

TENDER DOCUMENT FOR SWEEPER/CLEANER

CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY (C-MET)
(Scientific Society, Ministry of Electronics & Information Technology, MeitY, Govt. of India)
PANCHAWATI, OFF PASHAN ROAD, PUNE-411 008, INDIA
TEL No: +91-20-25898390, 25899273, 25898141

TENDER DOCUMENT

For providing manpower for Unskilled Housekeeping (sweeping/cleaning work (**5 Persons**) and Garden Maintenance (**2 Persons**) to C-MET, Pune

CONTENTS OF TENDER DOCUMENT

S. No.	Description of contents	Page Nos.
1.	Tender Documents	1
2.	Tender Notice dated 30.10.2018	2
3.	Technical requirements for tenderer	3-6
4.	Application for Technical Bid	
5.	Declaration	7
6.	Application for Financial Bid	8-9
7.	Terms and Conditions	11- 13



CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY (C-MET)
(Scientific Society, Ministry of Electronics & Information Technology, MeitY, Govt. of India)
PANCHAWATI, OFF PASHAN ROAD, PUNE-411 008, INDIA
TEL: 25898390, 25899273, 25898141

TENDER NOTICE

Advt. No.PN/ADM/CONS/001/2018

Sealed Tenders are invited (under **TWO BID SYSTEM, i.e., separate Technical Bid and Financial Bid**) from reputed experienced and financially sound Manpower Companies/firms/Agencies for **SUPPLY OF UNSKILLED HOUSEKEEPING WORKERS (Sweeping & Cleaning Work) and Garden Maintenance ON CONTRACT BASIS** at the above address:

Tender Reference No.	Brief Description	No of workers	E.M.D. (in Rs.)	Tender Fee (Rs.)
PN/ADM/CONS/001/2018	Tender for Housekeeping Unskilled Workers (Sweeping & Cleaning) and Garden Maintenance on Contract Basis	Sweeping & Cleaning – 5 Persons Garden Maintenance – 2 Persons	31,500.00	500.00

Last Date of Issue of Tender Document : **26.11.2018**
Last Date for Receipt of Tender Bid : **27.11.2018 to 14.30 Hrs.**
Date of Opening of Technical Bids of Tender : **27.11.2018 at 15.00 Hrs.**

For details, please visit our website <http://www.cmet.gov.in>. Tender documents can be obtained from the Administrative Officer, C-MET, Pune or may be downloaded from our website. C-MET will not be responsible for postal or any other delay and reserves the right to reject any or all the tenders without assigning any reasons

(Sd/-) Administrative Officer

GENERAL INSTRUCTIONS FOR TENDERERS

1. The C-MET located in Panchwati, Off Pashan Road, Pune – 411 008 requires reputed, well established and financially sound Manpower Companies/Firms/Agencies to provide manpower for doing sweeping/cleaning work .
2. The contract will be initially for one year. The period of the contract may be further extended or may be curtailed/terminated at any time before the normal tenure owing to deficiency in service or substandard quality of manpower deployed by the selected Company/Firm/Agency. The C-MET however, reserves right to terminate this initial contract at any time after giving one-week notice to the selected service providing Company/Firm/Agency.
3. The interested Companies/Firms/Agencies may submit the tender document completed in all respects along with Earnest Money Deposit (EMD) of Rs. 31,500/- drawn demand draft in favour of “**C-MET**” payable at Pune and other requisite documents in a sealed cover addressed to Administrative Officer, Panchawati, Off. Pashan Road, Pune – 411 008. The last date and time of the receipt of tenders is **2.30 pm of 27.11.2018**
4. The tender has been invited under two bid system i.e. **Envelope No.1- Technical Bid and Envelope No. 2 - Financial Bid**. The interested agencies are advised to submit two separate sealed envelopes super scribing “**Technical Bids for Providing manpower for Unskilled Housekeeping (Sweeping /cleaning work) and Garden Maintenance to C-MET**”. Both sealed envelopes should be kept in a third larger envelope super scribing “**Tender for providing manpower for Unskilled Housekeeping (sweeping/cleaning work) and Garden Maintenance in C-MET., Pune**
5. The tendering Companies / Firms / Agencies are required to enclose photocopies of the following documents the Technical Bid, failing which their bids shall be summarily/out-rightly rejected and will not be considered any further:-
 - a) Registration certificate:
 - b) Copy of PAN Card
 - c) Copy of the IT return filed for the last three financial years.
 - d) Copies of the EPF and ESI certificates.
 - e) Copies of the GST registration certificate.
6. The conditional bids shall not be considered and will be rejected out right in the very first instance.
7. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cutting, if any, in the Technical Bid Application must be initiated by the person authorized to sign the tender bids.
8. The Bids shall be opened on the scheduled date and time (**at 3.00 pm on 27.11.2018**) in C-MET, Panchawati, Off Pashan Road, Pune- 411008 in the presence of the representatives of the Companies/Firms/Agencies, if any, who are present on the spot at that time.

TECHNICAL REQUIREMENT FOR THE TENDERING COMPANY/FIRM/AGENCY

1. The tendering manpower Company/Firm/Agency should fulfill the following technical specifications:-

- a) The Registered Office of one of the Branch Offices of the manpower Company/Firm/Agency should be located in pune
- b) The manpower Company/Firm/Agency should be registered with the appropriate registration authority.
- c) The Company/Firm/Agency should have at least three years experience in providing manpower to Private Companies, Public Sector Companies/Banks and Government Department etc.
- d) The Company/Firm/Agency should have its own Bank Account.
- e) The Company/Firm/Agency should be registered with income tax and service tax Department.
- f) The Company/Firm/Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Act.
- g) Please provide the details of the number of persons on your roll.

APPLICATION – TECHNICAL BID

1. For providing manpower for Un-skilled Housekeeping (sweeping/cleaning work- 5 Nos) and (Garden Maintenance- 2 Nos) (Total - 7 Persons) on Contract Basis to C-MET, Pune

2. Name of Tendering Company/Firm/Agency
(Attach certificate of registration)

3. Name of Proprietor /Director of Company/Firm/Agency

4. Full address of Registered Office _____

Telephone Number: _____
FAX No. _____
E-Mail Address _____

5. Banker of Company/Firm/Agency _____
(Full Address)
(Attach certified copy of statement _____
of A/c for the last three years)
Telephone Number of Banker _____

6. PAN Card No. _____
(Attach attested copy)

7. GST Registration No. _____
(Attach attested copy)

8. E.P.F. registration Number _____
(Attach attested copy)

9. E.S.I. Registration Number _____
(Attach attested copy)

10. Financial turnover of the tendering Company/Firm/Agency for the last 3 financial years. (Attach separate sheet if space provided is insufficient)

Financial Year	Amount (Rs. Lakh)	Remarks if any
2015-2016		
2016-2017		
2017-2018		

11. Give details of the major similar contracts handled by the tendering Company/Firm/Agency during the last three years in the following format:

Sl. No.	Details of client along with address, telephone numbers	Amount of Contract (Rs. Lakh)	Duration of Contract From	Duration of Contract To
1.				
2.				
3.				

Signature of authorized person

Name: _____

Seal:

Date:

Place:

DECLARATION

1. _____ Son/Daughter/Wife of Shri _____ signatory of the agency/firm mentioned above is competent to sign this declaration and execute this tender document:

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them:

3. The information/documents furnished along with the above application are true authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law:

Signature of authorized person

Full Name: _____

Seal: _____

Date:

Place:

APPLICATION - FINANCIAL BID

1. For Providing manpower for **Unskilled Housekeeping (Sweeping/cleaning work-5 Nos) and (Garden Maintenance-2 Nos) (Total- 7 Persons) on Contract Basis** to C-MET, Pune

2. Name of tendering Company/Firm/Agency:

3. Rates are to be quoted not less than in accordance with the Minimum Wages Act, 1948 as applicable in the State of Maharashtra. No quotation without provisions for EPF and ESI will be considered.

QUOTATION FOR CONSERVANCY SERVICES		
Unskilled Housekeeping (Sweeping and Cleaning) and Garden maintenance - 07 Persons on Contract Basis		
Per Month Per Person (As per Minimum Wages Act, 1948)		
Sr. No.	Particulars	Rate (Rs.)
1.	Basic Wages	5,000.00
2.	D.A./Special Allowance (Current Rate w.e.f. 01.07.2018)	
3.	Total	
4.	HRA % (Current Rate)	
5.	ESIC % (Current Rate)	
6.	EPF % (Current Rate)	
7.	Leave with wages	
8.	Bonus % (Current Rate)	
9.	Labour Welfare Fund	
10.	Other Charges if any	
11.	Total	
12.	Service charges or profit margin (Minimum 2% and above)	
13.	Add: GST @18%.....Rs.	
14.	Gross Total Per Person	
15.	Cost of the material per month	At Actual
16.	Total Amount for 7 Person	

4. The contracting Company/Firm/Agency shall furnish the following documents in respects of the individual manpower for sweeping/cleaning work who will be deployed by it in this Department before the commencement of work.

- a) List of persons deployed:
- b) Bio-Data of the persons:
- d) Identity cards bearing photograph.

5. In case, the person employed by the successful Company/Firm/Agency commits any act omission/commission that amounts to misconduct/indiscipline/incompetence, the successful Company/Firm/Agency will be liable to take appropriate disciplinary action against such persons, including their removal from the site of work required by the Department.

List of Cleaning Materials to be provided

Sr. No.	Name of the Items
1.	Hand Wash Soap
2.	Phenyl
3.	Urinal Cubes, Nepheline Balls,
4.	Room Spray
5.	Glass Cleaner
6.	Polish Liquid
7.	Soap Oil Cleaning Powder
8.	Brooms (Hard & Soft)
9.	Cleaning Cloths
10.	Mop Stick
11.	Cotton Waste
12.	Mop Cloth
13.	Glass Cloth
14.	Brushes
15.	Odonil
16.	Bucket, Mugs
17.	Bamboo Broom
18.	Other Cleaning Items

TERMS AND CONDITIONS

General

1. The Specifications for the service quoted should be explicit clear and all available and other data in support of the service should be furnished along with quotation.
2. The bids shall be valid for a period of 90 days from the date of opening of the tenders.
3. It should be specifically mentioned whether the price quoted includes all taxes and levies where legally livable and intended to be claimed should be distinctly shown separately in the tender.
4. Lowest bided vender may be called for discussion at C-MET, Pune before placing order.
5. **Security Deposit:** Within 10 days of the receipt of notification of award of contract from C-MET, Pune, the bidder shall furnish a Performance Security Deposit equivalent to 10% of the total annual contract value of the contracted work shall be paid by the successful bidder by way of Call Deposit Receipt duly endorsed in favour of C-MET or Pay Order or Demand Draft in favour of C-MET
6. The contract may be extended, on the same terms and conditions or with some addition/deletion/modification, for a further specific period mutually agreed upon by the successful service providing Company/Firm/Agency and C-MET
7. The contracting Company/Firm/Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Department.
8. C-MET take no responsibility for delay, loss or non-receipt of quotations/ documents send by post and reserve the right to accept or reject any part or the tender without assigning any reasons.
9. 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.
10. The contract will be entrusted on the basis of all inclusive provision of manpower, with cleaning material. The list of item of material, together with quantity to be utilized in a month and the brand may be enclosed with the quotations.
11. The Contractor must ensure that the entire assigned area for cleaning of toilets, corridors and staircase are kept in perfect state of cleanliness at all times to the total satisfaction of the C-MET.
12. The toilets will be cleaned at least 2 (two) times in a day, i.e. 8.00 am. and 2.00 pm. The initial cleaning of the toilets should be completed by 8.30 am. on all working days. The corridors and stairs got cleaned twice a day initially by 8.30 am. and second by 2.30 pm. on all working days.
13. This Department shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by service providing agency in the course of their performing the functions / duties, or for payment towards any compensation.
14. The person deployed by the service providing agency shall not have any claim or be entitled to pay, perks and other facilities admissible to casual, ad-hoc, regular / confirmed employees of this Department during the currency or after expiry of the contract.

In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing agency shall not be entitled to and will have no claim for any absorption or for any relaxation for absorption in the regular/otherwise capacity in the C-MET, Office.

GENERAL SCOPE OF WORK :

For Un-skilled Daily (Sweeping / Cleaning work)

1. Sweeping and Mopping of Room, Corridor, lobbies, Varandas and stair cases.
2. Cleaning of Toilets and Mirrors.
3. Sweeping of front area.
4. Dusting Tables, Chairs and Telephones.
5. Cleaning of Water Jugs, Flasks, Glass Tumblers

Weekly (on Saturday)

1. Dusting and Cleaning of computers
2. Dusting of Almiras, Cabinets, Window glasses, grills and other furniture items.

Monthly

1. Cleaning of Roof ,Walls sewerage septic drainages, Fans and removing wild grass around the building.
2. Removing Cobwebs.

Occasional

1. Loading / Unloading of Stores/Materials

ADDITIONAL GENERAL TERMS AND CONDITIONS :

1. Sub-Contracting of the Conservancy contract by the Contractor shall not be permissible.
2. The Contractor shall supply the staff whose character and antecedents have been Verified and found satisfactory by him.
3. The contractor shall be responsible for all statutory obligations of the staff, supplied by him. He will submit copies of challans of payments to ESI, EPF, Service Tax/ GST etc. to C-MET Pune along with the monthly bill.
4. The Contractor shall be responsible for the supervision of the jobs.
5. The Contractor shall implement the relevant instructions given by the duly nominated staff of C-MET and A.O.
6. The Bio-Data of staff put on duty shall be given by the contractor. The staff shall not be changed frequently and without the permission from the A.O. C-MET, Pune.
7. The Contractor shall withdraw and replace any staff within 2 days, if he/ she is not found fit for retention by C-MET, Pune on account of misconduct etc.
8. In case of any dispute the decision of the Director C-MET, shall be final and binding.

SPECIAL TERMS AND CONDITIONS :

- a) The monthly bill, in duplicate, shall be submitted by the contractor for the previous month, by 5th of the following month. If the same being in order, shall be cleared by C-MET, Pune by 15th of the month.
- b) In case of absence of a staff proportionate deductions from the monthly bill payable shall be made.
- c) The contract shall be initially valid for one year, which can be extendable with mutual consent of both parties. The contract can also be terminated with two months notice by either of the parties without assigning any reasons, thereof.

IMPORTANT

- d) Rs. 31,500/- EMD Refundable, interest free shall be deposited alongwith Technical bid in favour of C-MET payable at Pune by Demand Draft. The EMD will be refunded to be unsuccessful Bidders.
- e) Your quotation shall be based on payment of Minimum Wages Act as applicable in the State of Maharashtra.