



ENTREPRENEURSHIP DEVELOPMENT INSTITUTE OF INDIA

(Via Ahmedabad Airport & Indira Bridge); P.O. Bhat 382 428 - Dist. Gandhinagar Gujarat - India

Phone: +91-79-6910 4900/4999/5000; Fax: +91 79 23969164; Email: info@ediindia.org; Website: www.ediindia.org

TENDER FOR OUTSOURCING OF HOUSEKEEPING SERVICES AT EDII CAMPUS FOR THE YEAR 2025-2027

The Entrepreneurship Development Institute of India (EDII) is a premier National Resource Institute specializing in entrepreneurship education, research, training, capacity building, institution building, MSME growth, innovations, and incubation. Established with the support of renowned financial institutions such as IDBI Bank Ltd, ICICI Ltd, IFCI Ltd, and State Bank of India, and backed by the Government of Gujarat, EDII believes that 'Entrepreneurs are not just born but can also be created through training and well-structured interventions.'

The Institute is spread over 23 acres of land and is desirous of entrusting an annual rate contract for housekeeping services at the EDII campus. Sealed quotations are invited from reputed agencies for the annual maintenance contract, as per the details provided in the attached Annexures.

TENDER FOR : **The hiring of Housekeeping Services**

Reference No. : **EDII/ADMN/OSA/ADMN/2025-2027/06**

Location : Entrepreneurship Development Institute of India, Nr. Village Bhat, Via Ahmedabad Airport & Indira Bridge, Bhat 382428, Dist. Gandhinagar.

Period of contract 02 years (2025-2026 and 2026-2027)

01st April 2025 to 31st March 2027

Submission of Tenders : Sr. Manager (Estate),
Entrepreneurship Development Institute of India;
(Via Ahmedabad Airport & Indira Bridge); P.O. Bhat 382 428
Dist. Gandhinagar-India

The bidder would be responsible for the Genuity of documents submitted as per the technical specifications prescribed in this tender document.

Minimum experience of work :

- The agency should have a minimum of 5 years' experience in providing housekeeping Services to training or educational institutions of higher learning or repute.
- The rates quoted should be all-inclusive, covering service tax and the manpower engaged by the agency.



- Annual Turnover : A minimum of Rs.50.00 lakh in the last financial year
- Pre-Bid Meeting : For the benefit of prospective bidders, a pre-bid meeting has been scheduled. Interested bidders should submit their queries via email to the Administration Department at admin@ediindia.org before the Query Submission Date specified in the Control Sheet. Any queries submitted after the Query Submission Date may not be considered by the Bank.

Monday, 17th February 2025

- Date of issue of tender : Tuesday, 11th February 2025
- Last date for submission of tender : **Tuesday, 04th March 2025 (upto 1500 hrs.)**
- Earnest Money Deposit : **EMD payable with quotation:** Rs.50,000/- (refundable) in favor of EDI of India by Bank Draft/DD payable at Ahmedabad. The EMD will be adjusted as a security deposit in case of the successful tenderer.

- A. Any bid submitted without EMD will be summarily rejected.
- B. The bidders should submit the EMD along with the technical bid. The EMD should be in the form of a Demand Draft in favor of EDI of India, payable at Ahmedabad, and should be valid for a period of 6 months from the date of submission of the bid.
- C. The EMD of all unsuccessful bidders will be refunded by EDII within 30 business days of notifying the bidder as unsuccessful, without any interest.
- D. The EMD of the successful bidder will be released upon completion of work, without any interest.
- E. Micro and Small Enterprises registered with the National Small Industries Corporation (NSIC) or equivalent and having single-point registration are exempt from payment of EMD to the extent of the monetary limit stated in the registration certificate. The bidder should submit a valid certified copy of the NSIC or equivalent registration certificate/renewal certificate. A photocopy of the application for registration/renewal is not acceptable.

- Security Deposit : **Security deposit** : Rs.1,00,000/- (refundable) to be paid by successful tenderer by Bank Draft/DD in favour of EDI of India payable at Ahmedabad. No interest will be paid thereon

- Documents to be submitted along with Technical Bid : **Guidelines for submission of Bids/Tender:**
1. Bids should be submitted in **two bidding systems** (Technical Bid and Financial Bid). The tender document comprises terms and conditions, the scope of work, a form of tender, a form of agreement, a bill of quantities, etc.
 2. The sealed quotations in the prescribed format (Envelope 1 & Envelope 2 should both be enclosed in a separate envelope) should be super-scribed with "**Tender for Housekeeping Services at EDII Campus.**" The envelope should bear the full



name, postal address, telephone number, fax number, and email address of the tenderer.

3. **Technical Bid:** The envelope should be super-scribed with the Tender No., the title of the tender (i.e., "Tender for **Housekeeping Services** at EDII Campus"), and the words "TECHNICAL BID" (as prescribed hereinafter).

The technical envelope should contain the following:

- a. Profile of Agency
- b. Work Experience
- c. Certificates such as GST, PAN card, canceled cheque copy, etc.
- d. Vendor Registration form
- e. Annual Turnover documents (minimum 3 years)
- f. Profit & Loss Statement (minimum 3 years)
- g. Annexure III on the letterhead of your Chartered Accountant
- h. Undertaking
- i. Proof showing the financial stability of your agency
- j. Certificate mentioning that your company is not blacklisted by anyone
- k. Documents related to the Year of Establishment
- l. Technical specification cum compliance sheet
- m. Proof of Earnest Money Deposit (EMD)

Kindly note that loose papers will not be accepted. The technical bids should be kept in a single bundle. Only hard-bound copies will be accepted.

Financial Bid: The envelope should be super-scribed with Tender No., the title of the tender (i.e., "Tender for **Housekeeping Services** at EDII Campus"), and the words "FINANCIAL BID," containing the rate quoted by the party, duly signed by an authorized representative. For more details, please refer to the Annexures.

The bid documents submitted must be free from any overwriting, interlineations, corrections, or double typing. However, the Employer or its appointed committees may, at their discretion, consider any document with overwriting or corrections if the same has been duly initialled and dated by the authorized representative of the tenderer.

General Conditions:

Agency Responsibilities: The agency would be required to provide the following housekeeping services at the EDII campus in the areas listed below:

- a) Toilet and bathroom cleaning
- b) Cleaning, sweeping, and dusting of hostel rooms
- c) Cleaning, sweeping, and dusting of offices
- d) Toilet cleaning in staff quarters
- e) Cleaning and dusting of the library
- f) Cleaning and dusting of the computer lab
- g) Changing of linen in hostel rooms



- h) Sweeping of roads
 - i) Cleaning of corridors and verandas, including the application of phenyl
 - j) Cleaning of sports ground
 - k) General cleaning of the whole campus
 - l) Disposal of waste material (packing materials, waste papers, disposable containers, etc.)
 - m) Cleaning of water coolers
- **Staffing Requirements:** The agency is free to employ as many workers as it deems appropriate. However, the daily housekeeping staff must include at least **02 supervisors and 28 cleaning staff.**
 - **Cleaning Materials:** The agency is responsible for arranging adequate cleaning materials for housekeeping, as per the details mentioned in Annexure-IV.
 - **Compliance:** The agency must comply with the rules outlined in the Contract Labour (Regulation and Abolition) Act, 1970, the Minimum Wages Act, the PF Act of 1952, or any other applicable labor laws.
 - **Conflict Resolution:** The agency will be responsible for resolving any conflicts, including legal proceedings and engagement of advocates, arising between the agency and its workers or between EDII and the agency's workers. Housekeeping workers whose services are protected by the Hon. Labour Court must be retained by the agency. In the case that their services do not meet the standards required by the Institute, they may be assigned alternative work. The agency has the right to remove workers on disciplinary grounds after investigation.
 - **Safety of Workers:** The agency will be responsible for ensuring the safety of the workers engaged by it.
 - **Accommodation:** No accommodation will be provided for the agency or its workers.
 - **Service Hours:** The agency will render **at least 8 hours** of service at the EDII campus every day.
 - **Financial Quote:** The agency must quote the total amount chargeable per month for providing housekeeping services across the entire campus, including the cost of cleaning materials.
 - **Retention of Protected Workers:** The agency is obligated to retain workers whose services have been protected by a Labor Court order
 - **Age limit for supervisor and guard:** Not more than 45 years as of the 10th of every month.
 - The agency will be responsible for the safety, control, deployment, and health of the staff engaged by them.
 - No accommodation or meals will be provided for the agency or its staff on campus.
 - **Financial Quote:** The agency must quote the total amount chargeable per month for providing housekeeping services for 8 hours a day at the EDII campus. The amount should be all-inclusive, covering basic pay, special allowance, PF, administrative charges, service tax, and service charges.
 - **Personnel Requirements:** The service provider must deploy adequately trained, mentally and physically sound, dedicated, and well-disciplined housekeeping personnel. These personnel will be responsible for keeping the premises, movable and immovable assets, equipment, and other areas clean and dust-free.
 - **Round-the-Clock Service:** The housekeeping personnel must be deployed around the clock at various locations within the Institute and hostel premises, as required.
 - **Cleaning Duties:** The housekeeping personnel will be assigned the responsibility of cleaning and dusting the allocated areas.



- **Additional Services:** The service provider shall offer any other services on a need basis, as and when instructed by the concerned authority.
- **Vigilance and Regular Rounds:** The housekeeping personnel shall regularly inspect the premises, remain vigilant, and stay alert to ensure that no areas are left uncleaned.
- **Pre-Deployment Documentation:** The selected tenderer must submit a list of names of the housekeeping personnel to be deployed, along with their identity proof, qualifications, EPF, and ESI account numbers. The tenderer must also provide a Police Clearance Certificate confirming that no criminal record has been registered against them. After approval by the Institute's authority, the personnel will be deployed. Additionally, no staff member should be assigned duty on two consecutive shifts.
- **Financial Liability:** The entire financial liability concerning the housekeeping services deployed at the Institute will rest with the Housekeeping Service Provider. The Institute will not be held liable in any manner. It is the responsibility of the service provider to pay the personnel at least the minimum rate quoted in the financial bid and to provide the necessary evidence as required by the Institute.
- **Grievance Redressal:** The Housekeeping Service Provider will be solely responsible for addressing any grievances or resolving disputes related to the personnel deployed. The Institute's authority will not be responsible for the settlement of such issues.
- **Liability for Injury or Loss:** The Institute will not be liable for any financial loss, injury, or compensation related to any personnel deployed by the Housekeeping Service Provider while performing their duties.
- **No Claim for Benefits:** The persons deployed by the Housekeeping Service Provider shall not be entitled to claim any benefits, compensation, absorption, or regularization of their deployment in the Institute under applicable rules and Acts. The Housekeeping Service Provider shall submit an undertaking from the deployed personnel to this effect.
- **Substitute Personnel:** In case a person leaves the job due to personal reasons, the Housekeeping Service Provider must provide a substitute well in advance. The payment for the overlapping period of the substitute will be the responsibility of the Housekeeping Service Provider. The provider is also responsible for any applicable Provident Fund and Employees' State Insurance contributions.
- **Police Record and Conduct:** The personnel deployed by the Housekeeping Service Provider must have a clean police record, with no pending criminal cases. They should be polite, cordial, and efficient while performing their duties, acting in a manner that enhances the image of the Institute. The Housekeeping Service Provider will be held accountable for any acts of indiscipline committed by the deployed personnel.
- **Uniforms and Identity Proof:** All workers engaged by the agency must wear uniforms and carry identity proof. The agency must provide uniforms, shoes, caps, and other necessary equipment for the personnel.
- **Age and Training of Personnel:** The successful bidder will provide trained housekeeping personnel aged between 25 and 45 years, who will perform duties on a shift basis across the campus as per the Institute's requirements.
- **Salary and Equipment:** The Housekeeping Service Provider will bear the cost of maintaining the housekeeping personnel, including their salaries, allowances, uniforms, and necessary equipment. These personnel will remain on the agency's roll during the contract period.
- **Statutory Contributions:** The Housekeeping Service Provider is responsible for ensuring all statutory contributions (such as Provident Fund, Employees' State Insurance, etc.) are made in compliance with applicable laws during the contract period.



- **Staff Deployment and Accommodation:** The Housekeeping Service Provider shall deploy staff in accordance with the guidelines and take responsibility for their accommodation arrangements at their own cost.
- **Documentation and Statutory Compliance:** The agency shall maintain records, documents, original vouchers, and challans related to statutory deposits for the housekeeping personnel. These must be submitted to the Institute's officer as required. Failure to comply will result in termination of the contract with one month's notice
- This is an **annual maintenance/service/rate contract**, with uniform rates applicable for the entire year.
- Every page of the document must be sealed and signed by the **Competent Authority**

Payment Terms:-

- **Payment Terms:** Payment will be made one month after the submission of the original bill.
- GST, as applicable, should be indicated, and a copy of the GST registration must be submitted along with your tender.
- **Price Escalation:** No request or claim for price escalation on any grounds shall be entertained during the tenure of the contract. However, any enhancement in the minimum wage rates, if notified by the State Government during the contract period, may be considered

Important Notes:

- The wages shall not be less than the minimum daily wages approved by the Government of Gujarat, Labour and ESI Department. Any violation of this at any stage will lead to rejection of the tender or termination of the service.
- The total rates quoted by the tendering agency should be inclusive of all statutory and taxation liabilities in force at the time of entering into the contract.
- The financial bids will be opened only for those bidders whose technical bids are found to be complete in all respects, as per the tender documents.
- The service charge should be higher than the TDS amount as applicable under the Income Tax Act. Bidders quoting a service charge equal to or less than the TDS amount will be rejected outright. **The provisions mentioned in the clauses will not affect the decision of the successful bidder**
- If the service charges of two or more agencies/companies are the same, the Institute will make the final selection.
- Annual income (as per IT return) for the last three years .
- The service provider should submit proof of the deposit of SGST/CGST as per the bill amount for the previous month before raising the next month's bill.
- Payment will be made at the conclusion of the calendar month, based on the number of working days for which duty has been performed by each person. Documents supporting the deposit of ESI and EPF dues for the persons engaged, along with the service tax deposited by the service provider, should be submitted every month, by the 1st week of the following month, for the release of the bills.

Legal



- The persons deployed shall, during the course of their work, have access to certain confidential documents and information that they are not permitted to disclose to third parties. Therefore, they shall be required to take an oath of confidentiality, and any breach of this condition shall make both the Housekeeping Service Provider and the deployed person liable for penal action under applicable laws, in addition to actions for breach of contract.
- The Housekeeping Service Provider shall be responsible for complying with all statutory provisions related to the minimum wages payable to Housekeeping personnel deployed at the Institute, ensuring that wages are paid directly to their respective bank accounts. The provider shall submit evidence of this compliance to the Authority every month before any payments are made toward the remuneration of personnel. Any remuneration not paid in accordance with this procedure is unacceptable. The Institute shall not bear any liability in this regard.
- The agency shall be solely responsible for ensuring compliance with various labor and industrial laws, including wages, allowances, compensation, EPF, bonus, gratuity, ESI, etc., for the personnel it deploys, or for any accidents that may occur to them. The Institute shall not be liable for any expenses in this regard. The agency shall pay the wages to the Housekeeping personnel by the first working day of the succeeding month, regardless of any delay in the settlement of its bills by the Institute for any reason. The agency shall also be responsible for insuring its personnel.
- The Housekeeping Service Provider shall be liable for depositing all taxes, levies, cess, etc., on account of services rendered to the Institute, to the concerned tax collection authorities, in accordance with applicable rules and regulations. Attested Xerox copies of such documents shall be furnished to the Authority.
- The Housekeeping Service Provider shall maintain all statutory registers as required by law and shall produce the same, upon demand, to the Institute's authority or any other officer concerned, or any other authorized authority under law.
- Tax Deduction at Source (T.D.S.) shall be done as per the provisions of the Income Tax Act/Rules, as amended from time to time. A certificate to this effect shall be provided by the Institute.

Note: *Registration/License under the Contract Labour (Regulation and Abolition) Act, 1970, is applicable to Housekeeping Service Providers employing more than 20 workers*

Documents To Be Submitted By The Successful Agency Before Deployment Of Manpower

1. List of manpower shortlisted by the agency for deployment in the Institute, containing full details, such as date of birth, marital status, address, educational qualifications, etc.
2. Bio-data of all persons.
3. Any other document deemed relevant.

Responsibility of the Bidder

- Information, materials, etc., borrowed by the bidders, if any, shall remain the property of EDII and may be provided by EDII solely for the execution of this contract. All such borrowed materials shall be the sole property of EDII and must be returned to EDII after the submission of the bids.



- Please quote your rates exactly as per our inquiry.
- Technical details, literature, operation manuals, etc., must be provided with the technical bid.
- The quotations must be submitted along with copies of the Certificate of Authorized Dealership.

Relationship with Employee:

Every bidder should, at the time of submission of the bid, provide a declaration as follows:

"If any employee of the tendering Institute or his/her relative, as defined in Section 2(77) of the Companies Act, 2013, holds 10% or more shareholding in the bidding Institute/firm, the tendering Institute will not engage with such firm. Therefore, the tenderer must specifically disclose this fact in their technical bid. Non-disclosure of such information will result in immediate disqualification of the tenderer from further dealings with the tendering Institute."

Performance Assessment

If, during the execution of the work, the following problems were found, then a penalty of 02% of the Contract value per week (subject to a maximum of 05%) may be imposed by the Institute

- Quality of deliverables is not up to the mark (till the quality is improved to the required extent)
- Delays in deliverables
- Not assigning adequate resources on time
- Not engaging resources on a dedicated basis when required
- Assigning resources that do not meet the client's requirements as per the approved time schedule or the quality of deliverables.

Termination of Contract:

In case the bidder fails to deliver the services within the contractual period, the Institute shall exercise its discretionary power to:

- Recover, from the supplier as agreed, by way of the penalty clause mentioned above; or
- Avail the service elsewhere after giving due notice to the successful bidder, at the account and risk of the unsuccessful bidder, without canceling the contract; or
- Cancel the contract.
- The Institute reserves the right to terminate the contract if the services are found unsatisfactory, by giving 15 days' notice. If the agency wishes to terminate the contract, it must provide 15 days' written notice, along with reasons for the termination.
- The agreement is liable to be terminated due to non-performance, deviation from the terms and conditions of the contract, non-payment of remuneration to employed persons, and non-payment of statutory dues. The Institute will bear no liability for the non-payment of remuneration to the personnel employed by the Housekeeping Service Provider or the outstanding statutory dues to statutory authorities. If any loss or damage is caused to the Institute by the deployed personnel, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

In the event of risk purchase of services of a similar description, the opinion of the Institute shall be final. If action is taken under clause (a) or (b), the successful bidder shall be liable to pay for



any loss that the Institute may sustain on account of this, but the successful bidder shall not be entitled to any savings on such services made against default.

Further, the Institute reserves the right to terminate the contract (i.e., work order/agreement/purchase order) at any time, without assigning any reasons, by giving a notice period of one month from the date of termination of the contract. The Institute will not be responsible for any compensations, damages, or losses whatsoever on account of such termination of the contract.

Proposal Ownership

The bid and all supporting documentation submitted by the bidders shall become the property of EDII, and it reserves the right to accept or reject any request made by any bidder to return or destroy the bid and accompanying documentation.

Indemnity

The selected bidder shall indemnify, protect, and hold EDII and its personnel harmless against all claims, losses, costs, damages, expenses, actions, suits, and other proceedings.

Confidentiality of tender submissions:

The contractor shall treat and maintain the Employer's confidential information as "Confidential Information" and handle it with the utmost care.

Force Majeure

"Force Majeure" refers to an event beyond the control of the selected bidder, not involving the vendor's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of God or public enemy, acts of the Government of India in their sovereign capacity, acts of war, fire, floods, strikes, lock-outs, and freight embargoes.

If a Force Majeure situation arises, the selected bidder shall promptly notify EDII in writing of such conditions and the cause thereof within 30 calendar days. In such cases, the time for performance shall be extended by a period not less than the duration of the delay. If the delay continues beyond a period of three months, EDII and the selected bidder shall consult with each other in an effort to find a solution to the problem.

GST Compliance:

The Vendor* hereby undertakes to comply with all applicable GST rules and regulations, specifically but not limited to the GST compliance requirements as stated below. The Vendor also agrees that any loss on account of GST, including the loss of input tax credit (ITC) and any interest and/or penalty thereon, if arising due to non-compliance with GST laws and rules/regulations by the Vendor, shall be borne solely by the Vendor. Under such circumstances, EDII shall have the right to recover the said amount from the next bill payment or any future payment due to the Vendor. The Vendor hereby authorizes the bank to recover such amounts from the Vendor's account maintained with EDII and/or from any payment due from EDII.

*The term "Vendor" includes suppliers, service providers, landlords, etc., and may be suitably modified as per the respective agreement.



- The Vendor hereby undertakes the timely and proper filing of GSTR-1 and GSTR-3B returns as per GST rules and regulations, covering the invoices raised on EDII, so that EDII may avail of input tax credits (ITC) based on the matching of corresponding vendor invoices with GSTR-2B.
- The Vendor also agrees that if the Vendor's GSTIN is suspended or canceled by the GST authority, resulting in ITC loss for EDII, the Vendor shall be liable to reimburse such loss.
- The Vendor agrees that all payments due from EDII shall be linked to the proper discharge of tax liability by the Vendor within statutory time periods. In case of any disputes due to non-matching of GST credit, the Vendor shall resolve the same within 90 (ninety) days of the invoice date, failing which EDII/the bank shall have the right to recover the GST paid from the Vendor.
- The Vendor agrees that if the Vendor falls under the applicability of E-invoice provisions, the invoice shared with EDII should mandatorily be an E-invoice. If the Vendor is below the E-invoice applicability limits, the Vendor should provide a declaration for the same and also bear the responsibility to inform EDII as and when E-invoice provisions become applicable. Any loss of ITC to EDII due to non-compliance with E-invoice provisions shall be borne by the Vendor.
- The Vendor shall provide invoices, debit notes, and credit notes in accordance with the time of supply provisions to enable EDII to avail ITC in a timely manner, on or before the stipulated time period. All necessary adjustment entries (credit notes, debit notes) shall be made before October 31 of the succeeding financial year.
- Wherever applicable, EDII has the right to deduct 'tax deducted at source' at the rate prescribed under the applicable law and remit the same to the relevant tax authorities.
- Where the supply of goods/services is liable to GST under the reverse charge mechanism, the Vendor must clearly mention the category under which it has been registered and must indicate that "the liability of payment of GST is on the Recipient of Service."
- Any GST liability arising on the Vendor due to contravention of the provisions of GST regulations shall be borne by the Vendor itself, and EDII shall not be liable for compensating the same.

Dispute Resolution

The parties shall use their best efforts to amicably settle all disputes arising out of or in connection with the tender documents in the following manner:

- The party raising a dispute shall address a notice to the other party, requesting an amicable settlement of the dispute within 15 days of receipt of the notice.
- The matter will be referred for negotiation between the Director General or any competent authority of the Institute and the Bidder. The matter shall then be resolved by them.
- The parties agree that any dispute between them that cannot be settled by negotiation, as described above, may be resolved by arbitration. Such a dispute may be submitted by either party to arbitration within 15 days of the failure of negotiations. Arbitration shall be held in Gandhinagar, Gujarat, India, before a sole arbitrator appointed mutually by the parties. The arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996, or any statutory modification or re-enactment thereof. The arbitration proceedings shall be conducted in the English language. The arbitration award shall be final, conclusive, and binding upon the parties. Each party shall bear the cost of preparing and presenting its case, and the cost of arbitration,



including fees and expenses of the arbitrators, shall be shared equally by the parties unless the award otherwise provides.

General Terms & Conditions:

- **Bid Submission Study:** Bidders are advised to carefully review the tender document before submitting their bids. By submitting a bid, the bidder confirms that they have fully understood the terms, conditions, and implications of the document.
- **Site Visit:** Bidders are encouraged to visit the site where the work will be carried out. At their own expense, they should assess the site conditions, location, climate, utilities, access, applicable laws, and any other relevant factors. Any discrepancies or ambiguities found in the documents should be clarified with the Institute before submission.
- The service provider shall attend to and resolve any complaints from the Institute within 24 hours. Additionally, the service provider shall be required to visit the Institute premises twice a month to address any service-related issues
- **Confidentiality and Professionalism:** The Agency is required to follow professional ethics and comply with regulatory rules. Confidentiality must be maintained in all matters that could harm the Institute's interests or reputation.
- **Timeframe:** Time is of the essence. The work must be completed within the time schedule specified in the Tender's control sheet.
- **Location and Site Details:** Bidders should ascertain the size, condition, and available areas for their use, as well as other details that may affect the tender.
- **Tender Documentation:** The bidder must complete all sections of the annexed Form of Tender, Schedules, and Bill of Quantities with the requested prices and details. All pages of the documents should be signed and dated.
- **Rate Discrepancies:** Rates should be filled in both figures and words. In case of discrepancies between the two, the rate in words will prevail.
- **Document Integrity:** The Tender Form and its attachments must remain intact. Alterations or mutilations of the documents, other than completing the required sections, are not permitted. Any changes must be made via a covering letter or properly signed corrections.
- **Strict Adherence to Specifications:** Bidders must quote as per the approved makes/models listed in the price bid. Failure to do so may result in the bid being rejected.
- **Payment Terms:** Payments will be made one month after the submission of the bill, and the quoted rates should include all taxes, including GST. A copy of the GST registration document must be submitted with the offer.
- **Tax Responsibilities:** The bidder shall be responsible for paying any applicable taxes, duties, fees, and other charges under relevant laws.
- **Communication During Bidding:** From the time the bids are opened until the contract is awarded, bidders should refrain from contacting the employer regarding their bids. Any efforts to influence the evaluation process may lead to disqualification.
- **Late Submissions:** Any bids received after the submission deadline will be rejected.
- **Cost of Bid Preparation:** The bidder is responsible for all costs associated with the preparation and submission of their bid.
- **Right to Reject:** The Institute reserves the right to reject any or all bids, and is not obligated to accept the lowest bid. The Institute may also reissue the tender without consent from the bidders.



- **Subcontracting:** The successful bidder cannot subcontract the work without prior approval from the Institute. Unauthorized subcontracting may result in contract termination.
- **Contract Rate Stability:** The rates quoted by the bidder will remain fixed throughout the duration of the contract. No price adjustments will be allowed.
- **No Liability for Bidding Errors:** The Institute does not accept any liability for errors arising from the bidder's reliance on any part of the tender.
- **Tampered Documents:** Any tampering or modification of the tender documents (especially the price bid template) will result in immediate rejection of the bid and forfeiture of the Earnest Money Deposit (EMD).
- **Amendments to Tender:** Any amendments to the tender will be published on the Institute's website. No newspaper notices will be issued.
- **Website Monitoring:** Bidders should regularly check the Institute's website for any corrigendum, addendum, or amendments, particularly within the last three days before the submission deadline.
- **Business Relationships:** No bidder who has a direct business relationship (e.g., family members, partners) with another bidder may submit separate bids for the same contract. Such bids will be rejected.
- **Multiple Awards:** The Institute reserves the right to award the contract to multiple bidders or cancel the tender at its discretion.
- **No Email Bids:** The Institute will not accept bids submitted via email.
- **Arbitration:** Any disputes will be referred to a sole arbitrator appointed by the Director-General, and the arbitration will be conducted in accordance with the Arbitration and Conciliation Act, 1996. The decision of the arbitrator will be final and binding.
- **Right to Cancel or Award Work:** The Institute reserves the right to cancel the tender, award work to one or more bidders, or reissue the tender without any obligation to accept the lowest bid.
- **Jurisdiction:** Any legal matters related to this contract will be governed by the laws of Gandhinagar, Gujarat

Sd/-
Signatory

Encl : a/a



Annexure – I

AGENCY INFORMATION SHEET

1.	Name of the Housekeeping Agency	:	
2.	Address of Registered Office/Head Office: (With telephone no.)	:	
3.	Contact Person/Mobile No.	:	
4.	Email address	:	
5.	Year of Establishment	:	
6.	Constitution of the Firm: (Public Ltd./Private Ltd./Partnership/ Proprietorship, etc.)	:	
7.	Name of the Proprietor/Partners/ Directors: (Strike out whichever is not applicable)	:	
8.	Registration number with Labour Commissioner	:	
9.	Registration number with P.F. Commissioner	:	
10.	PAN card No.	:	
11.	Service Tax Registration No.	:	
12.	Experience in number of years in handling various accounts	:	
13.	Is the Agency empaneled with Educational Institutions? If yes, name of the Institutes: (Attach separate sheet, if required)	:	
14.	Annual Turnover of the firm during the last financial year. Attach a copy of the certified audited statement of accounts or a certificate of agency's Chartered Accountants.	:	
15.	Details of EMD (amount, bank, demand draft/cheque no./ date, etc.)	:	
16.	Infrastructure available in Ahmedabad and other cities in India	:	
17.	Attach a statement of employees, including technical and administrative staff, etc.	:	



Annexure – II

LIST OF CLIENTS

Sr. No.	Name, Address, Contact Person & Phone No. of the Client	Date and No. of Completion Certificate	Date of Start	Date of Completion	Cost of Work on Completion	Reference and Page No. of Documentary Proof of the detail missing in completion certificate

Date:.....

Signature & Seal of the Agency:



Annexure – III

**RATE QUOTATION FOR PROVISION OF HOUSEKEEPING SERVICES
TO BE PROVIDED AT EDII CAMPUS (2025-2027)**

Our rate for outsourcing of Housekeeping contract is as under:

1.	Monthly charges for outsourcing of Housekeeping service at EDII Campus (including all taxes)	:	Rs.
2.	Monthly charges for supply of cleaning materials (as per list attached). (including all taxes)	:	Rs.

Place:
Date:

Signature, Name & Stamp of the authorized
signatory of the firm

Address:

Mobile No:
Landline:



FINANCIAL BID

For providing Housekeeping personnel to _____

Name of tendering Housekeeping services providers _____

- Rate per person per month (8 hours per day) inclusive of all statutory liabilities, taxes, levies, cess etc: for each category of manpower will be submitted in the prescribed format given below.

Sl. No.	Man-power Type	Rate of wages per person per day (exclusive of EPF, ESI and other statutory dues, if any)	EPF contribution on wages per person per day basis		ESI contribution on wages per person per day basis		(**) Other statutory dues, if any, on wages per person per day basis	Bonus	Service Charges of the Service provider per person per day basis	(**) G.S.T per person per day basis As applicable	Total Chargeable amount per person per day
			(*) Employee share (Pl specify % and amount)	Employer share (Pl specify % and amount)	(*) Employee share (Pl specify % and amount)	Employer share (Pl specify % and amount)					
1	2	3	4	5	6	7			9	10	11
1	Supervisor (Semi-Skilled Zone-I)	Basic: VDA:									
2	Housekeeping staffs (Unskilled Zone-I)	Basic: VDA:									

GST @ % will be charged extra

- (*) This amount to be deducted from the employee and to be deposited with Respective Dept. i:e EPF & ESI along with employer share.
- (**) The G.S.T and other statutory dues, if any, will be paid as per the rate in force as per Govt. circular.

Date
Place :

Signature Of Bidder / authorized person
Name:
Seal:



Annexure – IV

LIST OF MATERIALS TO BE SUPPLIED WITH TENDER RATE (2025-2027)

Sr. No.	Name of the Material	Qty.		Rate (Rs.)
1.	Air Freshener	5	Lts.	
2.	Toilet Cleaner	35	Lts.	
3.	Phenol	30	Lts.	
4.	Wet Mop (Reff)	4	Nos.	
5.	Floor Duster	24	Nos.	
6.	Glass Duster	12	Nos.	
7.	Table Duster	12	Nos.	
8.	Soft Broom	12	Nos.	
9.	Hard Broom	12	Nos.	
10.	Sunny Cubes	60	Nos.	
11.	Naphthalene Balls	1.5	Kg.	
12.	Toilet Brush	4	Nos.	
13.	Scotch Brite (Big)	12	Nos.	
14.	Nirma Powder	3	Kg.	
	TOTAL			



Annexure – V

DETAILS OF CASE AGAINST YOU/YOUR FIRM, IF ANY IN ANY COURT OF INDIA

Sr. No.	Case No.	Name of the Court	Case in Brief	Status of the Case

Date:.....

Signature & Seal of the Agency:



Annexure – VI

FINANCIAL DETAILS

Sr. No.		1 st FY	2 nd FY	3 rd FY	4 th FY	5 th FY
		Rs. (In Lacs)	Rs. (In Lacs)	Rs. (In Lacs)	Rs. (In Lacs)	Rs. (In Lacs)
		a	b	c	d	e
1	Profit / Loss					
2	Gross Annual Turnover of Previous 5 Financial Years ending as on 31st March of last FY					
3	Average Annual Turnover for previous 5 financial years(Rs in Lacs) = $(a+b+c+d+e) / 5$					
4	Net Worth (paid up capital + reserves) as on 31st March of last FY					

(The print is to be taken in the letter head of the Chartered Accountant). The original document is to be submitted along with Technical bid)

Signature of Tenderer with Seal

Signature of Chartered Accountant with Seal



Undertaking & Acceptance of Tender Document

To,

Sr. Manager (Estate),
Entrepreneurship Development Institute of India;
(Via Ahmedabad Airport & Indira Bridge); P.O. Bhat 382 428
Dist. Gandhinagar Gujarat – India

Tender Reference:

Name of the Tender:

Dear Sir/Madam,

1. I/We, having downloaded/obtained the tender document(s) for the above-mentioned "Tender/Work" from the website and in response to your advertisement given in and on hereby confirm that I/we have carefully reviewed and understood the terms and conditions of the tender.
2. I/We certify that we have read the entire tender document(s) from Page no.....to Page no. (including all annexures, schedules, etc.), which form part of the contract agreement. We hereby agree to comply with all terms, conditions, and clauses outlined in the tender document.
3. Any corrigendum(s) issued by your department/organization regarding this tender have also been duly considered while submitting our bid.
4. I/We unconditionally accept all the tender conditions as laid out in the tender document(s) and any corrigendum(s) issued by your organization in its entirety.
5. We understand that you are not bound to accept the lowest bid or any bid you may receive.
6. We have independently considered the Liquidated Damages amount mentioned in the Appendix of the tender document and agree that it represents a fair estimate of the loss likely to be suffered by your organization in the event that the work is not completed on time.
7. Having visited the site and reviewed the Terms and Conditions of the Contract, as well as the Detailed Specifications of the aforementioned work, we hereby offer to complete the entire work in conformity with the said Terms and Conditions and Detailed Specifications, or any other sum as may be determined in accordance with the contract.
8. I/We declare that our firm has not been blacklisted, debarred, terminated, or banned by any Government or public sector undertaking.
9. I/We affirm that all the information provided in our bid is true and accurate. In the event that any information is found to be incorrect or in violation of the terms, the department/organization reserves the right to reject our bid or terminate the contract,



with no prior notice or reason, and to forfeit the Earnest Money Deposit (EMD) absolutely, without prejudice to any other rights or remedies.

10. I/We hereby confirm that we have thoroughly read, understood, and agreed to all the terms and conditions specified in the tender document, and we commit to abide by them if the contract is awarded to us.

Thank you for your consideration.

Yours faithfully,

(Signature of the Bidder, with official seal)

M:.....

Email:.....



Annexure – VIII

Declaration for Non-Blacklisting
(To be given on Company Letter Head)

To,

Sr. Manager (Estate),
Entrepreneurship Development Institute of India;
(Via Ahmedabad Airport & Indira Bridge); P.O. Bhat 382 428
Dist. Gandhinagar Gujarat – India

Tender Reference:

Name of the Tender:

Dear Sir/Madam,

We, having our registered office at hereby declare that we are not blacklisted by any Central or State Government, agency of the Central or State Government of India, any Public Sector Undertaking, or any Regulatory Authority in India or in any other country worldwide for any fraudulent activities or misconduct.

We confirm that, to the best of our knowledge and belief, we have not been subject to any action or sanction by any such authorities that would hinder our eligibility for this tender or contract.

Thank you for considering our declaration.

Yours faithfully,

(Signature of the Bidder, with Official Seal)



ENTREPRENEURSHIP DEVELOPMENT INSTITUTE OF INDIA (Via Ahmedabad Airport & Indira Bridge); P.O. Bhat 382 428 - Dist. Gandhinagar Gujarat – India VENDOR REGISTRATION FORM		
1	Name of the Vendor/Client (Please submit valid proof for the same)	:
2	Type	: <input type="checkbox"/> Company <input type="checkbox"/> Firm <input type="checkbox"/> Proprietorship <input type="checkbox"/> Trust Others Please Specify _____
3	Status of Vendor	: <input type="checkbox"/> Manufacturer <input type="checkbox"/> Authorised Dealer <input type="checkbox"/> Service Provider <input type="checkbox"/> Stockist/ Traders Others Please Specify _____
4	Registered Address	:
5	State	:
6	Name of Contact Person	:
7	Designation of Contact Person	:
8	Contact Number	:
9	Official E Mail Address	:
10	PAN (Please attach copy for the same)	:
11	Status of Vendor under GST	: <input type="checkbox"/> Registered <input type="checkbox"/> Un-registered
12	GST No./Provisional ID Number (Please attach copy for the same)	:
13	Payment Terms	:
14	Are you associated or having relationship with any of the EDII employee?	: <input type="checkbox"/> Yes <input type="checkbox"/> No
15	If YES, please provide the relationship details	:
16	Have you ever worked with the EDII before	: <input type="checkbox"/> Yes <input type="checkbox"/> No
17	If YES, please provide the reference of transaction done	:
18	Name of the Bank	:
19	Address of the Branch	:



20	Beneficiary Name (The Bank account to which any payment will be made, preferably, should not be on Individual's name. In case of proprietorship proper KYC should be submitted where name must match with the name provided in 1st row)	:	
21	Bank Account No.	:	
22	Bank Account Type	:	
23	IFSC Code for RTGS/NEFT	:	
	List of Documents to be provided	:	
1	Copy of PAN	:	
2	Copy of GST registration Certificate (All 3 pages) - If registered under GST	:	
3	Cancelled Cheque / Bank Passbook 1st page containing Bank details	:	
4	If Company, Certificate of Incorporation	:	
5	If Partnership firm / LLP, List of Partners	:	

Date:.....

Place:.....

Prepared by:.....

Approved by:.....