



**CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY,**  
(A Scientific Society, Under Ministry of Electronics & Information Technology,  
Govt. of India) SHORANUR ROAD, M.G. KAVU, P.O. ATHANI, THRISSUR  
PIN -680 581. Tel No.: 0487 – 2201156-59; Fax 0487 – 2201347

**TENDER NOTICE**

**Notification No. CMET/TH/ADM/04/2020**

Sealed Tenders are invited from reputed firms/contractors, for the following works at this office for a period of one year.

- (i) House keeping work (Annexure – I)
- (ii) Garden Maintenance work (Annexure – II)

The details of works to be done and terms & conditions are given at Annexure – I & II. Separate tenders shall be submitted for each work. The tenders complete in all respect shall be submitted in the prescribed format {Annexure-I(a) & I(b) and Annexure-II(a) & II(b)} to the Administrative Officer, C-MET, on or before 22<sup>nd</sup> September, 2020. C-MET reserves the right to reject any tender in full or part thereof without assigning any reason.

Sd/-  
**ADMINISTRATIVE OFFICER**

## TENDER DOCUMENT

### HOUSE KEEPING CONTRACT

#### I. PRE-QUALIFICATION CRITERIA

The Agency/Contractor shall have ;-

- i) Registration under ESI/EPF Act;
- ii) Experience in similar work in large organizations; such as companies, schools/colleges, hospitals etc.

#### II. GENERAL INFORMATION ON WORK TO BE UNDERTAKEN

- a) The work shall be done on working days during working hours (i.e. Monday to Friday at 9.00AM to 5.30PM) and as and when it is required by the Organization
- b) Total floor area of the building is nearly 50,000 sq.ft.
- c) **Daily**:- Sweeping,; mopping of all rooms and removal of webs of Corridor, Reception area and toilets, Admn/Finance Sections, Director's office, Library, Refreshment room and other sitting area of Officers
- d) **Weekly**:- Removal of webs all other rooms, electrical fixtures, ceiling fans, sweeping of terrace, road area and cleaning of window panes.
- e) **Monthly**:- Clearing of wild grass and bushes around transformer area, Borewell area and Cleaning of Overhead Water tanks
- f) **Occasional** : Arranging Tea, Snacks and Lunch, for officials during office time and meetings. Functions etc.
- g) **The number of workers to be engaged is four and it may vary based on requirements of C-MET from time to time**

### III. GENERAL TERMS AND CONDITIONS FOR TENDERERS REGARDING SUBMISSION OF QUOTATION

- i) Period of the contract will be for one year from the date as mentioned in the Contract award order. The same may be renewed further one or more years subject to maximum three years on the same terms and conditions at the discretion of the C-MET in consultation with the Contractor
- ii) Tenderers may quote their Agency charges and other administrative charge including cleaning materials/uniform for the workers etc., on total work mentioned above on monthly basis in the prescribed format; Annexure I(a) and Annexure I(b). The Tender without Agency charges will not be considered.
- iii) The monthly wages shall be the minimum wages applicable to such workers for area B, notified by the Office of Chief Labour Commissioner, Ministry of Labour and Employment, Govt. of India. In addition to the monthly wages, all other statutory obligations such as minimum wages, PF, ESIC, Bonus (8.33%) as per Payment of Bonus Act, Leave with wages (4.80%) etc., payable shall be indicated by the Tenderers.
- iv) Quality and the Quantities of each and every Cleaning materials (superior quality materials) with rates shall be clearly indicated in the Tender.
- v) GST and other statutory levies shall be clearly and separately mentioned in the Tender.
- vi) All rates shall be indicated both in words as well as in figures. Where there is a difference between rates quoted in words and figures, rate quoted in words will prevail.
- vii) Only one quotation should be submitted by each party.
- viii) Unsigned quotations will be rejected.
- ix) C-MET reserves the right to cancel any of the quotation which are incomplete or for any other reasons and it reserves the right to cancel the entire process at any point of time before finalization.
- x) C-MET takes no responsibility for delay, loss or non-receipt of quotations/documents send by post and reserve the right to accept or reject any party of the tender without assigning any reasons.
- xi) Corrections if any, must be attested. All rates shall be indicated both in words as well as in figures. Where there is a difference between rates quoted in words and figures, rate quoted in words will prevail.
- xii) The authority of the person signing the tender, if called for, should be produced.
- xiii) Tenderer should submit along with their quotation, proof of satisfying the eligibility conditions; such as Registration under ESI/EPF Act, Work experience and workforce.

#### **IV. METHOD OF TENDER EVALUATION**

- i) All the tenders received on or before the last date of submission will be opened by a Committee of officials before the representatives of the tenders whoever present on the date and time specified;
- ii) The tenders opened will be then verified by the Committee, whether or not it is signed and all the documents required for verification of eligibility are enclosed or not. If it is not, the tender will be treated as “non responsive” and will be rejected.
- iii) The Pre-Qualification criteria is verified and only those meeting the pre-qualification criteria will be considered for further evaluation
- iv) Those tenders which meets the pre-qualification criteria will be further examined whether;-
  - a) the Quantities, quality and rates quoted for the cleaning materials are reasonable
  - c) the Agency charge is quoted or not
- v ) Only those tenders which satisfies the terms and conditions will be further considered for financial evaluation. Financial evaluation will be based on total monthly amount for the work including GST. If any of the Tenderer has not registered under GST, his quotation also evaluated after adding GST, which otherwise payable by C-MET as reverse charge.
- vi) Final selection of the Contract is on Lowest Quote basis

#### **V. OTHER TERMS AND CONDITIONS OF THE CONTRACT**

- i) The persons engaged by the contractor shall not be / deemed to be employees of C-MET and hence has no right for regular employment
- ii) It shall be the responsibility of the Contractor to ensure compliance with all Labour law provisions, including the payment of minimum wages as declared by Central Government and other statutory payments payable to such workers.
- iii) The revision of rate on account of revision in minimum wages and in other statutory payments as notified by the Govt. Authorities will be considered as and when it is made applicable.
- iv) Contractor has to attach following documents alongwith the bills:
  - a. Proof of having deposited employee’s as well as employer’s contribution towards PF & ESIC. PF & ESI amounts, in respect of the workers engaged by the Contractor, have to be deposited by 15th of each month for every completed previous month.
  - b. Proof of having paid wages to his workers within 7th day of the following wage period. Wages must be paid to the worker engaged by the contractor in presence of an officer

authorised by C-MET and the Wage Register, which is to be signed and certified by the said officer.

- c. Copy of Attendance sheet of workmen concerned.
  - d. Certification by the Concerned Officer regarding quality and quantity of Cleaning materials used by the Contractor in the previous month.
  - e. Certification by the Concerned Officer regarding the work satisfaction
- v) The payment of Contractor bill will be made within seven working days on its submission, after effecting the statutory deductions; such as TDS under Income Tax Rules and also under GST Act, if applicable.
- vi) The contractor has to maintain all books, registers, form & other related documents which are prescribed under Contract Labour (regulation & abolition) Act, 1970 & its central rules 1971, Minimum Wages Act 1948 & its central rules, EPF & MP Act 1952, ESIC Act 1948, and all other concerned Acts/ labour laws & its central rules.
- vii) The Contractor shall observe and abide by the provisions of all laws, rules and regulations and shall also obtain at his own cost all necessary licenses and permit that may be necessary for the purpose of carrying out the provision of the agreement. It shall also be the responsibility of the contractor to ensure compliance with all labour laws provision including all such liabilities due and payable under any other laws.
- viii) The payment of wages to the employees employed by the contractor is to be disbursed by the contractor himself or by his nominee by **a/c payee cheque/RTGS** only.

**THE LAST DATE and TIME OF SUBMISSION OF TENDER : 22<sup>ND</sup> SEPTEMBER, 2020 at 15.00 Hrs**

**DATE and TIME OF OPENING OF TENDERS : 22<sup>nd</sup> September, 2020, at 15.30 Hrs**

**The quotation should reach on or before last date and time at the Admn. Officer, C-MET, Athani-P.O., Thrissur-680581 superscribing 'Quotation for House-keeping'**

**TENDER FOR CLEANING CONTRACT ON MONTHLY BASIS**

1. Name of the Organization :
2. Permanent Address :
3. Address for Communication (with Pin code) :
4. Phone No. (Land Phone and Mobile Phone) :
5. PAN No. (Copy enclosed) :
6. GST Registration No :
7. EPF registration No. :
8. ESI registration No. :
9. Bank Account Details :
10. Details of Previous experience in Cleaning work contract (Give full details) :

I have fully gone through and understood all the terms and conditions of the tender and ready to abide by the terms and conditions of the Contract, if the contract has been offered to me.

**Place :**

**Signature of the Authorized person**

**Date:**

**ANNEXURE –I(b)**

**FINANCIAL OFFER FOR CLEANING CONTRACT ON MONTHLY BASIS**

<b>Particulars</b>	<b>Amount (Rs.)</b>
Administrative charges, if any (specify the same)	
Agency Charges	
GST and other Statutory Levies (specify the same)	
Total	

**\_Place :**

**Date:**

**Signature of the Authorized person**

**TENDER DOCUMENT**

**GARDEN MAINTENANCE CONTRACT**

**I. PRE-QUALIFICATION CRITERIA**

The Agency/Contractor shall have ;-

- i) Registration under ESI/EPF Act;
- ii) Experience in similar work in large organizations; such as companies, schools/colleges, hospitals etc.

**II. GENERAL INFORMATION ON WORK TO BE UNDERTAKEN**

- a) The work shall be done all days except on Sundays.
- b) Total Garden area , where lawn is planted, is 25000 sq.ft. and detailed as below;-
  - (i) Area near Main building(Front and right side of building) - 24000 sq.ft.
  - (ii) Area at the front side of New Process Lab building - 1000 sq.ft.
- c) Work Content;-
  - (i) Regular weeding of the Garden area and the lawn.
  - (ii) Re-plantation of plants as and when required.
  - (iii) Maintenance/replacement of plants kept in pots both inside and outside the building and re-arrangement as and when required.
  - (iv) Manuring of the Garden area and the plants in the pots inside/outside the buildings.
  - (v) Regular watering of the garden area and the plants in the pots.
  - (vi) Cutting of the lawn and edging shrubs at regular intervals.
  - (vii) Applying pesticides as and when required
- d) All Consumables such as manure and pesticides will be supplied by C-MET, but the equipments required for the maintenance shall be brought by the Contractor.



- e) **The number of workers to be engaged is four and it may vary based on requirements of C-MET from time to time**

### **III. GENERAL TERMS AND CONDITIONS FOR TENDERERS REGARDING SUBMISSION OF QUOTATION**

- i) Period of the contract will be for one year from the date as mentioned in the Contract award order. The same may be renewed further one or more years subject to maximum three years on the same terms and conditions at the discretion of the C-MET in consultation with the Contractor
- ii) Tenderers may quote their Agency charges and other administrative charges, if any, on total work mentioned above on monthly basis in the prescribed format; Annexure I(a) and Annexure I(b). The Tender without Agency charges will not be considered.
- iii) The monthly wages shall be the minimum wages applicable to such workers for area B, notified by the Office of Chief Labour Commissioner, Ministry of Labour and Employment, Govt. of India. In addition to the monthly wages, all other statutory obligations such as minimum wages, PF, ESIC, Bonus (8.33%) as per Payment of Bonus Act, Leave with wages (4.80%) etc., payable shall be indicated by the Tenderers.
- iv) GST and other statutory levies shall be clearly and separately mentioned in the Tender.
- v) All rates shall be indicated both in words as well as in figures. Where there is a difference between rates quoted in words and figures, rate quoted in words will prevail.
- vi) Only one quotation should be submitted by each party.
- vii) Unsigned quotations will be rejected.
- viii) C-MET reserves the right to cancel any of the quotation which are incomplete or for any other reasons and it reserves the right to cancel the entire process at any point of time before finalization.
- ix) C-MET takes no responsibility for delay, loss or non-receipt of quotations/documents send by post and reserve the right to accept or reject any party of the tender without assigning any reasons.
- x) Corrections if any, must be attested. All rates shall be indicated both in words as well as in figures. Where there is a difference between rates quoted in words and figures, rate quoted in words will prevail.
- xi) The authority of the person signing the tender, if called for, should be produced.
- xii) Tenderer should submit along with their quotation, proof of satisfying the eligibility conditions; such as Registration under ESI/EPF Act, Work experience and workforce.

#### **IV. METHOD OF TENDER EVALUATION**

- i) All the tenders received on or before the last date of submission will be opened by a Committee of officials before the representatives of the tenderers present on the date and time specified;
- ii) The tenders opened will be then verified by the Committee, whether or not it is signed and all the documents required for verification of eligibility are enclosed or not. If it is not, the tender will be treated as “non responsive” and will be rejected.
- iii) The Pre-Qualification criteria is verified and only those meeting the pre-qualification criteria will be considered for further evaluation
- iv) Only those tenders which satisfies the terms and conditions will be further considered for financial evaluation. Financial evaluation will be based on total monthly amount for the work including GST. If any of the Tenderer has not registered under GST, his quotation also evaluated after adding GST, which otherwise payable by C-MET as reverse charge.
- v) Final selection of the Contract is on Lowest Quote basis

#### **V. OTHER TERMS AND CONDITIONS OF THE CONTRACT**

- i) The persons engaged by the contractor shall not be / deemed to be employees of C-MET and hence has no right for regular employment
- ii) It shall be the responsibility of the Contractor to ensure compliance with all Labour law provisions, including the payment of minimum wages as declared by Central Government and other statutory payments payable to such workers.
- iii) The revision of rate on account of revision in minimum wages and in other statutory payments as notified by the Govt. Authorities will be considered as and when it is made applicable
- iv) Contractor has to attach following documents alongwith the bills:
  - a. Proof of having deposited employee's as well as employer's contribution towards PF & ESIC. PF & ESI amounts, in respect of the workers engaged by the Contractor, have to be deposited by 15th of each month for every completed previous month.
  - b. Proof of having paid wages to his workers within 7th day of the following wage period. Wages must be paid to the worker engaged by the contractor in presence of an officer authorised by C-MET and the Wage Register, which is to be signed and certified by the said officer.
  - c. Copy of Attendance sheet of workmen concerned.

- d. Certification by the Concerned Officer regarding the work satisfaction
- vi) The payment of Contractor bill will be made within seven working days on its submission, after effecting the statutory deductions; such as TDS under Income Tax Rules and also under GST Act, if applicable.
- vi) The contractor has to maintain all books, registers, form & other related documents which are prescribed under Contract Labour (regulation & abolition) Act, 1970 & its central rules 1971, Minimum Wages Act 1948 & its central rules, EPF & MP Act 1952, ESIC Act 1948, and all other concerned Acts/ labour laws & its central rules.
- vii) The Contractor shall observe and abide by the provisions of all laws, rules and regulations and shall also obtain at his own cost all necessary licenses and permit that may be necessary for the purpose of carrying out the provision of the agreement. It shall also be the responsibility of the contractor to ensure compliance with all labour laws provision including all such liabilities due and payable under any other laws.
- viii) The payment of wages to the employees employed by the contractor is to be disbursed by the contractor himself or by his nominee by **a/c payee cheque/RTGS** only.

**THE LAST DATE and TIME OF SUBMISSION OF TENDER : 22<sup>ND</sup> SEPTEMBER, 2020 at 15.00 Hrs**

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**TENDER FOR GARDEN MAINTENANCE CONTRACT ON MONTHLY BASIS**

1. Name of the Organization :
2. Permanent Address :
3. Address for Communication (with Pin code) :
4. Phone No. (Land Phone and Mobile Phone) :
5. PAN No. (Copy enclosed) :
6. GST Registration No :
7. EPF registration No. :
8. ESI registration No. :
9. Bank Account Details :
10. Details of Previous experience in Garden maintenance (Give full details) :

I have fully gone through and understood all the terms and conditions of the tender and ready to abide by the terms and conditions of the Contract, if the contract has been offered to me.

**Place :**  
**Date:**

**Signature of the Authorized person**

**ANNEXURE –II(b)**

**FINANCIAL OFFER FOR GARDEN MAINTENANCE CONTRACT ON MONTHLY BASIS**

<b>Particulars</b>	<b>Amount (Rs.)</b>
Administrative charges, if any (specify the same)	
Agency Charges	
GST and other Statutory Levies (specify the same)	
Total	

**\_Place :**

**Date:**

**Signature of the Authorized person**