

**CIPET:CSTS-Haldia**

**TENDER NO:CIPET:CSTS/Hal/HSK/2024-25/02 dated 10.07.2024**



**सिपेट CIPET**

**“GEM-TENDER DOCUMENT”FOR**

**HOUSEKEEPING SERVICES AT**

**CIPET: CSTS – Haldia**

**CENTRALINSTITUTE OF PETROCHEMICALS ENGINEERING AND TECHNOLOGY:  
CENTER FOR SKILLING & TECHNICAL SUPPORT (CIPET: CSTS)  
(Ministry of Chemicals & Fertilizers, Govt. of India)  
City Centre, P.O.- Debhog, Haldia  
Dist- Purba Medinipur, West Bengal 721657  
Email:[haldia@cipet.gov.in](mailto:haldia@cipet.gov.in)**

**TENDER NO:CIPET: CSTS/Hal/HSK/2024-25/02 dated 10.07.2024**

**Last Date & Time for Closing of Tender: 02.08.2024 at 05:00 P.M.**

**PRICE OF THE TENDER DOCUMENT Rs.590/-inclusive Tax (NON-REFUNDABLE)**

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## 1. IMPORTANT INFORMATION

Sl.No	Description	Details
1.	Purchaser	CIPET:CSTS, Haldia
2.	Tender No	GEM-TenderNo: CIPET:CSTS/Hal/ HSK/2024-25/02 dated 10.07.2024
3.	Online Tender submission of bid	On GEM Portal only.
4.	Online Tender information available at	GeM Portal & <a href="http://www.cipet.gov.in">www.cipet.gov.in</a>
5.	Service to be offered	Contract for Housekeeping Services
6.	Estimated cost of tender	Rs. 15,00,000/- Per annum Approx.
7.	Date of GEM-Tender Publication	10.07.2024
8.	Date and Time of Issue or download Tender	As per GEM
9.	Last date & time for sale of Tender document	As per GEM
10.	Last date & time for submission of duly filled Tender document	As per GEM
11.	Date & Time of Opening of Technical Bids	As per GEM
12.	Date & Time of Opening of Financial Bids	Intimation will be given to the Technically qualified bidders only.
13.	Venue for Opening of Technical & Financial Bids	CIPET: CSTS, Haldia City Centre, P.O.- Debhog , Haldia Dist – Purba Medinipur West Bengal 721657
14.	Tender Fee	590/-Inclusive Tax
15.	EMD	Rs. 25,000.00 (Rupees Twenty Five Thousand only)
16.	Performance Security Deposit	Rs. 1,50,000.00 (Rupees One Lakh Fifty Thousand only)

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### **2. NOTICE FOR INVITING GEM-TENDER**

CIPET: CSTS, Haldia invites online GEM tender in two bid system (Technical Bid and Financial Bid) “Contract for Housekeeping Services at CIPET:CSTS, Haldia”. The Tender Documents duly completed in all respects have to be submitted online on GEM portal along with all necessary documents. Last date of submission of duly filled in Tender document will be as per GEM.

Principal Director & Head, CIPET – Haldia reserves rights to accept or reject any/all tenders without assigning any reasons.

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## 3. ABOUT THE INSTITUTE

### OVERVIEW

Central Institute of Petrochemicals Engineering & Technology (CIPET) (formerly known as Central Institute of Plastics Engineering & Technology (CIPET)) was established in 1968 by Government of India with the assistance of United Nations Development Programme (UNDP) at Chennai. The main objective of setting up of this specialized institute was to develop manpower in different disciplines of Plastics Engineering & Technology as no similar institute was in existence in the country. International Labour Organization (ILO) served as the executing agency. During the initial project period between 1968 and 1973, the institute achieved the targets envisaged and was rated as one of the most successful UNDP projects implemented worldwide. Today CIPET is a premier Academic institution for higher & technical education under the Ministry of Chemicals & Fertilizers, Govt. of India fully devoted in all the domains of plastics viz:- Design, CAD/CAM/CAE, Tooling & Mould Manufacturing, Production Engineering, Testing and Quality Assurance. CIPET operates from various locations spread across the country to cater the needs of the Polymer and allied industries.

**A PREMIER GOVT. OF INDIA INSTITUTE FOR HIGHER & TECHNICAL EDUCATION AND RESEARCH IN THE FIELD OF POLYMER SCIENCE & TECHNOLOGY**

Post-independence, it became a matter of concern that Plastic Engineering & Technology was a growing science and yet there was not enough human resource to meet the demand. Imperative need was felt to establish CIPET -- the unique institute of its kind in the country and even today the institute holds a premier position. The primary objective of CIPET has been contributing towards the growth of the plastics industry through a combined program of education and research. The Institute has evolved through the years, creating closer ties with industries with the intent to create innovative plastic based solutions which are resource efficient and marketable. This has led to an exponential growth with activities and programs focusing on: Skill Training Technology Support Academics Research

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### 4. SCOPE OF WORK

The tenderer should ensure that the staff so deployed for maintaining the utmost hygiene condition in and around the campus area of CIPET: CSTS - Haldia by carrying out the following work on regular basis:

1. Daily cleaning of Administration Block, Overall Building (All Hostel), Student & Staff Canteen, Boys & Girls Hostel, Shop floor area of Tool room and Processing, Testing department, Training , VTC, PDI Cell, Auditorium, Conference hall, Security Cabin, Electrical Room, Gym, Toilets, Bathrooms and surrounding area (inside & outside) of CIPET:CSTS-Haldia entire Campus.
2. The cleaning job require, dusting, collecting wastage & garbage and ensure the proper disposal at a fixed place in the Campus or outside area of the Campus so that the hygiene conditions is being maintained at all times.
3. Cleaning of the doors, windows, ceiling fans, tube lights/bulbs/CFL, switch boards once in a month.
4. Daily cleaning of the wash rooms (toilets and bathrooms), places around the Drinking Water tap, Wash basin with materials such as acid, detergent, pesticides etc. and to ensure that sufficient amount of soaps/hand wash, odonil is kept in the toilets/washrooms.
5. Cleaning of the dirtiness spread by birds and animals on regular basis and cleaning of roofs, chhajjas and passages at least twice in a month.
6. Removing the bodies of the animals and birds died in the Campus area and its proper disposal/burial outside of the Campus area.
7. Periodical cleaning of the water storage tanks, overheads and ground tanks with chemicals once in a month.
8. The House Keeping staff shall be responsible for cleaning and minor clearing of the choked manholes, sanitary lines/septic tank line and to maintain it in functional condition at all time. However, charges/cost on cleaning of the septic tanks by cleaning tanker and other major chok in the mainline will be borne by CIPET:CSTS-Haldia . Reception floor, lobby, stair case and other public utility areas should be washed with water & detergent twice in a week. The House Keeping staff shall be responsible for cleaning and minor clearing of the choked manholes, sanitary lines/septic tank line and to maintain it in functional condition at all time.

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9. Reception floor, lobby, stair case and other public utility areas should be washed with water & detergent twice in a week.
10. Cleaning of the furniture of the office and classrooms every day before 09.00AM.
11. Sweeping on the Roads and porches to be carried out every day in the morning.
12. Dusting and cleaning work of the outer cover of the purifiers to be taken upon alternate days.
13. Cleaning and clearing of the wastages and garbage accumulated between main road and institute wall will be carried out at least once in a week and same is to be maintained in good condition.
14. Disposal of the garbage should be done on daily basis outside of the CIPET: CSTS - Haldia campus area. Accumulation of the waste within the campus area shall lead to penalty.
15. The contractor shall request for the materials required for cleaning such as brooms, detergent, soap, liquid shop, Brush, Phenyl, room freshener, cleaning cloth, baskets, Odonil, Poocha, wiper, disinfectant/sanitizer, floor cleaner, tiles cleaner, Harpic, Hand gloves, Naphtali ball (normal/with fragrance) etc every month in advance. The prescribed materials shall be purchased by CIPET:CSTS-Haldia and handover to the contractor/supervisor on monthly basis from stores department.
16. The contractor shall be responsible for compensating loss and damages occurred to the property of the Institute due to negligence of the housekeeping personnel.
17. Cleaning of roof and façade to be undertaken twice in a month/as and when required, whichever is earlier.
18. Mopping of the Toilet and cleaning of the front floor of the office area and corridors to be carried out continuously (as and when required)/04 to 05 times, whichever is earlier.

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### 5. ELIGIBILITY CONDITIONS

#### **BASIC ELIGIBILITY**

- (a) The applicant should be in housekeeping services for a minimum period of 03 years as on **31.12.2023**.
- (b) Experience of having successfully run the housekeeping services during the last three years ending **31.12.2023** as per following:

❖ 3 similar completed work orders each having not less than Rs. 15 lakhs Per Annum.

**CONTRACTOR SHOULD MEET ANY ONE OF THE ABOVE CRITERIA FOR ELIGIBILITY PURPOSE.**

**\*Similar nature of work means the housekeeping services in institutions/autonomous organizations/MNC/State & Central Government Colleges and offices.**

#### **(c) Financial Turn-Over(Gross)**

The bidder's average annual financial turnover (gross) in catering services during the last three financial years, i.e., 2020-21, 2021-22 and 2022-23 duly certified by Chartered Accountant should not be less than **15 Lakhs per year**.

#### **(d) Performance Security Deposit/EMD Deposit**

1. The Successful bidder has to submit Security Deposit of Rs. 1,50,000.00 (One Lakh fifty Thousand only) on award of contract. The same shall be returned interest free on completion of the contract.
2. The EMD Deposit will be Rs.25,000.00 (Twenty Five Thousand Only)
3. The EMD and Performance Deposit are to be submitted through online mode. The Bank detail is as follows :-

• <b>Bank Name</b>	<b>: Canara Bank</b>
• <b>Branch</b>	<b>: Haldia branch</b>
• <b>Account Name</b>	<b>: CIPET CSTS Haldia Holding Account</b>
• <b>Account Number</b>	<b>: 120028046760</b>
• <b>IFSC Code</b>	<b>: CNRB0002938</b>

The scan copy of the transaction of the Tender Fees and EMD is to be uploaded in Technical Bid.

#### **(e) Performance Certification**

The bidders' performance, for each work completed in the last three years and in hand should be certified by a responsible person from the concerned organization on their letter head with sign and stamp.

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### (f) Other Terms & Conditions

- The Tenderer should be registered with the Competent Authority .The tenderer shall have well established **office at West Bengal . ONLY THOSE FIRMS WILL BE CONSIDERED WHO ARE HAVING ESTABLISHED OFFICE IN THE LOCATION, WEST BENGAL SINCE LAST 01 YEAR. ADDRESS PROOF SHOULD BE ISSUED BY GOVERNMENT OF WEST BENGAL.**
  - The Tenderer should not have been **blacklisted** by any Govt. Deptt./Semi- Govt./ Deptt. or any other organization and submit the undertaking for the same on letter head.
  - The Tenderer should be registered with the Competent Authority and should have PAN number, GST and the employees should be registered with PF & ESI department.
  - Certificate of registration, MOU in case of partnership firm, article of association etc. shall be attached.
  - Tender is liable to be rejected without EMD.
  - 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.
- (g) Tenders received of incomplete nature or without proper documents will be rejected.

### **6. NO OF REQUIRED HOUSEKEEPING STAFF**

Total No of Housekeeping Staffs:- Male :- 06 Nos Female:-02 Nos

(\*Above no's of Housekeeping staffs may increase or decrease as according to scope of housekeeping work).



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### 7. ALL TERMS AND CONDITIONS

- 1. The Housekeeping agency with annual turnover of Rs. 15 Lakhs and more only for Housekeeping work, holding valid license under Contract labour (Regulation & Abolition) Act, 1970, registered with EPFO, ESIC, having GST registration and successfully carried out at least three Housekeeping Contracts of 10 or more sweepers in each contract or properly trained sweepers/housekeeping supervisor during the last three years in Govt./Semi-Govt./Central Autonomous bodies and must have its own local Office & client in “West Bengal”.**
2. All the Housekeeping Staff have to wear proper and unique uniforms on duty. For discharging their duties at CIPET: CSTS – Haldia, they should be provided with proper uniform, shoes, Socks etc. by the housekeeping agency at their cost.
3. The Housekeeping Staff should be active with good moral character. The residential address, the permanent address, antecedents, identity photo, character and conduct of the manpower deployed on duty at CIPET: CSTS – Haldia should be checked and verified before deployment and records/details should be provided to CIPET: CSTS - Haldia may call police verifications from the housekeeping agency deployed at CIPET: CSTS - Haldia.
4. In the event of leave or absence of Sweeper, the housekeeping agency shall make suitable alternate arrangements to fill up the gap and ensure that the total strength of housekeeping staff should always be maintained.
5. The Housekeeping manpower so deployed should not be changed frequently without the consent of CIPET:CSTS-Haldia Management.
6. If at any time additional housekeeping staff is required on temporary basis, the housekeeping agency shall arrange the same. The additional housekeeping staff shall be paid on the prescribed rates on prorata basis.
7. The housekeeping agency shall ensure that the personnel deployed are disciplined and do not participate in the activity prejudicial to the interest of the Institute/Govt.
8. The received bids will be evaluated by the Committee of CIPET:CSTS-Haldia on the basis of requisite documents and if found suitable and meeting the requirements of CIPET:CSTS-Haldia as indicated in these terms & conditions the price bid will be open for technically qualified bidder.
9. CIPET:CSTS-Haldia reserves all rights to accept or reject in part or full any or all the offers without assigning any reasons and/or to withdraw/relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.

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- 10. NSIC Certificate will not be considered for relaxation of EMD & Tender fees.**
11. The period of contract shall be initially for one year, & can be terminated by the management by giving one Month notice to the agency.
12. The rates and prices towards the service charges quoted by the bidder shall be fixed for the whole duration of the service contract and shall not be subject to adjustment on any account.
13. The agency should abide by rules laid down by any statutory authority relevant to the deployment of housekeeping staff.
14. The Contractor shall be solely being liable for payment of wages and other dues to housekeeping staff/supervisor deployed in CIPET: CSTS – Haldia. The payment of wages should be disbursed on or **before 7<sup>th</sup> of every month** and register should be maintained in this regard.
15. The payment for the services rendered would be paid by Cheque / RTGS within 10 days from the date of receipt of invoice/Bill. The proof of attendance; challan /receipt deposited with the PF Commissioner and ESI office for the payment made towards applicable PF, ESIC for the previous month shall be submitted while claiming the bill for the current month. In the absence of the proof, the bills will not be processed.
16. The agency should get it registered the housekeeping staff in the EPFO and CIPET:CSTS-Haldia will randomly check through the portal about the credit of the employers P.F. in the accounts of them.
17. If a new housekeeping staff is being hired, the agency should provide ESI and P.F. Number in the name of the new manpower from the date of engagement of manpower.
18. Any misconduct/misbehavior/indiscipline of housekeeping team will not be tolerated and such persons will have to be replaced immediately and for such act the contractor is sole responsible to resolve the issue, if any. CIPET:CSTS-Haldia Management reserves the right to take all appropriate actions under such circumstances.
19. The contractor shall be responsible for depositing provident fund contribution and employees share of special contribution for ESI in respect of the personnel engaged by him. He will also be responsible for collection the employee's contribution.
20. The charges as mutually agreed upon would be followed for the entire period of the agreement and the contractor shall not make any claim or additional charges other than expressly agreed to in this agreement.
21. CIPET:CSTS, Haldia is not responsible for any disability or casualty incurred by the workers doing the work for the contractor. It is the responsibility of the contractor to comply with the statutory requirements of safety and compensation.
22. The Housekeeping staff provided for the job shall have adequate insurance coverage during the period of the contract work by the contractor.
23. The selected agency shall provide medical certificate, character certificate and police verification of deployed housekeeping staff.

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- 24.** TDS as applicable shall be deducted from the monthly bill of the agency.
- 25.** The agency selected should follow the instructions given by the management of CIPET:CSTS-Haldia from time to time and in case of violation of the instructions, the agreement can be cancelled without any reference or notice.
- 26.** The services of the contractor can be terminated without assigning any reason by giving 30 days notice on either side.
- 27.** In case of non-compliance with the contract, the CIPET:CSTS, Haldia reserve its right to:-
  - a. Cancel/revoke the order ; and
  - b. Impose penalty upto 5% of the total value of the contract.
- 28.** During the period of operation of the contract, CIPET will have full authority to recover the losses incurred by the institute due to the negligence of the manpower employed by the housekeeping agency. The decision of the Principal Director & Head, CIPET:CSTS-Haldia with respect to calculate the losses will be final and binding.
- 29.** The offer will be accepted subject to verification of documents and satisfactory quality of housekeeping services provided by the agency to the other clients. In case any document submitted by the agency is found false, the offer shall be rejected without assigning any reasons.
- 30.** Any canvassing in this regard shall lead to cancellation of the tender. All legal matter will be under Haldia Judiciary only.
- 31.** CIPET reserves the right to consider/reject any or all tenders the tender process without assigning any reasons/notice. The management's decision in this regard will be final in all respect and shall be binding on the Tenderer.
- 32.** Successful Contractor shall execute an agreement on Rs.100/- stamp paper and the cost shall be borne by the agency.
- 33.** Copy of service satisfaction certificate of existing clients served/serving must be attached.
- 34.** Agencies must have their own Local Office in "West Bengal". Agency must deploy their staff members who can handle the problem related to housekeeping staff.
- 35.** The contract / agreement may be renewed annually subject to a maximum term of 3 years and subject further to satisfactory performance of the agency with such amendments as may be mutually agreed.
- 39.** The persons deputed shall not be below age of 18 years.

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### ANNEXURE– I

#### TECHNICAL BID – HOUSEKEEPING SERVICES

For HOUSEKEEPING SERVICES to CIPET:CSTS- Haldia

Please submit attested copies of the following documents

Sr. No	Particulars	Remarks
1	Name of company and address.	
2	Name of Proprietor/ Director	
3	Address & Mobile No of the Bidder	
4	Nature Business With shop act establishment certificate	
5	Bank Details	
6	PAN NO. (enclosed Copy)	
5	INCOME TAX Return of Last Three Years (enclose copy)	
6	Audited Profit & Loss Statement for Last 3 years ( enclosed Copy)	
7	Audited Balance Sheet for Last3 Years (enclosed Copy)	
8	Turnover Certificate from CA for last3 years (enclosed copy)	
9	GST (Enclose copy)	
10	Provident Fund No (Enclosed Copy )	
11	ESIC Registration Copy	
12	No court Case Declaration	
13	Tender Fee	
14	EMD Details	
15	Other Information	

Date:

Seal & Signature of the Tenderer

(Please enclose the above document as a part of technical Bid uploaded on GeM Portal).

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**ANNEXURE-II**

**FINANCIAL BID – HOUSEKEEPING SERVICES**

**1) SERVICE CHARGES**

<b>Sl. No</b>	<b>Particulars</b>	<b>Total Service Charges (%)</b>
<b>1</b>	<b>For Housekeeping Services at CIPET:CSTS, Haldia</b>	

**Signature of the Contractor**

.....**X**.....