TENDER NOTICE

Sub: 2 nos. of (Two) persons are required on Contract for cleaning of Office Premises & Group D Work at the Office of Additional Director General, Commercial & Revenue Division, situated at 6th Floor, of ASF Building, Doordarshan Kendra, Worli, Mumbai.

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Dear Sir,

Sealed Quotations are invited from reputed contractors, who have done similar work earlier for the cleaning work as per the details attached.

The quotation should be addressed by name to the “Sr. Administrative Officer” and should reach on or before 30/05/2018 by 03.00 p.m. in sealed cover.

Please mention on envelope “Quotation for cleaning of Office premises” Due Date: 30/05/2018. The Quotations will be opened in the office of the undersigned at 03.00 pm on the dates given below in the presence of such of the tenderers or their representatives who may like to attend. Right to reject any or all quotations without assigning reasons rest with ADG (P), Commercial and Revenue Division, DDK, Mumbai.

Your offer should remain open for acceptance till 90 days from the date of opening.

| Last date of submission of Quotation for Technical & Financial Bid | 30/05/2018  Upto 3.00 p.m. |
| Date and time of the opening of Technical Bid | 04/06/2018  At 3.00 p.m. |
| Date and time of the opening of Financial Bid | 05/06/2018  At 3.00 p.m. |

Yours faithfully,

[Yatish Hadke]
Senior Administrative Officer
For Addl. Director General.
TECHNICAL BID

A. TECHNICAL REQUIREMENTS

a) No. of Employees working with organization
b) EPF/ESIC / No. of employees
c) Experience for the last three years
d) Bank Statements for the last three years
e) Proof of EPF/Basic payment to the employee
f) EMD DD. No. ________________________ dtd. __________ drawn on ___________________ branch

The bid should be accompanied with an Earnest Money Deposit(EMD) of Rs. 20,000/- (Rupees Twenty Thousand only) in the form of Demand Draft / Pay Order in favour of ‘PB, IPSB, CRD, Mumbai’ failing which the tender shall be rejected outrightly.

Documents required with the Quotation:

i) Attested copy of Certificate of Registration of Firm/Contractor and validity thereof.

ii) Attested Copy of PAN/GIR Card

iii) Attested copy of GST Registration.

iv) Certified document in support of financial turnover of the agency.

v) Statement of Bank Account in the name of the Company.

vi) Details of Experience of last three years along with the proof.

vii) Undertaking to be furnished by the Service provider that the Service provider having no legal suit/Criminal case pending against its proprietors or any of its Directors(in case of Pvt. Ltd. Company) or having not been earlier convicted on grounds of moral turpitude or for violation of laws in force.

viii) The conditional bids shall not be considered and will be outrightly rejected in the very first instance.

ix) Copy of Registration with ESIC / and EPF

x) The Additional Director General [Commercial and Revenue Division] will reserve the right to withdraw / relax any prescribed terms & conditions without any notice / assigning any reason thereof.
B ) Financial BID

Please provide breakup of wages as per Central Govt. of India Minimum Wages Act 1948 and latest circular issued by Ministry of Labour and Employment, O/o The Chief Labour Commissioner (C), New Delhi. Please provide these details in the format given below:

<table>
<thead>
<tr>
<th>BASIC</th>
<th>V.D.A</th>
<th>Other Allowances</th>
<th>Deductions</th>
<th>SERVICE/ADMIN CHARGES PER PERSON</th>
<th>GROSS SALARY</th>
<th>GST</th>
</tr>
</thead>
</table>

C) ADMINISTRATIVE CHARGES OF FIRM (MONTHLY CHARGES)

1. The EMD of respective agencies which do not qualify for the Bid shall be returned to them without any interest. Further if the successful tenderer fails to provide cleaning services with adequate manpower within 15 days from the date of placing the order, the EMD shall stand forfeited without giving any further notice.

2. The successful tenderer have to deposit within 15 working days an amount OF Rs.25000/- of tendered and accepted value of the work as Performance Security Deposit in the form of Fixed Deposit receipt (FDR) made in the name of the agency but hypothecated to ‘PB, IPSB, CRD, Mumbai’ covering the period of contract. In case the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful tenderer. The EMD of the successful bidder shall be refundable after submission of FDR.

3. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by this office besides annulment of the Contract.

4. The agency shall raise the bill, in triplicate and submit the same to the Sr. Administrative Officer in the first week of the succeeding month along with the copy of receipt of payment made towards EPF/ESIC in the previous month.

Cleaning of Office Premises & supply of material for Cleaning:

i) The Material required for cleaning will be provided by this office.

ii) Brooming, swabbing the entire sixth floor including the lift lobby with liquid soap.

iii) Dusting of all furnitures, equipments, doors, windows and fans.

iv) Entire cleaning work of office premises, this includes toilets, bathrooms, windows of bathrooms and glass panes with phenyl and soap.
v) Cleaning of utensils available in pantry as well as of guests.

vi) Any other work allotted from time to time.

**Group ‘D’ Work:**

i) Work of taking photocopies as and when required.

ii) Work of messenger as and when required.

iii) Work related to the post of Daftary i.e. Stitching of old records and files.

iv) Any other work as per the requirement of office staff.

v) Preparing Tea/Coffee or Snacks/meals and serve visitors /VIP/etc.

vi) Bringing & serving of Snacks/ Meals during Conferences/Meetings.

vii) To cordially welcome and direct the visitors at this Division, to the concerned Programme Officer.

viii) Work of Shifting Old records, furniture etc. as per the requirement.

ix) To keep the updated record of the visitors who visit this office.

x) To receive the video tapes/CDs/DVDs etc and hand over to the concerned Programme Officer.

xi) Any other work assigned from time to time. The Contractor has to ensure deployment of personnel during office hours i.e. 8.00 a.m to 4.00 p.m and 1.00 p.m to 9.00 p.m from Monday to Saturday. Their duties will be managed by office as per the requirements.

**Terms and Conditions of the Contract:**

i) All branded material required for cleaning and polishing will be arranged by this office and no extra payment will be made towards the travelling charges when personnel is required to travel as messenger.

ii) The Contractor has to deploy personnel everyday for cleaning job which has to be undertaken at 08.00 a.m., and for Group D related work from 1.00 pm to 9.00 pm. No additional payment will be made for Sundays.
iii) The cleaning of ceiling fans, windows and walls will be undertaken on Sundays. In case, office wants to keep a check with the cleaners on non working days for staff, the cleaners has to keep their mobile phone on, and respond to calls of the supervisors, in case they don’t, the amount will be deducted from the contractor.

iv) In the event of any loss or damage to any property or properties of Commercial and Revenue Division, Mumbai during the cleaning work and or its personnel as a result of any act theft, pilferage or any other reason whatsoever, the contractor shall be responsible to compensate the said loss or damage by paying to Commercial and Revenue Division, Mumbai as the value of the said loss or damage.

v) The contractor has to deploy personnel, for serving refreshments to guests from Monday to Saturday every week and also on Saturdays/Holidays whenever required.

vi) The contractor has to deploy personnel, having a working mobile on all week days.

vii) The requirement of occasional additional personnel will be intimated in advance and payment will be made as per the Government rate

viii) The work will be executed strictly under the supervision of Sr.A.O. or his/ her authorised representative and should comply with his instruction fully.

ix) The contractor may deploy the personnel from 07:00 hours to 21:00 hours for official work. This person shall be responsible for cleaning/dusting, swabbing and closing of office and Group ‘D’ work. (i.e. one from 08.00a.m. to 04.00 p.m. & 2nd from 1.00 pm to 9.00 pm.).

x) The persons employed should be young and medically fit and possess good conduct and discipline.

xi) The character antecedents of the persons engaged are to be properly verified.

xii) The list of personnel deployed shall be submitted by the contractor at the time of commencement of contract.

xiii) The contract has to ensure that the substitute arrangement is made in case of absence of any of the personnel deployed under intimation to this office.

xiv) A record of the work carried out will be entered into a register and will be countersigned by Asstt./H.C or by an authorised person.
xv) The Additional Director General [Commercial and Revenue Division] will reserve the right to terminate the contract without any notice / assigning any reason thereof.

xvi) If the contractor wants to leave the contract, then he may give 60 days notice in advance.

xvii) In the event of services rendered being found unsatisfactory, the contract is liable to be terminated without any prior notice and performance security deposit will be forfeited. The decision of the ADG (P) CRD, shall be final and binding on the agency.

Legal:

i) The Agency will be responsible for compliance of all Statutory provisions relating to Minimum Wages, Provident Fund and Employee State Insurance etc. in respect of the persons deployed by it.

ii) The Agency shall be liable for depositing all taxes, levies cess etc. on account of services rendered to concerned tax collection authorities from time to time, as per to the extent of rules and regulations on the matter.

iii) The Agency should maintain all statutory registers under the applicable law to the Commercial and Revenue Division on demand.

iv) The agency shall be solely responsible for the payment of Wages/Salaries to the personnel and shall ensure timely disbursement.

v) The engagement is purely on contract basis. The candidate or agency has no rights to claim for regular appointment at any time / anywhere.

(Y.D. HADKE)
SR. ADMINISTRATIVE OFFICER
FOR ADDL. DIRECTOR GENERAL