



## **CIPET: Centre for Skilling and Technical Support - Jaipur**

### **Notice Inviting Tender for Outsourcing of Housekeeping & Gardening Services.**

**Tender Document No: CIPET/CSTS/JAIPUR/2019-20/ H.K. &GS/03/**

Sealed Tenders are invited for outsourcing of the Housekeeping Services from empanelled engaged with the Govt./Semi-Govt./Autonomous Organizations or any other reputed organization.

#### **Important Dates, Time & Cost of Tender Form**

| S.No | Particulars                      | Date                             | Time              |
|------|----------------------------------|----------------------------------|-------------------|
| 1.   | Issue of Tender document         | <b>05.06.2019</b>                | <b>09.00 a.m.</b> |
| 2.   | Last date & time for purchase    | <b>26.06.2019</b>                | <b>05.00 p.m.</b> |
| 3.   | Last date & time for submission  | <b>02.07.2019</b>                | <b>05.00 p.m.</b> |
| 4.   | Date & Time of opening of Tender | <b>04.07.2019</b>                | <b>03.30 p.m.</b> |
| 5.   | Cost of Tender Document          | <b>Rs.2500 / - Inclusive Tax</b> |                   |

## **TENDER NOTICE**

Sealed tenders are invited for the House Keeping Services at CIPET: CSTS - Jaipur Centre. The tenders shall be accepted until at 05.00 p.m. on 02.07.2019 in the Administration Section, CIPET: CSTS - Jaipur - 302022.

The prescribed Application Form containing the details may be obtained from Admin/Accts. Section up to 26.06.2019 (05.00 pm) on cash or depositing the bank draft Rs. **2500/- Incl.Tax (Non Refundable)** in favour of CIPET Jaipur . The same can also be download from the Institute website: - <http://cipet.gov.in> However, the downloaded application form must be accompanied by a draft of Rs. **2500/- (Non Refundable)** drawn in favour of CIPET: CSTS - Jaipur.

The Tender-bidders have to quote the bid amount for House Keeping Services. Tenders shall be opened on 04.07.2019 at 03:30 p.m. in the presence of Tender Committee Members & Tender-bidders in Conference Hall. The Institute reserves right to reject any or all the tenders without assigning any reasons, thereof.

Director & Head

## **INTRODUCTION**

Central Institute of Plastics Engineering & Technology,(CIPET) is a premier Govt. of India Institution devoted to Academic, Technology Support & Research (ATR) activities for the growth of Plastics & allied industries in the country. CIPET operates on hub & spokes model with 32 locations spread across the length & breadth of the country. CIPET has Centres at Ahmedabad, Amritsar, Aurangabad, Agartalla, Baddi, Balasore,Bengluru,Bhopal, Bhubaneswar,Chandrapur, Chennai, Dehradun, Guwahati, Gurugram, Gwalior,Hyderabad, Hajipur, Haldia, Imphal, Jaipur, Cocchi,Lucknow,Madurai, Murthal,Mysore and,Raipur, Ranchi,Valsad,Vijayvada.

All the CIPET Centres have state of art infrastructural facilities in the areas of Design, CAD/CAM/CAE, Tooling & Mould Manufacturing, Plastics processing, Testing and Quality control to cater to the needs of plastics & allied industries in the country.

## SCOPE OF SERVICE

1. Providing the housekeeping & Gardening services in Institute Premises of the CIPET: CSTS - Jaipur as laid down in the tender terms & conditions.
2. The agency shall supply **Twenty Five nos. sweepers and one Head Sweeper (Supervisor)** & five nos. of Gardeners.
3. The following Manpower shall be provide as per the requirement of the institute which will be intimated time to time.

## ELIGIBILITY AND SELECTION CRITERIA

1. A registered company, firm or agency having:
  - a. Experience of at least **Five Years** in providing the Housekeeping & Gardening Services.
  - b. Minimum Annual Turnover of Rupees **Twenty lakhs** during the last three financial years.
2. The Tenderer should be registered with the Competent Authority and should have PAN/TAN number, GST No., PF & ESI registration.
3. The Tenderer shall have well established office.
4. The Tenderer should have 5 years experience in housekeeping & Gardening services in Govt. Deptt./Semi-Govt./ Corporate Sector/educational institutions.
5. The Tenderer should not have been blacklisted by any Govt. Deptt./Semi-Govt./Deptt. or any other organization.
6. The Tenderer must submit duly filled Tender form specified in Annexure (as Technical Bid) of this document.
7. Certificate of registration, MOU in case of partnership firm, article of association etc shall be attached.
8. The Tenderer without the qualifications as mentioned at Sl. No.1 to 7 above and Tender without all the required documents shall be rejected. Tenders incomplete in any form are liable to be rejected outrightly.
9. Tender is liable to be rejected without EMD.
10. In case any person sign the tender/agreement on behalf of a limited company or firm, letter of authority/resolution passed by the company /firm empowering him/her to sign the documents on behalf of company or firm shall be enclosed in the tender document.

## **SUBMISSION AND OPENING OF TENDER**

1. The details may be filled in the tender documents itself in the space provided against each item. However if required separate sheet may also be enclosed and it is advised to enclose the copies of testimonials in support of License, EPF, ESI, GST No., PAN etc. along with the tender document.
2. Tenderers shall enclose Earnest Money Deposit(EMD) of **Rs.50,000/-** in the form of Demand Draft drawn in favour of CIPET- Jaipur payable at Jaipur Tender Document submitted without prescribed Earnest Money Deposit(EMD) shall be summarily rejected.
3. The E.M.D. of unsuccessful Tenders will be returned after finalization of the contract. No interest shall be paid on the E.M.D. In case of successful tender, amount paid as E.M.D. will be adjusted towards performance security deposit and this amount will not carry any interest.
4. Both the Technical Bid & Financial Bid should be placed in Separate Sealed envelopes and both sealed in one bigger envelope. All envelopes containing Tender Document shall be properly sealed and superscripted as "TENDER FOR PROVIDING HOUSEKEEPING & GARDENING SERVICES"

Envelope I- Technical Bid, Undertaking & EMD.

Envelope II – Financial Bid

5. The envelope containing sealed tender shall be addressed to Director & Head, CIPET: CSTS - Jaipur.
6. No Tenders shall be accepted after due date and time.
7. This office will not be responsible for any postal delay or wrong delivery.
8. Technical Bid will be opened on **04.07.2019 at 03:30 pm** in the presence of Tenderers or their authorized representatives and for opening of financial bid date, time, and venue will be conveyed to the technically qualified tenderers by post/telephonically.
9. The CIPET: CSTS - Jaipur will have full authority to reject any/all offers without assigning any reasons. Any enquiry after submission of the tender will not be entertained.
10. Before submitting the tender, the Tenderer must ensure that they strictly fulfill all the eligibility conditions to avoid rejection of their tender.

11. The Agency submitting the Tender would be presumed to have considered and accepted all the terms & conditions of this tender. No enquiry, verbal or written shall be entertained in respect of acceptance/rejection of tender.

12. Tenders should be dropped in the box kept in Reception Room at CIPET: CSTS - Jaipur, SP-1298, Sitapura Industrial Area, Phase-III, Sitapura, Jaipur between **09:00 am to 05:00 pm** in the working days before the last date. **02.07.2019, 05.00 pm**. No tender will be accepted after **05:00 pm on 02.07.2019**.

## **TERMS AND CONDITIONS**

1. The House-Keeping & Gardening services are to be rendered on all days of the month. (Except Sunday) The services include general cleaning, sweeping, mopping and gardening of the complete Institute **Premises including internal roads, vacant Land area etc.** including Head of the Centre Office, CAD/CAM, Training & Technical Services Department, Class Rooms and Lecture Hall, Library, Design Hall, Administration & Accounts, Processing shop floor, Tool Room Shop floor, Testing Department, Canteen, **Hostels, Toilet blocks, Surrounding Outside Garden etc.** (Total Area: 20,000 sq. meters Apporx.) (Toilets: 40 nos. and Garden Area)
2. Duty hours of the housekeeping and Gardening personal will be 8 hrs. (8.00 hrs. to 16.30 hrs.) Or will be as per instructions of CIPET: CSTS - Jaipur.
3. The contract shall be awarded for a period of 11 months and which can be renewed further as per the mutual consent.
4. All the materials for House Keeping & Gardening work including Goa brooms, Hand swabs, Cleaning powder, Liquid soap, Naphtha balls, Detergent, Soft brooms, Tagaras, Brushes, Dusters, Floor Cleaning sticks, Glass Cleaning Liquid, Seeds , Pesticides, Gardening equipments etc., shall be provided by CIPET: CSTS - Jaipur.
5. **Contractor should have floor cleaning machine to clean the floors regularly and maintain the Garden.** No extra charges will be paid by us for this item.
6. Pest control treatment such as spraying DDT, Gamaxine powder and termite treatment have to be carried out every fortnight and also as and when required.
7. The cleaning, sweeping, swabbing, lifting garbage and dumping, destroying are to be followed strictly as per the direction by the House-Keeping In-Charges or his representative.
8. To remove the dust from the walls/fans/lights/ceiling inside the buildings and woodwork such as frames, steel frames, frame with glasses fixed in the building etc., to clean for every fifteen days.
9. All the roads and vehicle parking area to be swept at least twice a week, no extra charges will be paid for thus.
10. The toilets in the premises to be washed by cleaning at least twice in a day and floor cleaning and swabbed with good antiseptic solution at least once in a month.

11. All the top terraces of the building to be swept and cleaned once in a month.
12. To remove all the bits, dropping and any dirt made by birds animals in complete area at least twice a month.
13. The housekeeping & Gardening Staff shall be in good physique, properly trained and shall **not be less than 18 years of age** and should be able to communicate in Hindi.
14. The contractor shall be fully responsible for any damage that may occur to the property of CIPET due to the negligence on the part of your men and you shall make such losses to the CIPET.
15. All financial and administrative responsibilities for the workmen and other staff will be binding on the contractor including statutory obligation under the labour laws.
16. The cutting of grass and planting new saplings shall be maintained on day to day basis.
17. The Gardening personnel shall have to be experienced in the field of horticulture.
18. CIPET Management will have the right to reject any or all the tenders without assigning and reason whatsoever.
19. Decision of the Management in awarding contract shall be final.
20. The Successful bidder shall deposit the amount of Rs. **50,000.00 (Rupees Fifty Thousand Only.)** by way of security deposit in the nationalized Bank. The fixed deposit receipt should be in favour of **CIPET: CSTS - Jaipur**, for the periods of 11 months and **no interest shall be payable on the same.**
21. The contract can be terminated by two month notice by the contractor. In the event of non-compliance or breach of any terms of the contract or unsatisfactory or insufficient working. CIPET: CSTS - Jaipur has all the right to terminate the contract by a week's notice in writing at its own discretion without assigning any reason in such cases.
22. The qualified & successful bidder has to enter into an agreement with CIPET - CSTS on Rs. 100/- stamp paper. The cost of stamp paper shall be borne by the Housekeeping agency.

23. The Payment shall be deducted @ **2%** of the total monthly bill amount in case cleaning is not carried out **for one particular day and penalty can be made for number of days cleanings is not proper.**
24. The payment shall be deducted proportionately in case of any manpower absence.
25. Taxes & Other Statutory deductions will be deducted from the bill as per the Government Rules.
26. Head Sweeper, sweepers & Gardeners should be in full uniform of **good quality with firm logo** (with shoes and cap) provided by the Contractor, failing which CIPET shall have the right to deduct the payment towards the Defaulted period. (As decided by CIPET). There will be no extra charges payable for the Uniform and above rates shall be inclusive of it.
27. All disputes under jurisdiction of Jaipur.



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**TECHNICAL BID**

Technical Bid should indicate following information along with the self-attested photocopies of supporting documents:

| <b>Sl. No.</b> | <b>Details of Information/Data</b>   |  |
|----------------|--|--|
| 1              | Name of the Firm   |  |
| 2              | Address of the Firm with Pin code.   |  |
| 3              | Name of Contact Person(s)  |  |
| 4              | Contact Details: a. Landline Phone No.<br>b. Fax No.<br>c. Mobile No.<br>d. E-mail ID. |  |
| 5              | Proof of Incorporation/ Inception of the Firm  |  |
| 6              | Proof of Registration with the labour commissioner or the suitable agency.             |  |
| 7              | EPF Registration no. & Date  |  |
| 8              | ESI Registration no. & Date  |  |
| 9              | GST. No.   |  |

|    |   |  |
|----|---|--|
| 10 | PAN Details   |  |
| 11 | EMD Details(Please submit details of draft enclosed)  |  |
| 12 | No. of Employees in the Firm.   |  |
| 13 | Annual Turnover Details of Last three Financial years<br>(Please enclose copy of audited Balance Sheet and Profit & Loss Account of last three years) |  |
| 14 | List of Existing Clients at Jaipur (Please use Separate Sheet if required)  |  |
| 15 | Whether the firm has any legal suit/criminal cases pending against it. If yes, please furnish details.  |  |

I/We do hereby certify that the information furnished above is correct and true to the best of my/our knowledge. We understand that in the event of information being found false at any stage the Agreement will stand terminated and the Security Deposit shall be forfeited.

Seal & Signature of the Bidder

10 of 13

**Undertaking**

I/We, Mr. Ms ..... Son/ Daughter/Wife of  
..... (Address) .....  
.....  
on behalf of my/ our firm, hereby declare and undertaking that

1. The rates quoted in the price schedule includes Agency Service Charges and all statutory levies like ESI,EPF, Licence Fee, Bonus, Administrative Charges, etc. The rates also include the expenditure towards uniforms and other essential items. No other charges will be claimed from the Institute.
2. We will follow all the statutory rules like Minimum Wages Act, Contract Labour (Regulation and Abolition) Act,1970,etc. as applicable to contract labour and take complete responsibility for settlement of disputes for labour problems arising due to any reason.
3. We agree that an amount equivalent to @ 2% of the total monthly bill value shall be deducted as Security Deposit from the bill submitted by us every month and the Security Deposit amount shall be interest free deposit with CIPET. In case of any default on our part, CIPET shall be at liberty to recover the amount of penalty from the security deposit.

I/We further do hereby certify that no legal suit/criminal case is pending against me/us/my/our firm/agency for violating the laws related to Income Tax, Service Tax, EPF, ESI, Minimum Wage Act, Contract Labour (Regulation and Abolition)Act,1970,etc.

I/We do hereby certify that the information furnished in this document are true and correct to the best of my/our knowledge. I/we will be liable for prosecution if any information above is found to be incorrect or misleading. I have read the Terms & Conditions contained in the tender and have understood them fully.

Date: Signature & seal.....  
Name.....  
Place: Business Address.....

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**FINANCIAL BID**

(Shall be submitted by the bidder on official letter head)  
(Please fill rates in appropriate columns in Indian Rupees)

**Housekeeping & Gardening Services**

| Sl. No. | Details of Monthly Wages ( As per State Govt.) | Housekeeping Supervisor (1 nos.) (Rate per person per month) (Rs.) | Housekeeping Staff (25 nos.) (Rate per person per month) (Rs.) | Gardening Staff (01 nos.) (Rate per person per month) (Rs.) |
|---------|--|--|--|---|
| 1       | Monthly Wage _____                             |  |  |   |
| 2       | Add: EPF @ ___ % on Rs _____                   |  |  |   |
| 3       | Add: ESI @ ___ % on Rs _____                   |  |  |   |
| 4       | Sub: Total (1+2+3)                             |  |  |   |
| 5       | Agency Charges @ ___ % on Rs. _____            |  |  |   |
|         | Total  |  |  |   |

Signature of the Bidder \_\_\_\_\_

Date:

Name of the Bidder \_\_\_\_\_

Place:

Business Address \_\_\_\_\_

Seal

## NOTES

1. The quoted rates/amount are for complete items in all respect. It will be deemed to include all incidental charges, supervision, uniforms, transport, contractor's profit and establishment/overheads, all risks & insurance liabilities, compliance of labour laws and other obligations set out or implied in the contract.
  
2. The Tenderers quoted rates/amount are inclusive of all taxes, statutory contributions etc. except GST which will be paid by CIPET: CSTS - Jaipur on actual against documentary proof on tax invoices raised by the tenderer.
  
3. Income Tax and other statutory deductions as applicable will be deducted from every bill.
  
4. Wages to be paid as per minimum wages decided by state government from time to time as per minimum wages act - 1948.

Signature of the Bidder \_\_\_\_\_

Date:

Name of the Bidder \_\_\_\_\_

Place:

Business Address \_\_\_\_\_

Seal