



જાહેર નિવેદન

ગુજરાત માધ્યમિક અને ઉચ્ચતર માધ્યમિક શિક્ષણ બોર્ડ, ગાંધીનગર

ગુજરાત માધ્યમિક શિક્ષણ બોર્ડની કચેરી માટે નીચે જણાવેલ ટેન્ડરની શરતોમાં લાયકાત ધરાવતી એજન્સીઓ પાસેથી ઇ-ટેન્ડરીંગ પદ્ધતિથી (૧) હાઉસ કીર્પીંગની કામગીરી (૨) પરચુરણ સ્ટેશનરી તેમજ અન્ય પરચુરણ વસ્તુ અંગેનું ટેન્ડર (૩) પલ્પીંગની કામગીરી (૪) ઝેરોક્ષની કામગીરી માટેના તેમજ ટેન્ડર પદ્ધતિથી (૧) બંધ કવરમાં બાઇન્ડીંગની કામગીરી કરાવવા માટેના તથા (૨) બોર્ડની કચેરીમાં પરચુરણ રીપેરીંગની કામગીરી કરાવવા માટેના ભાવો મંગાવવામાં આવે છે.

ઉપરોક્ત ટેન્ડરની તમામ વિગતો www.nprocure.com તથા બોર્ડની વેબસાઇટ www.gseb.org ઉપર ઉપલબ્ધ છે.

ઉપરના કોઇપણ અથવા બધાજ ટેન્ડરો કારણ આપ્યા વગર રદ કરવાનો સંપૂર્ણ હક્ક અત્રેની કચેરી પાસે અબાધિત રાખવામાં આવે છે.

સચિવ

ગુજરાત માધ્યમિક અને
ઉચ્ચતર માધ્યમિક શિક્ષણ બોર્ડ,
ગાંધીનગર

**Gujarat Secondary & Higher Secondary Education Board,
Gandhinagar**

E-TENDER NOTICE NO : 3 / 2018

**Online E-Tender Document For Outsourcing Housekeeping Service For Year : 2018 and
2019 From The Service Provider Agencies / Firms**

1. Sealed tenders in conformity with detail tender call notice are invited from the service provider Agencies/ Firms having valid Registration Certificate, including registration with the Regional Employment Exchange, EPF Registration, ESI Registration, Service Tax Registration and PAN Card and having similar line of business for more than 2 years towards out-sourcing of Cleaning services in office buildings.
2. The Service Provider Agencies / Firms having good track record, manpower capacity and relevant experience are eligible to apply. They should produce satisfactory work completion certificate of appropriate value of work and a certificate showing annual turnover for last 2 years.
3. The tender document can be obtained from the website of the (<http://nprocure.com>) GS & HSEB the tender portal of the board (<http://gsebnpocure.com>). A fee of Rs. 1000/= (Rupees one thousand only), towards the cost of the tender document, along with the Earnest Money Deposit (EMD) **RS.33,000/-** of Contract may be enclosed in the form of separate Demand Drafts drawn in favour of the **Secretary, GS & HSEB, Gandhinagar** and submitted along with the Technical BID.
4. The tenders should be submitted in two sealed covers.

(A) The first sealed cover should be super scribed "Technical Bid' and should contain

1. Checklist of documents submitted(Annexure-I)
2. Agency profile including previous experience of manpower supply to Government / Semi Government / autonomous agencies.
3. Acceptance of terms and conditions there under.
4. Demand Draft for Earnest Money Deposit
5. Demand Draft towards the cost of Tender document.
6. All other required documents.

(B) 'Financial Bid' should contain only rates which are to be quoted on monthly basis (Annexure-III) only Online.

(C) Technical Bid should be addressed to THE **Secretary GS & HSEB, Gandhinagar** and sent by post or hand delivered latest by 17.00 P.M. of 30 / 1 /2018 and shall

be opened on Dt.31 /1 /2018 at 16.00Hrs in presence of the tenderers or their authorized representatives.

5. Tenders received after, the due date and time will be summarily rejected. Incomplete and conditional tenders shall not be accepted.
6. The Tender Opening cum Evaluation Committee will assess the ability of the agencies to render the requisite services based on its past record, profile and on such other criteria as it may fix and only those found fit will be eligible for financial bid opening.
7. The bidders are required to submit EMD and tender fees Which is attached as per Annexure-1 If failing which the tender shall be declared as non-responsive and thus liable for rejection.
8. Submission of more than one tender paper by a tenderer for a particular work will render the bid liable for rejection / consideration. The decision of Tender Opening cum Evaluation Committee is binding to all.
9. The bidders may assess about the nature and quantum of work before quoting their rate.
10. The rates for different category of manpower that may be required for the proposed services shall not be less than the rates of minimum wages prescribed by the Government from time to time under contract Labour Act and the Minimum Wages Act.
11. The supervision charges, rate of wages, statutory dues and other allowances etc. under the labour law and other laws payable by the employer (the bidder) should be indicated in detail's.
12. The Bank Draft produced in relation to this tender should be drawn on any Nationalized / Scheduled Bank in favour of the **Secretary GS & HSEB, Gandhinagar**, payable at Gandhinagar and other details can be seen in bidding document. The authority reserves the right to reject any or all the tenders without assigning any reason thereof.
13. RIGHT TO ACCEPTANCE OR REJECTION OF TENDERS:
 - A. The tender is liable to be rejected inter-alia:
 - a) If it is not in conformity with the instructions mentioned in the tender paper.
 - b) If it is not properly signed by the bidder.
 - c) If it is received by telex or telegram.
 - d) If it is received after the expiry of the due date and time.

- e) If it is not enclosed with the cost of the Tender Document. [Tender fee @ RS.1500/-]
- f) If it is not accompanied by the requisite EMD [@ RS.33,000/-]
- g) A list of manpower available with the firm with name, address and qualification must be enclosed along with the tender papers.

B. This office reserves the right to:

- a) Accept / Reject any of the tender in full or part thereof.
- b) Revise the requirement at the time of placing the order.
- c) Add, modify, relax or waive any of the conditions stipulated in the tender specification Wherever deemed necessary.
- d) Reject any or all the tenders in part or full without assigning any reason thereof.
- e) Award contracts to one or more bidders for the items covered by the tender.

14. SCOPE OF WORK: To provide Cleaning services in the Gujarat Secondary & Higher Secondary Education Board, Gandhinagar during the period of contract [Year : 2018 and 2019] Details of the job work are as under:

JOB DESCRIPTION

1. To maintain cleanliness of all rooms, halls, auditorium, lobby's, library, bathrooms, toilets, wash basins, corridors, staircase, ramps with machine, etc.
2. Daily cleaning/dusting of writing tables, working tables, chairs, telephones, computers office cubicles, photocopier machines, fax machine, printers etc.
3. Daily cleaning of window panes.
4. Periodic cleaning of ceilings to remove cobwebs.
5. Regular maintenance of cleanliness of electric fans and light fittings of building.
6. Moving of articles like tables, chairs, almirahs, display boards, etc. as and when such shifting is necessary.
7. Keeping the drains around the building clean and clear from choking.
8. Cleaning and maintenance staff should be present from 8 A.M. to 6 P.M.
9. Maintain cleanliness around the Board building.
10. Details Work list of Housekeeping Staff are as under as per annexure – I.

**Gujarat Secondary and Higher Secondary Education Board,
Gandhinagar**

Details Notice Inviting On-line Tender For House keeping services for

Year : 2018 and 2019

Tender Notice No : 3 / House Keeping / 2018

Department Name	Education Department
Circle	Not Applicable
Office	Gujarat Secondary and Higher Secondary Education Board, Sector No 10/B, Gandhinagar
IFB No	3/2018
Name of Project	OUTSOURCING HOUSEKEEPING SERVICES FROM 2018 and 2019
Name of work	OUTSOURCING HOUSEKEEPING SERVICES FROM 2018 and 2019
Estimated Contract Value (INR)	Rs. 11,00,000/-
Period of Completion (in Months)	24
Bidding Type	E-Tendering
Bid Call (Nos.)	1
Tender Currency Type	Single
Tender Currency Settings	India Rupee (INR)
Joint Venture	Not Applicable
Rebate	Not Applicable
Bid Document Fees	Rs. 1000/-
Bid Documents Fee Payable to	Secretary, Gujarat Secondary and Higher Secondary Education Board, Gandhinagar
Bid Security Emd	Rs. 33,000/-
Bid Security / EMD in favour of	Secretary, Gujarat Secondary and Higher Secondary Education Board, Gandhinagar
Bid Document Downloading Start Date	Dt.8/1 / 2018 onwards
Bid Document Downloading End Date	Dt.29 / 1/ 2018 16.00 Hrs.
Last Date & Time for Receipt Physical (Submission) of Bids	Dt. 30 / 1 / 2018 16.00 Hrs.
Bid Validity Period	90 Days
Remaks	Demand draft for Tender Fee and EMD and all documents fulfilling the prequalification criteria shall be submitted in electronic format only through online by scanning while uploading the bid. The documents regarding pre- qualifying criteria shall be opened first. Submission of original Tender fee and E.M.D in Store Branch of above mention office address and taking receipt. Technical Bid will be opened those who has submit original Tender fee

	<p>and E.M.D as per said tender conditions. The Price Bid of the agencies fulfilling the Pre-Qualifying criteria / Technical Bid criteria as per said tender conditions shall be opened. The submission shall mean that E.M.D. & Tender fee are received for purpose of opening of Bid. Accordingly offer of those shall be opened whose E.M.D. & Tender Fees and received electronically. However for the purpose of realization of D.D. Bidder shall send the D.D. of Tender fee and E.M.D. in Original shall be submitted to Secretary, Gujarat Secondary and Higher Secondary Education Board, Sector No 10/B, Gandhinagar on 30 /1/2018 upto 16.00 Hrs. in Store Branch of Gujarat Secondary and Higher Secondary Education Board, Sector No 10/B, Gandhinagar. Penetrative action will be taken for not submitting the said documents. For further details & only submission of tender please visit our website mention above. If possible the Tender will be opened online on Dt.31 / 1/2018 at 16.00 AM in the Office of The Secretary, Committee Room of Gujarat Secondary and Higher Secondary Education Board, Sector No 10/B, Gandhinagar.</p>
Bid Opening Date	Dt.31 /1/2018 at 16.00 Hrs.
Office Inviting Bids.	The Secretary, Gujarat Secondary and Higher Secondary Education Board, Sector No 10/B, Gandhinagar.
Bid Opening Authority	The Secretary, Gujarat Secondary and Higher Secondary Education Board, Sector No 10/B, Gandhinagar.
Address	1 st Floor, Committee Room, Sector No 10/B, Gandhinagar.
Contact No.	079-232-53830

**Gujarat Secondary & Higher Secondary Education Board,
Gandhinagar**

E-TENDER NOTICE NO : 3 / 2017

**Online E-Tender Document For Outsourcing Housekeeping Service For
Year : 2018 and 2019 From The Service Provider Agencies / Firms**

ANNEXURE - I
Work list of Housekeeping Staff

Sr. No.	Type of Work	Way of	Schedule of	Machine/Instru
1	Cleaning of Table- Chair	Cleaning	Daily	With Hand
2	Cleaning of Telephone, Computer	Cleaning	Twice a day	With Hand
3	Dustbin	Cleaning	Daily	With Hand
4	Cleaning of Corridor	Wet and dry mope	Frequently	Wet and dry mope,
5	Stairs	Wet and dry mope	Daily	With Hand
6	Cleaning of Basement	Wet and dry mope	Daily	Wet and dry mope,
7	Cleaning of Sofa, Switch Boards, Fans, Tube lights, A.C., Fridge and other electrical items	Moping	Weekly	With Hand
8	Façade cleaning	Glass cleaning of outside	As per requirement / every three	along with its required equipment-material
9	Door- window	Clean	Daily	By Hand/glass Cleaner kit/along with its required
10	Road/ Compound ground area, entry gate, parking area, go downs Cleaning,	By Hand	Round the clock	By Hand
11	Institute Drainage System	Flush through Jet Pressure	As Required & Weekly	By Hand

12	Ward/office/compound wall and other departments deep cleaning	Wet and dry by mop along with its required Equip	Weekly	along with its required equipment-material
13	Wall/ Terrace / Roof	-----	Weekly	-----
14	Water cooler	-----	Weekly	-----
15	Glass pane	Inside-outside	Weekly	Along with its required materials
16	Toilet/washroom/lobby/connecting lobby	Clearing	Round the clock	Along with required equipment materials
17	Underground/ overhead water tank	Cleaning	Every month	

**Board Building Area covered under GS & HSEB Board, Sector – 10/B,
Gandhinagar**

Floor		Area		
All Corridors and staircase including side space and railings for all floor & Front portion of Building				
Particulars	No of Hall /	No of Room's	Urinal / Toilet / Washbasin	Total area 10,000 sq m (Including front area of Board Building)
Ground Floor	--	09	6 / 6 / 5	
1st Floor	3	12	15 / 17/16	
2nd Floor	5	01	5 / 8 / 4	
3rd Floor	3 open	Terrace		
SSC Branch				
Ground Floor	--	04		
1st Floor	1	02	- / 4/ 4	
2nd Floor	1	03	- / 6/6	
3rd Floor	1	03	- / 6 / 6	
Student Service center				
Ground Floor	1	02	3/2/2	
1st Floor	1	02	3/2/2	
Terrace	1	--	--	
Sector – 22 Pandit Dindayal Bhavan				
Ground Floor		12	4/8/4	

17. **EARNEST MONEY DEPOSIT:** The bidders shall enclose with the Tender EMD amounting to **RS.33,000/-** of total value of contract in the form of Bank draft drawn on any Nationalized/Schedule Bank in favour of the **Secretary GS & HSEB, Gandhinagar**
18. **PERIOD OF CONTRACT:** The initial period of contract would be 24 months, extendable by another 12months on satisfactory performance with such amendments as may be mutually agreed to and also subject to the necessary approval of the chairman. Service charges/rates quoted by the agency would be fixed for a period of 24months and any statutory increase in wages/DA etc. is to be absorbed by the agency. After satisfactory completion of 2 year of service, the contract can be extended for another 12months on the same terms and conditions.

GENERAL CONDITIONS OF CONTRACT

The quantum of requirement of such material may be more explicit. It should be ensured that all cleaning material is supplied regularly as per the requirement.

1. The manpower including Minimum eight labours & One Supervisor will have to be supplied by the agency within 7days of award of contract.
2. All services shall be performed by persons qualified experienced and skilled in performing such services as per the eligibility criteria indicated for each category. All consumable items – materials as shown in Annexure - E shall be arranged by the bidder and deposited in the store branch.
3. Cleaning should be completed in office cited premises (except common places) prior to opening of office hours before i.e. 9.30 AM so that work in office does not get interrupted in the middle for cleaning purpose.
4. The persons supplied by the Agency should not have any Police records/criminal cases against them. The agency shall furnish history sheet, bio-data and police report to the board. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of persons will be verified by the Service Provider before their deployment through local police, collecting proofs of residence, driving license, bank account details, previous work experience and recent photograph and a certification to this effect submitted to this office. The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request.

5. The service provider shall engage necessary persons as required by this office from time to time. The Deployment of personnel is to be on monthly basis. Thus deployment/arrangement of the personnel should be in such a manner that there shall be no violations of any leave Rules and weekly off days. The tenderer will have to bear cost of providing personnel for this work load/ duty hours or weekly off. The said persons engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their salary every month.
6. There is no Muster and Servant relationship between the employees of the service provider and this office and further that the said person of the service provider shall not claim any absorption in this office or the Government.
7. The service provider's person shall not claim any benefit/ compensation/ absorption/ regularization of services from/in this office under the provision of Industrial Disputes Act., 1947 or Contract Labor (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be submitted by the service provider to this office.
8. The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative / organizational matters as all are of confidential/secret nature.
9. The service provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him. The agency shall be bound to prohibit and prevent any of their employees from being intoxicated while on duty, trespassing or acting in any detrimental or prejudicial to the interest of this office. The decision of the Secretary by Board In charge upon any matter arising under the clause shall be final and binding on the agency.
10. That the persons engaged shall not be below the age of 18 years or above the age of 45 years and they shall not interfere with the duties of the employees of this office.
11. The functional control over the personnel deployed by the Agency will rest with this office and the disciplinary administrative / Technical control will be with the Agency.
12. This office may require the service provider to dismiss or remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or for his/her/their misconduct and the service provider shall forthwith comply with such requirements. The Service provider shall replace immediately any of its personnel, if they are unacceptable to this office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.

13. The service provider has to provide Dress code with Photo Identity Cards to the persons employed by him/her for carrying out the work. Compulsory These cards are to be constantly displayed & their loss reported immediately.
14. The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider shall be the responsibility of the service provider.
15. That the agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund, ESI Act etc. and this office shall not incur any liability for any expenditure whatsoever on the persons employed by the agency on account of any obligation. The agency will require providing particulars of EPF, ESI of its employees engaged in this office. The Agency will comply all statutory provisions of law, rules and regulations of Act and keep this office informed about any amendment in the law from time to time.
16. The service provider will submit the bill in triplicate to **Secretary GS & HSEB, Gandhinagar** (pertaining to cleaning work Board Building complex) in respect of a particular month in the first week of the next month. The payment will be released by the ~~I~~Ind week of the following month after subject to the proper scrutiny and a certificate given by the Officer In-Charge and production of documentary evidence towards P.E./ESI/Service tax of its staff for the previous month. Tax if any shall be deducted at source as per the relevant Act.
17. Payments to the service provider would be strictly on certification by the officer with whom he is attached that his services were satisfactory and attendance as per the bill preferred by the service provider.
18. The bidder shall indemnify in respect of all liabilities incurred by the board due to non compliance of the bidder. No wage/remuneration will be paid to deployed persons for the days of absence from duty.
19. The service provider will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of this office.
20. The service provider shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
21. The service provider shall be contactable at all times and messages sent by phone /e-mail/ fax / special messenger from this office shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the Board in fulfillment of the contract from time to time.
22. This office shall not be liable for any loss, damage, theft, burglary or robbery of any

personal belongings, equipment or vehicles of the personnel of the service provider.

23. That the Service Provider on its part and through its own resources shall ensure that the goods, materials and equipments etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff and its employees etc. If this office suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the agency, then the agency shall be liable to reimburse to this office for the same. The agency shall keep this office fully indemnified against any such loss or damage. Any accident/ casualty occurred during the course of working to any staff engaged by the Agency, the responsibility will remain with the Agency. For any accident or casualty occurred during the course of working to any staff deployed by the Agency, the liability that will arise out of the accident will be borne by the Agency. The responsibility will remain with Agency and this office will no way be responsible for it or any other clause mentioned above.
24. This office will maintain an attendance register in respect of the staff deployed by the agency on the basis of which wages/remuneration will be decided in respect of the staff at the approved rates.
25. The successful bidder shall furnish a security deposit equivalent to 5% of the Total contract value in the form of an account payee demand draft drawn in favour of the **Secretary GS & HSEB, Gandhinagar** or Fixed Deposit Receipt from a nationalized / commercial bank or Bank Guarantee from a nationalized / commercial bank in an acceptable form safeguarding the interest of this office in all respects. The security deposit shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the service provider. The security deposit will be forfeited in case the supply of manpower is delayed beyond the period stipulated by this office or non-compliance of the terms of agreement by the service provider or frequent absence from duty/misconduct on the part of manpower supplied by the Agency.
26. The successful bidder will enter into an agreement with this office for supply of suitable and qualified manpower as per requirement of this office on these terms and conditions on non judicial Rs. 100/-stamp paper. The above stamp paper will be arranged by the bidder for execution of agreement. The agreement will be valid for a period of 24months commencing from, 1/ 3 /2018 and shall continue to be in force in the same manner, unless terminated in writing. The service charges/rates quoted by the agency shall be fixed for a period of 24months and no request for any change/modification shall be entertained before expiry of the period of 24months. Any statutory increase in wages/DA etc. is to be absorbed by the service provider. The contract/agreement is extendable by one more year subject to satisfactory performance of the agency.
27. The service provider shall not assign, transfer, pledge or sub contract the performance of services without the prior written consent of this office.

28. The agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the Agreement then two month's wages etc and any amount due to the Service Provider from the office shall be forfeited.
29. That on the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.
30. In the event, if any dispute arises touching any of the clauses of the agreement, the matter will be referred to the **Secretary GS & HSEB, Gandhinagar** whose decision shall be binding on both the parties and final.
31. The bidders shall have to obtain the required license if required from the licensing authority of respective Department/Circle/Division/Other units before deployment of personnel in this office.
32. That if any amount is found payable by the bidders towards, wages, allowances and statutory dues in respect of personnel or any loss to this office property, the same shall be adjusted from the security deposit of the extent of the amount so determined reserving right to recover the deficit amount through other modes of recovery including the right to terminate the agreement without notice.
33. Penalty in case of the default.
- The event of failure on the part of the supplier to execute the housekeeping work according to the schedule as agreed in the agreement and to the satisfaction of the board shall be dealt with by the Board by imposing a penalty. For the delay/unsatisfactory work in the board shall deduct an amount @ 10% to 25% of total cost of one month work from Service provider payment. The Board reserves it's right to get the work done from other Service Provider at the cost & risk of the Bidder under such circumstances.
34. This office reserves the right to reject any or all the tenders without assigning any reason whatsoever and the decision of the management shall be final and binding on all the bidders.
35. The service provider shall not be paid any extra remuneration for washing drinking glass, cup saucer dishes at the time of meetings arranged in the office.
36. On the occasion of death of the contractor, his / her legal heir will not be eligible to continue the contract

37. The Tenderer who is presently working with the board and if his/her service is found unsatisfactory his / her tender will not be considered.
38. The agency will be wholly responsible for taking group / personal accident policy to the persons engaged Without the permission of the board, The service provider shall not be appoint any persons on the vacant post of the persons deployed previously
1. **NB** : EPF and ESI contribution to be paid for personnel employed by tenderer shall be responsibility of tenderer
 2. For every 6(six) days of duty of personnel one day off with payment will be given. The tenderer will have to bear cost of providing personnel for this weekly off. The total monthly rates quoted shall inclusive off all these, including profits, overheads, bonus, gratuity etc and taxes whatsoever payable.

UNDERTAKING BY THE BIDDER

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Signature of the Tenderer with Seal

Name:

Designation:

Address:

Phone No.

**Gujarat Secondary & Higher Secondary Education Board,
Gandhinagar**

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(ANNEXURE-A)

CHECKLIST OF DOCUMENTS SUBMITTED				
Sl.No	Documents to be submitted	Submitted	Not submitted	Remarks
1	Copy of Registration of Local firms			
2	Copy of Registration certificate of EPF			
3	Copy of Registration Certificate of ESIC			
4	Copy of Employment Exchange Registration			
5	Copy of Income Tax Return for last 2 years			
6	Copy of GST Registration			
7	Copy of PAN Card			
8	Copy of List of clients indicating quantum of work executed with them			
9	Proof of experience Certificate			
10	Details of EMD deposited @ Rs. 33,000/-			
11	Details of Tender Fee bidding document @ Rs. 1500/-			
12	Copy of NOT Debar or Disqualified or black listed as per Annexure-B			
13	Last 2 years audited Balance sheet and Turnover certificate from Chartered Accountant			
14	Latest copy of Bank solvency Certificate After publication of Advertisement in newspaper @RS.2,20,000/- for any nationalized bank & valid up to minimum 30 months.			
15	Copy of certificate for no any police record/criminal cases against bidder from cons on authentic authority			

Signature of Bidder Seal of Establishment

Full Name of Bidder with address & Date

Gujarat Secondary & Higher Secondary Education Board,
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ANNEXURE – B

On Rs. 100/- Stamp Paper

DECLARATION

I _____ do hereby declare that our firm is not debarred or disqualified or black listed after assigning any House Keeping contract by any Government or any state Board or such organization. GSHSEB is entitled to forfeit our Security Deposit in case of any such information coming to the notice of the GSHSE Board.

I further undertake that if above declaration proves to be wrong / incorrect or misleading our tender / contract stands to be cancelled / terminated

Place

Seal and Signature of Authorized Person

Date

**Gujarat Secondary & Higher Secondary Education Board,
Gandhinagar**

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PROFORMA FOR TECHNICAL BID

ANNEXURE- C

S.N.	Particulars	To be filled in by the tenderer
1	Name of the Agency	
2	Details of EMD	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) Issuing Bank	
3	Date of establishment of the agency	
4	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
5	Whether registered with and holding license from all concerned Government Authorities including registration under Contract Labour (Regulation & Abolition) act 1970.(Copies of all certificates of registration to be enclosed.)	
6	PAN/TAN Number(copy to be enclosed)	
7	Labour License Number (copy to be enclosed)	
8	GST Registration Number (copy to be enclosed)	
9	EPF Registration Number (copy to be enclosed)	
10	ESI Registration Number (copy to be enclosed)	
11	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a certificate is to attached in this regard.)	
12	Length of experience in the field	

13	Experience in dealing with Govt. Departments (Indicate the names of the Departments and years of dealing with those Departments and attach copies of contracts orders placed on the agency.)	
14	Whether a copy of the terms and conditions (Annexure-I), duly signed, in token of acceptance of the same, is attached.	
15	Whether agency profile is attached?	
16	List of other clients	

Place

Seal and Signature of Authorized Person

Date

**Gujarat Secondary & Higher Secondary Education Board,
Gandhinagar
E-TENDER NOTICE NO : 3 / 2018
Online E-Tender Document For Outsourcing Housekeeping Service For
Year : 2018 and 2019 From The Service Provider Agencies / Firms
ANNEXURE – D**

PARTICULARS OF TURNOVER

NAME OF THE BIDDER:-

Particular of Turnover in the following year as per audited accounts.

FINANCIAL YEAR	TOTAL TURNOVER	TURNOVER FROM SIMILAR JOBS AS TENDERED
2015-2016		
2016-2017		

It is certified that above details are correct / fair and audited.

Signature of Chartered Accountant with stamp

Seal and Signature of Authorized Person

Place

Date

**Gujarat Secondary & Higher Secondary Education Board,
Gandhinagar**

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ANNEXURE – E

Following Material to be supplied by contractor every month by his own cost

HOUSE KEEPING ITEMS		
Sr.No	Consumable Items	Qty.per month (Approximate)
1.	Acid	
2.	Bleaching Liquid	
3.	Bucket Medium (If required)	
4.	Ceiling broom (If required)	
5.	Choke - up pump	
6.	Dettol soap for hand wash	
7.	Dry Mop	
8.	Dust Mop Refill	
9.	Dust Pan (If required)	
10.	Duster Checks	
11.	Duster Yellow	
12.	Gala Mop Refills	
13.	Gala Mop Set	
14.	Hard Broom	
15.	Liquid Soap for VIP Room (500ml Bottle)	
16.	Mug-Big (If required)	
17.	Naphthalene Ball	
18.	Nirma / Equivalent - Detergent Power	
19.	Nylon Scrubber	
20.	Odonil Air Freshener	
21.	Sanny Cubes	
22.	Soft Broom	
23.	Stick Brown	
24.	T Brush (Plastic) (If required)	
25.	T.P. Roll (If required)	
26.	Wiper (2.ft)	
27.	Collin Spray for Glass Window Cleaning	

Place

Seal and Signature of Authorized Person

Date

**Gujarat Secondary & Higher Secondary Education Board,
Gandhinagar**

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COMMERCIAL BID

PARTICULARS	MONTHLY RATE
RATE FOR PROVIDING MAN POWER + MATERIAL + MACHINE + ALL TYPE OF TAXES (WITH OUT GST) GST will be paid by the Board as per Government Rules	

Place

Seal and Signature of Authorized Person

Date