



Jammu & Kashmir Entrepreneurship Development Institute

Pampore Kashmir/01933-224362, SIDCO, IE, Baribrahmna, Jammu, 01923-222415
(www.jkedi.org)

Location: JKEDI, PAMPORE, KASHMIR	Tender No.: JKEDI/U&S/2021/176
Ref: Tender for House Keeping Services.	Date: 15-03-2021

TENDER NOTICE

Sealed tenders/offers affixed with revenue stamp of Rs 5/-are invited from reputed parties for Empanelment of Manpower Consultancy in the fields of Housekeeping Services to Jammu & Kashmir Entrepreneurship Development campus at Sempora, Pampore, Kashmir and Bari-brahmana Jammu. Interested parties may collect the detailed Tender Document against the payment of Rs 1,000/- (non-refundable) which should be in the form of Demand Draft drawn in favour of Director, J&KEDI, Sempora Pampore, from Estates Department of JKEDI from **16-03-2021**. The Tender Document can also be downloaded from the official website of Institute, www.jkedi.org under "Tenders Option". Tender documents, thus downloaded from the website shall be accompanied by a Demand Draft for Rs 1,000/- (One Thousand only) drawn in favour of Director, J&KEDI, Sempora Pampore, at the time of submission.

Proposals must be submitted in two sealed envelopes of which one should be clearly marked as **“Cover-A- Technical -Pre-Qualification Bid”**& other sealed envelope should be clearly marked as **“Cover-B-Financial Bid / Price Bid for ” Housekeeping Services,**

Tenders complete in all respects along with earnest money of **Rs. 40,000/- (Rupees Forty thousand only)** in shape of a CDR/FDR pledged to Director, JKEDI, Srinagar should reach to the office of the Director, at JKEDI Complex, Sempora, Pampore Kashmir by hand only on or before **27-03-2021** up to 2.00 p.m. The technical bids shall be opened on **29-03-2021** at 11:00 am or any other convenient day in presence of the bidders who wish to be present.

Sd/
Director

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Sampora, Pampore (Kashmir)-191101 (P.O. Pantha Chowk)/ Baribrahmana Jammu -181133

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General Terms And Conditions For Contract of Skilled/Unskilled Manpower:-

It is understood that following shall be adhered to by the service provider upon signing the bid documents and on submission of the bid.

1. That the persons to be engaged shall be adult worker who have attained the age of 18 years and above as on 01-01-2020 and in good physique and sound health and holding a minimum educational qualification of matric for skilled to discharge and responsibility of work bestowed on them on need basis.
2. That the person will be paid at least the minimum wages as per Minimum Wages Act as amended from time to time and other prevalent Acts & Rules as notified/ordered by the appropriate authority from time to time in this behalf.
3. That the monthly contributions on account of EDF etc. as applicable under relevant rules for engagement of the persons will be submitted by the Service Provider/contractor from time to time before the appropriate authorities after deduction of compulsory contribution from the wages of the employee and deposition of equal contribution, as per Employees provident Fund Act, and the receipt thereof would be produced to JKEDI on month to month basis before clearance of dues of a particular month. Month/half yearly/yearly PF Returns should be submitted for verification within the due date. JKEDI however shall not have any liability or responsibility in case of any derogation to that effect.
4. That the Service Provider will be held responsible for any damage caused by his person/persons to the property of JKEDI intentionally or un-intentionally in course of discharging of the work assigned to them or otherwise and the decision of the competent authority of JKEDI regarding determination of such compensation shall be final and binding on service provider.

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5. That the persons will be allowed holidays with pay other than weekly off day as per prevalent labour laws at the cost of the Service Provider's firm.
6. That due to administrative or any other reasons(s), if no work is allotted or assigned to the [persons for job contract for any days(s), that will be treated as "No work No pay basis".
7. That the Service Provider will accept full and exclusive responsibility for wages PF, Bonus, Leave etc. And other obligation referred to under the law now and hereafter imposed by State/central Govt./Local Bodies for the person(s) deployed by him.
8. That the Service Provider will also comply with the provision of relevant Act viz contract labour (Regulations and Abolition) Act 1970, Workmen's Compensation Act, payment of Wages Act. Employer's Provident Fund and Miscellaneous provision Act 1952 minimum wages Act and other Statutory rules and regulations with latest amendments by-law applicable with regard to the performance for the work made their under and as modified from time to time and take such necessary steps as may be deemed necessary in t his regards. If the payment of Bonus Act is applicable the firm should comply with the provisions of the Act and the rules there under, as modified from time to time.
9. That the Service Provider shall ensure and keep insured, its personals/ employee, so deployed in the premises of JKEDI against all liabilities for death and injury whatsoever on account of any accident in course of performing the assigned job. The company will not be responsible and not to be held liable of any such compensation for death, injury or accident to employees and other personnel deployed by service provider.
10. That the persons will sign attendance register/record their attendance with the concerned official of JKEDI.
11. Obligation of service provider to be adhered to:-
 - (viii) Obtain labour license at his cost from the appropriate Licensing Officer.
 - (ix) Employment Card as per Rule-76 of Contract Labour (R&A) Act.
 - (x) Appointment letter to his employee.
 - (xi) In addition to weekly off and 03 paid National Holiday.
 - (xii) Maintain all records and registers required under the law.
 - (xiii) Remit provident fund contribution in prescribed forms.
 - (xiv) Obtain insurance cover in respect to his staff at his own cost.

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(VIII) Submit challans labour of PF contribution every month.

(X) Provide wage slip each month to his employee.

(Xi) Ensure payment as per Minimum wages Act. 1948 (as revised from time to time by the appropriate Govt.) or wages as per agreement in present of authorized representative of Management.

(XII) Submit PF Monthly/Half yearly/yearly returns & inspection report.

(Xiii) Maintain Attendance Register in respect of h is workers deployed in JKEDI.

12. **Earnest Money:**

Earnest money/Bid Security (as mentioned in the NIT) is to be deposited in the form of Bank Draft along with the bid.

13. **Bid Validity:**

Bid shall remain valid for a period of one year after the deadline for bid submission. A bid valid for a shorter period shall b e rejected by JKEDI.

14. **Format and Signing of Bid:**

All documents of the bid shall be typed or written indelible ink as shall be signed by a person or persons duly authorities to sign on behalf o the bidder.

15. **Late Bids:**

Any bid received by JKEDI after the deadline/last date prescribed in the bid documents sue to any reason whatsoever will not be accepted.

16. **Rate Validity:**

The prices shall be quoted by the bidder entirely in Indian Rupees. All rates quoted shall not be affected by any escalation in rates whatsoever and valid for the total period of contract.

17. **Blacklisting/Removal from work:**

17.1 The service provider shall be removed from the work under the following circumstances:-

- * If the service provider is convicted under a criminal at, or any engaged Employee/worker having adverse or criminal background.
- * If the service provider has been found guilty of adopting corrupt practice or proven misconduct.
- * If the service provider is found to have given false information at the time of enlistment.

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- * If despite warnings, the service provide does not ensure improvement in the performance or does not initiate any steps to meet the complaints if the service provider makes any default in making the due payment to the workers on time or on release of bills by JKEDI.

17.2 The Service Provider shall be blacklisted for a specific period under any of the following circumstances:-

- * If the Service Provider fails to execute the contract or execute it un-satisfactory or it is proved to be responsible for un-satisfactory performance.
- * If the contracts awarded to the service provider, anywhere in the department have been rescinded by the service provider for unjustified reasons.
- * If the service provider is found to have given false information at the time of enlistment.
- * If the service provider violates the labour regulations and other contract laws.
- * If the service provider has been found involved in unethical business practices.
- * If the service provider abandons the contract at any stage during the tenure of the contract.
- * In addition for any other reasons the competent authority may deem fit.

17.3 The Service Provider who has been blacklisted shall not be allowed to participate in the tenders anywhere in JKEDI in future. Besides above, the management shall be at liberty to initiate any other action as deemed fit & proper.

17.4 JKEDI is not under any obligation to accept the lowest tender/tenders and reserves the right to reject any or all the tenders without assigning any reason whatsoever and also the distribute the work and allot the work/works to more than a one tenderer at its sole discretion.

18. No Right to Resource:

Any decision made by JKEDI in relation to this selection of a short list from the tenders will be final JKEDI is not liable for any costs or expenses incurred by a bidders in preparing the proposal and presentation if any, thereafter irrespective of whether the tenderer is successful in proceeding to the next stage in the process or not.

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19. The manpower so hired can be deputed to any unit owned by JKEDI across the state.
20. The contractor shall disburse the dues to the labour engaged in JKEDI in first week or every month and there after submit the disbursement certificate to Director JKEDI for consideration of bills of contractor forwarded to Sr. Accounts Officer to the concerned Manager.
21. In case any complaint, if received from the Manager about of the unit with holding of payment by the contractor, the Sr. Account Officer JKEDI shall withhold the equivalent amount from the dues of the Contractor till disbursement certificate duly authenticated by Manger concerned is furnished by the contractors.
22. In case of any indiscipline created by the labour supplied by the contractor, hampering the smooth functioning of the corporation and hurting the reputation of corporation the contractor shall be penalized which shall also result in termination of his contract besides blacklisting him.
23. In case of any dispute which may arise between the successful tenderer/tenders and the corporation, during the course of validity of contract, Director JKEDI shall act as an arbitrator of the parties and his decision shall be final and binding upon both the parties.
24. That the JKEDI shall be at liability to add any further condition in its interest at the time of execution of agreement of contract with the service provider/ contractor.
25. The successful bidder has to execute an agreement with the JKEDI within one week from the date of allotment of contract.
26. JKEDI shall reserve the right of terminating the contract before the expiry of the agreement without assigning any reason thereof, by giving a prior notice of fifteen days to that effect.
27. The company should have experience of being in the field for more than Three years.
28. The tender document shall contain photocopies of PAN card, GST certificate, Experience certificates, ITR for last three financial years (FY2017-18, 2018-19 & 2019-20), Labour department registration certificate.

I/We undertake and accept all the terms and conditions given above from Sr. No 01 to wherever applicable.

Director
JKEDI

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Skilled/Unskilled Manpower for JKEDI vide NIT NO _____ under Endorsement No JKEDI No _____

1	Name of the Agency	
2	Whether propriety/firm/partnership regd(provide documentary proof)	
3	Address (full)	
4	Communication links	
5	Telephone No	Mobile No
6	Fax Number	Email No
7	Experience in the field (if any)	Documentary proof to be provided
8	TIN No If any	
9	PAN/TAN No	
10	Details of Tender Document Receipt No _____ Amount No _____	
11	Details of CDR CDR NO..... Amount of CDR..... Pledged to Director JKEDI Payable at Bank	Dated..... Rs.....
12	Service Supervisor Housekeepers Gardner IT Assistant/ Office Assistant Electrician Plumber Gate keeper	Bid Amount/Month/Pay

I/We _____ representing M/S _____ as their partner(s) submit my/our tender as per details enclosed for providing skilled/unskilled manpower for JKEDI.

We agree to abide by all the terms and conditions of the NIT forming a part of the approval/tender documents (enclosed) along with related documents indicated in the tender documents.