

**TENDER FOR  
ANNUAL MAINTENANCE CONTRACT  
FOR  
CLEANING OF EXTERNAL FACADE &  
ACP SURFACE  
FOR NSIC- EMDBP, AT ECIL 'X'ROAD,  
KAMALANAGAR, HYDERABAD**



**ISO 9001:2008**

**THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.**

(A Govt. of India Enterprise)

**Exhibition-Cum- Marketing Development Business Park,**

Module No: 207,

Kamalanagar, Kushaiguda, ECIL P.O., Hyderabad 500062

Ph: 040-27141422, 27125802, Tele Fax: 27141411.

**Website: <http://www.nsic.co.in>**

**THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.**

(A Govt. of India Enterprise)

**Exhibition-Cum- Marketing development Business Park,**

Module No.-207 KUSHAIGUDA, ECIL P.O., HYDERABAD 500062

Ph: 040-27141422, 27125802, Fax: 27141411

Ref: - NSIC/EMDBP(HYD)/MAINT./2010

Date: 06/02/2015

M/s. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub: AMC for Cleaning of External Façade and ACP Surface at NSIC-EMDBP, Hyderabad**

Sir,

Tender documents in respect of the above mentioned works containing 19 pages as detailed on page 4 (Index) are forwarded herewith. *Please note that tender is to be delivered in the office of the DGM, NSIC Ltd.-EMDBP, ECIL Post, Kamala Nagar, Hyderabad- 62 up to 3.00 P.M. on 19/02/2015.*

The Tender should be signed, dated and witnessed in all places provided for in the documents, all other papers should be initialed.

The tender should be accompanied by Earnest Money Deposit in the requisite form as mentioned in Appendix. Tenders without earnest money deposit shall be summarily rejected. The bids of all the parties will be opened at 4.30 P.M. on 19/02/2015.

**The person, signing the tender on behalf of another person or on behalf of firm shall attach with tender a certified copy of the power of attorney on a non-judicial stamp paper of requisite value duly executed in his favour by such person or all the partners of the firm and must state specifically that he has authority to sign such tenders for and on behalf of other person or firm as the case may be, and in all matters pertaining to the contract including arbitration clause.**

This letter shall form part of the **“CONTRACT”** and must be signed and returned along with the tender documents.

Yours faithfully

Encl. 19 pages

**Deputy General Manager  
NSIC- EMDBP, Hyderabad**

**Signature of the Contractor**

**TENDER NOTICE FOR AMC FOR CLEANING OF EXTERNAL FAÇADE & ACP SURFACE AT NSIC – EMDBP, ECIL ‘X’ ROAD, KAMALANAGAR, HYDERABAD**

Ref: NSIC/EMDBP(HYD)/MAINT./2010

Date: 06/02/2015

Sealed quotations are hereby invited from the eligible parties for undertaking Annual Maintenance Contract for Cleaning of External Façade and ACP Surface at NSIC-EMDBP as per the terms and conditions mentioned in the tender document.

S.N.	Name of the work	EMD ( In Rs)	Completion Time	Issue of Blank Tender Document	Last Date of Submission Tender
1.	AMC for Cleaning of External Façade and ACP Surface at NSIC EMDBP.	10000/-	N/A	From 09/02/2015 To 19/02/2015	Date 19/02/2015 Up to 03.00 PM

- Blank tender documents (non-transferable) for above work shall be issued from 09/02/2015 to 19/02/2015 on working days from the address given below on payment of required tender fee of Rs. 500/- (Rupees five hundred only) (non-refundable) in form of DD/pay order/bankers cheque in favour of “The National Small Industries Corporation Ltd.”, payable at Hyderabad . The intending tenderers can also down load the complete tender documents available on the web site [www.nsic.co.in](http://www.nsic.co.in) and submit the same along with tender fee and requisite earnest money deposit by the due date.
- Intending tenderers should have valid registration with EPF organization, ESI authorities.
- The intending tenderers should have satisfactorily completed at least two works of similar nature during the last 3 years.
- Tender documents can be purchased from the office of the Deputy General Manager, NSIC - EMDBP, Module No.- 207, ECIL Post, Kamala Nagar, Hyderabad- 62, on all working days between 10.00 am to 5.00 pm except on holidays, after payment of requisite tender cost as mentioned above.
- The tender documents duly completed along with EMD in form of demand draft/pay order in favour of the “National Small Industries Corporation Ltd.” payable at Hyderabad from any Nationalized Bank will be submitted at the office of the Deputy General Manager, NSIC-EMDBP, Module No: 207 ECIL Post, Kamala Nagar, Hyderabad- 62, upto 3.00 P M on 19/02/2015 and technical bid of the parties shall be opened on the same day i.e last date of submission at 4.30 PM. The tender without EMD shall be summarily rejected.
- The EMD amount of all unsuccessful bidders shall be refunded to them and EMD of successful bidder shall be converted into security deposit.

8. NSIC reserves the right to reject any or all the tender without assigning any reason thereof and also not bound to accept lowest tender. Tenders in whom any of the prescribed conditions are not fulfilled or found incomplete in any respect are liable to be rejected.
9. Canvassing whether directly or indirectly in connection with tender is strictly prohibited and the tender submitted by the contractors who resort canvassing will be liable to be rejected.

**Deputy General Manager,  
NSIC -EMDBP, Hyderabad**

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**INDEX OF TENDER DOCUMENTS**

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## **INSTRUCTIONS TO TENDERERS**

### **1.0 GENERAL**

Tenderers are advised to acquaint themselves fully with the description of work, scope of services, terms and conditions including all the provisions of the tender document before framing up their tender.

### **2.0 SITE PARTICULARS**

Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to nature of work, site conditions etc. Non-familiarity with the site conditions will not be considered a reason either for extra claims or for not performing the work in strict conformity with the tender conditions. For site any clarification / information/Assistance, the intending tenderers may contact the **DGM, NSIC-EMDBP, Module No.-207, Kamala Nagar, Kushaiguda, Hyderabad- 62.**

### **3.0 BRIEF SCOPE OF WORK**

To carry out Comprehensive “External Facade & ACP Surface Cleaning Services at NSIC EMDBP, Kamalanagar, Hyderabad”, as per the terms and conditions laid out in this tender document. Contractor has to provide all experienced manpower, tools & tackles, conveyance, Proper PPEs, consumables required for performing efficient Facade & ACP Surface Cleaning.

### **4.0 SUBMISSION OF TENDER**

The expression “Tender Notice” referred to in the Tender Documents shall be deemed to include any Notice / Letter Inviting Tender with respect to the work forming the subject matter of the documents and vice-versa.

The tender complete in all respects shall be submitted along with Earnest Money as stipulated in the Notice / Letter Inviting Tender ONLY. Tenders without Earnest Money Deposit will be out rightly rejected.

***Tenders shall be submitted in Two sealed envelopes Super scribing as following: -***

#### **PART I: Technical Bid**

Name of work	:	AMC for cleaning of External Facade & ACP Surface.
Tender no.	:	NSIC/EMDBP(HYD)/MAINT./2010
Due date & time of opening	:	19/02/2015, 4:30 PM
Addressed to	:	Dy. General Manager, NSIC- EMDBP, Kamalanagar, Kushaiguda, Hyderabad- 500062
From	:	Name & Address of the tenderer

***Technical Bid shall contain the following:***

1. Tender documents duly signed and sealed at the places provided.
2. EMD in the form of Demand Draft drawn on a scheduled/nationalized bank in favour of 'NSIC LTD' payable at Hyderabad. Cheque will not be accepted.
3. Tender cost in requisite form if tender is downloaded from NSIC website.
4. Details of the experience of last three years of similar nature work along with experience certificates/completion certificates.
5. Registration with Central/state Government Department, if any.
6. Valid EPF/ESI registration No.
7. Valid Service Tax Registration No and other related tax details.
8. Details of present assignments with proof certificates.
9. Company profile.
10. Technical qualification and experience certificate of supervisor /helper.
11. Additional documents, if any.

**PART II: Price Bid**

Name of work :  
Tender no. :  
Due date & time of opening :  
Addressed to : Deputy General Manager,  
NSIC-EMDBP,Module No.-207, ECIL Post,  
Kamala Nagar, Hyderabad- 62  
From : Name & address of the tenderer

**Price Bid** shall contain the tender document, total price to be charged by the tenderers for 'AMC for Cleaning of External Façade and ACP Surface at NSIC EMDBP' complete in all respect. It is to be noted that the sealed envelope containing this part shall contain only **PRICES** and no conditions i.e. deviations/assumptions/stipulations/clarifications /comments/any other request whatsoever and the conditional offers will be rejected.

**5.0 QUALIFYING CRITERIA**

Tenderers having following valid documents will be technically qualified and considered for opening of their price bid. Technically qualified parties have no right to claim for award of the work. Corporation reserves the right to cancel or award the work to any party/tenderers.

The bidder, must have minimum 3 years of experience in carrying out similar nature of work. The tenderer has to submit the proof of experience along with supported documents like copies of the work order/completion certificates, registration certificates etc.

**6.0 ABNORMAL RATES**

If it is noticed that the unit rates quoted by the Tenderer for any items are unusually high or unusually low, it will be sufficient cause for rejection of the tender unless the Corporation is convinced about the reasonableness of the unit rates on scrutiny of the analysis for such unit rate to be furnished by the tenderer on demand.

## **7.0 DEVIATIONS TO TENDER CLAUSES:**

**Tenderers are advised to submit the tenders strictly based on the terms and conditions and specification contained in the Tender Documents and not to stipulate any deviations. Conditional tenders are liable to be rejected.**

## **8.0 VALIDITY OF OFFER**

Tender submitted by tenderers shall remain valid for acceptance for a minimum period of 120 days from the date of opening of the tenders. The tenderers shall not be entitled during the said period of 120 days, to revoke or cancel their Tender or to vary the Tender given or any term thereof, without the consent in writing of the Owner. In case of tenderers revoking or cancelling their tenders or varying any terms in regard thereof without the consent of owner in writing, Corporation shall forfeit Earnest money paid by them along with their tender without giving any notice.

## **9.0 AWARD OF WORK**

Work shall be awarded to the lowest bidder, subject to the work experience and fulfillment of other terms & conditions and specifications. However, NSIC does not bind itself to award the work to L-1 or any bidder and may cancel the tender in full or part without assigning any reason whatsoever.

## **10.0 ACCEPTANCE / REJECTION OF TENDER**

- i. Corporation does not bind itself to accept the lowest tender.
- ii. Corporation also reserves the right to accept or reject any tender in part or full without assigning any reason whatsoever.
- iii. Corporation also reserves the absolute right to reject any or all the tenders at any time solely based on the past unsatisfactory performance by the bidder(s) the opinion/decision of NSIC regarding the same shall be final and conclusive.

## **11.0 CORRECTIONS**

No corrections or overwriting will be entertained in schedule of rates by using correcting fluid. All correction in the schedule of rate should be initialed.

**12.0** It will be obligatory on the part of the tenderer to sign the tender documents for all the components & parts. After the work is awarded, the party has to enter into an agreement on proforma to be provided by the Corporation for work awarded, on a non-judicial stamp paper of requisite value at his own cost within ten days from date of receipt of acceptance order or before the work is undertaken.

**13.0** Any addendum/corrigendum issued shall form a part of the tender document. There will not be any press notification on addendum/corrigendum. The prospective tenderers are required to visit NSIC website and CPP portal for all such addendum/corrigendum to this tender document.

**Deputy General Manager,  
NSIC-EMDBP, Hyderabad**



## **GENERAL CONDITIONS OF CONTRACT**

1. Corporation shall mean 'The National Small Industries Corporation Ltd. (A Government of India Enterprise) 'NSIC Ltd., NSIC Bhawan, Okhla Industrial Estate New Delhi-110020 and shall include their legal representatives, successors and permitted assigns.
2. The Contractor is required to approach the Corporation for execution of agreement for the said work as per the prescribed proforma to be provided by the Corporation on a non-judicial stamp paper of Rs.100/- or requisite value whichever is higher within 10 days from the issue of the letter of award.

### **3. EMPLOYEES STATE INSURANCE ACT**

The Vendor agrees to and does hereby accept full and exclusive liability for the compliance with all obligations imposed by the Employee State Insurance Act 1948 and the Vendor further agrees to defend, indemnify and hold Corporation harmless for any liability or penalty which may be imposed by the Central, State or local authority by reason of any asserted violation by Vendor of the Employees' State Insurance Act, 1948, and also from all claims, suits or proceeding that may be brought against the OWNER arising under, growing out of or by reasons of the work provided for by this CONTRACTOR whether brought by employees of the CONTRACTOR or by third parties or by Central or State Government authority or any political sub -division thereof.

### **4. ACCIDENT OR INJURY TO WORKMEN**

The NSIC shall not be liable for any damage or compensation payable in respect of or in consequence of any accident or injury to any workman or other person in the employment of the contract.

### **5. SAFETY REGULATIONS**

In respect of all the manpower, employed in the work the Vendor shall arrange at his own expense for all the safety provisions as per safety codes of Indian Standards Institution, Central Public Works Department, The Electricity Act, Regulations, Rules and Orders made there under and such other Acts as applicable.

The Vendor shall observe and abide by all fire and safety regulations of the Corporation.

- i. First aid box appliances including adequate supply of sterilized dressings and cotton wool shall be kept in a readily accessible place.
- ii. An injured person shall be taken to a public hospital without loss of time, in cases where the injury necessitates hospitalization.
- iii. No portable single ladder shall be over 8 meters in length. The width between the side rails shall not be less than 30 cm. (clear) and the distance between two adjacent rungs shall not be more than 30 cm. When a ladder is used an extra labour shall be engaged for holding the ladder.
- iv. Every opening in the floor of a building or in a working platform/façade access system should be provided with suitable means to prevent the fall of persons or materials by providing suitable fencing or railing whose minimum height shall be one meter.

- v. Workers employed on mixing and handling chemicals shall be provided with protective footwear and rubber hand-gloves. Suitable facemasks should be supplied for use by the workers when the chemicals are applied in the form of spray or surface having dry chemicals rubbed and scrapped.
- vi. Hoisting machines and tackles used in the works, including their attachments, anchorage and supports shall be in perfect condition.
- vii. In order to rule out the possibility of accidents taking place, arrangements shall also be made to ensure that no one other than the person(s) authorized operate(s) / handle(s) them.
- viii. The ropes used in hosting or lowering material or as a means of supervision shall be of durable quality, adequate strength, free from defects and shall be duly approved by the competent third party certifiers.
- ix. Hand held machines and other electrically operated equipments used at site shall be plugged into correctly rated electrical outlets with proper sockets. Only ISI marked 3 pin plug and other appliances and equipments shall be used.
- x. The safety belt shall be provided by the contractor and used by the workmen while working from a height of more than 10'-0" or 3 m from Ground level.
- xi. None of the passages and staircases shall be used for stacking / dumping any kind of materials/waste.
- xii. With regards to occupational health and safety and safety management, the vendor shall adhere to the following:
  - a. Issue Identity cards and uniform dress with caps to all of his employees.
  - b. Comply with applicable local regulatory requirements
  - c. Personal protective equipments such as safety shoes, safety goggles, hand gloves, face mask, ear plug etc. depending upon the requirement of the work shall be provided by the Contractor to the workmen to prevent occupational health hazards.

#### **6. CONTRACT DOCUMENTS:**

The Contractor shall be provided, free of charge, one certified true copy of the Contract Documents and of all further drawings, which may be issued during the progress of the Works. He shall keep these Documents on the Site in good order.

#### **7. WORKS TO BE CARRIED OUT:**

The work to be carried out under the Contract shall, except as otherwise provided in these conditions, include all labour, taxes tools, plant and equipment which may be required in preparation of and for and in the full and entire execution and completion of the works.

#### **8. INSPECTION OF SITE:**

The Contractor shall inspect and examine the Site and its surrounding and shall satisfy himself before submitting his tender as to the nature of the Site, the quantities and nature of works and material necessary for the completion of the Works and the means of access to the Site, the accommodation he may require and in general shall himself obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect this tender.

#### **9. SUFFICIENCY OF TENDER:**

The Contractor shall be deemed to have satisfied himself before tendering as to the Correctness and sufficiency of his tender for the works and of the rates and prices quoted in the bid.

## **10. PENALTY**

In the event of the Contractor's failure to execute the work entrusted to it under this Agreement satisfactorily, the NSIC shall make alternative arrangement to do it and the difference of cost incurred by the NSIC thereby shall be recovered from the Contractor's unpaid bills and Security Deposit.

## **11. SECURITY DEPOSIT**

Security deposit @ 5% of quarterly bill amount will be deducted by the NSIC from the bill of each quarter for the faithful and due performance of the contract by the Contractor in accordance with the terms and conditions specified in this contract. The security deposit will be returned to the Contractor without any interest after satisfactory completion of the contract. EMD shall be part of Security Deposit.

Forfeiting of Security Deposit: Security Deposit is to be forfeited and credited to the NSIC in the event of a breach of Contract by the Contractor

## **12. TERMINATION**

- i.** Notwithstanding anything contained hereinbefore to the contrary, the NSIC shall have full power and authority to terminate this Agreement without assigning any reason by giving 15 (Fifteen) days clear notice in writing and in such case the Contractor shall have no claim for any loss and damage against the NSIC. If the Contractor abandons his service for which he/she is committed to the NSIC, all his/ her dues e.g. EMD, Security Deposit, etc. will be forfeited by the Centre.
- ii.** The NSIC reserves the exclusive right to suspend, cancel, terminate this agreement at any time if it has sufficient reason to believe that the Contractor has failed to perform or observe or fulfill any of the terms and conditions hereinbefore contained and/or liable and responsible for any loss or damage suffered by the NSIC.
- iii.** On termination of the Agreement, the Contractor must immediately, i.e., within 24 hours, withdraw its men and materials from the office and the Contractor shall have no right to claim any demurrage/ compensation from the NSIC for the loss of job of its employees or whatsoever inasmuch as it is for the Contractor to deploy its men in such other sites or places and the said employees are under complete administration, supervision and control of the Contractor.

## **13. PAYMENT OF CONTRACTOR'S BILL**

Payment due to the Contractor shall be raised by the Contractor to the NSIC after completion of the work for each quarter. The Contractor's shall submit the bill to the Engineer in charge. Payments of Security Deposit, Earnest Money final bill be released only if it is accompanied by the proof of the following:

- Having handed over the complete establishment including all materials and equipment of the EMDBP in good condition.
- Having vacated the office premises or any other premises that may have been allotted to him for discharge of the contractual obligation

## **14. TIME PERIOD:**

The AMC shall be awarded initially for a period of one year and the same may be extended further on the same terms-conditions and rate quoted by the party in the price bid based upon their satisfactory performance. However, extension of the AMC shall be on the sole discretion of NSIC and service provider shall have no claim or right, whatsoever in this regard.

## **15. INCOME TAX/WCT/VAT**

- i.** Income tax including surcharge if any, at the prevailing rate shall be deducted from the Contractor's bills as per the provision of Income Tax Act.
- ii.** The Contractor shall ascertain from the concerned commercial tax department regarding the applicability of Works Contract Tax / VAT/TIN. Necessary deductions will be made from the contractor's bill as applicable.

## **16. ARBITRATION AND LAWS**

Except where otherwise provided for in the contract all questions and disputes relating to the meaning of the specifications, designs, drawings and instructions herein before mentioned and as to the quality of workmanship or materials used onto work or as to any other question, claim right matter or thing whatsoever in any way arising out of or relating to the contract, designs drawings, specifications, estimates, instructions, orders and these conditions or otherwise concerning the works, or the execution or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof shall be referred to the sole arbitration of the Chairman-cum-Managing Director of the National Small Industries Corporation Ltd. and if the Chairman-cum-Managing Director is unable or unwilling to act, to the sole arbitration of some other person appointed by the Chairman cum Managing Director, National Small Industries Corporation Ltd. willing to act as such arbitrator. There will be no objection if the arbitrator so appointed is an employee of the National Small Industries Corporation Ltd. and that he had to deal with the matters to which the contract relates and that in the course of his duties as such he had expressed views on all or any of the matters in dispute or difference. The arbitrator to whom the matter is originally referred being transferred or vacating his office or being unable to act for any reason as aforesaid at the time of such transfer, vacation of office or inability to act., Chairman and Managing Director, National Small Industries Corporation Ltd. shall appoint another person to act, as arbitrator in accordance with the terms of the Contract. It is also a term of this contract that no person other than a person appointed by C.M.D., National Small Industries Corporation LTD., as aforesaid should act as arbitrator and if for any reason, that is not possible, the matter is not to be referred to arbitration at all.

Subject as aforesaid the provision of the Indian Arbitration and Reconciliation Act, 1996, or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause.

It is a term of the contract that the party invoking arbitration shall specify the dispute or disputes to be referred to arbitration under this clause together with the amount or amounts claimed in respect of each such dispute.

The arbitrators may from time to time with consent of this parties enlarge the time, for making and publishing the award.

The work under the contract shall, if reasonably possible continue during the arbitration proceedings and so payment due to payable to the Contractor shall be withheld on account of such proceedings.

The Arbitrator shall be deemed to have entered on the reference on the date he issued notice to both parties fixing the date of the first hearing. The Arbitrator shall give a separate award in respect of each dispute of difference referred to him.

The venue of arbitration shall be such place as may be fixed by the Arbitrator in sole discretion.

The award of the arbitrator shall be final, conclusive and binding on all parties to this contract.

The cost of arbitration shall be borne by the parties to the dispute, as may be decided by the arbitrator(s).

The Indian Laws shall govern this contract for the time being in force. The courts at New Delhi / Delhi only shall have the jurisdiction

**Deputy General Manager,  
NSIC-EMDBP, Hyderabad**

**Signature of the Contractor**

## FORM OF TENDER

To

Deputy General Manager,  
NSIC- Marketing-Cum- Business Park,  
Kamalanagar, Kushaiguda  
Hyderabad

I/We have read and examined the following documents relating to.....  
.....

### (Name of the Work)

- a). Notice inviting tender.
- b). Instructions to Tenderers
- c). General Conditions of Contract including Contractors, Labour Regulations, Model Rules for Labour Welfare and Safety Code appended to these conditions together with the amendments thereto if any.
- d). Special Conditions of Contract
- e). Scope of Work
- f). Price Bid

I/We hereby tender for execution of the works referred to in the aforesaid documents upon the terms and conditions contained or referred to therein and in accordance in all respects with the specifications, designs, drawings and other relevant details at the rates contained in Schedule and within the period(s) of completion as stipulated in Appendix.

In consideration of I/We being invited to tender, I/We agree to keep the tender open for acceptance for 120 days from the due date of submission thereof and not to make any modifications in its terms and conditions which are not acceptable to the Corporation.

A sum of Rs 10000/- is hereby forwarded as Earnest Money Deposit in the form of Demand Draft in favour of NSIC Ltd. payable at Hyderabad. If I/We fail to keep the tender open as aforesaid or make any modifications in the terms and conditions of the tender which are not acceptable to the Corporation, I/We agree that the Corporation shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Should this tender be accepted, I /We agree to abide by & fulfill all the terms conditions of aforesaid document

If after the tender is accepted, I/we fail to commence the execution of the work as provided in the conditions. I/We agree that Corporation shall without prejudice to any other right or remedy is at liberty to forfeit the said earnest money absolutely.

**Signature of contractor.....**  
**Duly authorized to sign the tender on behalf of the (in block capitals).....**

.....

Dated.....

Witness.....

Date.....

Address.....

.....

## **SPECIAL CONDITIONS**

1. It is assumed that the parties submitting their offers are well aware about the site conditions, nature of work to be carried out etc. Non familiarity with site conditions shall not attract or construed any increase in the rates after acceptance of the offer.
2. The rates quoted by the party shall be inclusive of service charge, Service tax and other statutory benefits given to the personnel as per labour laws.
3. The rates quoted by the party shall be firm for acceptance for a period of 120 days from the date of submission of quotation.
4. The work has to be carried out in neat and tidy manner to the satisfaction of the In-charge and all care has to be taken to ensure that no part of the building get damage during execution of works. Materials used for carrying out the work shall be of standard quality. Work has to be completed in all respect within 15 days from the date of issue of work order to party.
5. Quantity mentioned in the tender is indicative only and the work has to be carried out as per the site conditions and as per direction. Amount shall be released after completion of work in all respect and as per actual quantum of work executed. Necessary statutory deduction as applicable shall be effected from the payment. No advance payment whatsoever shall be made.
6. Security deposit @ 5% of the bill value done shall be retained by the Corporation from the each bill and same shall be released to them after completion of subsequent cleaning.
7. The personnel deployed by the party shall always remain employee of the party and in no case or circumstances whatsoever shall claim to be employee of the NSIC.
8. The party shall be fully responsible for any damage or injuries happens to their workmen deployed for carrying out the work at site and NSIC has nothing to do with the same. The party shall also be fully responsible for compliance of all statutory labour laws like ESI, PF, insurance etc. as per prevailing norms and NSIC shall in no way be held responsible for non-adherence of the same by the party.
9. The quotation submitted should be valid for a period of 90 days from the last date of opening of quotation. **The rate quoted shall be valid for a period of 2 years from the first cleaning.**
10. The work shall be carried-out in the working office area and hence party shall take all necessary safety precautions during execution of the works and ensure that no un-due disturbances caused to the working people.
11. The party has to submit their credentials by giving the details of the works where they are carrying out AMC work with name of contact person and their telephone number.



12. The EMD deposited by the successful party shall be converted into security deposit. The EMD of the rest of parties will be refunded after award of the contract to successful party.
13. The AMC shall be initially for a period of one year which may be extended for further on the same terms conditions and based upon the satisfactory performance of the party. However, the Corporation shall have the sole discretion for extending the AMC period.
14. If the party fails to undertake the job satisfactorily or violates the terms conditions or not attending the work effectively, the corporation has every right to cancel the contract and forfeit the security deposit without assigning any reason what so ever.
15. Any disputes relating to specification in quality of the spares and materials replaced under AMC are any other claim raised by the party; the decision of the NSIC shall be final and binding upon the party.
16. The party will be responsible for all his employees in observing security and safety regulations and instructions as may be issued by the NSIC Office from time to time.
17. The party shall employ only adult trained, efficient and responsible staff with good health and sound mind for Cleaning of External Façade and ACP Surface.
18. The party should provide I-cards to its staff. Any change of staff, the owner should be informed in advance.
19. In case the any material/property of the EMDBP office are damaged due to misuse or mishandling or carelessness by the Contractor or his employees, the Contractor will immediately inform the Engineer in charge. In such a case, the Contractor will be liable to replace the item at his own cost or the NSIC shall have the right to recover the loss from the Contractor's monthly bill.
20. The personnel deployed by the party shall perform their duties with due diligence and sincerity and shall not indulge in any unethical practices. If it is noticed that the personnel are involved in unethical practices, they shall be immediately replaced with suitable alternative without hampering the work
21. After acceptance of the offer of the party, the party has to enter into an agreement with NSIC on non-judicial stamp paper of Rs. 100/- or requisite value whichever is higher, within 10 days from the confirmation of acceptance. The cost of the non-judicial stamp paper shall be borne by the party.
22. The party agrees that they are an independent business entity and not an employee or agent of NSIC. The party further agrees that it is their sole duty to discharge all their legal and statutory responsibility including those mentioned herein irrespective of any factor or reason attributable to NSIC bear no responsibility whatsoever for any liabilities for legal or statutory matter.
23. The NSIC does not bind itself to buy or produce any or all services/goods from the same service provider.

24. The NSIC whose decision shall be final and binding shall check the supplied goods or services for quality and reserves the rights to reject the services/goods.
25. The party shall be responsible to submit the required bills or invoices for the services/goods supplied immediately along with applicable documents like copy of acknowledge delivery challans, quality certificate etc.. Upon receipt of the relevant documents and correctness, NSIC will reimburse or settle their bills. The party has to ensure that all anticorruption laws including not offering any legal payments, benefits to any Government bodies or officials are complied and also should not violate any other related local; government laws during the currency of the contract, including compliance of code of conduct and safety. Measures like smoking, drinking, abusing during the working hours is strictly prohibited and if found that the personnel engaged in such act shall be immediately replace with suitable alternative. If the party does not fulfill the requirement, then NSIC has a right to terminate the contract by giving a notice period of one month.
26. The necessary statutory deduction as applicable shall be deducted from the amount payable to the party and it is mandatory on the part of party to provide PAN number, Service tax registration number etc. whenever asked for.
27. The party has to accept and are fully responsible for all the liabilities arising out with regard to any compensations /remunerations under any Statutory bodies of whatsoever nature of any major or minor or fatal accident or incident occurred /sustained by their personnel posted at NSIC site, during the course of discharge of their duties/functions inside or outside of the NSIC premises. The party is also responsible to provide the insurance coverage to their personnel and submit the proof of such coverage to their personnel to the NSIC, whenever asked for.
28. The party shall be fully responsible to safeguard the equipment, materials, assets and other properties during their presence. The NSIC has every right to recover the amounts from the party for any damages which arise due to negligence operation.
29. The party shall not involve themselves in any manner which is detrimental to the NSIC interest or associated themselves in any capacity with NSIC employees. The personnel deployed by the party shall be disciplined by observing all rules and regulations of NSIC. In case of noncompliance, NSIC reserves the right to terminate the contract without any notice and recovery of the damages shall be effected from the amount payable to the party.
30. The performance of the firm shall be reviewed in every quarter and if the performance is not found satisfactorily, the contract will be terminated by giving 30 days' notice.

**Signature of the Contractor**

## **SCOPE OF WORK**

The Vendor shall perform the following work within its Scope of Work to carry out External Façade and ACP Surface Cleaning at NSIC-EMDBP, Module No.207, Kamalanagar, Kushaiguda, Hyderabad-500 062.

1. Cleaning complete outside facade and ACP surface area at NSIC EMDBP, Hyderabad.
2. All proper PPEs and consumables like spray pumps, tools & tackles, materials, consumables, ropes, body harness etc. shall be in Vendor's scope.
3. Vendor shall depute competent and skilled personnel for executing the job.
4. Contractor has to provide high standard of work in disciplined manner and is required to inform about the progress of work to the Engineer in Charge of NSIC on day-to-day basis.

**Schedule of Quantity**

<b>S.No.</b>	<b>Type of Service</b>	<b>Unit of Measurement</b>	<b>Qty.</b>	<b>Frequency</b>
1.	Carrying out necessary cleaning work of glass and ACP surface fixed over the external periphery of the wall and over atrium beam on both side of cut area open to sky, by using necessary stain removal chemical, brush and other materials which required for carrying out the work-complete, at regular interval of 3 months or as per the direction of In-Charge.	Sq.ft.	70000	Quarterly

## PRICE BID

S.N.	Type of Service	Unit of Measurement	Qty.	Rate in Rs. (On Quarterly Basis)	Amount
1.	Carrying out necessary cleaning work of glass and ACP surface fixed over the external periphery of the wall and over atrium beam on both side of cut area open to sky, by using necessary stain removal chemical, brush and other materials which required for carrying out the work-complete, at regular interval of 3 months or	Sq.ft.	70000		
2.	Service Tax				
3.	<b>Total</b>				