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सत्यमेव जयते

No. TRAI/RO/HYD/House keeping tender/2019-20/1

**Telecom Regulatory Authority of India
Regional Office,
RTTC Building, Gachibowli
Hyderabad 500 032**

BID DOCUMENT

Tender for House keeping works
for
Telecom Regulatory Authority of India
Regional Office
Hyderabad

(Visit us at www.trai.gov.in)

Not transferable

Signature of the tenderer with seal

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Signature of the Tenderer with seal

SECTION - I

No. TRAI/RO/HYD/House keepin g tender/2019-20/1

Telecom Regulatory Authority of India
Regional Office
RTTC Building, Gachibowli
Hyderabad 500 032

NOTICE INVITING TENDER

Office of Issue	: Telecom Regulatory Authority of India Regional Office, RTTC Building Gachibowli, Hyderabad 500 032
Tender Number 20/1	: No. TRAI/RO/Hyd/House keeping tender/2019-20/1
Date of issue of bid document	: With effect from 03-09-2019 .
Tender Forms available from	: Senior Research Officer Telecom Regulatory Authority of India Regional Office, RTTC Building Gachibowli, Hyderabad 500 032
Due date of Receipt of bids	: Upto 23-09-2019 Time 15.00 hours
Date of opening of Technical bid	: 23/09/2019 Time 15.30 hours [If the tender opening date is declared Holiday by Govt. of India then the tender Shall be opened on next working day at 15.30 hours]
Date of opening of financial bid	: To be notified later
Earnest Money	: Rs. 5,000/-
Estimated Cost:	: Rs 2.50 lakh approx. (per annum)

Signature of the Tenderer with seal

Sealed limited tenders under two bid system i.e. "Technical Bid" & "Financial Bid" are invited from reputed firms for "**House Keeping works**" of Telecom Regulatory Authority of India, Regional Office, Hyderabad for a period of one year and extendable for one more year or part there of which will be decided by the Competent Authority. This invitation for bid is open to all the Indian nationals, who have proven experience of minimum one year as on the date of submission of this bid, in the field of undertaking the job of providing house keeping services. The bidder should neither be an employee of TRAI nor any of their close relatives employed in TRAI.

The Estimated cost of the work is:-

Sl No	Description	Estimate Cost (per annum)	EMD Rs.
1	Hiring of House Keeping Services at Regional Office, Telecom Regulatory Authority of India, 31-35, RTTC Building, Gachibowli, Hyderabad	Rs. 2,50,000 /-	Rs. 5,000/-

The Technical & Financial bids should be kept and sealed by the bidder in separate covers duly super-scribed "Technical Bid - House keeping works at RO/HYD/TRAI" and "Financial Bid - House keeping works at RO/HYD/TRAI" respectively and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super-scribed "Tender for House keeping works at RO/HYD/TRAI".

Bidders are advised to go through the tender document carefully and understand various provisions contained therein along with their implications. The tender document is not transferable under any circumstances.

Bidders shall have to deposit bid security of Rs.5,000/- (Rupees Five Thousand only) in the form of Demand Draft drawn on any scheduled bank in favour of "TRAI" payable at Delhi along with the bid.


(A Munisekhar)

Advisor
Regional Office, Hyderabad

Signature of the Tenderer with seal

Section - II

INSTRUCTIONS FOR SUBMISSION OF TENDER

1. PREAMBLE

Telecom Regulatory Authority of India (TRAI), a statutory body of Govt. of India, intends to engage a reputed firm for a period of two years for "House Keeping works" of Regional Office at Hyderabad. The terms and conditions are described in "Terms & Conditions Governing the Contract" in Section-III.

2. BONAFIDE OFFERS

The Tenderer should be bonafide, which shall mean an entity which has the following documents:

- (a) **Registration certificates with ESI and PF Commissioner, Registration Certificate with Central Excise authorities for G.S.T. and PAN No (income tax clearance).**
- (b) **Latest License from the Labour commissioner for operating the type of services mentioned in the Tender document.**
- (c) **Workmen Compensation Insurance Certificate.**

(d) **The Experience certificate on the letter heads of the issuing organizations clearly mentioning the name and designation with seal and duly signed by the competent authority of that organization, clearly mentioning the number of persons worked / working in the contract and period of contract for housekeeping work with concerned organizations, and countersigned by the authorized signatory of the tender.**


3. TENDER DOCUMENT

The tender document consists of all documents listed at page No.2 of this document. These must be submitted together in the manner indicated below (Section-III), failing which the tender is liable to be rejected. Incomplete or conditional tender is also liable to be rejected.

4. SUBMISSION OF TENDERS - TIME LIMIT/MODE

The tender documents duly completed should be submitted in two separate parts. The first part should be sealed in a separate envelope and superscripted as "Technical Bid - House keeping works at RO/HYD/TRAI". This should contain all the information which would enable TRAI to decide on credentials of the tenderers for performing/doing the job besides EMD (Annexures-II to XIII) and other documents listed below in para 4.1.1 and elsewhere in the Section. The second part will consist of the "Financial Bid- House keeping works at RO/HYD/TRAI" and should be superscripted on the second envelope as such. It will contain duly filled Annexure-1 i.e Price Schedule. Both the envelopes should be sealed in one envelope and duly superscripted as "Tender for House keeping works at RO/HYD/TRAI" and addressed to Senior Research Officer, TRAI, Regional Office, Hyderabad.

Signature of the Tenderer with seal


Senior Research Officer
Telecom Regulatory Authority of India
Regional Office,
Room No.34, RTTC Building
Gachibowli, Hyderabad - 500 032


4.1.1. The following documents shall be submitted with the Technical Bid-

- (i). **Registration certificates with ESI and PF Commissioner, Registration Certificate with Central Excise authorities for G.S.T. and PAN No (income tax clearance).** If any of the documents could not be submitted the proof and authority for claiming exemption need to be submitted.
- (ii). **Latest License from the Labour commissioner** for operating the type of services mentioned in the Tender document.
- (iii). **Workmen Compensation Insurance Certificate.**
- (iv). The **Experience certificate on the letter heads of the issuing organizations** clearly mentioning the name and **designation with seal** and duly signed by the competent authority of that organization, clearly mentioning the number of persons worked/ working in the contract and period of contract for housekeeping work with concerned organizations,
- (v) Bidder should submit **Turnover certificate as per the Annexure - XI**
- (vi). **Declaration as per proforma given in Annexure-11** duly signed with date and seal by the authorized signatory of the tenderer with **signature on every page** having read and agreed to all the terms and conditions .
- (vii). Demand Draft towards **EMO for Rs. 5,000/- (Rupees five thousand only)** in separate envelope.
- (viii). All Annexures (Annexure-11 to Annexure-XIII) shall be duly signed by the authorized signatory of the tenderer with date and seal.

4.1.2 The schedule of rates given at Annexure-1, duly filled in and signed by the tenderer, in figures and words, shall be submitted in the financial bid.

- 4.2 The tender document duly completed as described in para above must reach the designated address upto 1500 hrs on 23/09/2019 positively. Tenders received after 1500 hrs on 23/09/2019 will not be considered.

Signature of the Tenderer with seal


Senior Research Officer
Telecom Regulatory Authority of India
Regional Office,
Room No.34, RTTC Building
Gachibowli, Hyderabad - 500 032

- 4.3 Sealed tenders shall be submitted in the drop box kept in the office of SRO, Room No 34, Telecom Regulatory Authority of India, Regional Office, RTTC Building, Gachibowli, Hyderabad 500 032
- 4.4 Tenders received after the scheduled time and date shall not be considered under any circumstances.
- 4.5 All rates shall be quoted only on the proper form (Annexure-1) of the Schedule of Rates and each page of this schedule shall be signed in full by the tenderer or his authorized signatory as described in sub paras above.
- 4.6 The schedule of rates should be filled in carefully after considering all the aspects of work as described in the Section-III on "Terms & Conditions Governing the contract". No request for change or variation in rates or terms and conditions of the contract shall be entertained on the grounds that the tenderer had not understood the work envisaged by this tender document. Any overwriting in the schedule of rates should be avoided. In case of a mistake, the mistake should be clearly cut and the correction should be signed in full by the tenderer or his authorized signatory.
- 4.7 The tenderer will have to submit an analysis of rates if called upon to do so by TRAI.
- 4.8 TRAI reserves the right to :-
- > Accept or reject any or all the Technical Bids without assigning any reasons.
 - > Accept or reject any or all the Financial Bids irrespective of their being the lowest without assigning any reasons.
 - > Relax the tender conditions at any stage if considered necessary for the purpose of finalizing the contract in the overall interest of TRAI.
 - > Disqualify the tenderers blacklisted by Central/State Govts/Public Sector Units or whose contracts have been terminated on account of poor performance.
 - > TRAI reserves the right to re-tender or modify the Terms & Conditions of the tender. It also reserves the right to negotiate the rates with the lowest tenderer. i.e. L-I.
- 4.9 Any variation, addition and/or omissions in the items of work to be actually carried out shall not form a basis of any dispute regarding the rates quoted by the tenderer in the tender. The rate quoted by the tenderer shall be applicable irrespective of the volume of work.
- 4.10 If more than one or improper rate is tendered, the tender is liable to be rejected summarily and will not be considered.
- 4.11 Each folio of tender document and every supporting document attached with it shall be signed by the intending tenderer or such person on his behalf as is legally authorized to sign for and on his behalf and embossed with official seal at the time of submission.
- 4.12 Tenders containing erasures, omissions or alterations are liable to be rejected. If any corrections become necessary these must be made in ink and all such corrections must be attested by full signature of the tenderer.

Signature of the Tenderer with seal

Senior Res. Officer
Telecom Regulatory Authority of India
Regional Office,
Room No.34, RTTC Building
Gachibowli, Hyderabad, 500 032

5. OPENING OF BIDS:

- 5.1 The technical bids will be opened in the presence of bidders or their authorized representatives who choose to attend, at 15:30 hrs on due date. The bidder's representatives present at the time of opening of bid shall sign in an attendance register.
- 5.2 A maximum of two representatives for any bidder shall be authorized and permitted to attend the bid opening.
- 5.3 The Bidder's names, documents submitted, modifications, bid withdrawals and such other details as this office, at its discretion, may consider appropriate; will be announced at the opening.
- 5.4 The date fixed for opening of bids, if subsequently declared as holiday, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on the next working day, time and venue remaining unaltered.

6. STUDY OF LOCAL CONDITIONS

The tenderer is advised in his own interest to visit the site of the work and acquaint himself with all local conditions, means of access to the work, nature of work etc.


7. VALIDITY OF OFFER

The tenderer will be required to keep the offer open for a period of 120 (One hundred twenty) days from the last date of submission of tender. It shall be understood that the tender document have been sold/issued to the tenderer and the tenderer is permitted to tender with the stipulation that after submitting his tender, he shall not rescind his offer or modify the terms and conditions thereof in any manner that is not acceptable to TRAI.

8. ACCEPTANCE OF TENDER

- 8.1 The authority for acceptance of the tender documents and tendered rates will rest with the competent authority of TRAI who does not bind himself to accept the lowest or any other tender, nor does he undertake to assign reasons for his decision in this matter.
- 8.2 Acceptance of tendered rates will be communicated through a letter as soon as possible.
- 8.3 All the tender documents submitted by a tenderer shall become the property of TRAI and TRAI shall have no obligation to return the same to the tenderers.
- 8.4 Canvassing in connection with tender is strictly prohibited and the tender submitted by the tenderer who resorts to canvassing will be liable for rejection.

Signature of the Tenderer with seal


Senior Research Officer
Telecom Regulatory Authority of India
Regional Office,
Room No.34, RTTC Building
Gachibowli Hyderabad, 502 002

- 8.5 If the tenderer deliberately gives wrong information or conceals any information/facts in his tender, which shall be favourable for acceptance of his tender fraudulently, then TRAI reserves the right to reject such tender at any stage of execution without any financial liability.

9. EXECUTION OF AGREEMENT

- 9.1 The tenderer whose tender is accepted shall be required to appear at the office of the TRAI in person or if the tenderer is a Firm, Company or a Corporation, a duly authorized representative shall so appear and execute the Agreement within fifteen (15) days of the date of issue of communication from TRAI's office and start the work from the date as mentioned in the communication. Failure to do so shall constitute a breach of the contract concluded by the acceptance of the tender.
- 9.2 The tenderer shall treat the contents of the tender documents as private and confidential.

10. POSTAL ADDRESS FOR COMMUNICATION

Every tenderer shall state in the tender his postal address fully and clearly. Any communication sent to the tenderer by post at his said address shall be deemed to have reached the tenderer in time.


(M Venkatapathi)

Senior Research Officer
Regional Office, Hyderabad
Senior Research Officer
Telecom Regulatory Authority of India
Regional Office,
Room No.34, RTTC Building
Gachibowli, Hyderabad - 500 032

Signature of the Tenderer with seal

Section – III

TERMS & CONDITIONS GOVERNING THE CONTRACT

1. PREAMBLE

Telecom Regulatory Authority of India is a statutory body set up by an Act of Parliament. It is functioning as a regulator of the telecom sector in India.

2. TERMS AND CONDITIONS


1. OBLIGATION OF THE TENDERER:

- i) In order to ensure efficient House keeping as per the schedule (Annexure-IV), the Tenderer is required to deploy one UNSKILLED labour to execute the house keeping works. The person(s) so employed by the Tenderer shall not have any claim whatsoever for regularization /appointment in TRAI and that their engagement is the sole responsibility of the contractor and TRAI has nothing to do with their engagement.
- ii) The workers employed by the Tenderer **shall be polite**, well behaved and respectable to the TRAI Officers / employees from TRAI and other organizations, visitors and other residents and workers in the Regional office of TRAI at Hyderabad
- iii) The workers employed by the Tenderer shall have good character and record. They should also be free from communicable diseases.
- iv) The workers employed by Tenderer should be given weekly off as per statutory legal norms
- v) The Tenderer will be **responsible for** all the Central and State Government's **statutory obligations of labour laws** such as Payment of minimum wages, ESI, Provident Fund etc are to be paid as per the Gol guidelines mentioned time to time at the Chief Labour Commissioner's website <https://clc.gov.in/clc/min-wages> ; Latest VDA minimum wages order shall be applicable for the tenderer ; **As and when the wages are revised by Gol, TRAI undertakes to enhance the same. Bidder is to quote only fixed management fee in rupees per month in the price schedule.**

TRAI will not be responsible for any **violation of labour laws** by the Tenderer. The Tenderer **shall maintain appropriate & relevant records** regarding statutory obligations of labour laws and produce the same to the TRAI on demand.

- vii) The approved Tenderer shall in no circumstances sublet the work to another Tenderer.

Signature of the Tenderer with seal


Senior Research Officer
Telecom Regulatory Authority of India
Regional Office,
Room No.34, RTTC Building
Gachibowli, Hyderabad - 500 032

3. Penalty Clause

In case the tenderer fails to comply with any terms and conditions of the agreement with regard to quality of work etc, which shall be reviewed on daily basis, a penalty at the rate of 2.5% to 10% of monthly agreed amount, depending on the extent of failure, shall be levied for each day's failure and such occasions should not repeat. The extent of penalty is decided by Advisor/TRAI, Hyderabad

4. PAYMENT CONDITIONS

Payment shall be made on monthly basis on submission of pre-receipted Bill in duplicate subject to satisfactory performance of the duties and obligations of the contract and submitting the proof of payments of salary, provident fund, ESI and other statutory payments for the labour deployed at TRAI

The tenderer should make the payments to the labourer monthly before 7th of every month through bank account of the labourer irrespective of the delay, if any, in payment of his / her bills by TRAI

5. Sub contract

The bidder shall not engage any sub contracts for the works awarded under this contract

6. DURATION OF CONTRACT


6.1 At the initial stage, the contract shall be awarded for a period for one year from the date of commencement of the Agreement. TRAI will have sole discretion for extending it for further term of one year on mutually acceptable terms and conditions and rates.

6.2 However, it will be obligatory on the part of the firm to continue to work at the rates prevailing on the last date of the Agreement even beyond contract period for at least 3 (three) months or till the new contract is finalized, whichever is earlier.

7. EARNEST MONEY

7.1 The tenderer will be required to deposit a sum of Rs.5,000/- (Rupees Five Thousand only) as earnest money along with completed tender documents. The earnest money is towards an undertaking by the tenderer that the tenderer will not back-out from his offer or modify the terms and conditions thereof in a manner not acceptable to TRAI. Should the tenderer fail to observe or comply with the said stipulation, the entire amount shall be liable to be forfeited by TRAI.

Signature of the Tenderer with seal


Senior Research Officer
Telecom Regulatory Authority of India
Regional Office,
Room No.34, RTTC Building
Gachibowli, Hyderabad - 500 040

7.2 The deposit as referred to under para 7.1 above shall be made by Pay Order or Demand Draft made in favour of TRAI payable at New Delhi and valid for a minimum period of three months after the date of issue .

8. PERFORMANCE SECURITY

8.1 The successful tenderer whose rates are finally accepted shall furnish performance security for an amount equal to 10% of the value of purchase order within 15 days from the date of the communication of award of contract, by way of Pay Order or Demand Draft made in favour of TRAI payable at New Delhi . No interest will be paid on the performance security

8.2 In case the successful tenderer declines or fails to furnish the performance security, the entire amount of Rs.5,000/- of EMD will be forfeited.

9. TRAI reserves the right to terminate the Agreement any time without assigning any reason/notice.

10. CRITERIA FOR EVALUATION OF BIDS:


10.1 Technical Bid:- The technical bids of the bidders will be opened in the first stage and will be evaluated on following criteria :-

- > Letter of Submission of tender;
- > The tender document with all pages duly signed with official seal.
- > Certificates showing fulfilment of the eligibility criteria stated in section-II clause 4.1.1
- > Average Turnover for the past 3 years should be 10 Lakhs
- > Experience certificate with Government agencies for two years with copies of documents indicating the previous/ongoing contracts during the last three years.
- > Earnest Money Deposit of Rs 5,000/- in form of bank draft/pay order.
- > A self-certificate to the effect that the tenderer has not been blacklisted by Central/State Govt./Public Sector Units or its contracts have not been terminated on account of poor performance.

10.2.1 Financial Bid:- The financial bids will be opened only in respect of those firms, which meet the technical bid criteria mentioned above.

The determination of L1 shall be based on the Lowest Fixed management fee per month quoted rate in Annexure-1 (Please see section-III, clause 2.1.V).

Signature of the Tenderer with seal


Senior Research Officer
Telecom Regulatory Authority of India
Regional Office,
Room No.34, RTTC Building,
Gandhinagar, New Delhi

11. Force Majeure

- 11.1 If at any time, during the continuance of the agreement the performance in whole or in part, by the firm, of any obligation specified in the agreement, is prevented, restricted, delayed or interfered, by reason of war or hostility, act of the public enemy, civic commotion, sabotage, act of State or direction from statutory authority, explosion, epidemic, quarantine restriction, fire, floods, natural calamities or any act of GOD, (hereinafter referred to as event), provided notice of happenings of any such event is given by the firm to TRAI within seven calendar days from the date of occurrence thereof, the firm may be excused from performance of its obligation. Provided further that the obligations under the Agreement shall be resumed by the firm, as soon as practicable, after such event comes to an end or ceases to exist. The decision of TRAI as to whether the obligations may be so resumed (and the time frame within which the obligations may be resumed) or not, shall be final and conclusive.
- 11.2 However, the Force Majeure events mentioned above will not in any way cause extension of the period of the Agreement.

12. Laws governing Agreement

The Agreement entered into between TRAI and the firm shall be governed by the laws of India for the time being in force.


13. Jurisdiction of courts

The court of the place where the Agreement is signed shall alone have the jurisdiction to decide any dispute arising out of or in respect of the Agreement.

14. Arbitration

In the event of any dispute arising between TRAI and the firm in any matter covered under this Agreement or arising directly or indirectly there from or connected or concerned with the said Agreement in any manner of its implementation of any terms and conditions of the said Agreement, the matter shall be referred to the Secretary, TRAI, New Delhi who may himself act as sole arbitrator or may nominate an officer of TRAI as sole arbitrator, notwithstanding the fact that such officer has been directly or indirectly associated with the contract. The firm will not be entitled to raise any objection for the appointment of such officer of TRAI as the sole arbitrator. The award of the arbitrator shall be final and binding on both the parties to the agreement subject to provisions of Arbitration and Conciliation Act, 1996 and rules made there under. The parties expressly agree that the arbitration proceedings shall be held at New Delhi. The language of arbitration shall be in English only.

Signature of the Tenderer with seal


Senior Research Officer
Telecom Regulatory Authority of India
Regional Office,
Room No.34, RTTC Building
Gachibowli, Hyderabad - 500 032

15. GENERAL

Any clarification in regard to the meaning or intent or interpretation of any of the provisions of these terms and conditions required at any point shall be sought from Senior Research Officer, TRAI, Hyderabad whose decision in the matter shall be final and binding. Any other matter relevant to but not covered in the Agreement shall also be decided by making reference to him and his decision shall be final and binding.

(M Venkatapathi)
Senior Research Officer
Regional Office, Hyderabad

The scope of work and all terms and conditions listed from para 1 to 15 along with their sub-para have been read carefully, understood and accepted.

Signature of the Tenderer

Signature of the Tenderer with seal


Senior Research Officer
Telecom Regulatory Authority of India
Regional Office,
Room No.34, RTTC Building
Gachibowli, Hyderabad - 500 032

Annexure – 1

Price Schedule

The Fixed Management fee (In Rupee terms per month, over and above what is applicable statutorily to be paid as per minimum wages act, EPF, ESI etc) to cover the tenderer's cost in arranging one house keeping staff , exclusive of all applicable taxes is :

Description of the work	Fixed management fee in Rupees per month (In Figures)
Housekeeping services for all activities of Annexure IV for all needs as per terms & conditions of the tender	


In words: -----

(Please see Clause 2.1.V of Section-III)

Signature of the Authorised Signatory

Name: _____
Mobile/Tel No.: _____
Designation: _____
Address: _____

Signature of the tenderer with seal


Senior Research Officer
Telecom Regulatory Authority of India
Regional Office,
Room No.34, RTTC Building
Gachibowli, Hyderabad - 500 032

ANNEXURE - II

DECLARATION

To

Senior Research Officer
Telecom Regulatory Authority of India
Regional Office, RTTC Building
Gachibowli,
Hyderabad 500 032

Dear Sir,

Sub:- Tender for House Keeping work of Regional office, TRAI, Hyderabad-
Reg

1. I.....s/o.....resident of
..... have gone
through the complete terms and conditions of the House Keeping works of the
Regional office, TRAI, Hyderabad - 500 032 tender document and accept the same.

2.

I.....s/o.....
..... resident of
..... I am
herewith enclosing Bank Draft No.
Dated drawn on
.....Bank for
Rs.....Rupees.....
..... only) in favour of TRAI along with tender as
Earnest Money Deposit-EMD (BID SECURITY), payable at New Delhi.


Place: Signature of the Authorized Representative / Tenderer

Date: Name in Block Letters:

Address:

Telephone no:

Signature of the tenderer with seal


Senior Research Officer
Telecom Regulatory Authority of India
Regional Office,
Room No.34, RTTC Building
Gachibowli, Hyderabad - 500 032

ANNEXURE - III

Advance Stamped Pre Receipt


Received with thanks from the Senior Research Officer, TRAI, O/o Advisor,
TRAI, Hyderabad, the sum of Rs. _____ (Rupees
_____ only) towards the refund of EMD paid at
the time of submission of tender vide your receipt no. _____

Signature of the tenderer

Place:

Date :

Signature of the tenderer with seal


Senior Research Officer
Telecom Regulatory Authority of India
Regional Office,
Room No.34, RTTC Building
Gachibowli, Hyderabad - 500 032

ANNEXURE – IV

SCHEDULE OF THE HOUSEKEEPING ACTIVITIES

A. SPECIFIC REQUIREMENTS OF Regional Office, TRAI, GACHIBOWLI,
HYDERABAD.

The different areas of RO/HYD/TRAI with type of Housekeeping activity required and frequency of the house keeping activity to be carried out are detailed below.


1. The cleaning area of Regional office, TRAI, Gachibowli, Hyderabad.
Cleaning is required on daily basis
2. The number of wash rooms as per the table below :-

Sl no	Description	Nos.	Remarks
1	Toilet Rooms	2	
2	Toilets	4	(3 Indian & 1 western)
3	Wash basins	4	
4	Urine commodes	3	

Cleaning is required on daily basis

3. There are One Advisor Chamber, Two Joint Advisor Chambers and Two SRO Chambers—
Assistance is required for supply of Tea, Water to visitors of these officers whenever required.
4. Dispatching of office DAK
5. Periodic cleaning of ceiling, Panels, Fans etc.
6. Other miscellaneous works arise from time to time.

One House Keeping Person is needed to attend to the above mentioned tasks. Accordingly bidder is required to engage one house keeping staff


Senior Research Officer
telecom Regulatory Authority of India
Regional Office,
Room No.34, RTTC Building
Hyderabad - 500 03.

Signature of the tenderer with seal

-19-

Annexur- V

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

To

Senior Research Officer
Telecom Regulatory Authority of India
Regional Office, RTTC Building
Gachibowli,
Hyderabad 500 032

Subject : Authorisation for attending bid opening on(date) in the Tender of
House Keeping works of RO/TRAI, Hyderabad - reg

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.

Signature of the tenderer with seal

Senior Research Officer
Telecom Regulatory Authority of India
Regional Office,
Room No.34, RTTC Building

Annexure-VI

BIDDER'S PROFILE

1	Name and full address of the tenderer	
2	Phone Numbers	Land Line: Mobile : Fax :
3	Email ID	
4	Status of tenderer, whether Proprietary concern /Partnership Firm / Ltd Company	
5	Name of authorized signatory who is empowered to sign the agreement, other documents and correspondence	
6	Details of past experience in the line	
7	EMD Particulars	
	DD/ Receipt No	
	Date	
	Bank	
8	GST No & date	
9	Are you a Public sector/ Central Govt./ State Govt. Undertaking. If so, furnish Documentary proof.	
10	Goods & Service Tax Registration No	
11	EPF Registration No	
12	ESI Registration No	

I have read and understood the terms and conditions of the Tender Document and abide by the provisions contained therein.


Place

Signature of the Bidder

Date

Rubber Stamp

Signature of the tenderer with seal


Senior Research Officer
Telecom Regulatory Authority of India
Regional Office,
Room No.34, RTTC Building
Chennai

Clause by Clause Compliance

To

Senior Research Officer
Telecom Regulatory Authority of India
Regional Office, RTTC Building
Gachibowli,
Hyderabad 500 032

Dear Sir,

Sub: Tender for providing Housekeeping Services in RO/HYD/TRAI
office, Hyderabad-500007 – Details of EMD – reg.

I have gone through the complete Terms and Conditions of the
Housekeeping Services contract in the office of RO/TRAI Hyderabad and I
accept the same. I am submitting herewith Bank Demand Draft bearing
No.....drawn on
Bank for Rs. (Rupees
) along with tender as Earnest Money Deposit.

Signature of the Contractor

Name _____

Address _____

Place:

Phone No. _____

Date:

Senior Research Officer
Telecom Regulatory Authority of India
Regional Office

Signature of the tenderer with seal

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Annexure - VIII

Proforma for declaration by tenderer for compliance of the conditions of EPF Act, 1952

i.....S/o.....

Residence at..... hereby declare that I/We will fulfill / compliance all the terms and conditions of the provisions of EPF and Misc. Provisions Act, 1952 & Employees' Provident fund Scheme 1952 in respect of labour / employee engaged by me/us for performing the works of TRAI.

OR

I _____ hereby declare that my firm _____ is having _____ number of employees; hence EPF registration is not applicable to my firm.

Signature & seal of tenderer

Name & full Address of the tenderer.

Witnesses

1. Signature: _____

Name : _____

Address : _____

2. Signature: _____

Name : _____

Address : _____

Signature of the tenderer with seal

Senior Research Officer
Telecom Regulatory Authority of India
Regional Office,
Room No.34, RTTC Building,
Cochin

Annexure – IX

Proforma for declaration by tenderer for compliance of the conditions of ESI / Insurance for Labour engaged by the firm for carrying out the works in TRAI Regional Office at Hyderabad.

i.....S/o.....
Residence at hereby declare that I/We will fulfil / compliance all the terms and conditions of the provisions of ESI/ Insurance in respect of labour / employee engaged by me/us for performing the works of TRAI Regional Office at Hyderabad.

OR

I _____ hereby declare that my firm _____ is having _____ number of employees, hence ESI registration is not applicable to my firm.

Signature & seal of tenderer

Name & full Address of the tenderer.

Witnesses

1. Signature: _____

Name : _____

Address : _____

2. Signature: _____

Name : _____

Address: _____

Senior Research Officer
Telecom Regulatory Authority of India
Regional Office,
Room No.34, RTTC Building

Signature of the tenderer with seal

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Annexure - X

RELATIVE / NON -EMPLOYMENT CERTIFICATE

I.....S/o.....resident of
.....hereby certify that none of my relative(s) is/are
employed in TRAI unit as per details given in tender document.

This to certify that
M/s..... is never blacklisted or
barred for participating in tenders by any organizations. In case at any
stage it is found that the information given by me is false/ incorrect, TRAI
shall have the absolute right to take any action as deemed fit/without any
prior intimation to me.


Station

Signature :

Date

Name

Signature of the tenderer with seal


Senior Research Officer
Telecom Regulatory Authority of India
Regional Office,
Room No.34, RTTC Building
Gachibowli, Hyderabad - 500032

Annexure - XI

TURNOVER CERTIFICATE

This is certify that as per their audited financial statements, the turnover of M/s _____ in the three (03) preceding financial years are as given below:

Years	Turnover (in rupees)
2015-16	
2016-17	
2017-18	

* It is confirmed that I am a practicing Chartered Accountant

Place:

Date:

Seal of Statutory Auditor/CA Signature of Statutory Auditor/CA

Note: The above certificate should be from the statutory auditor of the bidder, or from a practicing chartered accountant if the bidder does not have a statutory auditor.

* Strike out whichever is not applicable

Signature of the tenderer with seal


Senior Research Officer
Telecom Regulatory Authority of India
Regional Office,
Room No.34, RTTC Building
Gachibowli, Hyderabad - 500 032

Annexure – XII

DETAILS OF BANK ACCOUNT
(RTGS/NEFT facility for receiving payments)

S. No.	Particulars	To be filled by the bidder
1	Name(s) of Account Holder(s)	
2	Address of Account Holder(s)	
3	Name of the Bank	
4	Name and address of the branch	
5	IFSC Code	
6	MICR Code	
7	Account Number	
8	Type of Account	

I/we, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I/we would not hold TRAI responsible.

(Signature(s) of account holder(s)) Name(s) of Account holder(s)

SIGNATURE OF BIDDER & STAMP


Signature of the tenderer with seal

Senior Research Officer
Telecom Regulatory Authority of India
Regional Office,
Room No.34, RTTC Building
Sachibowli, Hyderabad - 500 032

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Annexure – XIII

Check List / Questionnaire

SN o	Documents to be submitted	Submitt ed Yes / No
1	Original Receipt / Proof of EMD (DD) Rs 5,000/- in favour of TRAI, payable at New Delhi	
2	Latest Income Tax Clearance (Assessment year 2017-18) Certificate	
3	GS Tax Clearance (Assessment year 2017-18) Certificate	
4	ESI Registration documents	
5	EPF Registration documents	
6	Labour Licence in the name of the Bidder	
7	Schedule of rates (Financial Bid) (Annexure – I)	
8	Declaration (Annexure II)	
9	Advance Stamped receipt to return of EMD (Annexure-III)	
10	Schedule of House Keeping Activities (Annexure IV)	
11	Letter of Authorization (Annexure-V)	
12	Bidder's Profile (Annexure-VI)	
13	Technical Bid and financial bid	
14	PAN Card	
15	Clause by Clause Compliance (Annexure – VII)	
16	Declaration on EPF (Annexure-VIII)	
17	Declaration on ESI (Annexure-IX)	
18	Declaration on TRAI non-relative (Annexure-X)	


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19	Turn over certificate (Annexure-XI)	
20	Bank Details (Annexure-XII)	
21	Check List / Questionnaire (Annexure-XIII)	
22	Experience Certificate	
23	Workmen Compensation Insurance Certificate	
24	Present commitment documents	
25	GST Registration Certificate	

The above documents are submitted .

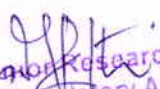
It is certified that the above information is true and correct in the best of my knowledge and belief and in case of any of these is found to be false we shall be liable for any action as decided by the TRAI.

It Is certified that I/we have read and fully understood the terms and conditions of this Tender for "House keeping works at RO/HYD in TRAI" and if contract is awarded, I/we will abide by them till the end of contract period.

It is also certified that neither is the bidder firm blacklisted by any Central Government Ministry/Department during the three years immediately preceding the last date for submission of this bid, nor remained blacklisted at any time during the said three years.

SIGNATURE OF BIDDER & STAMP

Signature of the Tenderer with date


 Senior Research Officer
 Telecom Regulatory Authority of India
 Regional Office,
 Room No.34, RTTC Building
 Gachibowli, Hyderabad - 500 032