

Tender Inquiry document for outsourcing of Cleaning & Sanitation services

TENDER NO. RTIL/A-5 5 ./10 -11

Dated: 30.12.2011

Direct Taxes Regional Training Institute, Lucknow, (hereinafter referred to as DTRTI), invites sealed bids from reputed parties for the supply of Cleaning & Sanitation services as per terms & conditions of this bid document, for a period of one year for the campus area of the DTRTI, Lucknow as specified in the bid document.

2. The bid document along with terms and conditions can be obtained from the Administrative Officer, DTRTI at Ground floor, Administrative Block, DTRTI, PRAGYA, Vibhuti Khand, Gomti Nagar, Lucknow from 31.12.2011 to 25.01.2012 between 11.00 am to 5.00 pm on all working days on payment of Rs.500/- towards the cost of bid documents, through demand draft drawn in favour of Sr. Accounts officer, ZAO, CBDT, Lucknow,+payable at Lucknow.

3. Sealed bids along with the Earnest Money Deposit (EMD) of Rs. 15000/- through demand draft favouring Sr. Accounts Officer, ZAO, CBDT, Lucknow+payable at Lucknow should be submitted in the office of the Administrative Officer, at Administrative Block, Direct Taxes Regional Training Institute ,PRAGYA, Vibhuti Khand, Gomti Nagar, Lucknow latest by 24.02.2012 up to 1200 hrs. The bids will be opened at 1100 hrs on the 02.03.2012 in the Conference Hall, 2nd floor, Administrative Block, DTRTI, Lucknow.

4. The complete bidding document is also available for viewing and downloading at our website: www.nadt.gov.in and incometaxindia.gov.in. In case the bid document is downloaded from the website, the cost of Rs. 500/- shall be deposited alongwith the bid application in the form of a separate draft as per details given above.

Administrative Officer

**Direct Taxes Regional Training Institute,
Lucknow**

D.T.R.T.I. REGIONAL TRAINING INSTITUTE, VIBHUTI KHAND, GOMTI NAGAR, LUCKNOW

Section I

SCOPE OF WORK

Specification of services to be rendered

The scope of work to be entrusted and undertaken and performed consists of cleaning and sanitation services as per details given below in the specified areas of the campus/ premises of the D.T.R.T.I., situated at VIBHUTI KHAND, GOMTI NAGAR, LUCKNOW and it also include certain managerial service for managing the services as specified.

(1) The area to which the scope of work and services, covered by the bid, will extend are spelt out and specified as described below:

- The area of cleaning and sanitation to be covered by the contractor shall include the entire campus of D.T.R.T.I., Vibhuti Khand, Gomti Nagar, Lucknow except the following:

(i) *The building of the Hostel Block*

The remaining areas of the DTRTI campus / premises are covered by the scope and extent of work, which include basement, administrative block, including all rooms, bathrooms and toilets, lifts, corridors, common areas, roof tops, staircases located therein and connecting passages between hostel block and Administrative Block, gardens, pathways, parkings, boundary walls and the RCC tanks on rooftops and other areas which might not have been specified herein above.

(2) The services required to be carried out by the contractor are given in the paragraphs below, which are only indicative and not exhaustive:

(A) Cleaning and Sanitation Services:

The contractor shall render the following cleaning and sanitation service in the specified areas of the Institute's campus and its vicinity as described below:

eping of all the floors, staircases, corridors, lounges, approach
roads and other open spaces.

- (ii) Wet mopping of all mosaic, Kota stone, marble stone, flooring glazed tiles with appropriate branded and ISI marked cleaning material, before of the time of opening of the office.
- (iii) Proper and effective cleaning and washing of toilets, urinals, wash basins, sinks, sanitary fittings and fixtures using / Liquid soap / detergents, sprinkling of phenoyl / surfexo, sani .fresh naphthalene balls etc. as required.
- (iv) Cleaning and positioning of dustbins, garbage bins etc.
- (v) Providing sanitary cubes, air purifier (odonil), Napthalene balls, liquid soap etc.
- (vi) Cleaning of blockage in toilets sewers, waste water lines, storm water pipes etc.
- (vii) Dusting doors, windows, notice boards, floor vases, art objects provided in all the places in the campus before the time of opening of the office.
- (viii) Spraying room freshener of approved quality and perfume in the office, conference room, seminar rooms, lectures hall and other places as directed.
- (ix) Cleaning of immediate surroundings of the premises of the D.T.R.T.I.

(b) **On Twice – a week Basis:**

Conferences & Seminar Rooms and GYM and also as and when necessary

- i. Proper and efficient cleaning of floors and walls.
- ii. Dusting and proper cleaning with wet cloth and wax polishing of all items of furniture and their proper positioning.
- iii. Dusting and proper cleaning of floor carpet by vaccum cleaner.

(c) **On Weekly Basis and also as and when necessary**

labbing of all floors, glazed tiles, skirting and dados and wax
or, replacing of furniture and other items in their proper position

after cleaning and polishing of floors.

- (ii) Proper and effective cleaning and polishing of the windows panes, ventian blinds and pelmets etc.
- (iii) Brass polishing (of good quality) of all brass works, plaques, doors knobs, name plates, boards etc.
- (iv) Proper and effective cleaning of bars, light fittings etc. in the spaces.

(d) **On Monthly basis and also as and when necessary:**

- (i) Proper and effective cleaning of electrical fittings, electrical boards, electrical switches, fans, regulators etc.
- (ii) Proper and effective cleaning of ceiling and dusting and cleaning of cobwebs.
- (iii) Back wax polishing of marbles, mosaic clad columns in corridors and other places.
- (iv) Cleaning of the borders of the outside Kota stone wall surfaces..

(e) **On Quarterly basis and also as and when necessary:**

- (i) Thorough cleaning of the RCC tanks on the rooftop and elsewhere once in 3 months

Other terms and conditions for the basic services / work:

- (3) All the services and any other works of similar type as may be entrusted to the contractor from time to time by this institute (D.T.R.T.I.) are to be rendered without, causing any hindrance or disturbance to the D.T.R.T.I. staff working before and after normal working hours and shall be carried out effectively and in consequence and conformity with the standards of neatly maintained office premises
- (4) For providing satisfactory services as above under the contract, the supplier shall deploy a total number of **9 persons (one supervisor and eight workers)** bearing good moral conduct who are medically fit.
- (5) The contractor's representative will personally supervise the work and will attend the complaints / suggestions recorded in the register maintained in the Institute on daily basis.

will be checked by the security everyday while coming to the

- (7) All cleaning materials of ISI mark branded quality, as approved by the Institute will be provided by the contractor.
- (8) The contractor will present the bill monthly which will be duly verified and certified by the Administrative Officer of the Institute that the service had been rendered satisfactorily during the preceding month.
- (9) The contractor shall deploy cleaning workers on all working days and Saturday for 8 hours duty per day including half an hour lunch break.
- (10) The contractor shall provide suitable uniforms to the workers deployed by him for rendering the aforesaid services and shall also ensure that the uniforms are clean, tidy and are worn by them at all time while on duty.
- (11) The contractor shall provide all the ISI mark branded cleaning and other consumable materials like soaps, purifiers, detergents, chemicals and other powders and solution and antiseptics etc , as approved by the DTRTI. and charge the Institute for it in its monthly bill. If on inspection any deviation from standard branded material is found, penalty of 10% service charge shall be recovered from his monthly bills.
- (12) The cost of all the durables like cleaning tools, implements and materials etc. used in dusting, sweeping and cleaning the premises and provide sufficient number of plastic mugs, buckets, brooms,dusters etc. for the use in the rooms and toilets. No extra amount will be claimed by or paid to the contractor towards these items.
- (13) It shall be the responsibility of the contractor to ensure that any damage / harm is not done to the buildings, walls, floors, doors etc. either by worker or by use of cleaning material or cleaning equipments etc. In case any such damage takes place, the loss as calculated by the DTRTI shall be recovered from the contractor.

Section II

Facilities and Inputs which will be provided to the contractor by the Institute

The following facilities and inputs will be provided by the Institute to the contractor in order to enable him to perform the services satisfactorily.

- 1 A store will be provided to store cleaning & sanitation material, tools, equipments and uniform that will also serve as the change room.
- 2 The contractor and its workers shall be permitted to consume water and electricity for rendering the service contract and the cost of these items shall be borne by the Institute.
- 3 Public Toilet facilities in the DTRTI campus can be used by the cleaning & sanitation workers also.
- 4 The DTRTI will also provide ladders and ropes for cleaning in elevation areas.

SECTION- III

Eligibility and Qualification criteria to be met by the contractor for performing the required work/service

1. This Invitation for Bids is open to all the reputed parties having ISO : 9001 certification and bidders must have at least three years of experience in providing Cleaning & Sanitation Services to reputed organizations, with turnover of at least Rs. 1 Crore per year during the last two financial years (F.Y. 2009-10 & 2010-11)
2. The bidder should possess all the statutory/non-statutory registrations licenses, permissions, approvals etc. from the Competent Authorities for providing the required services.
3. An Earnest money deposit (EMD) of Rs.15,000/- through demand draft favouring Sr. Accounts Officer, ZAO, CBDT, Lucknow,+payable at Lucknow shall be enclosed with the pre-qualification bid. The EMD will be refunded to the unsuccessful bidders within twenty days after the award of the contract to the successful bidder. No interest will be payable on the EMD. The EMD of the successful bidder will be

finance bank guarantee and signing the contract. In case the contract, the EMD will be forfeited.

4. The financial bids will clearly the total monthly amount to be paid to the personnel and such amount should not be less than the minimum wages payable as per the Minimum wages Act 1948. The bid quoting less than the amount of minimum wages will be rejected. .
5. The copies of %Satisfactory Performance Certificate+from two contracts executed by the bidder during Financial Years2010-11 and/or 2011-12, having annual value of more than Rs. Five Lakhs should be attached with the bid document
6. An affidavit (*on the stamp paper of Rs. 100/-*) is required to be submitted by the bidder regarding the fact that the persons employed by the contractor for the shall be the employees of the bidder for all intents and purposes and, in no case, employer-employee between the said persons and the Institute (DTRTI) shall accrue implicitly or explicitly and the bidder shall solely responsible for providing all the statutory benefits (as per relevant laws) e.g. P.F., ESI, Bonus, Gratuity, Leave etc. to eligible Security Staff employed by it. The affidavit should also contain a declaration that bidder shall make payment of compensation under the Workman Compensation Act or any other applicable Acts or Enactments in case of injury or death of any of its workers. The affidavit should also contain a declaration that the bidder shall take care all other statutory liabilities as well in the most sincere manner and shall solely be responsible for the same.
7. The DTRTI will have right to selecting the suitable bidder most suited and responsive to its requirement, in the interest of having best services at reasonable prices.
8. The tender forms comprising of Eligibility and qualification criteria (annexure-1) and Financial bid (annex-2), duly filled and complete in all respects, shall be submitted in sealed cover at Room 03 of the Administrative Block in the office of administrative officer, Direct Taxes Regional Training Institute, Pragya Bhawan , Vibhuti Khand , Gomti nagar, Lucknow by 24.02.2012 up to 1200 hrs. The sealed cover shall be superscribed with the words %Bid for Cleaning & Sanitation Contract+. The bids shall be opened at 1100 hrs on the 02.03.2012 i in the Conference Room, 2nd Floor, Administrative Block , DTRTI Lucknow.

is an individual or a proprietorship concern, and in case of any authorized signatory, shall sign and stamp each page of the bid

document as a token of having read and understood the terms and conditions therein, and submit the authorization also along with the filled in bid form.

10. All the bid documents shall be prepared in English language and serially numbered with index on the top. The prices and rates are to be written in both figures and words.
11. The bid may be rejected if it is not complete in any respect.
12. Furnishing of false, misleading, inaccurate information or particulars in the bid document or in any other manner shall lead to the disqualification of the bid and bidder at any stage or time. It shall also lead to termination of the contract, if awarded.
13. The DTRTI reserves the right to reject any or all the bids.

Section – IV

Statutory and Contractual Obligations to be complied with by the Contractor

S.No.

1. The contractor shall perform the works and deliver the services as mentioned in Section 1 of this tender document.
2. All the services and any other work similar type as may be entrusted to the contractor from time to time by this institute (D.T.R.T.I.) are to be rendered without, causing any hindrance or disturbance to the D.T.R.T.I. staff working before and after normal working hours and shall be carried out effectively and in consequence and conformity with the standards of neatly maintained office premises.
3. For providing satisfactory services as above under the contract, the supplier shall deploy a total number of **9 persons (one supervisor and eight workers)** who bear good moral conduct and are medically fit.
4. The contractor supervisor will personally supervise the work and will attend the complaints/ suggestion recorded in the register maintained in the Institute on daily basis.
5. The workers deployed for cleaning will be checked by the security every day while coming to the

ses.

by the contractor.

7. The contractor will present the bill monthly which will be duly verified and certified by the Administrative Officer of the Institute that the service had been rendered satisfactorily during the preceding month.
8. The contractor shall cleaning workers on all working days and Saturday for 8 hours duty per day including half an hour lunch break. The workers will be given a weekly off day.
9. The contractor shall provide suitable uniforms to the workers deployed by him for rendering the aforesaid services and shall also ensure that the uniforms are clean, tidy and are worn by them at all time while on duty.
10. The contractor shall provide all the ISI mark branded cleaning and other consumable materials like soaps, purifiers, detergents, chemicals and other powders and solution and antiseptics etc as approved by the DTRTI. and charge the Institute for it in its monthly bill. If on inspection any deviation from standard branded material is found, penalty of 10% service charge shall be recovered from his monthly bills.
11. The cost of all the durables like cleaning tools, implements and materials etc. used in dusting, sweeping and cleaning the premises and provide sufficient number of plastic mugs, buckets, brooms,dusters etc. for the use in the rooms and toilets. No extra amount will be claimed by or paid to the contractor towards these items.
12. The contractor shall use ISI Mark standard brands of approved quality of materials . The DTRTI reserves the right to check the material brought for cleaning at any time and reject them if not found suitable or upto the mark. It shall be the responsibility of the contractor to ensure that any damage/harm is not done to the building, walls, floors, doors etc. either by worker or by use cleaning material or cleaning equipments etc. In case any such damage takes place, the loss as calculated by the DTRTI shall be recovered from the contractor.

the DTRTI the names, parentage, residential addresses, age, proof of address etc. of the cleaning & sanitation workers

deployed.

14. The Contractor shall get the police verification done of the credentials of the workforce to be employed by him in the Institute and keep the original thereof with him/ them for production to the Institute as and when desired. However a certified copy of police verification shall be submitted by the contractor to the Institute.
15. Cleaning & sanitation workers should not smoke or indulge in any unhygienic activities at any public place that are prohibited under the law.
16. The contractor shall proper records of the attendance of the cleaning & sanitation workers engaged by it for rendering required services which shall be produced daily before the Administrative Officer for verification and the Institute shall recover one day's wages per day per person for short supply/ deployment of workers.
17. The contractor will be paid the contracted amount per month for the above services and except the above amount this Institute will not pay anything either to the contractor or its workers. If additional workers in excess of the number specified in the contract are specifically required by the Institute on any occasion the payment for such additional worker shall be made to the contractor as per the minimum wages rate prescribed by the competent authority for the Central Sphere.
18. The contractor shall abide by the Minimum Wages Act 1948 and in case minimum wages payable is increased by the Central Government under the Minimum wages Act 1948 and notifications there under by way of increase in Dearness Allowance, the contract amount will be correspondingly also increased by the same percentage as the increase in total Minimum Wages payable ordered by the Central Government.
19. The Contractor shall be solely and exclusive liable and responsible to its cleaning & sanitation workers or other workers for the following:
 - (i) The payment of wages, allowances and other benefits as per provisions of Minimum Wages Act

enactments in force from time to time.

under the Workman~~¶~~ Compensation Act or any other applicable

acts or enactments in case of injury or death of any of its worker.

(iii) Any other allowances or benefits as admissible under different laws, rules and enactments to cleaning & sanitation workers or other workers, including weekly rest/ of day~~¶~~ leave, national holidays etc.

20. The cleaning & sanitation workers/ other deployed by the contractor for the work/ service as specified in this documents shall be the employees of the contractor/ services provider for all intents and purposes and in no case shall a relationship of employer and employee between the said persons and the Institute accrue implicitly explicitly.
21. The contractor shall be duty bound to obtain and possess all the statutory registrations, licences permissions, approvals etc. from the Competent Authorities for providing required services as per the terms and conditions of the contract and furnish the copies thereof to the DTRTI as and when required. In case the contractor fails to do so, the contract shall be terminated.
22. The contractor agrees and undertakes to bear all taxes including Service Tax and other taxes, rates, charges, levies or claims whatsoever as may be imposed by the State/ Central Govt. or any local body or any other authority.
23. The contractor shall be responsible for any damage to the land & buildings, equipments, furniture & fixtures, vehicles, other items and articles within the DTRTI premises if such damage in the opinion of the Institute is due to negligence or carelessness or any fault on part of the contractor or its employees or workers or agents and the Contractor shall be liable to pay to the DTRTI such amount in respect of such damage as may be assessed by DTRTI.
24. Without prejudice to the preceding term of contract, the contractor will be liable to reimburse the DTRTI any cost or legal liability/ penalty/ fine imposed on the DTRTI by any authority, because of any misconduct or any of omission or commission of the contractor or any of the workers/ subcontractors/ agents/ any other persons deployed by the contractor.

Payment as per the payment schedule mentioned below:

Documents submitted by the contractor, will normally be paid within 30

days of submission. No. advance payments shall be made.

(b) Following deductions /adjustments shall be made from the bills before making the payment:

(i) Income Tax deduction at source as

per rules.

(ii) The amount equivalent to any damages/ loss etc. caused to DTRTI which is attributable to the contractor, and

(c) any other charges (penalties and other deductions etc.)

26. Any change in the constitution or ownership of the concern of the contractor shall be notified forthwith by the contractor in writing to the DTRTI and such change shall not relieve any former member of the concern from any liability under the contract. No. new person shall be accepted into the concern by the contractor in respect of this contract unless he/ they agree to abide by all the instructions and terms & conditions of the contract.
27. Any change in worker/supervisor of the contractor must be informed to the campus supervisor and Administrative Officer of the Institute immediately.
28. The DTRTI reserves the right to reject any particular worker/supervisor employed by the Contractor for this contract without assigning any reason thereof. Such staff will have to leave the campus at short notice and will be replaced by the suitable substitute. The Contractor shall furnish a detailed list of his employees deployed under this contract along with their addresses, photo identity proof to the Campus Supervisor and Administrative Officer of the Institute.
29. The workers of the contractor shall have no right to stay in the campus beyond their duty hours.
30. The E.M.D. (i.e. Rs. 15,000/-) submitted by the Contractor with the pre-qualification bid, would be held by the Institute as Security Deposit and shall be refunded upon furnishing the performance bank guarantee and signing the contract. No. interest shall be payable by the Institute on EMD.

deposit a Performance Bank Guarantee from a Scheduled
annual value of the contract as security for due fulfillment of the

contract. The Bank guarantee should be executed in the proforma in Annexure-3. It should be valid till the expiry of twenty four (24) months period after the date of awarding the contract by the DTRT.

The bank guarantee must be submitted within 10 days from date of award of contract. This security shall be liable to forfeiture in the event of any breach or non-observances of the terms of the contract of the contractor or premature termination of the contract on part of the contractor for any reason. The performance bank guarantee will be renewed by the contractor. If the contract is extended after the normal expiry period of the contract.

32. If the contractor fails to deploy requisite number of workers as per the terms of the contract or their staff is found missing, the Institute shall impose a penalty of Rs. 250/- per person per day for shortage of staff besides non-payment of salary of absent staff.
33. Institute reserves the right of carrying inspections from time to time and, during the course of inspection, if any cleaning-related lapse is found, the Institute shall impose a fine of Rs. 250/- per lapse (at one place on any day) and if more than one cleaning-related lapses are found on any day, the fine would be accordingly multiplied. However, fine per day would not exceed Rs. 2,500/- per day.
34. The Institute shall have the right to withhold any reasonable sums from the amounts payable to the Contractor under this contract. If the Contractor commits breach of any of the terms and conditions with regard to payments of all statutory and other dues or compliance with statutory or other obligations.
34. After the award of contract, the contractor shall be initially on trial for two months, subject to fortnightly review of performance. The continuance of the contract for the remaining period shall be subject to the satisfactory performance during the trial period.
35. This agreement shall be in force for a period of one year from the date of execution of the contract and may be extended for a further period of maximum twelve months at a time after a review of



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discretion if the DTRTI on the same terms and conditions.

is misbehavior, theft, burglary, moral turpitude, misuse of the occupied area, breach of contract, unsatisfactory services etc. by the Contractor or by any staff/ agent of the Contractor, the DTRTI may forthwith terminate this Contract summarily without previous notice to the contractor and Contractor shall have no claim whatsoever against DTRTI or any of its officers in consequence of such termination.

37. In case the Contractor assigns or sub-contracts this contract to some other person or attempts to do so, the Institute shall have the right to terminate the agreement without giving any notice to the contractor.

**DIRECT TAXES REGIONAL TRAINING INSTITUTE,
"PRAGYA", VIBHUTI KHAND, GOMTI NAGAR, LUCKNOW**

Eligibility and Qualification Criteria Details for hiring of Cleaning & Sanitation Services

1.	Name of the concern	:
2.	Complete Address of the concern (with telephone No. , Fax & E-mail)	
3.	Complete Names and addresses of the Partners/Directors/Proprietor with mobile no. (in of firm/company/proprietorship)	:
4.	Contact person(s) (with mobile number)	:
5.	Whether the concern has experience of at least three years in providing Cleaning Services in reputed organizations. If yes kindly provide proof in case of any one such organization.	: Yes/No
6.	Please furnish the copy of ISO 9001 certification	
7.	Whether the concern has turnover of at least Rs. 1 Crore per year during the last two financial years i.e. FYs 2009-10 & 2010-11. If yes, attach the certified copies of accounts for the years.	: Yes/No
8.	Whether the concern possesses all the statutory/non- statutory registrations, permissions, approvals etc. from the Competent Authorities for providing required security services as per the	: Yes/No

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9.	Whether the concern has at least two “Satisfactory Performance Certificates” from reputed organizations with whom the bidder had Contracts over Rs. 05 Lacs during Financial Years 2010-11 and/or 2011-12	í í í í í í í .
10.	Whether the affidavit (on the stamp paper of Rs. 100/-) regarding the fact that the persons employed by the contractor for the above work shall be the employees of the bidder for all intents and purposes is submitted	Yes/No
11.	Details of Earnest Money Deposit	

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge and belief. In case any deviation /discrepancy is found in the above statement at any stage, the contract will be terminated immediately and the concern will be blacklisted.

(Signature of owner or authorized Signatory with date)

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REGIONAL TRAINING INSTITUTE,

“PRAGYA”, VIBHUTI KHAND, GOMTI NAGAR, LUCKNOW

Financial Bid for hiring of Cleaning & Sanitation Services

Name of the concern		:
Complete Address of the concern (with telephone No. , Fax & E-mail)		
Names and addresses of the Partners/Directors /Proprietor with mobile no. (in case of firm/company/Proprietorship)		:
Permanent Account Number (attach copy)		:
Service Tax Registration Number(attach copy)		:
Whether the concern possesses all the statutory/non- statutory registrations, permissions, approvals etc. from the competent authorities for providing required cleaning and sanitation services as per the terms and conditions of the bid document.		: Yes/No
(a) Charges per month		
Category	Charges per person per month (in `)	Total charges per month (in `)
Cleaning & Sanitation Workers		
Supervisor		
	Total	í í í í í
(b) Commission/service charges per month		í í í í í í í í í
(c) Cost of cleaning materials of appropriate quality with details as separate annexure .		:í í í í í í í í í ..
(d) Total charges per month (a+b+c)		:í í í í í í í í í .
(e) Please specify applicable taxes		í í í í í í í í í ..
(f) Total charges payable by DTRTI Lucknow		í í í í í í í í í ...

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge and belief. I further certify that I shall abide by the provisions of the Minimum Wages Act. In case any deviation/discrepancy is found in the above statement at any stage, the contract will be terminated immediately and the concern will be blacklisted.

(Signature of authorized Signatory with date)



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ANNEXURE-3

**DIRECT TAXES REGIONAL TRAINING INSTITUTE,
“PRAGYA”, VIBHUTI KHAND, GOMTI NAGAR, LUCKNOW**

**FORM FOR PERFORMANCE GUARANTEE
IN CONNECTION WITH HIRING OF Cleaning & Sanitation SERVICES**

To
The President of India

WHEREAS [name of address of the contractor] (hereinafter called the contractor) has undertaken, in pursuance of contract no. [contract no.] . Dated [date] .. to supply Cleaning & Sanitation Services (hereinafter called the contractor).

AND WHEREAS is has been stipulated by you in the said contract that the contractor shall furnish you with a bank guarantee by a scheduled commercial recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the contractor such a bank guarantee:
NOW Therefore we hereby affirm that we are guarantors and responsible to you, on behalf of the contractor, up to a total of [amount of the guarantee in words and figures] . (amount of the guarantee in words and figures), and we undertakes to pay you, upon your first written demand declaring the contractor to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the contractor shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the [day] .. day of [month] .., 20
(Signature of the authorized officer of the Bank)
[Signature]

Name and designation of the officer
[Name]
Seal, name & address of the Bank and address of the Branch

(Bank's common seal)

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LIST OF ISI marked branded cleaning consumables

<u>S. No</u>	<u>Description of consumable cleaning Item</u>	<u>Brand</u>	<u>Whether ISI Mark</u>	<u>Cost</u>
Total cost				