

**BHARATIYA RESERVE BANK NOTE MUDRAN (P) LTD
NOTE MUDRAN NAGAR
MYSURU -570003**

Phone: 0821 – 2582905, 2582915, 2582925, 2582935, 2582945

Fax: 0821 – 2582099, E-Mail: mysorepress@brbnmpl.co.in

Website: www.brbnmpl.co.in

Not Transferable

Security Classification: Non-Security

**TENDER DOCUMENT FOR “OPERATION AND MAINTENANCE OF UTILITY
EQUIPMENT (HOUSE KEEPING) AT BRBNMPL, MYSURU”**

Tender No: 116/MYS/MAINT (U)/2019-20 dated 24.01.2020

This tender document contains 25 pages

The tender document is sold to:

M/s. _____

Address _____

Details of Contact person in BRBNMPL regarding this tender:

Name: S. Datta

Designation: ASST. GENERAL MANAGER

Address: As above

Phone: 0821 – 2469007, Fax: 0821-2582885

Email: sdatta@brbnmpl.co.in

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***The representative of the bidder should bring the sealed & signed copy of Section XVII; else not allowed for bid opening.**

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NATIONAL COMPETITIVE BID
STANDARD BIDDING DOCUMENTS

Section I: Notice Inviting Tender (NIT)

Tender No: 116/MYS/MAINT (U)/2019-20

Date: 24.01.2020

1. Sealed tenders are invited from eligible and qualified tenderers for supply of following goods & services:

Schedule No.	Brief Description of Goods / Services	Quantity (with unit)	Earnest Money (in Rs.)	Remarks
1	“Operation and Maintenance of Utility Equipment (House Keeping) at BRBNMPL, Mysuru”	01 Lot	₹ 3,16,000/- (Rupees Three Lakh Sixteen Thousand Only)	

Type of Tender (Two Bid / PQB / EOI / RC / Development / Indigenization / Disposal of Scrap / Security item etc.	Two Bid- Open Tender
Date of Sale of tender documents	From 24.01.2020 to 25.02.2020 during office hours
Price of the Tender Document	Rs. 500.00
Closing date and time for receipt of tenders	14:30 Hrs. on 26.02.2020
Place of receipt of tenders	Admin Building, BRBNMPL, Mysuru
Time and date of opening of tenders	15:00 Hrs. on 26.02.2020
Place of opening of tenders	Admin Building, BRBNMPL, Mysuru
Nominated Person / Designation to Receive Bulky Tender (Clause 21.21.1 of GIT)	AGM/DGM (Utility Maint.)

2. Interested tenderers may obtain further information about this requirement from the above office selling the documents. They may also visit our website mentioned above for further details.
3. Tenderer may download the tender documents from the web site and submit its tender by utilizing the downloaded document, along with the required non-refundable fee as mentioned in Para 3 above.
4. Tender documents may be purchased on payment of non-refundable fee of Rs.500.00 (Rupees five hundred only) per set in the form of account payee demand draft/ cashier's cheque / certified cheque, drawn on a scheduled commercial bank in India, in favour of BRBNMPL, Mysore, payable at Mysore.
5. If requested, the tender documents will be mailed by registered post/ speed post to the domestic tenderers, for which extra expenditure per set will be Rs. 100.00 (Rupees hundred only) for domestic post. The tenderer is to add the applicable postage cost in the non-refundable fee mentioned in Para 3 above.

6. Tenderers shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents, are dropped in the tender box located at the address given below on or before the closing date and time indicated in the Para 1 above, failing which the tenders will be treated as late and rejected.
7. In the event of any of the above mentioned dates being declared as a holiday/ closed day for the purchase organisation, the tenders will be sold / received / opened on the next working day at the appointed time.
8. The tender documents are not transferable.

For and on behalf of BRBNMPL, Mysuru

Address:
The General Manager
Bharatiya Reserve Bank Note Mudran (P) LTD,
Note Mudran Nagar,
Mysuru-570 003

Sd/-

(S. Datta)
Asst. General Manager

Section II: General Instructions to Tenderer (GIT)

This Section-II shall be downloaded from website: www.brbnmpl.co.in under the section 'Downloads' and signed & stamped and submitted along with the **Technical bid** as acceptance of terms & conditions. (*Offer without the copies of Section-II shall liable for rejection*)

Section III: Special Instructions to Tenderers (SIT)

The following Special Instructions to Tenderers will apply for this purchase. These special instructions will modify/ substitute/ supplement the corresponding General Instructions to Tenderers (GIT) incorporated in Section II. The corresponding GIT clause numbers have also been indicated in the text below:

In case of any conflict between the provision in the GIT and that in the SIT, the provision contained in the SIT shall prevail.

The sealed tender offers super-scribed as "**Operation and Maintenance of Utility Equipment (Housekeeping) at BRBNMPL, Mysuru**", against **Tender Enquiry No: 116/ MYS / MAINT. (U)/2019-20, dated: 24.01.2020**" should be addressed to "**The General Manager**", BRBNMPL, Mysuru-03 so as to reach us on or before **14.30 Hrs. on 26.02.2020** Tender Offers not super scribed as above are liable for rejection.

- a. Copy of each page of Tender documents should be duly signed & seal affixed and submitted along with the Techno-commercial bid as a token of acceptance of tender conditions. The certificate as provided in annexure- A also must be signed and enclosed.
- b. The first sealed envelope should contain:
 - i) DD for ₹ 500/- towards cost of tender document
 - ii) EMD amount of ₹ 3,16,000/- (as Demand Draft) payable to BRBNMPL at Mysuru as detailed in clause 18 of General Instructions to tenderer (GIT).
 - iii) Signed tender documents, along with Techno-commercial bid and all sections (except section XI) of this tender. The envelope should be sealed and properly super-scribed as above.
- c. The second sealed envelope should have price bid as per Section XI with superscription "**Price BID-Tender Enquiry No: 116/MYS/MAINT (U)/ 2019-20, dated: 24.01.2020**".
- d. The above two envelopes should be put in single envelope, sealed and properly super-scribed as **Tender for "Operation and Maintenance of Utility Equipment (Housekeeping) at BRBNMPL, Mysuru" against Tender No. 116 --/MYS/MAINT(U)/ 2019-20, dated-24.01.2020**".
- e. The tender offer may be sent by Regd. Post/ Courier. Parties desirous of handing over Tender Offer by hand should drop the Tender Cover in the Tender Box kept in the Administration Building ground floor, after recording the offer details in the register kept on the tender box.

Section IV: General Conditions of Contract (GCC)

This Section-IV shall be downloaded from website: www.brbnmpl.co.in under the section 'Downloads' and signed & stamped and submitted along with the **Technical Bid** as acceptance of terms & conditions. (*Offer without the copies of Section-IV shall liable for rejection*)

Section V: Special Conditions of Contract (SCC)

The following Special Conditions of Contract (SCC) will apply for this purchase. These Special Conditions will modify / substitute / supplement the corresponding (GCC) clauses.

Whenever there is any conflict between the provision in the GCC and that in the SCC, the provision contained in the SCC shall prevail.

- 1) **Pre-Bid Visit:** The bidders **shall visit the Plant premises** and shall have clear understanding about our plant, scope of work, volume of work, requirement of skill levels of workforce etc. and any doubt/clarification may be cleared/done before submitting their offers. **Any claim of ignorance about the system or responsibility shall not be entertained in later stage.**
- 2) **Contract Price:** The contract price should be based on the Scope of work, number of equipment to be maintained, manpower, skill levels required and shall include Govt. of India minimum wages latest notification, dated 23/09/2019, ESIC payment, PF payment, Administrative Charges (Expenditure towards gratuity, canteen allowance, overtime, National holidays, appropriate insurance, overheads, compliance of statutory requirements/payments, police verification, safety gadgets etc.), for the work as mentioned in the Scope of work (Section VII). **The contractor has to make the payment to his laborers' as per actual no. of working days. Presently, the working days are 24 as second and fourth Saturdays are holiday, we may revert to working on these days in future as per the requirement. The tenderer shall pay at-least the minimum bonus to the staff deployed in accordance with the Payment of Bonus Act, 1965 irrespective of the profitability or otherwise of the tenderers' business. The component of bonus shall be paid on annual basis to the staff deployed and proof of the same must be submitted to BRBNMPL, Mysuru.**

The bidders shall take in to account all the above mentioned factors before submitting their offers.

- 3) **Price Variation:** The price should be firm for the contract period and there shall be no variation/escalation on any account except regarding revision of Minimum wages and GST. No claim in respect of sales tax, or other tax duty or levy shall be entertained separately in addition to the quoted rate. Any upward/downward revision in GST shall be considered at actual, subject to production of documentary evidence. **Rate of the wages should not be less than minimum wages as prescribed by Govt. of India** (Ministry of Labour & Employment, latest Notification, dated 23/09/2019).

However, any revision in the minimum Wages will be considered for additional payment, on receipt of request from the contractor with documentary proof in this regards. Only component of Basic, DA, ESIC and EPF will be considered for revision of wages.

Hike or Reduction in GST will be considered for revision of contract price, as per actuals.

- 4) **Time schedule:** Initially, the Contract for O & M Utility Equipment (Housekeeping) shall be awarded for a period of one year. It is renewable annually on the basis of performance for another two years. The whole contract or part of contract can be terminated at any time at the discretion of the BRBNMPL with three month's notice without assigning any reason.

5) Payment:

- i. Payment shall be made on monthly basis only on satisfactory compliance of all the tender/work order/agreements conditions stipulated and performance of the job satisfactorily. The successful Tender/Contractor shall raise monthly bill in the 1st week of succeeding month for releasing payment after fulfilling all the necessary statutory requirement. The bill should be submitted along with the copy of Attendance register, Wages register, valid ESI & PF Challans supported by statement (ECRs) for having paid/remitted the contributions and also produce the original records along with the bill Certifying Authorities for verification and return. If the monthly bill is held up due to any reasons of non-fulfilment of contract terms, the contractor must disburse the wages on or

before 7th of every month to his labourers through his own sources.

- ii. The Payment against uniform, shoes & bonus will be released on succeeding month on submission of documentary evidence. The contractor should pay the Bonus payment as per the provisions of payment of Bonus Act, **1965 annually during the month of April/May** to his labourers. However, the contract period is completing in between of the financial year, the Contractor has to make the payment within one month from the date of completion of the Contract and submit the documentary proof (**in Form C**) for releasing the payment.
- iii. The Tenderer/Contractor should extend leave with wages to his/their Labourers as per the Provisions of *Factories Act 1948* and if the contractor deploys substitute /alternate manpower/s, the additional expenses incurred for the same shall be claimed at actuals as per their eligibility (subsequent calendar year) and the payment for the same shall be released on submission of documentary evidence and subsequent verification of the same.

Proportionate amount from the bill shall be deducted if the contractor fails to comply with any of the responsibilities under the work order/contract. Such amounts shall be decided by BRBNMPL and shall be binding on the contractor.

- 6) **Performance Security:** Performance Bank Guarantee/ Security Deposit for 10% of the Annual Contract Value shall be furnished by the Contractor within 21 days after issue of work order, which shall be valid for minimum of 60 days after the completion of the contract period.
- 7) **Liquidated damage/Penalty/Indemnity:** If Contractor fails to carry out the services in strict conformity with the approved and accepted schedule, then unless such failure is due to Force Majeure, the liquidated damages at the rate of 0.5% for each week delay subject to maximum of 10% of monthly contract value will OR expenses and charges incurred by the BRBNMPL in rectifying and performing the defaulted service, whether by its own means or by third parties, whichever is less will be levied on the Contractor.

BRBNMPL shall at the beginning of every successive month assess the work performance of CONTRACTOR during the previous month. For any shortfalls observed in the work performance due to any reasons whatsoever, BRBNMPL shall evaluate the Man power, equipment, tools that would have been required to accomplish the work performance and calculate the deduction amount in terms of Man power, Equipment, Tools mobilization. The same shall be deducted as penalty from the monthly bill. BRBNMPL's decision in this regard shall be final.

BRBNMPL's representative reserves the right to execute any delayed services through third parties and deduct from CONTRACTOR the cost of these services together with 10% of this cost for the damages, without any consent of CONTRACTOR, who shall be notified in writing of the measures taken in every case, after giving due notice and Contractor continues to fail to carryout rectifications/execution of services.

Any damages / breakdowns arising out of negligence, improper handling or improper maintenance will be viewed seriously. In such case the entire expenditure incurred for rectifying or replacing the damaged items will be borne by the contractor. The amount determined by BRBNMPL shall be final and binding. The contractor shall indemnify to this effect.

The payment or deduction of such damages shall not relieve CONTRACTOR from his obligations to complete the services or from any of his other obligations and liabilities under this Contract.

Absence of personnel: Considering absenteeism/leave, the contractor should keep sufficient required manpower for execution of work as per the scope of tender. On any given working day labourers present should be minimum 50 persons. Otherwise LD will be imposed at the rate of 0.5% of monthly contract value for each occasion subject to maximum of 10% of monthly contract value.

- 8) **Statutory Deductions:** Statutory deductions such as WCT, ST, VAT, Income Tax etc. as applicable shall be effected while making payment.

- 9) **Performance Evaluation:** A Confidential Performance Evaluation of the overall performance shall be done by the dealing official(s) on periodical basis & continuation of the contract shall be primarily depending upon their performance. In case the performance is found to be unsatisfactory at any point of time, the contract shall be terminated without any notice and security deposit will be forfeited & the contractor will be blacklisted. However, the contract can be terminated at any time at the discretion of BRBNMPL with three months' notice.
- 10) **Statutory requirements:** The successful Contractor should comply with all statutory provisions as applicable such as but not limited to:
- a) The contractor shall have to observe/ fulfill and comply with all the statutory requirements and obligation as per the provisions of law/Rules i.e. the Factories Act 1948, Karnataka Factories Rule 1969, Employee's Compensation Act 1923, Employers Liability Act 1938, Contract Labour (R & A) Act 1970 and Central Rules 1971, Industrial Dispute Act 1947, Maternity Benefit Act 1961, Minimum Wages Act 1948, Payment of Wages Act 1936, Employee's Provident Funds & Misc. Provisions and Schemes 1952, and Employee's State Insurance Act 1948, Payment of Bonus Act 1965, Payment of Gratuity Act 1972, Karnataka Industrial (National & Festival Holidays) Act 1963, etc., including any enactment made by the Governments or modification thereof or any other law/s relating thereto and rules framed there under from time to time.
 - b) The Contractor should comply with the rules and other statutory obligations with regard to payment of employees' wages not less than the minimum wages notified by Govt. of India under the Minimum Wages Act 1948 and rules made there under, health, welfare and safety measures, hours of work, leave and other benefits as required under Factories Act 1948 and rules and also other applicable statutory Acts and Rules made thereunder. The Contractor has to maintain all the required registers, records, document as stipulated under various applicable Labour Laws and its compliance, will be deemed to be part of the contract and submit the same to the Competent Authorities and also to the Company Officials as and when called for verification. The contractor shall be registered with the concerned statutory authorities like P.F & ESI, Service Tax as provided in various legislations and shall be directly responsible to the authorities thereunder for compliance of the provisions.
 - c) **The Labourers to be engaged/ deployed should not be less than 18 year of age as per the provisions of Factories Act 1948. They should be in sound health.**
 - d) **The Tenderer/ Contractor should extend National & Festival Holiday to his labourers as per the Provisions of Karnataka Industrial (National & Festival Holidays) Act 1963.**
 - e) **The Tender/Contractor should extend leave with wages to his/their Labourers as per the Provisions of *Factories Act 1948*.**
 - f) The Contractor must have a valid PROVIDENT FUND CODE & ESI CODE and copy of same shall be submitted along with the tender. Copy of Registration Certificates issued under EPF and MP Act, 1952, Karnataka Shops and Establishments Act 1961 and ESI Act, 1948 along with originals for verification.
 - g) Rate of Minimum wages should not be less than minimum wages (BRBNMPL, Mysuru falls in 'B' Class cities) as notified by Govt. of India from time to time and contractor shall ensure that wages are not less than minimum wages at any point of time during the complete period of contract. If the quoted price is less than the prevailing minimum wages, the price bid will be rejected.
 - h) The Tenders who engages more than 20 Labourers shall obtain required Labour Licence from the Asst. Labour Commissioner (Central) immediately.
 - i) The Tenders should submit commencement and completion of work notice, half yearly, annual returns, Accident Reports and other applicable reports to the various Authorities as required under Contract Labour (R&A) Act, Factories Act, EPF Act, ESI Act, and other applicable laws from time to time.
 - j) The Contractor/Agency shall indemnify the Company from any claims/liability due to any

breach of the statutory requirements from him/them. The Company as a principle Employer shall enforce the provisions of the Acts.

- k) It shall be sole responsibility of the contractor to ensure safety of all his workers.
- l) Any untoward incident arising out of improper supervision or inadequate safety measures will be the sole responsibility of the contractor. The Contractor shall conform to all Labour Laws and shall remain solely responsible for the obligation under the relevant statutory provisions. The contractors should properly maintain all necessary first aid kits in the sub-station and ensure that all its employees are adequately trained in administering first aid in case of emergencies.
- m) BRBNMPL will not accept any responsibility for any loss or damage to any property or personal belonging effect to Contactor's employee.
- n) The CONTRACTOR shall keep BRBNMPL, its servants or agents indemnified against claims, actions or proceedings brought or instituted against BRBNMPL, its servants or agents by any of his employees or any other third party employed by the Contractor in connection with relating to, or arising out of the performance of the services under the Contract.
- o) The Contractor has to obtain "Workmen Compensation Insurance Policy" to his all Labourers engaged for the said job and same has to be submitted before commencement of work. The CONTRACTOR shall indemnify BRBNMPL against any liability for any accident, death or injury to BRBNMPL's servants or agents or against any loss of or damage to any property belonging to BRBNMPL, its servants or agents which shall arise out of the performance of the services under this Agreement and against all costs, claims, demands and damages involved therewith.
- p) The CONTRACTOR shall pay and indemnify BRBNMPL against liability in respect of any fees or charges (including any rates and taxes but not including service tax) legally demandable under any Act of Parliament, or State Legislature instrument, rule or order or any regulation or Bye-law or any local authority in

11) Supervision: The Contractor or his supervisor should be present at the work spot and supervise during shifts in all working days. The Contractor should take and observe all the required formalities like deployment of his labourers, maintaining of attendance as directed by the Authorised persons of BRBNMPL. Any untoward incident arising out of improper supervision or inadequate safety measures will be the sole responsibility of the Contractor and shall confine to all the labour Laws and shall remain solely responsible for the obligation under the relevant statutory provisions.

11) Uniform: The Contractor has to compulsorily provide proper Uniform (2 sets/ year) & Shoes (1 pair / year) **within 30days** of issue of Work Order. In case of non-compliance, BRBNMPL reserves the right to impose suitable penalty and provide the same. The cost so incurred shall be deducted from the bill along with the penalty. The colour shade of the uniform should be totally different the approved uniform of the Company employees and the colour of uniform should be approved by BRBNMPL. The Contractor should also provide all the Safety Appliances to the Labourers.

12) Penalties: In case the Tenderer fails to execute the work as per the Terms and Conditions and instructions, The Management is reserves the rights to levy Penalty as mentioned below:

- a) In case the Tenderer not carried out the work as per the Terms and Conditions of the work order, not complied with the statutory requirement and its obligations, abandons/discontinue the contract within the validity of the contract period, the BRBNMPL Management reserves the rights to get the remaining work/uncompleted work done through any other agencies and the loss or extra expenditure suffered in such event shall be debited to Tenderers' account in addition to forfeiting the Security Deposit.
- b) In case of default or breach of Contract Terms & Conditions, the Security Deposit is liable for forfeiture.
- c) Un-satisfactory performance of the Contract may also lead to black listing of the Tenderer.

- d) If the Wages are not disbursed to the Contract Labourers on or before 7th of every month (or on the previous day in case 7th happens to be Sunday or Holiday) a penalty of Rs.500/- per day lump sum would be levied to the Tenderer.
- 13) Quantum of work:** Quantum of work/Areas to be cleaned (under scope of work 1(a) of Section-VII) and Quantities mentioned in the schedule of items (A. List of Equipments), Section-VII are as per the present status & requirement and may vary during the currency of contract. Any such variance will be accounted and extra payment on this account will not be entertained during the currency of contract.
- 14) Incompletion/Discontinuation of work:** If the work is not completed in all aspects or delayed beyond reasonable time or contractor discontinues the work abruptly, then BRBNMPL reserves the rights to get the remaining work/uncompleted work done through any other agencies at the risk and cost of the contractor. In such cases, the pending claims and Security Deposit of the contractor shall be forfeited.
- 15) Recovery & Rectification of work:** In case contractor fails to attend the same as per defect liability period clause above within a week from the date of intimation, it shall be got rectified by through another agency & money spent thus shall be recovered from the contractor.
- 16) Accommodation:** On specific request from the Contractor, BRBNMPL may provide quarters/space for Site Office purpose as per availability and allotment norms/rules in force for allotment, at a prescribed rent & other charges like Electricity etc., fixed by the Company. In this event, the contractor must always be in a position that whenever any directive for vacating the said premise is issued, he shall, without raising any objection, peacefully vacate the same.
- 17) Adequacy of Contractor's Staff:** It is understood that the service activities are to be performed with utmost diligence and expediency so as to maintain the highest standards of O & M services. To achieve this, Contractor shall strictly maintain adequate level of staff with prescribed skill levels (Section-VII, Schedule of items – C) at site at all times. In case mechanized services are provided by the contractor, the Equipments shall be well maintained and kept in good condition for all time.
- 18) Labour:** Contractor shall be responsible for the engagement, employment, transport, working and living conditions of personnel and in respect of all matters connected therewith including their safety. Contractor shall at all times during the continuance of this Agreement conform in all respects to and carry out all obligations imposed on it by the provisions and requirements of the Employees Provident Fund (Miscellaneous Provision) Act, 1952, Payment of Gratuity Act, 1972, Employment State Insurance Act, 1948, Maternity Benefit Act, 1961, Minimum Wages Act 1948, prescribed by Ministry of labour & employment, office of the Chief labour Commissioner. Equal Remuneration Act, 1976, Payment of Wages Act, 1936, Payment of Bonus Act, 1965, Contract Labour (Regulation and Abolition) Act, 1971 Factory Act 1948, Employees Compensation act 1923, I.D. Act 1947, National & Festival Holidays 1963, etc. and any applicable law in the country where any of the services are performed or regulations issued including without limitation all laws, regulations and requirements of Government of India.

All the proposed staff / personnel shall possess high standard of Integrity, have no affiliation with any political parties or trade unions. This has to be followed during the entire contract period.

Contractor shall at all times take all reasonable precautions to prevent any unlawful, riotous or disorderly conduct by or amongst its employees and for the preservation of peace and protection of persons and property in the neighborhood of the site against the same.

Upon the outbreak of any strike or labour dispute involving any of Contractor's personnel engaged on the services, Contractor shall forthwith give details thereof to BRBNMPL. If any dispute arises between the contract labour/labour/employees and Contractor agency, the BRBNMPL will not be responsible in any manner. The Contractor shall not stop or cause stoppage of work on account of strike or other agitation during the period of contract. The Contractor agrees that it shall be liable for all consequences for the delay caused or loss / damages suffered by the BRBNMPL due to the stoppage / strike by the Contractor. BRBNMPL shall recover the cost incurred due to this from the Contractor's running account bills.

Contractor shall within twenty-four (24) hours of any occurrence of any accident at or about the site or in connection with the execution of the services or any injury, loss or damage to any personnel or to property of Contractor, BRBNMPL or of a third party, report such occurrence to the competent authority whenever such a report is required by law.

BRBNMPL shall be at liberty to object to and require Contractor to remove forthwith from the site any person employed by Contractor in or about execution or performance of services who in the opinion of BRBNMPL has committed a misconduct or whose employment is otherwise considered to be undesirable. Contractor without the written permission of BRBNMPL shall not again employ such person upon services at any circumstances.

19) Safety & Security Measures:

- a) The contractor should scrupulously conform to the safety and security norms as stipulated by BRBNMPL while working in the security area.
- b) The contractor shall take all the precaution while executing this work. Protective wear such as safety helmets, boots, belts etc. shall be provided by the contractor at his own cost to all his workers at site. The Contractor shall impose such requirements on all sub-contractors also. It shall be the responsibility of the contractor to ensure that such protective gear is worn at all times by all personnel working at site. BRBNMPL shall have the right to stop any person not wearing such protective gear from working on the site.
- c) BRBNMPL is a security organization and the Govt. of Karnataka declares the premise as Prohibited Area. Hence the contractor has to abide by the security rules of the Company. The contractor has to ensure the character and antecedent of the persons deployed. The contractor must be in a position to produce such documents whenever he is asked to do so. Details shall be furnished as per format when called for. The contractor has to issue printed photo identity card to its workers duly authenticated by the designated security officer of the Company. Contractor should apply for Gate Pass for labours, welding permission and material entry pass etc. as per approved format only, well in advance to avoid any delay in issue of Gate passes.
- d) While applying for pass, contractor must enclose copy of address proof (Voters ID card or ration card or driving license or passport etc., for all the workers for which gate pass has been requested. The details shall be submitted in the prescribed format as given below.

Sl. No	Name of Person	Father name	Age	Present Address	Identification Mark	Signature of the Individual

- e) On award of the contract the contractor shall sign the Non-disclosure format and abide with that.
- f) Any worker of the contractor, if found by the Company as unsuitable or having doubtful integrity, shall be removed from the premises at the risk and cost of the contractor. The contractor shall vouch guarantee for the integrity of its workers.

20) Cleanliness: - Contractor is required to ensure complete cleanliness at the site. Debris generated during the day’s work should be disposed off immediately.

21) Pre Contract Integrity Pact: Tenderer has to download the Pre Contract Integrity Pact (Section –XX) from our website and submit the same (duly filled and signed) along with technical bid and also before award of the Work Order.

22) Legal jurisdiction: The court of Mysuru (Karnataka State) only shall have jurisdiction to deal with and decide any legal matter of dispute whatsoever arising out of any work order placed by us.

Section VI: List of Requirements

Schedule No.	Brief description of goods and services (Related specifications etc. are in Section-VII)	Accounting unit	Quantity	Amount of Earnest Money
1.	“Operation and Maintenance of Utility Equipment (Housekeeping) at BRBNMPL, Mysuru”	Nos.	01	₹ 3,16,000/-

Required Delivery Schedule: Continuous services on daily basis

Required Terms of Delivery: F.O.R, BRBNMPL, Mysuru

Section VII: Technical Specifications

“OPERATION AND MAINTENANCE OF UTILITY EQUIPMENT (HOUSEKEEPING) AT BRBNMPL, MYSURU”

I. Scope of work, Schedule of items, Manpower Deployment and list of items.

1. Scope of Work for Operation & Maintenance of Utility Equipments (Housekeeping) includes:

- a) To carry out Operation and Maintenance of floor cleaning Utility Equipment as per the cleaning schedule given by BRBNMPL. The approximate floor area shall be (i) Main press- 64000 Sq mtr (ii) Administrative Building – 2400 Sq mtr. In addition to this, cleaning of Canteen, Crèche, watch towers, Main gate entrance, Fire Station and collection of briquettes at Kusters and BPS, Cleaning Railway Wagon, shifting of all wastes from press to designated places also included under this scope.
- b) To ensure the shop floor and other areas are dust and dirt free by using utility machines like walk behind type Scrubber cum Drier, Ride on type Scrubber cum drier, Vacuum cleaners, Pressure washing and all manual cleaning equipment etc.
- c) To collect and transport the waste materials and rubbish from the above places to the designated places in main press by using material handling Equipment.
- d) To maintain the Utility Equipment provided for the said purpose and keeping them in good operational condition.
- e) To assist drawing of chemicals, loading and cleaning of Machines etc. at WS RTP section.
- f) To assist for machining and grinding operations etc. at workshop section.
- g) For shifting of materials/scrap from general store to designated place (using material handling equipment/s like fork lift etc.).
- h) To perform any other related activities as and when assigned by BRBNMPL.

Exclusions:

- 1) All required Utility Equipment shall be provided by BRBNMPL
- 2) All consumables related to this work shall be provided by BRBNMPL
- 3) Spares and Consumables to maintain the Utility Equipment shall be provided by BRBNMPL.

Note: Contractor shall extend his assistance to the OEM or any other agency for attending repairs of Utility Equipment.

2. Consumables and Spare parts:

The contractor shall inform well in advance about the requirement of spares and consumables to avoid delays in arranging the same. Consumables and spares parts will be supplied by BRBNMPL. The defective parts shall be returned to Maintenance Division.

If any component fails due to operational mistake or negligence of contractor employee, the entire repair/replacement charges will be borne by the contractor or the same will be deducted from monthly bill. Decision of BRBNMPL in this regard will be final.

3. Manpower Deployment:

- a) The contractor shall deploy manpower and strictly comply with number of supervisors & technicians and experiences in respective fields as per Schedule of Items, (C) Manpower deployment under Section-VII.
- b) The Contractor shall ensure to depute female Contractor staff for sanitation work for the areas used by lady employees.

- c) The contractor shall ensure that all his supervisors/technicians/employees are capable of operating Utility and other related equipment with suitable license.
- d) The contractor shall deploy required manpower in shifts as per the need of BRBNMPL and number of people to be deployed in shifts will be decided in consultation with BRBNMPL.

5. Maintenance of Records:

The contractor shall be responsible for maintaining records of work executed including, fault rectification, consumables and spares used etc. Contractor also shall be maintaining of daily and periodic maintenance schedules in approved formats. Contractor required to maintain/update regularly all the documents related to EQMS (ISO: 9001-2008 & ISO 14001).

6. Responsibility against damage caused:

The Contractor shall be responsible for any damage caused to the existing system due to lack of knowledge, wrong operation, mishandling, intentional act by contractor employee and the Contractor has to pay entire amount/charges for repair/replacement.

7. Coordinating Authority:

The Asst. General Manager (Utility) or the officer (Manager/Dy. Manager/ Asst. Manager) authorized shall be the Coordinating officer. The Contractor has to report to such authority and perform the work in close coordination with such authority.

8. Duties and Responsibilities:

- (a) The work shall be carried out **on daily basis** on all working days at any point of time on any day basis. The normal working hours of the plant is 08:30hrs. to 17:00hrs. with 30 min. rest interval. The contractor shall depute his employees half an hour early and their working hours will be 0800 hrs. To 1700 hrs. These timings are subject to change flexible as per the requirement of BRBNMPL. The contractor has to deploy manpower on rotation basis for every two months.
- (b) Contractor shall employ personnel to handle the utility equipment and maintain them so as to keep them in suitable condition and provide a dust free environment in the company complex.
- (c) The utility equipment provided shall always remain the property of the BRBNMPL and contractor have to indemnify the company for any loss or damage to the machines due to negligence handling or misuse by contractor's employee.
- (d) Contractor shall ensure that operating procedures and instruction given by the equipment manufacturers/suppliers are strictly followed.
- (e) Contractor shall carryout repair work involving external agencies like motor rewinding, welding, machining and grinding etc. as and when required. Payment shall be made extra provided such repair work was done with concurrence of BRBNMPL officials either verbal or written.
- (f) Contractor shall maintain/update regularly all the documents related to EQMS (ISO:9001-2008 & ISO:14001)

9. Additional Manpower:

Contractor shall arrange any additional requirement of manpower during the tenure of this contract with same rate as finalized in the work order.

II. SCHEDULE OF ITEMS

a) List of equipments

Sl. No.	Item description	Quantity in numbers
01	Mopping Machine Eureka Forbes, Make- Nilfisk CA450	10
02	Mopping machine, Roots make RE 43	05
03	Vacuum Cleaner - Roots	12
04	Mopping Machine, Roots make	03
05	Mopping Machine-Ride on type, Inventa make	02

Above listed cleaning equipment's & machines are indicative. The quantity of cleaning equipment's & machines may increase during currency of contract.

b) Preventive /Scheduled Maintenance:

The Contractor shall carryout preventive/schedule maintenance (Daily/weekly/monthly) of all the Utility Equipment mentioned in the list of Equipment (A) as per manufacturer's checklist. The spares and consumables required for the same will be provided by BRBNMPL.

II. MANPOWER DEPLOYMENT:

a) **Indicative minimum number of persons to be deployed with sufficient experience in the related field is estimated as follows: -**

Sl. No	Designation, Skill level and Qualification	Number of persons	Experience
1.	Supervisor (Highly Skilled) Diploma in Mechanical / Electrical or Graduate with training on Housekeeping Equipment.	01	Minimum 03 years' experience in Operation and maintenance of Utility Equipment (Housekeeping) with Knowledge of machine maintenance & management skills.
2.	Fitter/ Machinist/ Turner/ (Skilled) ITI in Fitter / Machinist/ Turner Fork lift Operator	09* (07+02)	Minimum 03 years' experience in respective field.
3.	Operator / Sweeper (Semi Skilled)	42**	Should have knowledge of various cleaning activities and cleaning machines .

*** Out of 09 nos. of employees 02 nos. should have material handling equipment knowledge operation of fork lift & driving license.**

**** Out of 42 nos. of employees, 02 nos. should be female staff**

- b) The persons to be deployed by the Contractor should be properly trained, have requisite experience and skills for carrying out a wide variety of Operation & Maintenance of Utility Equipment (Housekeeping)/ in respective fields and have good track record. BRBNMPL shall scrutinize the experience of the people and have the right to reject the candidate, if they found not suitable.
- c) In case of any change of employee, the same should be intimated to BRBNMPL and the photo pass of these personnel are to be returned to our security section immediately.

- d) The contractor shall deploy the manpower in general shift and as well as in shifts also on need basis.
- e) On award of work order, the contractor shall submit the bio-data of all the personnel deployed and complete all security formalities laid down by BRBNMPL
- f) The tenderer should quote manpower charges in Financial Bid strictly in accordance with the minimum wages as decided by the Govt. of India, Ministry of Labour Welfare Latest Notification, dated 23/09/2019. **If the rates quoted found below the minimum wages, tender will be rejected.** Under any circumstances whatsoever, the manpower deployed shall not be paid wages below the Minimum wages declared by Govt. of India, Ministry of Labour.
- g) **Considering absenteeism/leave, the contractor should keep the sufficient required manpower for execution of work as per the scope of tender.**
- h) The contractor should display Shift Chart showing names of Operators / Sweepers performing shift duties.

Section VIII: Quality Control Requirements.

1. The Contractor shall carry out operation and maintenance of all the equipment listed in schedule equipment (Section-VII).
2. The Contractor shall carry out maintenance works as per the schedule and checklist provided by BRBNMPL from time to time during the currency of the contract.
3. Any defect in quality of workmanship shall be corrected to the satisfaction of BRBNMPL.
4. The contractor shall depute the manpower strictly as per (C) Manpower deployment under the head schedule of items under Section-VII.

Section IX: Qualification/ Eligibility Criteria

I. Financial Soundness:

- a) Average Annual turnover of the bidder during last three years ending on 31/03/2019 should be more than ₹ 47.39 lakhs and it should be reflected in audited financial report for the said period & should be certified by Chartered Accountant.
- b) Bidders should not have suffered any financial loss for more than one year during last three years ending on 31/03/2019.
- c) Yearly net worth of the firm should not have eroded by more than 30% in the last three years ending on 31/03/2019.

Note: The above details should be submitted as per the format given under Section-XII, 2(a) - Financial Soundness and with endorsement of Chartered Account.

II. Experience:

Contractor shall have experience in successfully completed in House Keeping / Facility Management or similar works during last seven years ending 31/12/2019, shall be either of the following,

Three similar completed works costing not less than the amount equal to ₹ 63.19 lakhs.

Or

Two similar completed works costing not less than the amount equal to ₹ 78.99 lakhs.

Or

One similar completed work costing not less than the amount equal to ₹ 126.38 lakhs.

Note:

- 1. Similar works means “Operation and Maintenance of Utility Equipment (Housekeeping)” or Experience in Facility Management including Housekeeping.**
- 2. The contractor rated for unsatisfactory performance by BRBNMPL during last three years will not be eligible to participate in this tender and any offers from such contractors will be rejected.**

Section X: Tender Form
(To be submitted along with Price bid)

Date

To
The General Manager
BRBNMPL,
Note Mudran Nagar,
Mysuru – 570 003

Ref: Your Tender Document No. dated

We, the undersigned have examined the above mentioned tender enquiry document, including amendment No. -----, dated _____ (if any), the receipt of which is hereby confirmed. We now offer to supply and deliver (description of goods and services) in conformity with your above referred document for the sum as shown in the price schedule(s), attached herewith and made part of this tender.

If our tender is accepted, we undertake to supply the goods and perform the services as mentioned above, in accordance with the delivery schedule specified in the List of Requirements.

We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of GCC clause 6, read with modification, if any, in Section V — "Special Conditions of Contract", for due performance of the contract.

We agree to keep our tender valid for acceptance for a period upto as required in the GIT clause 19, read with modification, if any in Section-III — "Special Instructions to Tenderers" or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender upto the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

Dated this _____ day of _____

For & on behalf of

(Signature with date)

(Name and designation)

Duly authorized to sign tender for and on behalf of

.....

Section XI: Price Schedule

From

To
The General Manager
BRBNMPL,
Mysuru -570 003

Sub: Price Bid for Operation and maintenance of Utility Equipment (Housekeeping) at BRBNMPL, Mysuru.

Ref.: Your Tender No. 116/MYS/ MAINT (U)/2019-20, dated 24.01.2020.

We have received your tender enquiry cited and are pleased to enclose the following as our commercial bid for your kind consideration.

Sl. No.	Category with skill level	No. of manpower per day	As per GOI latest Notification, (Basic +DA) / day) (in Rs.)	Wages /Month (for 26 days) (in Rs.)	Amount per year (in Rs.)
1.	Supervisor (Highly Skilled)	01	733.00	19,058.00	2,28,696.00
2.	Fitter/Machinist/Turner /Fork Lift Operator (Skilled)	09	666.00	1,55,844.00	18,70,128.00
3.	Operator/Sweeper (Semi-skilled)	42	569.00	6,21,348.00	74,56,176.00
4.	Total no. of Manpower	52	NA	NA	NA
5.	Annual Salary				95,55,000.00
6.	PF & ESI employer's contribution (PF@ 13.00 % & ESI's@ 3.25%) i.e. @16.25 % of Sl.no. '5'- Annual Salary .				15,52,687.50
7.	Bonus-(Minimum 8.33%) as per provisions of payment of Bonus Act. @ 8.33% on SL No. '5'- Annual Salary				7,95,931.50
8.	Uniform Charges (2 pair dress + 1 pair safety shoes) per year for 52 nos. of labourer's			
9.	Administrative Charges (Expenditure towards gratuity, canteen allowance, overtime, National holidays, appropriate insurance, overheads, compliance of statutory requirements/payments, police verification, safety gadgets etc.)			
10.	Fixed yearly Service charges in Rs. (Fixed Charges for 03-year contract against renewal of contract on yearly basis.)			
11.	Subtotal (Sl. No. 5+6+7+8+9+10)			
12.	GST @ 18% on Sl.No.11			
13.	Grand Total (Sl. No. 11+12)			
Total in words.....					

We confirm that we will abide by all the tender terms & conditions and we do not have any counter conditions.

Note:

- i) Price with counter condition(s) shall be liable for rejection.
- ii) Price should be quoted exactly as per the format.
- iii) Conditional discount/ rebate etc. shall not be considered. In case, discount is offered that should be adjusted in the price and net price should be quoted.
- iv) L1 will be decided on the total price quoted.
- v) Any revision in the minimum Wages for the workers will be reimbursed for additional payment, on receipt of request from the contractor with documentary proof in this regards. Only component of basic, DA, ESIC and EPF will be considered for revision of wages. Hike or Reduction in Service tax will be considered for revision of contract price, as per actuals.
- vi) Contractor must read **Section-V (SCC) Sl. No. 2: Contract Price** before arriving administrative cost, as all the allowances paid by the existing contractor must be paid by the bidder to their employees as per the statutory requirement.

Thanking you,

Yours faithfully,

Seal

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Name & Signature with date

Section XII –QUESTIONNAIRE
(To be submitted along with Technical Bid)

We have received your Tender enquiry cited and we are pleased to enclose the following as our technical bid for your kind consideration.

1. Our company's profile.

Sl. No	Description	Details	Remarks
1.	Status of Firm		
2.	GST No.		Copy enclosed (Yes/No)
3.	Income Tax PAN No.		Copy enclosed (Yes/No)
4.	NSIC or DGS&D		Copy enclosed (Yes/No)
5.	MSME		Copy enclosed (Yes/No)
6.	Name of Banker & with address		Copy enclosed (Yes/No)

2. Documents in support of eligibility criteria:

a) Financial Status: (To be mentioned in terms of Rs.)

Sl. No	Description	2016-17	2017-18	2018-19
1	Annual Turnover			
2	Net Profit			
3	Net worth of the firm			

(To be filled by tenderer. Please don't write like "attached" or "refer")

b) Experience:

Sl. No	Company Name	Work Order No. & Date	Details of work	Order value in Rs.	Date of completion
1					
2					
3					
4					

(To be filled by tenderer. Please don't write like "attached" or "refer")

Note: Please fill the details of the documentary proofs enclosed in the above tables

- We confirm that we possess the necessary technical competence and financial resources as mentioned in Section -IX of this tender document, to ensure supply of the tendered item, as per your specifications and delivery schedule. Necessary documents like copies of Work orders, P/L Accounts, Balance Sheets are enclosed herewith.
 - We confirm having been in the business continuously for the last three years. (documentary proof attached)
3. We confirm that we have quoted exactly for the tendered product as per your specifications given in Section VII and BOQ.
 4. We confirm that the Price bid is quoted exactly as per your format in Section-X &XI and is inclusive of material, Labour and all statutory levies, duties, laying, freight, handling, loading, unloading charges, delivery at your Press.
 5. We confirm that there would not be any price escalation during the supply period.
 6. We confirm that we will abide by all the tender terms & conditions and we do not have any counter conditions. As required, we enclose herewith the complete set of copy of tender documents duly signed by us as a token of our acceptance.
 7. We also confirm that the undersigned is duly authorized and have the competence to sign the contract for and on behalf of the firm.

Thanking you,
Yours faithfully,

Seal

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Name:
Signature with date

Note: Copies of applicable Documents are attached herewith.
(Please enclose all Technical Documents related to the proposed modification.)

Compliance Statement
(Please fill this and attach with technical bid)

Sl. No	Description	BRBNMPL Requirement	Our Offer	Deviations, If any.
1.	Cost of Tender document	DD for ₹500/-	Enclosed / Not Enclosed	
2.	EMD	DD for ₹ 3,16,000/- or NSIC / DGS&D	Enclosed / Not Enclosed	
3.	Tender Document Section I to Section XVII duly sealed and signed along with Annexure –A (Please download the Section II ,IV, XV,XVI ,XVII & XX of tender document from www.brbnmpl.co.in)	Sealed and Signed	Enclosed / Not Enclosed	
4.	Technical Specifications - Section VII	Duly filled, sealed and signed	Accepted / Not Acceptable	
5.	Questionnaire- Section XII			
	a)	Details of experience	Attach sealed and signed Copies of Work order/s	Enclosed / Not Enclosed
	b)	Financial Soundness: P/L statement certified by Chartered Accountant	F.Y. 2016-17	Enclosed / Not Enclosed
			F.Y. 2017-18	Enclosed / Not Enclosed
		F.Y. 2018-19	Enclosed / Not Enclosed	
6.	PAN Card	Attach sealed and signed copy	Enclosed / Not Enclosed	
7.	GST registration certificate	Attach sealed and signed copy	Enclosed / Not Enclosed	
8.	Pre Contract Integrity Pact- Section XX	Attach duly filled, sealed and signed copy	Enclosed / Not Enclosed	
9.	The minimum wages quoted as per GOI, Ministry of Labour & Employment, Latest Notification, dated:23/09/2019	-	Yes / No	

Signature :

Name :

Seal

To Whomsoever It May Concern

This is to confirm that We M/shave not been blacklisted / debarred by BRBNMPL / PSU / Government of India in past 5 years.

Dated thisday of

For & on behalf of

(Seal & signature with date)

(Name and Designation)

Duly authorized to Sign tender

(To be filled, signed & stamped and submitted along with Techno-commercial bid)

Confidentiality Statement

“The information, which is contained in this document will not, in whole or in part be reproduced, transferred to other documents/ electronic media or disclosed to others without written consent of BRBNMPL.” We shall also undertake to maintain secrecy, exclusivity and confidentiality of the high security currency printing environment of BRBNMPL.

Dated thisday of

For & on behalf of

(Seal & signature with date)

(Name and Designation)

Duly authorized to Sign tender