup>th</sup> floor roof of the HQ building with stair case, canteen and staff recreation club areas at 4<sup>th</sup> floor and the floors of library and Retiring Rooms are to be mopped and cleaned by applying detergent soap.

All mirrors at the toilets are to be cleaned applying liquid spray cleaner / soap.

All sanitary appliances in the toilets are to be cleaned using acid/bleach/disinfective chemicals.

The staircase railing is to be mopped and cleaned.

Cobwebs in all the rooms and halls of the building are to be removed and the walls are to be cleaned using brooms/dry appliances.

Cleaning of all drains and application of disinfective chemicals at the Ground floor of the premises including thorough cleaning of all the toilets and maintain log of periodic cleaning.

**Garbage Disposal:** - The paper waste/garbage is to be collected and disposed from all floors. The contractor shall also be responsible removing of the garbage accumulated during the cleaning process. The garbage will be required to be taken out of IEL premises at his own cost.

Regular watering, maintenance, de-weeding, rotation etc. of all planters in HQ premises including cleaning of planter trays.

**Monthly Service::**

**(to be carried out during holidays)**

1. Cleaning of doors, walls, window platforms (outside and inside), window panes (outside and inside), glass partitions, glass doors, grills by using brooms/necessary appliances and also by mopping with soap / detergent in all floors including the Retiring Rooms so as to make them clear of all stains.

2. Cleaning of the entrance gate, marbles at the ground floor and boundary wall to remove all stains.

3. Cleaning of all carpets, chairs, tables and sofas etc placed at Ground floor to 8<sup>th</sup> floor of HQ building applying vacuum cleaners. Similar cleaning services are to be conducted at President's suite at 9<sup>th</sup> floor and the Retiring Rooms (1<sup>st</sup> floor and 2<sup>nd</sup> floor).

4. Painting of planters.

5. Inventory check of soft assets in guest house/ retiring rooms by the Supervisor.

**Quarterly Service:**

Cleaning of all racks, bookshelves, files (including handling of books, files etc.), placed at Ground floor to 7<sup>th</sup> floor of HQ building, all racks and books at the Library applying vacuum cleaners.

Easing the windows, doors, glass and window shutters of racks/bookshelves by applying lubricants. (Ground Floor to 9<sup>th</sup> Floor) and the Retiring Rooms (1<sup>st</sup> floor and 2<sup>nd</sup> floor).

Cleaning of all the tube lights and other fittings, fans (ceiling, pedestal and exhaust) with proper precaution for handling of electrical devices.

Washing the curtains with detergent soap and cleaning of venetian blinds with liquid spray cleaner. Planting seasonal flowers.

*Signature of the bidder with date & seal*

*(Signature)*  
P. Ray

**PART-II  
(PRICE BID)**

	06 Housekeeping Staff & 01 Housekeeping Staff-cum- Gardener (Unskilled)
Basic including VDA for 26 days (As per Govt. of West Bengal)	
PF 13%	
ESI 3.25%	
Bonus 8.33% of Rs.7000/-	
Uniform	
Sub Total	
Service Charge	
Total	

TENDER for deployment of six housekeeping staff and one housekeeping staff-cum Gardener :

Rate per month -Grand Total: \_\_\_\_\_

\* GST extra as applicable.

Date:

Place: Kolkata

SIGNATURE OF THE MANAGER/  
MANAGING DIRECTOR/PARTNER  
WITH STAMP OF THE FIRM

Address :

Tel. No. :

E-mail :

 P.R.S.Y

*Signature of the bidder with date & seal*