



PRE-QUALIFICATION CRITERIA

Bidders who fulfill the following requirements are only eligible to apply.

Sl.No	Eligibility Criteria	Documents Required												
a.	The Tenderer should have necessary registrations with Labour Department for compliance of all statutory/Govt. requirements applicable to Housekeeping & General cleaning service agencies.	A copy of valid Labour license as proof. (Mandatory) .												
b.	The Tenderer should have a minimum annual Turnover of Rs. 28.0 lakhs exclusively on Housekeeping & General cleaning services only, during last three financial years each.(FY 2021-22, 2020-21 & 2019-20).	<p>Audited financial Statements along-with a certificate from the Chartered Accountant With CAs Registration number, seal & sign clearly specifying the stake of Housekeeping & General cleaning services in the Balance Sheet / P & L account statement.</p> <table border="1"> <thead> <tr> <th>Sl. No.</th><th>Financial Statement for the Year</th><th>Turnover(in Lakh)</th></tr> </thead> <tbody> <tr> <td>1</td><td>2019-20</td><td></td></tr> <tr> <td>2</td><td>2020-21</td><td></td></tr> <tr> <td>3</td><td>2021-22 (Provisional)</td><td></td></tr> </tbody> </table> <p>(Mandatory). <i>Here services means the agency should have been assigned with Housekeeping and General Cleaning Services for Government organizations or Public Sector Undertakings or Public Sector Banks or reputed Organisations/MNCs.</i></p>	Sl. No.	Financial Statement for the Year	Turnover(in Lakh)	1	2019-20		2	2020-21		3	2021-22 (Provisional)	
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c.	<p>The Tenderer should have rendered Housekeeping and General Cleaning services to Government Establishments (GEs) / Public Sector Banks (PSBs) / Public Sector Undertakings (PSUs) at least;</p> <p>a) Three (3) similar works with the value of Rs.28.0 lakh and above (per contract) in last three years.</p> <p style="text-align: center;">Or</p> <p>b) Two (2) similar works with the value of Rs.36.0 lakh and above(per contract) in last three years.</p> <p style="text-align: center;">Or</p> <p>c) One (1) similar work with the value of Rs.57.0 lakh and above (per contract) in last three years.</p>	<p>Work Order copies and satisfactory completion certificates for last three year as on the date of submission of the Tender from clients clearly indicating the cost & nature of work and year of completion etc.</p> <p>(Mandatory).</p>
d.	<p>The Tenderer should have Minimum 3 years of experience as on the date of submission of Tender, in offering complete building upkeep and housekeeping to Government organizations or Public Sector Undertakings or Public Sector Banks or reputed organizations/MNCs.</p>	<p>Copy of work orders and Satisfactory Work Completion Certificate older than 3 years to be submitted as proof proving the same.</p> <p>(Mandatory).</p>
e.	<p>The Tenderer should have an established office with required manpower & Registration under Shops & Establishments Act at state of West Bengal, preferably in Kolkata, Durgapur, Baharampur, Siliguri).</p>	<p>A copy of valid registration certificate from respective authorities.</p> <p>(Mandatory).</p>
f.	<p>The Tenderer should be either registered as proprietary firm/ partnership firm / Pvt Ltd/ Public Ltd Company with existence in business for 3 years & above.</p>	<p>A copy of valid registration certificate from respective authorities. (Mandatory).</p>

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g.	The Tenderer should have a valid certificate from ESI Corporation and should have been allotted with a code number by the ESIC.	i. Copy of valid ESI registration certificate from respective authorities. ii. Copy of the ESI Challan Receipt of all employees for the last three months to be provided (Mandatory).
h.	The Tenderer should have a valid certificate under EPF & Miscellaneous Provisions Act 1952 and the TENDERER should have been submitting EPF contribution online.	i. Copy of valid EPF registration certificate from respective authorities. ii. Copy of the EPF Challan Receipt of all employees for the last three months to be provided (Mandatory).
i.	The Tenderer must have valid PAN number & GST registration.	Copy of PAN card & GST registration certificate. (Mandatory).
j.	The Tenderer should have Documents proving compliance of Minimum Wages Act 1948 and other Labour laws and rules.	The Tenderer is required to furnish copies of the Wage Slips along with the payment details of One Housekeeping & General cleaning personnel for last six months mentioning his location of deployment and Mobile number in Pay slip. (Mandatory).
k.	The Tenderer should have average minimum 10 Housekeeping & General cleaning personnel in their payroll during last one year as on the date of submission of the Tender.	Copy of running work orders not older than one year, of their employees with any Principal Employer proving the same along with Any document supporting (Like EPF & ESI sheet) the strength of the workers in the company's payroll during last one year to be attached. (Mandatory).

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l.	The Tenderer should be an Income Tax Assessee and should have submitted IT returns for the last three years .	A copy of IT returns for latest AY 2021-22, AY 2020-21 and AY 2019-20 to be provided. (Mandatory) .
m.	The Tenderer shall not be owned or controlled by any director or employee of the Bank or their relative having the same meaning as assigned under section 2(77) & 6 of the Companies Act 2013.	A declaration / undertaking duly signed and stamped by the Owner/s of the company/ firm/ proprietorship on the Letter head. (Mandatory) .
n.	The Tenderer shall submit Pre-Bid Contract Integrity Pact Agreement duly filled and signed on non-judicial stamp paper of appropriate value as per <u>West Bengal</u> State directives.	Pre-Bid Contract Integrity Pact Agreement in non-judicial stamp paper should be duly attached as per Bank's prescribed format enclosed with bid. (Mandatory) .
o.	The bidder should not be a blacklisted/debarred company as on the date of submission of RFP by any Government Department/Financial Institution/ Public sector Units/Scheduled Commercial bank in India.	In this respect, the Bidders shall submit declaration as outlined in Annexure-11 as per Bank's prescribed format on their Company/Firm Letter headed paper duly sealed & signed. (Mandatory) .
p.	Following Undertaking shall be given in separate letterheads stating the following (1 to 2 as shown below)	These undertaking should be in the Company letter head signed by authorized signatory with Name, Designation and Office Seal. (Mandatory) .

i. Undertaking 1.

- The wages will be paid to the deployed personnels as per minimum wages act
- The wages to the deployed personnels will be paid through direct crediting in their Bank Account with Canara Bank before **5th** (even if it is a holiday) of every subsequent month of duty, and monthly salary slip will be given to the deployed personnels.
- The bills / Claim will be raised along with copies of all required documents specified in the contract.
- At any cost, **“mode of Cash / Cheque payment”** will not be used for making payment / wages.
- Proper documentation will be maintained regarding wage payment.

- All reports & returns regarding wage disbursement asked for by the Bank will be submitted timely under the signature of authorized signatory as per direction based on the T &C of the contract.

ii. Undertaking 2.

- All Housekeeping & General cleaning personnel being deployed as per this Contract will be the bonafide employees of our Company / Firm
- No criminal cases/charges are pending with the police against the Proprietor/Firm/Partner or Directors/Partners of our Company.
- No criminal case is pending with the police against the proposed Housekeeping & General cleaning personnel who will be deployed as part of the contract.
- The Company will be complying with all statutory compliances and obtaining Labour license (if necessary) with regard to all related Acts, Rules and other Guidelines being issued by the Government and all other statutory authorities from time to time as applicable to Company/firm/service provider.

1. Additional Qualifications: ISO Certification etc.
2. The evaluation will also involve inspection of works, buildings/projects under their maintenance upkeep, discussion with the Agency and feedbacks from the clients. The Agency may also be required to furnish additional information, if any, to ensure clarity on deliverables.