

ENERGY EFFICIENCY SERVICES LIMITED
(A JV of PSUs of Ministry of Power, Govt. of India)
DN-53, WECS Building 1st Floor, Salt Lake Sector- V,
Kolkata- 700091

(SUPPLY CHAIN MANAGEMENT DEPARTMENT)
(OPEN TENDER)

DETAILED INVITATION FOR BIDS

FOR

Name of Work:- Hiring of Housekeeping Agencies for the supply of Housekeeping service and Watchman for Regional office – Jharkhand

NIT/Bid Document No. EESL/06/2020-21/HOUSE KEEPING/JH/202120007

Date: 21.09.2020

EESL invites interested bidders for the aforesaid supply of Housekeeping Service and Manpower Under Single sealed Envelope off-line Bidding Process. Please refer to the detail that follow. Any Amendment(s)/Corrigendum/Clarification(s) with respect to this tender shall be uploaded on the EESL website only. The bidder should keep themselves updated by regularly visiting the website (www.eeslindia.org) of EESL for any Amendment(s)/Corrigendum/Clarification(s) in regard to this tender

For & on Behalf of EESL
Sanjit kumar
AE-(Contracts)

The Hard copy /Physical bids will be submitted at " The State Head ,Energy Efficiency Services Limited,1st Floor, First Aid Building, FFP, HEC, Ranchi-834004,Jharkhand,Hard copy should be reached at the address before bid submission closing date & time .Only hard copies/physical form will be accepted. In case, anything to the contrary is mentioned anywhere in the Tender, the same should be ignored.

(BID DETAILS)

NIT/Bid Document No.	NIT/Bid No.:EESL/06/2020-21/Housekeeping/JH/20212007 Date:21.09.2020
Earnest Money Deposit (EMD)/ Bid Security	INR/- Rs. 7200 (Rupees Thirty thousand only) (to be submitted in form of DD/BG. EMD to be valid up to 225 days from the date of techno-commercial bid opening).
Bid Document Cost	Rs.2000 (Rupees Two Thousand Only)
Bid Submission Period Date & Timing, i.e., Last date & time for downloading RfP from website	From:- 21/09/2020 (Monday) to 5/10/2020 (Monday) (up to 1400 IST)
Of-line Bid Submission Period	From:-21/09/2020 (Monday) to 5/10/2020 (Monday)(up to 1430 IST)
Techno-commercial bid Opening Date & Time	05/10/2020 (Monday) at 1500 hrs. IST, at following address:- Energy Efficiency Services Limited 1st Floor , First Aid Buliding, FFP, HEC,Dhurwa, Ranchi - 834004
Bid Validity Duration	180 days from the date of opening of techno-commercial bid.
Contact Person(s) for Technical Queries <i>(copy of the query to be marked to Contracts Dept. as well)</i>	Sh. Rakesh Jha(State Head),Sh. Ranveer Singh (D.M) Energy Efficiency Services Ltd. E-mail- rjha@eesl.co.in , rksingh@eesl.co.in
Contact Person(s) for Tender-related Queries	Mr. Sanjit Kumar (AE-SCM) Energy Efficiency Services Ltd. E-mail: sanjitk@eesl.co.in
Bid should be addressed to	State Head (Growth & Lighting) Energy Efficiency Services Limited 1st Floor , First Aid Buliding, FFP, HEC,Dhurwa, Ranchi - 834004

HIRING OF MANPOWER FOR HOUSE KEEPING SERVICES

Sealed tenders are invited from experienced and reputed Agencies for supply of the services of the following work in the Regional office Jharkhand

2.	<table><tr><th>Tentative Requirement</th><th>Tentative per day Requirement (Nos.)</th></tr><tr><td>i) House Keeping Service</td><td>1</td></tr><tr><td>ii) Watchman</td><td>1</td></tr></table>	Tentative Requirement	Tentative per day Requirement (Nos.)	i) House Keeping Service	1	ii) Watchman	1
Tentative Requirement	Tentative per day Requirement (Nos.)						
i) House Keeping Service	1						
ii) Watchman	1						

- (i) The rates quoted should be excluding all statutory dues, Service Charges, GST etc. It should be shown as net comprehensive rate. No addition of any kind except additional statutory dues levied by competent authorities after the date of submission of tender will be allowed. However, while preparing the comparative chart of tenders received, the basic rates, ESI, PF, GST and service charges will only be counted.
- (ii) EESL reserves the right to award contract of housekeeping either on L-I basis or by ascertaining the performance of the tenderers, which shall be assessed by a Committee constituted by the Competent Authority of the EESL. The said team will visit at the site of existing clients of the tenderers and will submit the report to the Competent Authority for decision.
- (iii) The requirement of manpower as mentioned at Sl. No.2 is indicative and the same may increase or decrease at the discretion of EESL.
- (iv) Wages and other statutory requirements should be in conformity with the latest minimum wages notified by Labour Department, Govt. of Jharkhand. In case the minimum wages is revised during the tender process the same will apply accordingly and later on also as and when the same is revised/increased by Govt. of Jharkhand, the same will apply.
- (v) House Keeper, Peon, Watchman will be treated as unskilled labor and supervisor should be matriculate and will be treated as non-technical supervisor for the purpose of finalizing minimum wages. The skilled worker must have technical qualification and experience in the related trade. Electrician, Pump Operator/Plumber, A.C. Plant Technician, Photo state Machine Operator, D.G. Set Operator and CCTV Operator will be treated as skilled worker.

4. Envelope-I (All documentary proof Metioned in Qualifying Requirement Section.

5. Envelopell(Price Bid)

ELIGIBILITY CRITERIA

- 1. The agency should be registered as a firm.
- 2. The agency should have a minimum annual turn over of Rs.1,08,000.0 during each of the last three years and should not have made a loss in any of these years. It should have a workforce of at least 2 or more per shift for one client and should have a minimum experience of 2 years in House Keeping

agency/manpower supplier / business in large Govt. Organization/Multi-National Companies /National Labs/ PSUs/, etc.

3. The agency should be capable of providing a solvency certificate for a minimum value for Rs. 50 thousand .
4. **The tender along with Earnest Money Deposit of Rs. 7200/- (Seven Thousand Two Only) in the form of Demand Draft drawn in favour of the “Energy Efficiency Services Limited , New Delhi” and addressed to the “State Head ,Energy Efficiency Services limited ,1st Floor, First Aid Building,FFP, Ranchi, Jharkhand- 834004” may be submitted so as to reach the office of EESL latest by 14.00 p.m. on 05/10/2020.** Conditional tenders and tenders without EMD will be summarily rejected.
5. Tenders not accompanied by EMD shall be summarily rejected. The EMD will be refunded to the unsuccessful tenderers without any interest in due course after finalisation of the tender process.
6. The earnest money of successful tenderer will be forfeited if he does not fulfil any of the following conditions:
 - a) Execution of the agreement within 5 days of the receipt of the award letter.
 - b) Commencement of work within 5 days of the signing of agreement and furnishing of security deposit.
 - c) To comply with all the terms & conditions of the award letter and agreement.
7. The rate(s) quoted by the tenderer should be all inclusive. The tenderer must quote the monthly rate in figure as well as in words. The amount of each item should be worked out and the total provided. The rates quoted should be on the basis of seven days a week (including non-working days) as per requirement of the EESL.Only those tenderers /contractors who meet all the guidelines and terms & conditions in all respects should submit their tender(s).
8. TheEESL reserves the right to reject all or any of the tenders or to accept any tender either in whole or in part without assigning any reason whatsoever and to annul the bidding process at any time prior to award of contract without assigning any reason thereof.
9. Canvassing in any form by the Tenderer will lead to summary rejection of his tender.
10. All pages of the tender document must be signed by the authorized signatory and the power of attorney holder, a copy of the document granting Power of Attorney, in favour of the authorized signatory should be enclosed. Conditional tenders will be rejected

JOB DESCRIPTION (House Keeping service)

1. Sweeping & Cleaning of Floors :

- 1.1 Carpet area and open area (including open Terrace) should be swept and garbage removed daily. The sweeping and cleaning is not limited to one time per day but should be done whenever necessary during daytimes to keep the premises clean and tidy.
- 1.2 Removing of waste papers etc., from dust bins in all sections / units should be done twice daily.
- 1.3 Mopping of floors of the buildings should be carried out at least once in a week where there is cement / mosaic flooring.
- 1.4 In Officers’ chambers and other sections, switch rooms, computer rooms and in areas where there is PVC / Tiled flooring, mopping should be carried out daily.
- 1.5 Liquid Scented Phenyle of good quality should be used for Mopping Work.

2. Cleaning of Ceiling, Walls and Electrical Fittings :

- 2.1 Removing of cob-webs on ceiling and walls should be done once in a week.
- 2.2 Internal wooden / plywood partitions should be cleaned once in a fortnight
- 2.3 Doors and glass panes on windows should be cleaned daily and should be cleaned with soap oil, etc., once in a fortnight
- 2.4 Electrical fittings like Fans, Tube lights, Air-conditioners etc. should be cleaned once in a week.

3. Scavenging & Cleaning

- 3.1 Toilets and urinals should be cleaned as frequently as necessary and not less than three times daily, using necessary implements and Liquid Scented Phenyle of good quality.

- 3.2 Cleaning of toilets, wash basins and urinals using acid and stain-remover, should be done twice in a week.
- 3.3 Bathrooms should be cleaned daily using soap oil and Liquid Scented Phenyle of good quality.
- 3.4 Naphthalene balls and Deodorant / Air freshener materials should be kept regularly in toilets, urinals and bathrooms
- 3.5 Blocks, if any, in the Sewer system, man-holes etc., inside the premises of EESL should be attended by the Contractor with required equipments at his cost and on urgent basis.

4. Storing of Drinking Water

- 4.1. Drinking Water should be collected from the identified points and stores in the containers kept in various places of buildings.
- 4.2 Drinking Water containers, water coolers, water jugs, flasks, glass tumblers, crockeries etc., should be washed and cleaned daily. Such work should be completed before 09:30 a.m. on each working day.
- 4.3 Daily washing of the above vessels / utensils should be done with dish washing agents of good quality.
- 4.4 Drinking water, R.O. System and over-head tanks should be washed and cleaned once in a month using bleaching powder of good quality. Such work should be completed on holidays only (i.e. Saturday or Sundays).

5.1 JOB DESCRIPTION (WATCHMAN)

- 1. The Watchmen will be responsible for overall security of the EESL premises.
- 2. Watchman will ensure that all the instructions of the administration are strictly followed and there is no lapse of any kind.
- 3. No outsiders are allowed to enter in the building without proper Gate Pass issued by the Authorized Officer of the EESL.
- 4. No items are allowed to be taken out without proper Gate Passes issued by the competent officers as laid down in the contract or authorized by the employer for in-out movement of stores. The specimen signatures and telephone numbers of the above stated officers will be available with the Security personnel.
- 5. The officers and staff of the Department will keep the Identity cards with them got checking and allowing entry by the Watchman.
- 6. Deployment of Watchman will be as per the instructions of the authorities of the Department and the same will be monitored personally by the concerned authorities from time to time and will be responsible for its optimum utilization.
- 7. Security personnel deployed in the premises on holidays and Sundays will be assessed as per actual requirement and the number of personnel will be suitably reduced.
- 8. The Watchman/Guard will also take round of all the important and sensitive points of the premises as specified by the Department.
- 9. The watchman also ensure door keeping duties.
- 10. The watchman will also take care of vehicles, scooters/motor cycles/bicycles parked in the parking sites located within the premises of the Department.

11. Entry of the street-dogs and stray cattles into the premises is to be prevented. It should be at once driven out.

12. The watchman should take care of all the water taps, valves, water hydrants, etc. installed in the open all over the premises.

13. It should be ensured that flower plants, trees and grassy lawns are not damaged either by the staff or by the outsiders or by stray cattles.

15. In emergent situations, security staff/supervisor deployed shall also participate as per their role defined in the disaster plan, if any, of the Department. Guards/Supervisors should be sensitized for their role in such situations.

16. The Watchman required to display mature behaviour, especially towards female staff and female visitors.

17. The Watchmen on duty shall not leave the premises until his reliever reports for duty.

18. Any other provisions as advised by the EESL may be incorporated in the agreement. The same shall also be binding on the contractor.

The contractor should arrange the duties of his workmen in such a way so that the house-keeping, air-conditioning/gardening and guest house work in office is carried out on all days including Sundays and Holidays, by engaging adequate number of workmen.

TERMS AND CONDITIONS

- (1) The contract is awarded initially for 12 months. The term of the contract may be extendable on satisfactory performance.
- (2) The persons deployed by the Agency should not have any adverse Police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of each personnel of the service provider will be got verified by the service provider before their deployment after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect submitted to the EESL.
- (3) The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness.
- (4) The Service Provider shall withdraw such employees who are not found suitable by the EESL for any reasons immediately on receipt of such a request from the EESL.
- (5) The service provider shall engage necessary persons as required by this EESL from time to time. The said persons engaged by the service provider shall be the employees of the service provider and it shall be the duty of the service provider to pay their salary every month. The Company/Firm/Agency will provide proof of receipt of wages by the workers before the end of each month. There is no Master & Servant relationship between the employees of the service provider and this EESL and further that the said persons of the service provider shall not claim any absorption in the EESL, on any ground whatsoever.

- (6) The service provider's personnel's shall not claim any benefit/compensation/absorption/regularization of services from/in this EESL under the provision of Industrial Disputes Act., 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be submitted by the service provider to the EESL.
- (7) The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements, administrative /organizational matters as all these matters are of confidential/secret nature.
- (8) The service provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote good will and enhance the image of this EESL. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by the Agency.
- (9) The contract awarded is not transferable.
- (10) This award of work contract will not confer any right for regular appointment in EESL.
- (11) It is purely a work contract based on the principals of "Laws of contracts" EESL reserves the Right to reduce or extend the periodicity of the contract without assigning any reason thereof and the decision of the EESL will be final.
- (12) The payment for performing/executing stipulated contractual work be made on monthly basis on submission of bill in duplicate by the Contractor with Advance stamped receipt.
- (13) Payment will be made either by crossed cheque in the name of company/firm or through RTGS.
- (14) Income Tax at prescribed rate, will be deducted at source, from the monthly payment of the bills unless Tax Exemption Certificate from Income Tax Authorities are produced.
- (15) The cleaning material will must be supplied by the Contractor from reputed supplier on competitive rates and the material bill will not be reimbursed by the EESL.
- (16) That the agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund Act, ESI Act, etc. and the EESL shall not incur any liability of the service provider for any expenditure whatsoever on the persons employed by the agency on account of any such statutory obligation. The agency will have to provide particulars of EPF, ESI of its employees engaged in the EESL, on monthly basis, along with bill submitted by them.
- (17) Rate quoted is applicable for the whole months including Holydays/Sundays.
- (18) The Security Deposit amounting to **@10% of contract value** will have to be deposited by the Firm/Company before taking the house keeping contract. This amount will not earn any interest thereon.
- (19) The Security Deposit shall be returned to the contractor on the expiry of the contract period on furnishing the usual clearances/ No Demand Certificate.
- (20) The Contractor if refuses to continue the work at any stage before the expiry of contract period, will result to forfeit his Security Deposit.

- (21) In case the services are not found satisfactory, the contract may be terminated by EESL at any time during the contract period without any prior notice and without assigning any reasons whatsoever.
- (22) In case failure to execute the work to the work to the fullest satisfaction of the EESL a penalty of 1/% per day on the amount of monthly bill of the EESL Office building will be levied as penalty.
- (23) In case, if the work is not all carried out, disallowance at the rate of 4% per day the amount of the monthly bill (limited to 100%) will be levied as penalty.
- (24) The agency shall disburse the salary of the workers before 7th of the succeeding months.
- (25) However, the agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the Agreement then one month's wages etc and any amount due to the agency from the EESL shall be forfeited by the EESL.
- (26) Your agency shall provide housekeeping services at site by engaging and deploying sufficient number of personnel who should start the cleaning work at 8.00 a.m every day and complete the job by 9.30 p.m and provide other housekeeping work till 6.00 p.m. Every day from 6.00 p.m to 7.00 p.m agency would also provide service of atleast one personnel. The service are to be provided from Monday to Saturday.

Qualifying Requirement and Document need to be submitted along with the BID

The Agency is required to furnish the following Documents.

1.	Name of The Bidder	
Sl. No.	Particular Required for eligibility	Document to be enclosed
1	Name of The Agency /or organization	Copy of Company registration certificate/registered organisation certificate for the concerned authority
2	Office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	Documents to be submitted by Bidder
3	Whether registered with all concerned Government Authorities. (Copies of all certificates of registration to be enclosed.)	Documents to be submitted by Bidder
4	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India (If no, an undertaking to this effect is to attached in this regard.)	Documents to be submitted by Bidder
5	Bidder should be a Single Entity means a limited company (as defined in the Companies Act, 2013), OR A registered partnership firm (registered under section 59 of the Partnership Act, 1932) OR	Copy of registration with statutory authorities such as Registrar of Companies, copy of certificate of incorporation, Memorandum of Association, Article of Association, partnership deed, GST No., PAN No. or any other relevant document(s) may be furnished along with the application.

	A limited liability partnership (under the Limited Liability Partnership Act, 2002) OR A proprietorship firm	
6	The Bidder Should have Minimum one year experience of supply manpower in Govt. organization/Or similar work.	Copy Of Loa /Work order to be submitted .
7	The bidder will comply with Minimum Wages Act, 1948 (providing for minimum wages for various employments).	Bidder should submit self-declaration.
8	<p>The bidder should have average annual turnover (ATO) of minimum (in Rs. Lakhs):</p> <p>1) Rs. 1.08 Lacs</p> <p>In the preceding three completed Financial Years (viz., 2016-17, 2017-18 & 2018-19) based on the audited financial statements.</p>	<p>Duly authorized photocopies of the audited annual report of FY 2017-18, 2018-19 & 2019-20 is to be submitted by Bidder along with a CA certificate to attest an Average Annual Turnover (as per the QR).</p> <p>Other income shall not be considered for arriving ATO criteria.</p> <p>Note: Bidders/s to ensure the fulfillment of ATO requirement. In case bidder/s quoted for multiple Clusters and the average ATO requirement of the multiple Clusters is not meeting as per QR requirement, the bid of that bidder will be summarily rejected with no correspondence/clarification in this regard.</p>

**(Signature)
with date**

FINANCIAL BID

For providing Manpower and Service to the EESL Regional Office Ranchi.

Name of Tendering Agency _____

EMD : Rs. _____ **D.D./P.O. No.** _____ **Dated :** _____

Name of Bank / Branch : _____

S. No.	Skilled /unskilled (post)	Daily wage rates as prescribed by Govt. (Basic minimum wage)	EPF	ESI	GST	Any other statutory liability	Contractors (Admn./ Service Charges)	Over time (OTA)	Total
1.	<u>Unskilled</u> • Housekeeper	For the housekeeping Services Quote only Housekeeping Charges Plus Contractors (Admn Service Charges) excluding GST							
2.	<u>Watchman</u>								

NOTES :

1. Rates quoted should be equal to or more than the minimum wages prescribed under Minimum Wages Act., 1948 as applicable in the State of the Jharkhand
2. If the rates of any post quoted are less than the minimum wages as prescribed by Govt, entire tender will be rejected.
3. Contractor's Administration/Service Charges cannot be "NIL" or "Zero. If the Admin/Service charges found to be NIL or Zero, the tender will be rejected.
4. If any of the statutory liability not included above, the tender will be rejected.

Forms & Procedures

ATTACHMENT – 1

BID FORM

To,

General Manager
Energy Efficiency Services Limited.
(A JV of PSUs of Ministry of Power, Govt. of India)
Plot No. 53, Block: DN,
Sector V, Salt Lake City,
Kolkata-700091

Subject:- EESL/06/2020-21/SLNP/Survey/JH/.....

Date:..../.../....

Dear Sir,

With Reference to your subject IFB/RfP, we are pleased to submit our bid for “.....” in a sealed cover as detailed below:

Envelope 1: Bid document fee/cost of tender documents [wherever applicable], Bid Security fees/Earnest Money Deposit, Bid Form, Power of attorney, Certificate regarding acceptance of important terms and conditions, Form of acceptance of EESL fraud prevention policy.

Envelope 2: Price Bid

We confirm that we have quoted as per instructions and terms and conditions of tender documents. We have submitted all the four attachments as stated in “Instructions to Bidders”

We declare that the prices left blank in price schedule/price bid will be deemed to have been included in the prices of other items. We confirm that except as otherwise specifically provided, our bid prices include all applicable taxes including service tax, entry tax (if any), duties, levies, charges as may be assessed on us.

We further declare that additional conditions, variations, deviations, if any, found in the proposal other than those listed in Attachment-5 save those pertaining to any rebates offered, shall not be given effect to.

We undertake, if our bid is accepted, we shall commence the work immediately upon your Letter of Intent /Letter of Award to us, to achieve completion of work within the time specified in the bidding documents.

If our bid is accepted, we undertake to provide contract performance securities and securities for Deed(s) of Joint Undertaking (as applicable) in the form and amounts and within the times specified in the bidding documents.

We agree to abide by this bid for a period 180 days from the date of opening of bids as stipulated in the bidding documents and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period. Further, the prices of recommended spares, if asked for; contained in our bid shall re-main valid for the entire project period after placement of Lol/LoA.

Until a formal contract is prepared and executed between us, this bid, together with your written acceptance thereof in the form of your Letter of Intent/ Letter of Award shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any other bid you may receive.

We, hereby, declare that only the persons or firms interested in this proposal as principals are named here and that no other persons or firms other than those mentioned herein have any interest in this proposal or in the contract to be entered into, if the award is made on us, that this proposal is made without any connection with any other person, firm or party likewise submitting a proposal, is in all respects for and in good faith, without collusion or fraud.

Dated -----

NAME/S &AUTHORISED SIGNATORIES

ADDRESS:

MOBILE NO. :

LAND LINE NO. :

Our correspondence details are:

1	Name of the bidder	
2	Address of the bidder	
3	Name of the contact person to whom all references shall be made regarding this tender	
4	Designation of the person to whom all references shall be made regarding this tender	
5	Address of the person to whom all references shall be made regarding this tender	
6	Telephone (with STD code)	
7	E-Mail of the contact person	
8	Fax No. (with STD code)	
9	GST No. of the bidder	

Format for submitting BG format in lieu of EMD.

(To be stamped in accordance with Stamp Act, if any, of the country of the issuing Bank)

Bank Guarantee No.

Date.....

To:

Chief General Manager (SCM)
Energy Efficiency Services Limited.
(A JV of PSUs of Ministry of Power, Govt. of India)
Plot No. 53, Block: DN,
Sector V, Salt Lake City,
Kolkata-700091

Dear Sir,

In accordance with invitation for bids under your bidding document/package no.....dated.....M/s.....having its registered/head office at.....(here in after called "Bidder") wish to participate in the said bid for (name of package)

We, the (Name and address of the bank), having our head office atguarantee and undertake to pay immediately on demand by Energy Efficiency services Limited, the amount ofwithout any reservation, protest, recourse. Any such demand made by the employer shall be conclusive and binding on us irrespective of any dispute or difference raised by the bidder.

The Guarantee shall be irrevocable and shall remain valid upto If any further extension of guarantee is required, the same shall be extended to such period (not exceeding one year) on receiving instructions from.....(Bidder's Name)....., on whose behalf guarantee is issued.

In witness whereof the bank, through its authorized officer, has set its hand and stamp on this.....day of20.....at.....

Witness:

Signature:

Name:

Official address:

Signature:

Name :

Designation with Bank Stamp

Authorized vide

Power of Attorney no.

Date

NOTE:

- Bid Security amount shall be as specified in the IFB/ITB.
Complete mailing address of the Head Office of the Bank to be given. The bank guarantee validity date shall be forty five (45) days after the last date for which the bid is valid.
- The Stamp Paper of appropriate value shall be purchased in the name of guarantee issuing Bank. The Bank Guarantee shall be issued on a stamp paper of value as applicable in the State of the issuing bank in India or the State of Delhi in India or the State of India from where the BG shall be operated, whichever is higher.
- While getting the Bank Guarantee issued, Bidders are required to ensure compliance to the Bank Guarantee Verification Check List. Further, Bidders are required to fill up this Form 16 and enclose the same with the Bank Guarantee.

BANK GUARANTEE CHECK LIST

1	Bank Guarantee No.	
2	Issuing Bank	
3	Nature of BG & No. of Pages	
4	Validity of BG	
5	Package Description	
6	Party & Contracts ref.	Name, Address, Tel, Fax, E—mail
7	Bank Reference	

CHECK LIST

Sl.No.	Details of Checks	YES / NO
a)	Is the BG on non-judicial Stamp Paper of appropriate value, as per Stamp Act ?	
b)	Whether date, purpose of purchase of stamp paper and name of the purchaser are indicated on the back of Stamp paper under the Signature of Stamp vendor? (The date of purchase of stamp paper should be not later than the date of execution of BG and the stamp paper should be purchased either in the name of the executing Bank or the party on whose behalf the BG has been issued. Also the Stamp Paper should not be older than six months from the date of execution of BG)	
c)	In case the BG has been executed on Letter Head of the Bank, whether adhesive Stamp of appropriate value has been affixed thereon?	
d)	Has the executing Officer of BG indicated the name, designation and Power of Attorney No. / Signing Power no. etc., on the BG ?	
e)	Is each page of BG duly signed / initiated by executants and whether stamp of Bank is affixed thereon? Whether the last page is signed with full particulars including two witnesses under seal of Bank as required in the prescribed proforma?	
f)	Does the Bank Guarantees compare verbatim with the proforma prescribed in the bid documents ?	
g)	In case of any changes in contents of text, whether changes are of minor/clerical nature (which in no way limits the right of EESL in any manner) ?	
h)	Incase of deviations in text of BG, which materially affect the right of EESL, whether the changes have been agreed based on the opinion by Legal Department or BG I considered acceptable on the basis of opinion of law Department already available on the similar issue.	
i)	Are the factual details such as Bid Document No. NOA/LOA/Contact No., Contract Price, Percentage of Advance, Amount of BG and Validity of BG correctly mentioned in the BG ?	
j)	Whether overwriting / cutting if any on the BG have been properly authenticated under signature and seal of executant ?	
k)	Whether the BG has been issued by a Bank in line with the provisions of Bid /Contract documents ?	
l)	In case BG has been issued by a Bank other than those specified of Bid / Contract Documents, is the BG confirmed by a Bank in India acceptable as per Bid / Contract documents?	

ANNEXURE-I

LIST OF BANKS ACCEPTABLE FOR SUBMISSION OF BANK GUARANTEE FOR BID SECURITY

SCHEDULED COMMERCIAL BANKS

SBI AND ASSOCIATES

Sl.No.	Name of Banks	Sl. No.	Name of Banks
1.	State Bank of India	5.	State Bank of Mysore
2.	State Bank of Bikaner and Jaipur	6.	State Bank of Patiala
3.	State Bank of Hyderabad	7.	State Bank of Saurashtra
4.	State Bank of Indore	8.	State Bank of Travancore

NATIONALISED BANKS

Sl.No.	Name of Banks	Sl. No.	Name of Banks
9.	Allahabad Bank	13.	Canara Bank
10.	Andhra Bank	14.	Central Bank of India
11.	Bank of India	15.	Corporation Bank
12.	Bank of Maharashtra	16.	Dena Bank
17.	Indian Bank	18.	Indian Overseas Bank
19.	Oriental Bank of Commerce	20.	Punjab National Bank
21.	Punjab & Sind Bank	22.	Syndicate Bank
23.	Union Bank of India	24.	United Bank of India
25.	UCO Bank	26.	Vijaya Bank
27.	Bank of Baroda		

SCHEDULED PRIVATE BANKS (INDIAN BANKS)

Sl.No.	Name of Banks	Sl. No.	Name of Banks
27.	Bank of Rajasthan	41.	Sangli Bank Ltd.
28.	Bharat Overseas Bank Ltd.	42.	South Indian Bank Ltd.
29.	Catholic Syrian Bank	43.	Tamilnad Mercantile Bank Ltd.
30.	City Union Bank	44.	United Western Bank Ltd.
31.	Dhanalakshmi Bank	45.	ING Vysya Bank Ltd.
32.	Federal Bank Ltd.	46.	UTI Bank Ltd.
33.	Jammu & Kashmir Bank Ltd.	47.	S.B.I. Commercial & International Bank Ltd.
34.	Karnataka Bank Ltd.	48.	Ganesh Bank of Kurundwad Ltd.
35.	KarurVysya Bank Ltd.	49.	INDUSIND Bank Ltd.
36.	Lakshmi Vilas Bank Ltd.	50.	ICICI Bank Ltd.
37.	Lord Krishna Bank Ltd.	51.	HDFC Bank Ltd.
38.	Nainital Bank Ltd.	52.	Centurion Bank of Punjab Limited
39.	Kotak Mahindra Bank	53.	Development Credit Bank Ltd.
40.	Ratnakar Bank Ltd.	54.	Yes Bank

(D) SCHEDULED PRIVATE BANKS (FOREIGN BANKS)

Sl.No.	Name of Banks	Sl. No.	Name of Banks
55.	Abu Dhabi Commercial Bank Ltd.	71.	Sonali Bank
56.	ABN Amro Bank Ltd.	72.	Standard Chartered Bank
57.	American Express Bank Ltd.	73.	J.P Morgan Chase Bank
58.	Bank of America NA	74.	State Bank of Mauritius
59.	Bank of Bahrain & Kuwait	75.	Development Bank of Singapore
60.	Mashreq Bank	76.	Bank of Ceylon
61.	Bank of Nova Scotia	77.	Bank International Indonesia
62.	The Bank of Tokyo-Mitsubishi UFJ Limited.	78.	Arab Bangladesh Bank

63.	Calyon Bank	79.	Cho Hung Bank
64.	BNP Paribas	80.	China Trust Bank
65.	Barclays Bank	81.	Mizuho Corporate Bank Ltd.
66.	Citi Bank	82.	Krung Thai Bank
67.	Deutsche Bank	83.	Antwerp Diamond Bank N.V. Belgium
68.	The Hong Kong and Shanghai Banking Corporation Ltd.	84.	InternationaleNederlanden Bank N.V. (ING Bank)
69.	Oman International Bank	85.	Bank of China Ltd.
70.	SocieteGenerale		

(E) PUBLIC SECTOR BANK

Sl.No.	Name of Banks	Sl. No.	Name of Banks
86.	IDBI Ltd.		

ATTACHMENT - 3

Tender Document No/Package No:

Dated:

Package Details.....

POWER OF ATTORNEY

BIDDER TO ATTACH THE POWER OF ATTORNEY IN THEIR OWN FORMAT

ATTACHMENT - 5

NAME OF WORK:.....

BIDDING DOCUMENT NO.....

(Deviations Statement)

Bidder's Name and Address:

To,
General Manager
Energy Efficiency Services Limited.
(A JV of PSUs of Ministry of Power, Govt. of India)
Plot No. 53, Block: DN,
Sector V, Salt Lake City,
Kolkata -700 091

Dear Sir,

The following are the deviations and variations from and exceptions to the terms, conditions and specification of the bidding documents for IFB/RfP No. These deviations and variations are exhaustive. We are furnishing below the cost of withdrawal for the deviations and variations stated in this Attachment. We shall withdraw the deviations proposed by us in this Attachment at the cost of withdrawal indicated herein, failing which our bid may be rejected and bid security may be forfeited. We confirm that except for these deviations and variations, the entire work shall be performed as per your specifications and conditions of bidding documents. Further, we agree that additional conditions, variations, deviations if any, found in the proposal documents other than those stated in this Attachment, save those pertaining to any rebates offered, shall not be given effect to:

Section/ Part/ Chapter	Clause No.	Page No.	Statement of Deviations/ Variations	Cost of withdrawal
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A. COMMERCIAL DEVIATIONS :

B. TECHNICAL DEVIATIONS :

Date : (Signature).....

Place : (Printed Name).....

(Designation).....

(Common Seal)

Note: Continuations sheets of like size and format may be used as per Bidder's requirement.

(On Non – Judicial Stamp Paper of appropriate value and purchased in the name of executing Bank)

PROFORMA OF BANK GUARANTEE FOR CONTRACT PERFORMANCE

Ref.:
Bank Guarantee No.....
Date.....

To,

Energy Efficiency Services Limited.
(A JV of PSUs of Ministry of Power, Govt. of India)
Plot No. 53, Block: DN,
Sector V, Salt Lake City,
Kolkata-700091

Dear Sir,

In consideration of the EESL, (hereinafter referred to as the 'Owner,' which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to M/s.....with its Registered / Head Office at(hereinafter referred to as the 'Contractor', which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators and assigns), a Contract by issue of Owner's Letter of Intent No.....datedand the same having been unequivocally accepted by the Contractor and the contractor (Scope of Contract) having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire Contract equivalent to * % (percent) of the said value of the Contract to the Owner.

We(Name & address) having its Head Office at(hereinafter referred to as the 'Bank', which expression shall, unless repugnant to the context or meaning thereof, include its successors administrators, executors and assigns) do hereby guarantee and undertake to pay the Owner, on demand any all money payable by the Contractor to the extent ofas aforesaid at any time up to(days/months/year) without any demur, reservation, contest, recourse or protest and / or without any reference to the Contractor. Any such demand made by the Owner on the Bank shall be conclusive and binding notwithstanding any difference between the Owner and the Contractor or any dispute pending before any court, tribunal, Arbitrator or any other authority. The Bank undertakes not to revoke this guarantee during its currency without previous consent of the Owner and further agrees that the guarantee herein contained shall continue to be enforceable till the owner discharges this guarantee.

The owner shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee from time to time to extent the time for performance of the Contract by the Contractor. The owner shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they to enforce or to forbear to enforce any covenants, contained or implied, in the Contract between the owner and Contractor or any other course of or remedy or security available to the owner. The Bank shall not be released of its obligations under these presents by any exercise by the owner of its liberty with reference to the matters aforesaid on any of other indulgence shown by the owner or by any other matter or thing whatsoever which under law would, but for this provision, have the effect of relieving the Bank.

The Bank also agree that the Owner at its option shall be entitled to enforce this Guarantee against the Bank as a Principal debtor, in the first instance without proceeding against the Contractor and not withstanding any security or other guarantee that the owner may have in relation to the Contractor's liabilities.

Notwithstanding anything contained herein above our liability under this guarantee is restricted to.....and it shall remain in force up to and including**.....and shall be extended from time to time for such period (not exceeding one year), as may be desired by M/s.....on whose behalf this guarantee has been given.

Witness

Dated thisday of.....at.....

Witness

.....
Signature

.....
Name

.....
Official Address

.....

Signature

.....
Bank's Rubber Stamp

Name

Designation with Bank Stamp

Attorney as per power of Attorney No.....dated.....
Note: ** Validity of Bank Guarantee should be 90 days in excess of the period for which it is required.

BANK GUARANTEE CHECK LIST

1	Bank Guarantee No.	
2	Issuing Bank	
4	Nature of BG & No. of Pages	
5	Validity of BG	
6	Package Description	
7	Party & Contracts ref.	Name, Address, Tel, Fax, E—mail
8	Bank Reference	

CHECK LIST

S.No.	Details of Checks	YES / NO
a)	Is the BG on non-judicial Stamp Paper of appropriate value, as per Stamp Act ?	
b)	Whether date, purpose of purchase of stamp paper and name of the purchaser are indicated on the back of Stamp paper under the Signature of Stamp vendor? (The date of purchase of stamp paper should be not later than the date of execution of BG and the stamp paper should be purchased either in the name of the executing Bank or the party on whose behalf the BG has been issued. Also the Stamp Paper should not be older than six months from the date of execution of BG)	
c)	In case the BG has been executed on Letter Head of the Bank, whether adhesive Stamp of appropriate value has been affixed thereon?	
d)	Has the executing Officer of BG indicated the name, designation and Power of Attorney No./ Signing Power no. etc., on the BG?	
e)	Is each page of BG duly signed / initiated by executants and whether stamp of Bank is affixed thereon? Whether the last page is signed with full particulars including two witnesses under seal of Bank as required in the prescribed proforma?	
f)	Does the Bank Guarantees compare verbatim with the Proforma prescribed in the Bid Documents?	
g)	In case of any changes in contents of text, whether changes are of minor / clerical nature (which in no way limits the right of EESL in any manner)?	
h)	In case of deviations in text of BG, which materially affect the right of EESL, whether the changes have been agreed based on the opinion by Legal Department or BG I considered acceptable on the basis of opinion of law Department already available on the similar issue.	
i)	Are the factual details such as Bid Document No.NOA/LOA / Contract No., Contract Price, Percentage of Advance, Amount of BG and Validity of BG correctly mentioned in the BG?	
j)	Whether overwriting / cutting if any on the BG have been properly authenticated under signature and seal of executant?	
k)	Whether the BG has been issued by a Bank in line with the provisions of Bid /Contract documents?	
l)	In case BG has been issued by a Bank other than those specified of Bid / Contract Documents, is the BG confirmed by a Bank in India acceptable as per Bid / Contract documents?	

LIST OF BANKS ACCEPTABLE FOR SUBMISSION OF BANK GUARANTEES FOR ADVANCE PAYMENTS, PERFORMANCE SECURITIES AND SECURITIES FOR DEED OF JOINT UNDERTAKING

SCHEDULED COMMERCIAL BANKS

• **SBI and Associates**

Sl.No.	Name of Banks	Sl. No.	Name of Banks
1.	State Bank of India	5.	State Bank of Mysore
2.	State Bank of Bikaner and Jaipur	6.	State Bank of Patiala
3.	State Bank of Hyderabad	7.	State Bank of Saurashtra
4.	State Bank of Indore	8.	State Bank of Travancore

Nationalised Banks

Sl.No.	Name of Banks	Sl. No.	Name of Banks
9.	Allahabad Bank	18.	Indian Overseas Bank
10.	Bank of India	19.	Oriental Bank of Commerce
11.	Bank of Maharashtra	20.	Punjab National Bank
12.	Canara Bank	21.	Punjab & Sind Bank
13.	Central Bank of India	22.	Syndicate Bank
14.	Corporation Bank	23.	Union Bank of India
15.	Dena Bank	24.	United Bank of India
16.	Indian Bank	25.	UCO Bank
17.	Vijaya Bank	26.	Bank of Baroda

C. Foreign Banks

Sl.No.	Name of Banks	Sl. No.	Name of Banks
27.	Bank of America NA	34.	Standard Chartered Bank
28.	The Bank of Tokyo-Mitsubishi UFJ Limited.	35.	Societe Generale
29.	BNP Paribas	36.	Barclays Bank
30.	Calyon Bank	37.	ABN Amro Bank N. V.
31.	Citi Bank N.A.	38.	Bank of Nova Scotia
32.	Deutsche Bank A. G.	39.	Development Bank of Singapore
33.	The Hong Kong and Shanghai Banking Corporation Ltd.		

D. SCHEDULED PRIVATE BANKS

Sl.No.	Name of Banks	Sl. No.	Name of Banks
40.	ING Vysya Bank Ltd.	43.	UTI Bank Ltd.
41.	ICICI Bank Ltd.	44.	YES Bank
42.	HDFC Bank Ltd.		

E. Other Public Sector Banks

Sl.No.	Name of Banks	Sl. No.	Name of Banks
45.	IDBI Ltd.		

FORM OF ACCEPTANCE OF FRAUD PREVENTION POLICY
(On the letter head)

To:

General Manager
Energy Efficiency Services Limited.
(A JV of PSUs of Ministry of Power, Govt. of India)
Plot No. 53, Block: DN,
Sector V, Salt Lake City,
Kolkata-700091

Sub: Letter of Acceptance of EESL Fraud Policy
Ref: NIT/RFP No.

Dear Sir/Madam,

We have read the contents of the Fraud Prevention Policy of EESL and undertake that we along with our associate / collaborator /sub contractors / sub-vendors / bidders/ service providers shall strictly abide by the provisions of the Fraud Prevention Policy of EESL.

Thanking You,

Yours faithfully,

Signature

.....

Printed Name

Designation.....

Common Seal.....

Date:

Place:

FOR DETAILED POLICY, PLEASE VISIT OUR WEBSITE www.eeslindia.org

PROFORMA OF BANK GUARANTEE FOR ADVANCE PAYMENT

**Not
Applicable**

PROFORMA OF LETTER OF UNDERTAKING
(TO BE FURNISHED ON NON-JUDICIAL STAMP PAPER OF APPROPRIATE VALUE)

[To be executed by the Holding Company Supported by Board Resolution and submitted by the Bidder along with the Bid, in case financial support is being extended by the Holding Company to the Bidder for meeting the stipulated Financial Qualifying]

Ref.: NIT/Bid Document No.:

Our Reference NoDate:

Bidder's Name and Address:

To,

General Manager
 Energy Efficiency Services Limited.
 (A JV of PSUs of Ministry of Power, Govt. of India)
 Plot No. 53, Block: DN,
 Sector V, Salt Lake City,
 Kolkata – 700091

Dear Sir,

1.0 We, M/s..... (Name of the Holding Company) declare that we are the holding company of M/s..... (Name of the Bidder) and have controlling interest therein.

M/s..... (Name of the Bidder) proposes to submit the bid for the package (Name of the package) for (Name of the Project) under bid reference no..... dated and have sought financial strength and support from us for meeting the stipulated Financial Qualifying Requirement as per Clause Section 3 and its subsequent amendment.

2.0 We hereby undertake that we hereby pledge our unconditional & irrevocable financial support for the execution of the said package to M/s..... (Name of the Bidder), for the execution of the Contract, in case they are awarded the Contract for the said package at the end of the bidding process. We further agree that this undertaking shall be without prejudice to the various liabilities that M/s..... (Name of Bidder) would be required to undertake in terms of the Contract including the Performance Security as well as other obligations of M/s.....(Name of the Bidder).

3.0 This undertaking is irrevocable and unconditional, and shall remain in force till the successful execution and performance of the entire contract and/or till it is discharged by EESL.

4.0 We are herewith enclosing a copy of the Board Resolution in support of this undertaking.

Witness:

Yours faithfully,

(1)

(Signature of Authorized Signatory)

on behalf of the Holding Company

(2)

Name & Designation

Name of the Holding Company

(Seal of Holding Company)

**REAL TIME GROSS SETTLEMENT (RTGS)/ NATIONAL ELECTRONIC FUND
TRANASFER (NEFT)**

From: M/s_____

Sub: RTGS/NEFT Payments

We are agree to accept admissible payments through electronic mode viz RTGS/NEFT. For this, we are providing the requisite information herein below. The RTGS/NEFT charges for the above facility may be deducted/Recovered from our admissible payment.

Name Of City	
Bank Code No.	
Branch Code No.	
Bank's Name	
Branch Address	
Branch Telephone/ Fax No.	
Supplier Account No.	
Type of Account	
IFSC Code for NEFT	
IFSC Code for RTGS	
Supplier's name as per Account	
Telephone No. of Supplier	
Supplier's E-mail ID	
GST No. of the supplier	

A cancelled cheque against above bank account number is also being enclosed.

Encl: As above:-

Confirmed by Banker
With Seal

Signature of supplier
With stamp & Address

(Declaration for Clusters Quoted by the Bidder)

Ref. NIT/Bid Document No.: EESL/06/2019-20/SLNP/DIC/JH/1920010001 Date:14.11.2019

{Description: _____}

To,**General Manager**

Energy Efficiency Services Limited.

(A JV of PSUs of Ministry of Power, Govt. of India)

Plot No. 53, Block: DN,

Sector V, Salt Lake City,

Kolkata-700091

Sub.: Declaration for the Clusters Quoted by bidder in the Tendered Delivery Period

Ref. above Tender, I/we (on behalf of M/s.....) hereby admit that I/we, have quoted for the following Clusters in the above-referred Tender.

Tender Name	Cluster No.	Participated (Yes/No)
Dismantling, Installation (Retrofit), Commissioning, Repair and Maintenance of LED Street Lights for period of 7 Years in Jharkhand State ”	1	
	2	

Signature of bidder

With stamp & Address

(*bidder has to mandatorily submit the declaration as above. The bid shall be evaluated on the basis of this declaration. Providing false information may lead to technically non-responsiveness of the bid.)