

E-TENDER

FOR

**Contract for Housekeeping Services and Manpower Supply
For Office Premises & Visiting Officers' Flat of
Export-Import Bank of India**

Tender Reference No: EXIM/RFP/2019-20/049

Export - Import Bank of India
4th Floor, Vanijya Bhawan,
1/1 Wood Street, Kolkata 700016
Ph. 33-2289 1728/ 2289 1729, Fax: 033 22891727
E-Mail: eximkro@eximbankindia.in

CONTRACT FOR HOUSEKEEPING SERVICES AND MANPOWER SUPPLY FOR OFFICE PREMISES & VISITING OFFICERS' FLAT OF EXPORT-IMPORT BANK OF INDIA

TENDER DOCUMENT COST: ₹2000.00 (Favoring "Export-Import Bank of India" Only by Demand Draft, Non-Refundable). The last date for submission of tender document cost is 28/10/2019.

EMD AMOUNT: ₹10,000.00

DATE OF ONLINE NOTICE: 10/10/2019 11:00 Hrs.

**DOCUMENT DOWNLOADING:
START DATE AND TIME:** 11/10/2019 17:00 Hrs.

**DOCUMENT DOWNLOADING:
END DATE AND TIME:** 21/10/2019 17:00 Hrs.

**LAST DATE AND TIME FOR:
SUBMISSION** 28/10/2019 17:00 Hrs.

**OPENING OF TENDER:
(TECHNICAL BID)** 31/10/2019 15:00 Hrs.

SITE INSPECTION: 10/10/2019 & 11/10/2019

SYSTEM OF PRICE BID: Price bid will be opened for only technically qualified bidders.

VALIDITY OF OFFER: The offer should remain **valid at least for a period of 6 months** to be reckoned from the last date of submission of offer i.e. from **October 28, 2019**.

PLACE OF RECEIPT OF TENDER: <https://eximbankindiatenders.procuretiger.com>

CONTRACT PERIOD : 36 MONTHS (3 YEARS)

eTendering / Electronic Tendering / Web Tendering / Online Tendering is the simulation of the manual tendering process on the internet. i.e., the eligible bidders / tenders can log on to the internet site specified using a unique user name & password and place their Technical & Commercial bids. The eligible bidders will be trained by M/s e Procurement Technologies Ltd. (Abc Procure) personnel on the methodology of submitting the bids online using a special digital signature/electronic key / password at the date and time specified. The bids placed by the tenderers are confidential and will be opened by the authorized EXIM Bank officials. No other person can gain access to the information regarding the bids, which is confidential in nature.

Minimum requirement:

1. Computer/Laptop with internet connection
2. Operating system – Windows XP Service pack -3 / VISTA/ WINDOWS 7
3. Digital certificate -Class II or III, Signing + Encryption, and it should be organizational certificate.

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1. QUOTATION BID NOTICE

The Quotation bid is invited for Services Contract for “Providing housekeeping staffs at Export –Import Bank of India, Vanijya Bhavan, 4th Floor, 1/1 Wood Street, Kolkata 700 016.

Vendor registration can be done online by opening website:

<https://eximbankindiatenders.procuretiger.com>

Click on “New Bidder Registration” link, create User Id and Password and attach your Digital Certificate. For any clarification kindly contact.

**e-Procurement Technologies Limited,
A- 801 – Wall Street - II,
Opposite Orient Club,
Nr. Gujarat College,
Ellis Bridge, Ahmedabad – 380 006.
Gujarat State, India**

Phone: +91 (79)-40270566/567/579/580/582/590 Fax: +91 (79) 40230847

CONTACT INFORMATION FOR TENDER ENQUIRIES at Exim Bank.

1. Mr. Sanjay Lamba
Deputy General Manager
Export Import Bank of India
Vanijya Bhavan – 4th floor
1/1 Wood Street
Kolkata 700 016
Phone: 033 2289 1726
E-mail: eximkro@eximbankindia.in
2. Mrs. Shoba Mohan
Chief Administrative Manager
Export Import Bank of India
Vanijya Bhavan – 4th floor
1/1 Wood Street
Kolkata 700 016
Phone: 033 2289 1728/1729/1731
E-mail: shoba@eximbankindia.in

3. Mrs. Srabani Ray
Senior Administrative Manager
Export Import Bank of India
Vanijya Bhavan – 4th floor
1/1 Wood Street
Kolkata 700 016
Phone: 033 2289 1728/1729/1730
E-mail: srabani@eximbankindia.in

2. E-Tendering Process Compliance Statement

The following terms and conditions are deemed as accepted by you for participation in the bid event:

1. The price once submitted cannot be changed.
2. Technical and other non-commercial queries (not impacting price) can be routed to the contact person of EXIM Bank indicated in the Bidding process related queries could be addressed to M/s e Procurement Technologies Ltd personnel indicated in the Quotation bid Notice.
3. Inability to bid due to telephone line glitch, Internet response issues, software or hardware hangs will not be the responsibility of M/s e Procurement Technologies Ltd or the EXIM Bank. However M/s e Procurement Technologies Ltd. shall make every effort to ensure availability of technology resources to enable continuous bidding.
4. M/s e Procurement Technologies Ltd does has no responsibility beyond the bid event. Order finalization and post order activities would be transacted directly between bidder and the EXIM Bank.
5. EXIM BANK does not bind itself to accept the lowest e-tender and EXIM BANK reserves itself the authority to reject any or all of the e-tenders. All e-tenders in whom any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
6. Bids once made cannot be withdrawn or modified under any circumstances.
7. EXIM Bank can decide to extend or reschedule or cancel the e-tendering.
8. The bidders are advised to visit <https://eximbankindiatenders.procuretiger.com> for any corrigendum etc.

9. I / We have read, understood and agree to abide by this e-tendering process compliance-statement.

Date :

Organization :

Name :

Designation:

Seal

Signature of the Bidder/s not required since the document is Digitally Signed

3. MANDATORY INFORMATION

Sr.No.	Particulars	Details
1.*	Name of the Company	
2.*	Name of the Proprietor, Partners/Directors	
3.	Office Telephone Nos.	
4.*	Address	
5.	Email Address	
6.*	Year of Establishment	
7.	Registration No. / Date of registration	
8.	Status of firm. (Proprietor/Partnership/Co. etc.)	
9.	Name of Bankers	
10.*	PAN Card No.	
11.*	GST No.	
12*	Tender fee DD Number	
13.*	EMD DD Number	

I/We confirm that to the best of our knowledge this information is authentic and accept that any deliberate concealment will amount to disqualification at any stage.

Date:

Place:

Seal and Signature of the Bidder/s not required since the document is digitally signed.

Note: Please upload scanned copies of the above mentioned documents with sr. nos. marked (*) on it.

4. TENDER FORM

DGM& RH(Sanjay Lamba)
Export Import Bank of India
Vanijya Bhawan, 4th floor,
1/1 Wood Street
Kolkata 700 016

Dear Sir,

Ref: Providing housekeeping services and manpower supply for Export-Import Bank of India,
Kolkata

Having examined the e-tender details, term and conditions, prepared by you, I/we hereby offer to execute the above works at the respective rates, which I/we have quoted for the items in the schedule of quantities as per your terms and conditions mentioned in the e-tender.

I/we herewith deposit **₹10,000/- (Rupees Ten Thousand Only)** by demand Draft or Banker's Cheque drawn in **favour of Export-Import Bank of India** as Earnest Money Deposit (EMD) for the execution of the works at my/our tendered rate together with any variations should the contract be awarded to me/us.

In the event of this e-tender being accepted, I/we agree to enter into and execute the necessary contract required by you. I/we do hereby bind myself/ourselves to forfeit the aforesaid deposit **₹ 10,000/- (Rupees Ten Thousand Only)** in the event of our refusing or delay in signing the Contract Agreement. I/we agree not to employ Subcontractors without the prior approval of the EXIM Bank.

I/We agree to pay all applicable taxes prevailing and be levied from time to time on such items for which the same are leviable.

I/we understand that you are not bound to accept the lowest e-tender or bound to assign any reasons for rejecting our tender. We unconditionally agree to Exim Bank's preconditions as stipulated in the tender documents.

I/we agree that in case of my/our failure to execute work in accordance with the scope of work provided, Exim Bank reserve the right to terminate my contract and forfeit the Earnest Money Deposit paid by me in addition to recovery of all dues to the Exim Bank from the payment receivable by me. Further, I may also be barred from tendering in future for Exim Bank Contracts.

I/we enclose the demand draft/banker's cheque for **₹ 10,000/- towards Earnest Money Deposit**. I/We agree to keep our e-tender open for 90 days from the date of opening.

Yours truly,

NAME:

ORGANISATION:

DESIGNATION:

PLACE & DATE:

5. SCOPE OF WORK

1.1. Housekeeping:

1.1.1. Maintenance of office premises including daily sweeping / cleaning of the office premises, washrooms, furniture and fixtures, blinds, glass walls, railings, pantry and floor tiles/ carpets at Export-Import Bank of India's Regional Office located at Vanijya Bhawan (Display Centre at Ground floor and 4th floor), 1/1 Wood Street, Kolkata 700016 admeasuring around 10,000 sq. ft. (super built up) including 4 washrooms. Cleaning material will be provided by the Contractor / Service provider as per the specification given in Annexure - II.

1.1.2. Maintenance of Bank's visiting Officers Flat (VOF)/ vacant residential flats including daily sweeping/cleaning of VOF, Flat no. 3B, furniture and fixtures, floor tiles located at SAHANA, 64 Sarat Bose Road, Kolkata 700025 admeasuring 1300 sq. ft. (total built up area) including 2/3 washrooms. Cleaning material will be provided by the contractor/service provider as per specification given in Annexure II.

1.2. Manpower Supply:

1.2.1. Three janitors are required (no supervisor) for maintenance of office premises including daily sweeping / cleaning of the office premises, washrooms, furniture and fixtures, blinds, glass walls, railings, pantry and floor tiles/ carpets at Export-Import Bank of India's Regional Office located at Vanijya Bhawan (Ground floor and 4th floor), 1/1 Wood Street, Kolkata 700016 admeasuring around 10,000 sq. ft. including 4 washrooms, cleaning of Visiting Officers' flat and vacant residential flats on a regular basis. Apart from these the boys would need to carry out Photocopying ,Cheque depositing and withdrawals from Banks etc. and other office related works like delivering of distribution of mails/publications to Bank's constituents and collection of important and urgent documents.

2. Eligibility Criteria:

- 2.1. The Contractor should be Kolkata based and could be a sole proprietary concern, partnership firm or a company and should be registered with Registrar of Firms/ Companies, wherever applicable.
- 2.2. The Contractor should have experience of at least 3 years in providing housekeeping services to well established organizations like All India Financial Institutions, Public Sector Banks / undertakings & Large Pvt. Sector Companies. Suitable experience certificate should be submitted along with offer. Details of similar work executed during last 3 years may be provided (Annexure – I)
- 2.3. The Contractor should have satisfactorily executed minimum of two yearly contracts of similar nature, each costing not less than ₹ 5,00,000/- per annum for All India Financial Institutions, Public Sector Banks / undertakings & Large Pvt. Sector Companies during the last 3 years (ending with the last date for receipt of applications)
- 2.4. The contractor should have a professional reputation and the quality of works executed by the contractor should be of acceptable standard.
- 2.5. The Contractor will be required to offer a minimum of 5 weeks' credit limit.
- 2.6. The Contractor / its principal officers / employees to be deployed should have Clearance certificate from Police Department (PCC) or **submit an affidavit** to the effect that no criminal investigations / records are pending against it/him in the past.
- 2.7. The Contractor should have annual Turn-over not less than ₹ 5 lakhs.
- 2.8. The Contractor should fulfill all the statutory requirements like GST Registration, PAN Card, PF & ESIC account and license by competent authorities.
- 2.9. It will be the duty of the Contractor to properly clean and handle the various gadgets and fixtures available in the Bank premises. Cost of breakage shall be borne by the contractor.
- 2.10. The contractor will provide the Semi-skilled housekeeping staffs as detailed in Annexure -I.
- 2.11. All the above criteria will be considered during evaluation of tender documents and will be tabulated in a marking system.
- 2.12. The Tenderers **must** have the **Digital Signature** for submissions and for authentications of Technical Bid and subsequently for Commercial Bid documents.
- 2.13. A sum of ₹ 2000/- be deposited as Cost of Tender Documents in shape of Bank draft of any Bank favoring "Export-Import Bank of India" payable at Kolkata. Tenderer will only be allowed to download the tender documents after receipt of the Cost of the tender documents. Tenderers will be provided with the **User ID and Password** thereafter.

2.14. The tender will be opened at 1500 hrs. on October 31, 2019 at the above office of Export-Import Bank of India in the presence of tenderers, who choose to be present there at. In case October 31, 2019 will be Holiday, tender will be opened on next working day at the same time.

2.15. The discretion of Bank will be final and binding to all in respect of finalizing parameters on which tenders will be analysed. The proposal will be evaluated on eligibility criteria as mentioned in the tender documents.

2.16. The Bank reserves the right to reject any or all the tenders. Canvassing in any form will disqualify the tenderer.

6. INSTRUCTIONS TO TENDERERS

1. The instruction to be followed for submitting the e-tender are set out below:-

(A) Information about Tenderer: The tenderer must furnish full, precise and accurate details in respects of information asked for in Appendix-I.

(B) Signing of Tenders:- Person or persons signing the e-tender shall state in what capacity he is or they are signing the e-tender e.g. as sole proprietor to a firm or a Secretary /Manager/Managing Director, etc. of a limited company.

(C) Documents required to be attached with the technical bid:

Self-attested copies of the following documents one are to be annexed:-

Document-I - Valid license for running of housekeeping service and requisite registration. Certificate under various statutory provision of Labor R&A Act. Employees Provident Fund, ESIC etc.

Document-II -Work experience certificate and work presently in hand including details of Establishments where the firm has provided the housekeeping services in the past 3 years, including nos. of housekeeping staffs supplied to each unit and the value of contract along with documentary proof.

Document-III - Latest police verification certificate in respect of housekeeping personnel of the contractor.

Document-IV - Attested copies of Power of Attorney, if relied upon.

Document-V - Income Tax Pan No. of Firm.

Document-VI - Attested copies of partnership deed/copy of Memorandum and articles of association, as the case may be.

Document-VII - Property details of the partners/Firms/establishment.

Document-VIII - Name and address of all partners/Directors/proprietors as the case may be.

Document-IX - ESIC/EPF registration Nos.

Document-X - Name of Bankers, Copies of the IT Returns for the last three years.

Document-XI - All other Document mentioned in e-Tender document along with its annexures, schedules.

Document-XII - GST number and registration number of firm.

Document-XII - The firm should have the registration with or applied for PASARA (Private housekeeping Regulation Act) (Copy to be enclosed)

Document-XIV - The Annual turnover of the firm should not be less than ₹1.00 crore. Documentary evidence to be enclosed.

(D) Submission of e-Tenders:

- (a) E-Tender which do not comply with this instruction shall be summarily rejected.
- (b) All credentials, documents and copies of certificate/information called for would be submitted with the e-tender format.
- (c) Necessary clarification if any required by EXIM BANK shall be furnished by e-mail within the time given by EXIM BANK for the same. EXIM BANK is at liberty to verify any or all documents Submitted by the tenderer, even by referring to third parties.
- (d) It should be clearly understood by the tenderer that no further opportunity shall be given to them to modify or withdraw any stipulation at any stages of the contract.
- (e) The e-tender form shall be filled clearly, neatly and accurately. Any alteration, erases or over-writing will render the e-tender invalid. Alteration neatly carried out and attested over the full signature of tenderer, however, is permitted.

(E) OPENING OF TENDER

The e-tender will be opened in EXIM BANK, 21st floor, WTC, Mumbai at the time and on the date indicated in the Quotation Bid Notice. The tenderer will be at liberty to be present

either in person or through an authorized representative at the time of opening of the tenders.

The financial bid of only those tenderers whose technical bids are found to be acceptable will be opened.

(F) CORRUPT PRACTICES:

Any bribe, commission or advantage offered or promised by or on behalf of the tenderer to any officer of EXIM BANK shall (in addition to any criminal liability which the tenderer

may incur) debar his tender from being considered, canvassing on the part or on behalf of the tenderer will also make his tender liable to rejection.

(G) INTERVIEW AND ACCEPTANCE OF E-TENDER

The tenderer should be prepared to proceed to EXIM BANK and without any obligation, if called upon to do so, for an interview by an officer authorized to act on behalf of EXIM BANK at their own expenses. EXIM BANK reserves the right to reject any or all the e-tenders without assigning any reason and does not bind them to accept the lowest or any e-tender. The successful tenderer will be advised about the acceptance of his e-tender by a letter/e-mail.

7.0 Tender Opening and evaluation

Opening of Technical Bid

- a) All the offers received will be screened and shortlisted based on the requirement specified and the details submitted by the bidder. All such shortlisted offers will be further evaluated on the qualitative aspects in various parameters as detailed in Technical Bid Evaluation Scoring Sheet. The technical score will be assigned based on above details. The bidders who will score 70 marks and above, on the scale of 100, will only be shortlisted for final consideration. 70% weightage will be given to technical parameter and 30% for financial bid for final scoring. After techno commercial evaluation, whoever secures highest marks will be considered as the successful bidder. The Bank, if needed, will negotiate with the successful bidder.
- b) For reference, the scoring on evaluation of Technical and Price Bids are as follows:

Technical Scoring: 70% weightage is considered in the below formula for final scoring.

$$TS = M \times 0.7$$

Where 'TS' is Technical Score and 'M' IS Marks obtained on technical parameters.

Price Bid Scoring: the Lowest Bidder (L1) will get a maximum score of 30 and marks will be proportionately awarded to other bidder as per the following formula:

$$FS = 30 - \left[\frac{Q-L}{L} \times 30 \right]$$

Where 'FS' is Total Financial Score, 'Q' is Price Quoted by subsequent bidder (i.e. L2, L3 etc.) and 'L' is the Lowest Quoted Price by a L1 bidder.

Final Scoring:

$$S = TS + FS$$

Where 'S' is Final Score, 'TS' is Technical Score and 'FS' is Financial Score.

On the basis of techno commercial evaluation whoever secures highest marks will be considered as the successful bidder.

Opening of Price Bid

The Bank will inform all the Technically Qualified Bidders the time, date and venue fixed for the opening of the Price Bid. In the event of the specified date of opening being declared a holiday for the Bank, the Price Bid will be opened at the appointed time and location on the next working day. The date & time will be intimated to qualified bidders.

7. Technical Bid Evaluation Criteria

Following are the details of Technical Weightage for e-Tender of housekeeping staffs

Sr.No.	Criteria Description	Weightage
1	The Contractor should be Kolkata based	10
2	The Contractor should submit the West Bengal license	15
3	Contractor should have experience of at least 3 years	10
4	Contractor should have satisfactorily executed minimum of two yearly contracts of similar nature, each costing not less than ₹ 5,00,000/- per year.	10
5	Contractor / its principal officers / employees to be deployed should have Clearance certificate from Police Department (PCC) or submit an affidavit to the effect that no criminal investigations / records are pending against it/him in the last 3 years.	15
6	Contractor should have annual turnover not less than ₹5 lakhs.	20
7	GST Registration, PAN Card	10
8	PF & ESIC account	10
Total Weightage		100
Minimum Weightage required		70

Contract for housekeeping services
For Office Premises of Export-Import Bank of India

Constant Fields for Price Bid (as per statutory requirement)

Particulars	Un -Skilled
Basic Wages	8177.00
Employer share P. Fund @ 13% of basic	1063.00
Employer share ESIC @ 3.25% of minimum wages	265.75
Bonus 8.33% of minimum wages	681.14
Gratuity 4.81% of minimum wages	393.31
Uniform 4% of minimum wages	245.00
Leave Salary 5.16% of minimum wages	421.93
Total (A):	11,247.13
Agency Charges (Variable) (B)	
Grand Total (A + B)	

The above basic wage is as per current/present government (West Bengal Administration) notification dated May 29, 2019 and is subject to change/revised from time to time as per future government notifications.

Note: Agency should quote per person Agency Charges

8. PRICE BID

To,
DGM&RH(Sanjay Lamba),
Export-Import Bank of India,
Vanijya Bhawan, 4th floor,
1/1 Wood Street
Kolkata 700 016

Dear Sir,

1. I/We, submit the e-tender price bid for appointment as Service Contractor for providing housekeeping services at EXIM BANK.
2. I/We have thoroughly examined and understood instruction of e-tenders, terms & conditions of contract given in the invitation to e-tender and those contained in the general conditions of contract and its appendix and agree to abide by them.
3. I/We hereby offer to provide housekeeping at the following percentage of service charge on the basic minimum wages notified by the West Bengal Govt. as the case may be, applicable at the time of award of the contract for the entire tenure of the contract. I/We undertake that I/We are not entitled to claim any enhancement of rates on any account during the tenure of the contract except revision of minimum wages.

(Min. wages as per WB Govt. w.e.f. 01.07.2019)	No. of workers Required	Per Person (Amt. in Rs.)	Total (Amt. in Rs.)
Housekeeping staffs : un - skilled	3	11,247.13	33,741.39
	-	-	-
	-	-	-
	-	-	-
Total Outgo :			

4. Any rates quoted in any other manner than the above will summarily be rejected. In case the minimum wages is revised upward, the contractor is not entitled for revision of his service charges.

a. I/We undertake to take responsibility of statutory liabilities such as minimum wages, EPF & ESI, Bonus etc. and will charge the Exim Bank as per actual contribution made to concerned authorities against documentary proof and no service charge, overhead will be payable by Exim Bank on these contributions.

b. The total amount of wages shall be calculated on the basis of number of days for which a person has actually worked on the basis of wages of housekeeping staffs accepted by EXIM BANK.

I/We agree to keep the offer open for acceptance up to 03 months.

5. I/We shall be bound by the communication of acceptance of the offer dispatched within the time and I/We also agree that if the date up to which the offer would remain open be declared a holiday for EXIM BANK, the offer will remain open for acceptance till the next working day.

6. I/We do hereby declare that the entries made in the tender and appendices/schedules attached with Technical Bid are true and also that we shall be bound by the act of my/our duly constituted attorney, Shri _____ whose signature in appended hereto in the space as specified for the purpose and of any other person who in future may be appointed by me/us in his stead to carry on the business of the concern whether any intimation of such charge is given to EXIM BANK or not

Yours faithfully,

(_____)

Signature of Tenderer
(Capacity in which signing)

9 FINAL EVALUATION CRITERIA

I. DEFINITION:

- (a) The terms 'Contract' shall mean and include the invitation to e-tender incorporating also the instruction to tenderer, the e-tender, its annexures, appendices, schedules, acceptance of e-tender and such general and special conditions as may be added to it.
- (b) The terms "EXIM BANK" wherever occurs shall mean Export-Import Bank of India.
- (c) The terms "Contractor" shall mean and include the person or person, firm or company with whom the contract has been placed including their heirs, executors, administrators, successors and their permitted assigns, as the case may be.
- (d) The term 'Contract Rates' shall mean the rate of payment accepted by EXIM BANK.
- (e) The term 'Worker' shall mean housekeeping staff.

II PARTIES TO THE CONTRACT

- (a)** The parties to the contract are contractors and EXIM BANK, represented by an officer of Exim Bank or any other person authorized to act on behalf of EXIM BANK.
- (b)** The person signing the tender or any other document (s) forming part of the tender on behalf of any other person or a firm shall be deemed to warrant that he has authority to bind such other person or the firm, as the case may be in such matter pertaining to the contract, if, on enquiry, it is found that the person concerned has no such authority, EXIM BANK may without prejudice to other civil, criminal remedies, terminate the contract and hold the signatory liable for all cost and damages.
- (c)** Contract period – The contract period will be three years from December 1, 2019 to November 30, 2022.

III CONSTITUTION OF CONTRACTORS

- a)** "The tenders shall be entertained from the parties having all statutory registration with the appropriate authorities". Contractor shall at the time of submission of tender declare whether they are sole proprietary concern or registered Partnership Firm or Private Limited Company incorporated in India or Hindu Undivided Family. The Composition of the partnership, names of Directors of companies and name of the Karta of Hindu Undivided Family shall be indicated. The contractor shall also nominate person in whose hands the active management and control of the work relating to the contract during the tenure of the contract would lie. The person so nominated shall be deemed to have power of attorney from the contractor (s) in respect of the contractor and whose acts shall be binding on the contractor(s).

b) The contractors shall notify, to EXIM BANK the death/resignation of any of the partner(s)/director(s) immediately on the occurrence of such an event. On receipt of such notice EXIM BANK shall have the right to terminate the contract at its discretion.

IV SUBLETTING

The contractor(s) shall not transfer or assign the contract or any part thereof without the prior written approval of EXIM BANK, In the event of the contractors contravening this condition EXIM BANK is entitled to terminate the contract.

V RELATIONSHIP WITH THIRD PARTY

All transaction between the contractor(s) and the third party shall be carried out as between two principals without reference in any event to EXIM BANK. The contractor(s) shall also undertake to make third party fully aware of the position aforesaid.

VI LIABILITY FOR PERSONNEL

All persons employed by the contractor(s) shall be engaged by them/him as his/their own employees in all respects and the responsibilities/obligation under contract Labour (R&R) Act 1970, the Indian Factory Act, the Workmen Compensation Act, Employees Provident Fund Act, and under Minimum Wages Act and various other statutory enactments shall be that of the contractor.

The contractor shall indemnify EXIM BANK against all the claims whatsoever in respect of the said personnel and Workmen Compensation Act, EPF Act, ESI Act, or any other statutory/Provisions or otherwise in respect of any damage, penalty, compensation, interest, fines payable in consequence of any accident or injury sustained by any worker of the contractor. The contractor shall co-ordinate with ESI authorities to get the family treatment card for housekeeping staffs.

- (a) The contractors shall during the period of contract pay not less than minimum wages to the housekeeping staffs engaged by them on either time rate basis or piece rate basis on the work, throughout the term of the contract. Minimum wages both for the time rate and for the piece rate, work shall mean the rates notified by appropriate authority and prevailing at the time of inviting tenders for the work as amended from time to time. The contractor shall also maintain such records and submit periodical return, regularly as may be prescribed under the act to the authority prescribed under the Provident Fund Act, 1952 and the scheme and the rules there under.
- (b) The contractor shall also make available such returns/records for inspection by EXIM BANK authorized person. The contractor shall maintain necessary record

and registers like wages book and wage slip, etc. register of unpaid wages and register of fines and deductions.

EXIM BANK reserve the right to withhold 20% of the amount from the monthly bills of the contractor for any financial liability under the contract. The amount so deducted will only be refunded/adjusted when contractor produces proof for fulfilling statutory obligations stipulated in different labour Act/rules/instructions/circulars etc. applicable to the Contract.

VII. WEEKLY OFF

The contractor shall be liable to allow paid weekly off etc. to the personnel employed by him as mandated under the appropriate State/Central laws governing their employment under him.

- i) The relieving charges will be payable for the housekeeping staffs which are engaged for all the days in a month because the minimum wages is payable for 26 working days where four/five holidays are allowed.
- ii) The Agency will be directed to ensure that no housekeeping staff is required to discharge duty for more than 8 hours.

IX. WASHING FACILITY:

The contractor is liable to provide washing facilities as provided in the contract Labour (Regulation and Abolition) Act and the rules framed there under or any other applicable law.

X. FIRST AID FACILITY:

The Contractor is liable to provide first Aid Facility as provided in the Contract Labour (Regulation and Abolition) Act and the Rules framed there under or any other applicable law.

XI. PERIOD OF CONTRACT:-

The contract shall remain in force for all purpose for a period of three year extendable on mutual consent for further period of one or more year on same terms & condition. EXIM BANK reserves right to terminate the contract at any time during its currency by giving thirty day notice in writing to the contractor(s) at their last known place of residence/business and the contractors shall not be entitled to any compensation by reason of such termination. EXIM BANK's decision under this clause shall be final, conclusive and binding on the contractors and shall not be called in question.

XII. SUMMARY TERMINATION

(a) In the event of the contractors having been adjudged insolvent or goes into liquidation or winding up their business of making arrangement with their creditors or failing to observe any of the provisions of this contract or any of the terms and conditions governing the contract, EXIM BANK shall be at liberty to terminate the contract forthwith without prejudice to any other rights or remedies under the contract and to get the work done for the unexpired period of the contract at risk and cost of the contractors and to claim from the contractors any resultant loss sustained or cost incurred.

(b) EXIM BANK shall also have without prejudice to other rights and remedies, the right in the event of breach by the contractors of any of the terms and conditions of the contract to terminate the contract forthwith and to get the work done for the un-expired period of the contract at the risk and cost of the contractors and/or forfeit the housekeeping deposit or any part thereof for the sum or sums due for any damages, losses, charges, expenses or costs that may be suffered or incurred by EXIM BANK due to the contractor's negligence in the performance of any of the service under the contract.

(c) The contractor shall be responsible to supply adequate and sufficient housekeeping personnel/ staffs under the contract in accordance with the instructions issued by an officer acting on behalf of Exim Bank. If the contractor fails to supply the requisite number of housekeeping personnel Exim Bank at its entire discretion, without terminating the contract be at liberty to engage other housekeeping personnel's at the risk and cost of the contractor(s), who shall be liable to make good to EXIM BANK all additional charges, expenses, cost of losses that EXIM BANK may incur or suffer thereby. The contractor shall not however, be entitled to any gain, resulting from entrustment of the work to another party.

XIII. LIABILITY OF CONTRACTOR(S) FOR LOSSES ETC. SUFFERED BY EXIM BANK

(a) The contractor(s) shall be liable for all costs, damages, expenses suffered or incurred by EXIM BANK due to the contractor's negligence and the un workman like performance of any service under his contract or breach of any terms thereof or their failure to carry out the work with a view to avoid incurrence of damages etc. and for all damages or losses occurred to EXIM BANK or in particular to any property or plant belonging to EXIM BANK due to any act whether negligent or otherwise of the contractor(s) themselves or their employees. The contractor(s) shall also be liable for the interest at commercial lending rate on costs/damages/expenses. The decision of EXIM BANK regarding such failure of the contractor(s) and their liability for the losses, etc. suffered by EXIM BANK shall be final and binding on the contractor(s)

(b) EXIM BANK is entitled to claim for any damages, losses, charges, costs, or expenses suffered or incurred by them due to contractor(s) negligence's and un workmen like

performance of services under the contract or breach of any terms thereof and adjust the same from the bills of the contractor directly. The total sum claimed shall be deducted

from, any sum then due or which at any time hereafter may become due to the contractor(s) under this or any other contract with EXIM BANK. In the event of the sum which may be due from EXIM BANK, as aforesaid being insufficient, the balance of the total sum claimed and recoverable from the contractor(s). Should this sum also be not sufficient to cover the full amount claimed by EXIM BANK, the contractor shall pay to EXIM BANK on demand the remaining balance of the aforesaid sum claimed. EXIM BANK will be the sole judge determining after taking into consideration all the relevant circumstance, the quantum value of loss and also in regard to the liability of contractor(s) for such loss the amount to be recovered from them.

(c) In the event of the default on the part of the contractor(s) in providing housekeeping staff/and/or their failure to perform any of the services mentioned in this agreement efficiently and to the entire satisfaction of EXIM BANK or any officer acting on his behalf, EXIM BANK shall without prejudice to other right and remedies, under this agreement have the right to recover by way of compensation from the contractor a sum of rupees one hundred per day of default.

XIV. SET-OFF

Any sum of money due and payable to the contractor(s) under this contract may be appropriated by EXIM BANK and set off against any claim of EXIM BANK for the payment of any sum of money arising out of or under any other contract made by the contractor(s) with EXIM BANK.

XV. BOOK EXAMINATION:

The contractor(s) shall, whenever required produce or cause to produce for examination by Exim Bank or any other officer authorized by him on his behalf any cost or other accounts book of accounts, vouchers, receipts, letters, memorandums or writings or any copy of or extract from any such document and also furnish information and returns, verified in such manner as may be required by the statutory compliance/payment made to EPF/minimum wages etc. renewed license, any or all such documents desired by EXIM BANK.

XVI. PAYMENT:

(a) Indicative list of statutory payment to be made in respect of personnel employed by the contractor under this contract are as under:

(1) Minimum wages (Minimum wages are applicable for housekeeping staffs under unskilled category as duly notified by West Bengal Govt. from time to time, as the case may be)

- (2) EPF
- (3) ESI
- (4) Bonus
- (5) Gratuity
- (6) Uniform
- (7) Leave salary
- (8) Such other statutory charges, if any,
- (9) GST

The above list of statutory payment is only indicative and not exhaustive.

The contractor shall abide by all statutory provisions applicable to the contract and make all necessary statutory payments, for which 20% of the amount from the bill shall be withheld. However, on the production of proof of such statutory payment, Exim Bank may release the same subject to the conditions of the contract.

(b) Payment will be made by Exim Bank on submission of bills, duly supported by attendance certificates, production of proof of payment of EPF/ESIC and other statutory payments in respect of the personnel engaged in EXIM BANK.

(c) The contractor should submit all his/their bills by the seventh of following month. Payment of which will be made through RTGS to the bank account of the Contractor only and taxes, if any, may be deducted by Exim Bank before making such payment.

XVII. LAW GOVERNING THE CONTRACT/DISPUTE RESOLUTION:

The contract will be governed by the Laws of India, for time being in force as amended from time to time. Any disputes arising out of this contract will be settled in the court of competent jurisdiction. The courts in Kolkata shall have exclusive jurisdiction to adjudicate the disputes arising under the contract.

XVIII. DUTIES AND RESPONSIBILITY OF THE CONTRACTOR(S):

(a) The contractor(s) shall carry out all items of services assigned or entrusted to him/them by or an officer acting on behalf of Exim Bank and shall abide by all instructions issued to him/them from time to time by the said officer. They shall render the services to the satisfaction of the officer acting on behalf of Exim Bank together with ancillary and incidental duties, service and operations as may be indicated by the said officer(s) and are not inconsistent with the terms & conditions of the contract.

The contractor shall always be bound to act with responsible delegacy and in a businesslike manner and to use such skill as expected of men of ordinary prudence in the conduct of their activities.

(b) The contractor shall engage competent, adequate staff and housekeeping staffs personnel to the satisfaction of the Exim Bank or an officer acting on its behalf. The contractor shall be responsible for the good conduct of their employees and shall compensate EXIM BANK for losses arising from neglect, carelessness, want of skill or misconduct of themselves, their servant or agents or representatives. Exim Bank shall have the right to ask the dismissal of any employee of contractors who in his opinion is hampering the smooth execution of the work and his decision regarding losses caused by neglect and misconduct etc. of the contractors, their staffs and agents.

(c) The contractors shall strictly abide by Laws, Rules & Regulation.

(d) The contractor shall provide verifiable proof that EPF/ESI has deposited in respect of particular workers, working under the contractor who are working in EXIM BANK along with the EPF/ESI number issued by concerned authorities. A copy of ESI card also be deposited with EXIM BANK within one month period even in case of change of worker, failing which payment will not be released subsequently for the aforesaid period, without prejudice to the other actions.

(e) Police verification of the worker should be submitted within a period of one month on entering into the contract. In the case of change of any worker, payment of wages for that worker will be release only after submission of police verification.

(f) If the party fails to comply with statutory/legal requirement, as stipulated in the terms & conditions of the tender within two months from the award of contract is liable to be terminated with one month's notice and in his place, second lowest/third lowest will be kept as back up immediately to replace the terminated agency.

XIX. ACCEPTANCE OF TERMS & CONDITIONS OF CONTRACT.

Contractor will Appendix II where Terms & Conditions for Service contract for providing housekeeping services for Exim Bank are

10. TERMS & CONDITIONS OF SERVICE CONTRACT FOR PROVIDING HOUSEKEEPING SERVICES For Office Premises of Export-Import Bank of India

1. The contractor will provide housekeeping staffs arrangement for 8 hours in a day. Housekeeping for “Providing housekeeping staffs at 4th Floor, Vanijya Bhawan, 1/1 Wood Street, Kolkata- 700 016”.

2.

SHIFT TIMINGS:

Shift	Time	Housekeeping staff
shift	09.00 a.m. to 06.00 p.m.	3

3. The contractor will undertake to provide housekeeping personnel to EXIM BANK, and the contractor will be directly responsible for payment of their salaries not less than the rates of minimum wages notified by the appropriate Authorities from time to time.

4. The contractors shall quote his service charges inclusive of all taxes for providing the housekeeping service.

5. In case the minimum wages are revised upward, the contractor is not entitled for any revision of his service charges.

6. The minimum wages are applicable for housekeeping staffs under un-skilled category, minimum wages are applicable as notified by Central / Govt. of West Bengal (whichever is high) from time to time.

7. EXIM BANK shall have no right/obligation to employ directly or indirectly any personnel introduced by the contractor.

8. In case of any negligence, connivance or direct/indirect involvement of any personnel deployed by the contractors for housekeeping at EXIM BANK, or there being occurred any theft, pilferage, misappropriation, bungling of stocks/stores or any other loss EXIM BANK property for whatsoever reason the housekeeping contractor will be responsible and liable to compensate the losses as evaluated by EXIM BANK or any other authorized officer of EXIM BANK. Decision of EXIM BANK shall be final and binding on the contractor.

9. The contractor shall be responsible for providing uniforms to the housekeeping staffs.
10. If EXIM BANK considers that the replacement of a particular housekeeping personnel supplied by the contractor is necessary, this will be done by the contractor on receipt of the written request from EXIM BANK with immediate effect.
11. EXIM BANK will not be responsible in any respect with regard to service conditions, salaries and conduct of the personnel provided by the Contractor.
12. The housekeeping staffs provided by the contractor shall have no lien of claim in any manner on EXIM BANK after their services are no more required by EXIM BANK or during their deployment. In case, the housekeeping staffs resort to litigation in any court for any reason, the contractor will be solely responsible towards verdict of the court, at its own cost. The contractor is liable for expenses, losses and damages, if any, due to his employees, any claim or suit or any such proceedings against EXIM BANK and EXIM BANK is entitled to deduct the sum from the pending or future bills of the contractor.
13. Only trained and experienced housekeeping staffs will be supplied to EXIM BANK. The contractor shall also provide the nominal roll of the housekeeping staffs along with their photographs to EXIM BANK. The Character/antecedents verification of housekeeping staffs so engaged will be got carried out by the contractor to the satisfactions of EXIM BANK at the cost of the contractor from the concerned police authorities within one month of their engagement and each housekeeping staffs will be provided with an identity card by the housekeeping contractor which will be countersigned by the contractor.
14. The contractor will pay the wages, advances and any other payments regularly to the housekeeping staffs deployed.
15. Upon termination of the contract, the contractor is liable to remove all his personnel from the premises of EXIM BANK failing which EXIM BANK will be entitled to stop all payments due to the contractor.
16. The housekeeping staffs to be engaged by the firm must be of sound health and their character and antecedents must be verified and approved by the competent authority, If any of them is not found medically fit including intoxication prior to or during the continuance of the contract then the firm shall not employ or engage them and EXIM BANK shall have right to refuse admission to such employees of the firm into EXIM BANK premises.
17. The contractor shall keep EXIM BANK indemnified from all acts, omission, faults, breaches and, or claim payments loss injury and expenses under which EXIM BANK may be put or involved as a result of failure of firm to fulfill any of its obligation.

18. The contractor shall be wholly responsible for any loss or damage to the properties of EXIM BANK on account of any act or omissions by the contractor or by any of his staff deployed for housekeeping purpose except natural calamities.

19. The contractor shall provide to their housekeeping staffs all the material necessary for housekeeping purposes.

21. EXIM BANK reserves the right to ask the contractor to remove any staff found to be not discharging his duties satisfactorily or doubtful character and the contractor will immediately remove such person or persons and replace them immediately with suitable persons.

22. Exim Bank shall not provide any residential accommodation in the premises of the EXIM BANK or elsewhere for the personnel deployed by the firm and the contractor will have to make their own arrangement for their residence at their own cost.

23. The contractor at its own cost will provide identity cards to all staffs or staff employed by them on duty. The identity cards shall be displayed on his person while on duty.

24. The duty points and rotation of housekeeping staffs employed by the contractor will be decided by EXIM BANK. The contractor will have to abide by such directions as given by EXIM BANK regarding deployments of housekeeping personnel.

25. In case of any pilferage or theft the contractor or his representative shall report the matter immediately to EXIM BANK and shall also take-up the matter with the police for proper investigation and recovery of loss. If such a loss is due to negligence, absenteeism or by dereliction of duty by housekeeping personnel deployed by the contractor, the same shall be recovered by EXIM BANK from the contractor.

26. The contract will be terminated in case of any complaint regarding the services of the contractor found unattended after 02 (two) warnings.

27. The Contractor shall comply with the provisions of “the Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013”. In case of any complaint of sexual harassment against the employee within the premises of EXIM BANK, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor and the Contractor shall ensure appropriate action under the said Act in respect to the complaint.

28. Any complaint of sexual harassment from any aggrieved employee of the contractor against any employee of EXIM BANK shall be taken cognizance of by the Complaints Committee constituted by EXIM BANK.

29. The contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the contractor, for instance any monetary relief to EXIM BANK's employee, if sexual violence by the employee of the contractor is proved. The contractor shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues.

30. As mentioned elsewhere in this e-tender document, it is clarified here once again that EXIM BANK has no responsibility of enforcing any service condition which the contractor may have with his own employees/ housekeeping staff/ supervisors/ officers who may be put on duty for housekeeping of EXIM BANK's residential premises as they are having no connection with EXIM BANK. However, for its own information, research and analysis, budget/ administrative measures if EXIM BANK calls for any information from the contractor he shall provide the same within four working days. Also EXIM BANK expects that they will be good employers to their own employees so that EXIM BANK receives no complaints from them about their own service conditions because of the possible embarrassment caused to EXIM BANK's image.

Tenderer's

- i) Telegraphic Address: _____

- ii) Telephone No. _____
(If available) _____

Signature of tenderer

Date:-

Place:-

APPENDIX II

I. Name and address of the tenderer and e-mail address:

II COMPOSITON OF TENDERER:

It should be state whether the tenderer is Hindu Joint Family, Business proprietorship concern or registered partnership firm or a Limited Company. The name and date of birth of all partners/Director, proprietors, Karta of Joint Family should be given. It should be certified that there are no undisclosed partners. In the case of limited companies, the authorized and paid up capital should be stated.

III BUSINESS IN WHICH THE TENDERER IS EMPLOYED:

The nature of business in which the tenderer or partner of the tender's firm are engaged should be stated together with particulars of where Head Office and branches if any, are located along with details of sister concern.

IV EXPERIENCE:

Full particulars should be given if the tenderer has worked as a housekeeping contractor of the Central Govt. State govt. or Public/Private Companies. The period for which the work has been done should be clearly indicated. The tenderers should indicate clearly whether they are working as contractors on behalf of any departments of Central or State Governments or Railway etc. certificates of experience for preceding 3 years to be enclosed.

Please State also whether tender has entered into any contract with EXIM BANK earlier (if Yes, give details of the contract)

In case, the firm is black listed by any authority of Govt. of India, or any State Government or any Public Sector Undertaking, the details of the same should be provided.

VI TENDERERS BANKS:

The name of the Bank or the Banks and the branches with the tenderer has dealings and who can certify the tenderers financial status should be given.

PRE CONTRACT INTEGRITY PACT

General

This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on ____ day of the _____ month of 2019, between, on one hand, the President of India acting through Shri Sanjay Lamba (Deputy General Manager & Regional Head, Kolkata), Export-Import Bank of India, Ministry of Finance, Government of India (hereinafter called the "BUYER", which expression shall mean and include, unless the context otherwise requires, his successors in office and assigns) of the First Part and is represented by Shri _____ (hereinafter called the "Seller" which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

WHEREAS the **BUYER** proposes to procure (Name of the Stores/Equipment/Item) and the **BIDDER/Seller** is willing to offer/has offered the stores and

WHEREAS the **BIDDER(s)** is a private company/public company/Government undertaking/partnership/registered export agency, constituted in accordance with the relevant law in the matter and the **BUYER** is a Deputy General Manager, Export-Import Bank of India, Ministry of Finance performing its functions on behalf of the President of India.

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to: -

Enabling the **BUYER** to obtain the desired said stores/equipment at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

Enabling **BIDDER(s)** to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the **BUYER** will

commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

1. Commitments of the BUYER:

1.1 The BUYER undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favor or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.

1.2 The BUYER will, during the pre-contract stage, treat all BIDDER(s) alike, and will provide to all BIDDER(s) the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.

1.3 All the officials of the BUYER will report to the appropriate Government office to avoid any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.

2. In case any such preceding misconduct on the part of such official(s) is to be reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.

3. Commitments of BIDDERS

The BIDDER commits himself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit himself to the following: -

- 3.1 The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favor, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
- 3.2 The BIDDER further undertakes that they have not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favor, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Government for showing or forbearing to show favor or disfavor to any person in relation to the contract or any other contract with the Government
- 3.3 BIDDERS shall disclose the name and address of agents and the representatives and Indian BIDDERS shall disclose their foreign principals or associates.
- 3.4 BIDDERS shall disclose the payments to be made by them to agents/brokers or any other intermediary, in connection with this bid/contract.
- 3.5 The BIDDER further confirms and declares to the BUYER that the BIDDER is the original manufacturer/integrator/authorized government sponsored export entity of the defense stores and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the BUYER or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has any amount been paid, promised or

intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommend

3.6 The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the BUYER or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.

3.7 The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.

3.8 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.

3.9 BIDDER shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.

3.10 The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

3.11 The BIDDER shall not instigate or cause to instigate any third party/ person to commit any of the actions mentioned above.

3.12 If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of the BUYER, or alternatively, if any relative of an officer of the BUYER has financial interest/stake in the BIDDER's firm, the same shall be disclosed by the BIDDER at the time of filing of tender. The term 'relative' for this purpose would be as defined in Section 6 of the Companies Act 1956. The BIDDER shall not lend to or borrow any

money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the BUYER.

4. Previous Transgression

4.1 The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify BIDDER's exclusion from the tender process.

4.2 The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reasons.

5. Sanctions for Violations

5.1 Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the BUYER to take all or any one of the following actions, wherever required: -

- (i) To immediately call off the pre contract negotiations without assigning any reason or giving any compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.
- (ii) The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/Performance Bond (after the contract is signed) shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason therefore.
- (iii) To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.
- (iv) To recover all sums already paid by the BUYER, and in case of an Indian BIDDER with interest thereon at 2% higher than the prevailing Prime Lending

- (v) Rate of State Bank of India, while in case of a BIDDER from a country other than India with interest thereon at 2% higher than the LIBOR. If any outstanding payment is due to the BIDDER from the BUYER in connection with any other contract for any other stores, such outstanding payment could also be utilized to recover the aforesaid sum and interest.
- (vi) To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the BIDDER, in order to recover the payments; already made by the BUYER, along with interest.
- (vi) To cancel all or any other Contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/rescission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.
- (vii) To debar the BIDDER from participating in future bidding processes of the Government of India for a minimum period of five years, which may be further extended at the discretion of the BUYER.
- (viii) To recover all sums paid in violation of this Pact by BIDDER(s) to any middleman or agent or broker with a view to securing the contract.
- (ix) In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the BUYER with the BIDDER, the same shall not be opened.
- (x) Forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

5.2 The BUYER will be entitled to take all or any of the actions mentioned at para 6.1(i) to (ix) of this Pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an

offence as defined in Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

5.3 The decision of the BUYER to the effect that a breach of the provisions of this Pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the

BIDDER can approach the Independent Monitor(s) appointed for the purposes of this Pact.

6. Fall Clause

The BIDDER undertakes that it has not supplied/ is not supplying similar product/ systems or subsystems at a price lower than that offered in the present bid in respect of any other Ministry/Department of the Government of India or PSU and if it is found at any stage that similar product/ systems or sub systems was supplied by the BIDDER to any other Ministry/Department of the Government of India or a PSU at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the BIDDER to the BUYER, if the contract has already been concluded.

7. Independent Monitors

7.1 The BUYER has appointed Independent External Monitors (hereinafter referred to as Monitors) for this Pact in consultation with the Central Vigilance Commission (Names and Addresses of the Monitors are given below).

1.) Shri Debabrata Sarkar Ex-CMD, Union Bank of India Mayfair Boulevard (Narayan Apartment) Flat No.701, Main Avenue Road Santacruz (West) Mumbai – 400054 Email: dsarkar53@gmail.com Mobile: 08879684000	2.) Shri Subodh Goel Villa no. 77, Kelisto Town Homes Jaypee Wish Town Sector-128 Noida -202303 Email: subodhgoel22@gmail.com Mobile: 09650867778
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7.2 The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.

7.3 The Monitors shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently.

7.4 Both the parties accept that the Monitors have the right to access all the documents relating to the project/procurement, including minutes of meetings.

7.5 As soon as the Monitor notices, or has reason to believe, a violation of this Pact, he will so inform the Authority designated by the BUYER.

7.6 The BIDDER(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the BUYER including that provided by the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/Subcontractor(s) with confidentiality.

7.7 The BUYER will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option to participate in such meetings.

7.8 The Monitor will submit a written report to the designated Authority of BUYER/Secretary in the Department within 8 to 10 weeks from the date of reference or intimation to him by the BUYER / BIDDER and, should the occasion arise, submit proposals for correcting problematic situations.

8. Facilitation of Investigation

In case of any allegation of violation of any provisions of this Pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

9. Law and Place of Jurisdiction

This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the

BUYER.

10. Other Legal Actions

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

11. Validity

11.1 The validity of this Integrity Pact shall be from date of its signing and extended up to 5 years or the complete execution of the contract to the satisfaction of both the BUYER and the BIDDER/Seller, including warranty period, whichever is later. In case BIDQER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

11.2 Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

The parties hereby sign this Integrity Pact at _____ on

BUYER

Mr. Sanjay Lamba
Deputy General Manager
Regional Head, Kolkata
Export-Import Bank of India

BIDDER

Mr./Ms. _____
CEO/MD/Director

Witness

1. _____
2. _____

Witness

1. _____
2. _____

	Specification of Cleaning Material	
Sr. No.	Cleaning Materials	Brand
1	Liquid Soap	Dettol
2	Toilet Bowl Cleaner	Harpic
3	Room Freshener	Ambipur
4	Scotch Brite	3M
5	Black Hit	Hit
6	Washing liquid for crockeries	Dettol
7	Washing powder	Surf
8	Glass cleaner	Colin
9	Garbage Bag - no plastic bags	Standard
10	Red Check Duster	Easy Care
11	Green Check Duster	Easy Care
12	Odonil Bar	Odonil
13	Urinal Cube	Odonil
14	Wet Mop Riffil	Standard
15	Air Freshener	Glade
16	Toilet Roll	Care Mate
17	Blue Check Duster	Easy Care
18	Yellow Duster	Easy Care
19	Dry Mop Riffil	Standard

20	Drain Cleaner	Harpic
21	Acid	Muretic
22	Wet Mop Set	Gala
23	Dry Mop Set	Gala
24	Naphthalene Balls	Care Mate
25	Flush Met	Harpic
26	Nylo Brite	3M
27	Mug (No. Plastic)	Standard
28	Bucket (No. Plastic)	Standard
29	Wiper	Gala
30	Soft Broom	Standard
31	Bleaching Powder	Standard
32	Feather Duster	Gala
33	R - 2 (Johnson Diversey)	Johnson Diversey
34	Surface cleaner	Mr. Muscle
35	WC Brush	Gala
36	Feather Brush	
37	Concentrate Floor Cleaner	R7 Tasky
38	Bathroom Cleaner in Hard Water	R9 Tasky
39	Steel Cleaner	Standard
40	Brasso	Standard