

**CENTRAL INSTITUTE OF PLASTICS  
ENGINEERING & TECHNOLOGY**

**CSTS, Murthal**



**CIPET सि पेट**  
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**E-TENDER FOR PROVIDING HOUSEKEEPING  
SERVICES**

**AT**

**CENTRAL INSTITUTE OF PLASTICS ENGINEERING AND TECHNOLOGY  
CSTS, MURTHAL**

**(Ministry of Chemicals & Fertilizers, Govt. of India) Near DCRUST Campus, 50<sup>th</sup> Mile  
Stone, NH-1 Murthal, Distt. Sonapat-131039 (Haryana) Phone No.: 0130-2203000-10 Fax  
No.: 0130-2203010**

Email: [cipetmurthal@gmail.com](mailto:cipetmurthal@gmail.com), [murthal@cipet.gov.in](mailto:murthal@cipet.gov.in)

Website: [www.cipet.gov.in](http://www.cipet.gov.in)

**E-TENDER NO: CIPET/MUR/HOUSEKEEPING SERVICES/2018-19/02**

**DATED: 11.12.2018**

**Notice Inviting E-Tender**

E-Tender No. : CIPET/MUR/HOUSEKEEPING SERVICES/2018-19/02 DATED 11.12.2018

CIPET (CSTS) Murthal invites E-Tender in two Bid systems (Technical and Commercial) from registered and authorized agencies for housekeeping services for its office campus buildings & hostel premises located at Murthal.

S.no.	E-Tender no.	Name of the Item/Work	EMD Rs.	Tender Fees in Rs.	Last Date & Time for submission of Online Bid
1.	CIPET/MUR/HOUSEKEEPING SERVICES/2018-19/02 DATED 11.12.2018	Housekeeping services At CIPET MURTHAL	1,00,000/- (One Lac Only)	1050/- (Rupees One Thousand and fifty only)	26.12.2018 15:30 Hrs

Interested and eligible bidders may view and download detailed tender documents from CIPET's E-Tender portal [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET), [www.cipet.gov.in](http://www.cipet.gov.in), **All Bids must be submitted through the online portal [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET).** However, Bidders are also requested to submit a hard copy of the online Technical Bid duly sealed and signed to the Principal Director and Head, CIPET:CSTS, Murthal, **DCRUST Campus, 50<sup>th</sup> Mile Stone, NH-1, Murthal, Distt. Sonapat-131039 on 26.12.2018 upto 15.30 Hrs.**

The Tender Fee and EMD will be accepted in the form of Demand Draft/Banker's Cheque drawn on any Indian Nationalized Bank favouring **"CIPET Murthal" payable at Murthal** and shall be submitted at CIPET Murthal as specified on or before **26.12.2018 up to 15.30 Hrs** in separate sealed cover failing which bids will be summarily rejected. However, a soft copy of the Tender Fee and EMD instruments shall also be uploaded along with the Technical Bid to be submitted online.

**Salient information about the E-Tender:**

1. **Mode of submission: ONLINE.** No offline Tenders will be accepted.
2. **Availability of Tender Documents:** All Bid formats (Technical & Financial) are available ONLINE at CIPET's e-Tender portal [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET) , [www.cipet.gov.in](http://www.cipet.gov.in). The registered vendors can download the Bids from these websites.
3. **Eligibility Criteria :**
  - Age of Firm:** 03 Years as on 30.11.2018
  - Individual Work Order:** Similar Experience of Providing Housekeeping services in Corporate Offices/Institutions/Central Autonomous Body/Central, Public Sector Undertaking etc. Please Enclose copy of work order of last 3 financial years (2015-16, 2016-17 & 2017-18).
4. **Who can participate for this e-Tender:** The registered vendors of CIPET through [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET) can only participate in this tender process.

**5. How to register by a vendor:**

The prospective bidders have to register with CIPET through the E-tender portal of CIPET at [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET) by Online Payment of Rs. 1,500/- + GST (As Applicable) to M/S. KEONICS LTD. On completion of the registration process, the bidders will be provided user ID and password. After receipt of User ID & Password, Bidders can log on at our e-Tender portal for downloading & uploading tender documents.

Tender Documents Fees of Rs. 1050/- is Payable to CIPET, Murthal in the form of Demand Draft from any Nationalize Bank not drawn before the Date of Releasing of NIT. Processing Fees is Rs. 4248/- (plus taxes) Payable Online separately to M/S. KEONICS LTD.

6. **Is there any device requirement for participation in e-Tender: Yes,** Bidders should have valid **Class 3 Digital Signature Certificate (DSC)** device for participating in e-Tender. For integrity of data and its authenticity/non-repudiation of electronic records and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC) of Class-III issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

6. Contact details for e-Tender related issue:

**Name of the Service Provider: KEONICS**

Contact Person	Telephone/E-mail	Remarks
Local Representative from KEONICS		
KEONICS (Murthal) 1. Mr. Suraj KEONICS's Helpdesk:	Mobile: +91-9599653865 Email: <a href="mailto:twhelpdesk800@gmail.com">twhelpdesk800@gmail.com</a>	For, Vendor registration/ DSC/any other issue regarding e-Tender Process, please contact KEONIS as the details given in the previous Columns.

7. Bidders are hereby advised that all the documents to be submitted online are kept scanned and converted to PDF format in a separate folder on their computers before starting online submission. The schedule of rate (Excel Format) may be downloaded and rates may be filled appropriately in this format only. This file may also be saved in a separate folder on your computer.
8. While uploading/submitting the documents, it should be ensured that the file name should be the name of the document itself.
9. All pages of Tender documents with Addenda/Corrigenda (if any) must be signed with proper official stamp and date by the Bidders / or authorized power of attorney holders at the lower right hand corner.
10. Bidders are advised to **visit CIPET's e-Tender portal regularly for any Addenda/Corrigendum** (if any) with regard to the e- Tender for which no separate paper advertisement will not be published.

**11. Last date of online submission of Tender bid: 26.12.2018 up to 15.30 Hrs.**

**12. EMD and Tender Fee** must be in approved mode and Duly Signed & Sealed in separate cover along with filled Technical Bid and with necessary enclosures shall be submitted in physical form (hard copy) in person/by speed post on or before 26.12.2018 up to 15.30 Hrs at CIPET:CSTS, Murthal. Non receipt of which the Tenders are liable for rejection.

**13. Date & Time of Technical Bid Opening: 26.12.2018 at 16.30 Hrs.**

**14. Date & Time of Financial Bid Opening:** Technically qualified bidders will be intimated the date & time after technical bid evaluation through the e-Tender portal.

**15. Venue for Opening Bids:** CIPET: CSTS, DCRUST Campus, 50th Mile Stone, NH-1, Murthal, Distt. Sonipat-131039.

**CIPET reserves the absolute right to accept/reject any or all bids at any stage of the tender process without assigning any reason whatsoever.**

**Principal Director & Head**

**TENDER NOTICE**

**Subject: E-TENDER FOR HOUSEKEEPING SERVICES AT CIPET MURTHAL.**

CIPET Murthal invites E-Tenders in two bid system from registered and authorized agencies for housekeeping services for its office campus buildings & hostel premises located at Murthal – Sonipat , The job specifications and scope of work along with Technical and Financial bid details are as below.

The contract period will be initially for a period of one (01) year extendable on satisfactory performance and mutual consent on same terms and conditions on yearly basis by another two (02) years.

**IMPORTANT DETAILS**

<b>Sr. No.</b>	<b>DESCRIPTION</b>	<b>DATE</b>	<b>TIME</b>
1.	Start date/time of start of online bidding	11.12.2018	15:30 Hrs.
2.	Last date/time of submission of Online bid	26.12.2018	15.30 Hrs.
3.	Date & Time of opening technical bid	26.12.2018	16.30 Hrs.

Date of Financial Bid opening shall be intimated to the Technically Successful Bidders only.

**Tender Fee – Rs. 1050/- (including GST) (should be submitted along with Technical bid)**

**EMD – Rs. 1,00,000/- ( One Lac Only) should be submitted along with Technical bid.**

## **ABOUT US**

Central Institute of Plastics Engineering and Technology (CIPET) Murthal is a training institute in the field of Plastics and its allied materials. It has Head Office at Chennai and it is under the administrative control of Department of Chemicals and Petrochemicals governed under the Ministry of Chemicals and Fertilizers, Govt. of India. It offers various Long Term courses and Skill Development short term courses to the weaker section of the SC/ST/BC and Minority students and others including Industrialists courses for benefit of Unemployed and Underprivileged youths of Haryana.

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## TENDER DOCUMENT

Central Institute of Plastics Engineering & Technology (CIPET) invites open online tender in two bid system for Housekeeping Work at CIPET Murthal.

1. The tenderer shall quote his Name, Address, Telephone / Fax No. email etc. in the prescribed format.
2. The tenderer should give his bank details in the enclosed technical bid.
3. The tenderer should put seal and signature on all the pages of the tender document.
4. The tenderer shall submit the prescribed tender document on or before 26.12.2018 at 15:30 Hrs. at CIPET Murthal in a sealed cover by Regd. Post / Speed Post/ Courier / Hand Delivery superscribed "TENDER DOCUMENT FOR HOUSEKEEPING WORK AT CIPET MURTHAL" on the top of the cover.
5. The tender documents along with an EMD amount of Rs. 1,00,000/- (Rupees One Lac Only) shall be paid in the form of Demand Draft (D.D) / Bankers Cheque drawn in favor of "CIPET MURTHAL" payable at Murthal.
6. After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions and who has quoted the lowest rate (inclusive for all categories) after complying with all the Acts / provisions stated / referred to for adherence in the tender. In case two or more agencies are found to have quoted the same rates, the **Principal Director & Head, CIPET Murthal** shall decide about the Agency to which the offer shall be granted based on the report on the past performance of the firm, and length of experience etc. Such decision by the authority shall be final.

The Principal Director & Head, CIPET Murthal, have discretionary right to award on the same rate parallel contract to the next eligible agency, in case, the agency with lowest rate at any stage after award of contract fails to perform successfully / satisfactorily.

9. The successful tenderer has to furnish a Performance security deposit of Rs. 1,00,000/- (Rs. One Lakh only) and execute an agreement on the non-judicial stamp paper of Rs. 100/- within 10 days of the receipt of the offer letter. The EMD amount can be adjusted against security deposit. Failure to furnish the security deposit within prescribed period will lead to termination of contract.



10. Housekeeping agency shall be responsible for the compliance of all legal provisions connected with the employment of the staff deployed at CIPET Murthal premises and for due payments of any statutory dues payable if any e.g. on contribution under E.S.I. scheme, P.F., minimum wages act etc. All such liabilities if any, shall be discharged by agency is made to pay under the written orders of any authority under laws, and amount shall be reimbursed by agency to the extent of such payments, provided however, that before making any payments or exonerate itself from the liability to pay and in all such cases CIPET shall reasonably assist agency by giving agency such information and inspection of such document as it has, in such connection, With it.
  
11. CIPET shall pay agency contract amount as per the rate quoted in Tender for Housekeeping Supervisor and/or Cleaner and the said contract amount shall be paid on or before 15<sup>th</sup> of every subsequent month. If CIPET required posting any staff in excess of the minimum stated as above or doing overtime work, then CIPET shall pay for the additional staff at such rate as may be mutually agreed upon between the parties or as quoted in tender. The rates payable shall be as per the rates mentioned above and no extra amount shall be payable under any other name. The responsibility towards complying with the minimum wages act, PF, ESI and GST other statutory requirements stipulated by Government shall rest with the agency and CIPET shall not be held responsible for any default against the above whatsoever be the reason. There will be no extra service charges payable over the rates mentioned above.
  
12. The number of workers can be increased/ decreased as per requirement of CIPET Murthal.
13. The contract will be awarded to the technically and financially qualified bidder initially for 1 Year. Based on performance/satisfactory services, the contract shall be extended for 2 Year.
14. The contract can be terminated by giving one month notice period from either side.
15. Tender documents without EMD, tender fee and received after the due date will be summarily rejected.
16. **Latest Minimum wages as notified by State Government (DC Rates Sonipat 2018-19) from time to time shall be paid.**
17. Taxes shall be paid extra by CIPET at prevailing rate as per Government of India.
18. Taxes shall be deducted as per prevailing rate from the monthly bill.
19. Wages Slip must issued to Housekeeping staff on monthly basis.
20. Contractor is fully responsible for the EPF & ESIC & all Other Statutory deductions and timely deposit of the same as per Government of India norms. All Statutory payment proof must be submitted along with reimbursement of monthly bill.

21. CIPET Murthal reserves the right to consider/reject all or any tenders without assigning any reason/notice. The Management decision in this regard will be final in all respect and shall be binding on the tenderer.

22. Dispute, if any, arising out of the Contract, shall be settled by mutual discussion, alternatively by legal recourse under jurisdiction of District Court, Sonipat only.

**23. Precaution to be taken as under:**

1.	The floors to be washed by floor scrubbing machines and to be polished appropriate Johnson Diversey/ Ecolab chemicals only. The floors with ceramic tiles/granite or marble to be polished in such a way that risk of people slipping overpolished surfaces, is totally eliminated. Liquid/ wax polish usage shall not be permitted.
2.	<p>No acidic cleansing agents on marble/ granite/ ceramic tiles/ synthetic tiled surfacet to be used to avoid discoloration or permanent bleaching or pitting. - No wire brushed or coarse grained grinding bits to be used to avoid permanent</p> <p>- No wire brushed or coarse grained grinding bits to be used to avoid permanent scratches appearing on the floor surfaces.</p> <p>- For cleaning/ maintenance of glass and laminated surfaces, suitable cleansing agents to be used. No coarse or a synthetic non-absorbent cloth to be used.</p> <p>- All surfaces and structures made out of natural wood with soft cloth and a thinlayer of silicon polish to be applied to preserve the natural luster.</p> <p>- Both the canteens &amp; toilets disinfecting treatment to be daily done before office hours.</p> <p>- Single disk machines and polishing machines, automatic scrubber-driers, cleaning agents, vacuum sweepers, steam vacuum/ wet and dry vacuum cleaners to be sued whenever required at contractor's risks.</p> <p>- The housekeeping staff have to be in a smart uniform supported by identitycards and name badges during duty hours.</p> <p>- Weekly report of the works carried out shall be submitted to the concerned CIPET official.</p>

### SCOPE OF WORK

1. Cleaning of Administration block, Overall Building, Students & Staff Canteen, Boys & Girls Hostel, Shop floor area at Tool Room and Processing, Testing department, Training and Planning cell, Security Cabin, Electrical Room, Gym, Toilets, Bathrooms and every area in CIPET Murthal campus from inside and outside.
2. The cleaning job require, dusting, collecting wastage & garbage and dispose of it at a fixed place in the campus or outside the campus. Cleaning of doors, floors, windows, ceiling fans, tube lights/bulbs, switch boards and roofs once in a month.
3. Cleaning of wash rooms (toilets and bath rooms), water drinking places and wash basins with material such as acid, detergent, pesticides etc. and keeping soaps, odonil in the toilets as per requirement.
4. Cleaning the dirtiness spreader by birds and animals on regular basis and cleaning the roofs, chajjas and passages at least twice a month.
5. Removing and disposing outside the bodies of animals and birds etc died in the campus.
6. Cleaning the water storage tanks - overheads and grounds tank with chemicals once in a month.
7. The supervisor has to maintain a register in which he shall mention the details of the work carried out every day and take signature of the concerned section head for work performance. CIPET may penalise by enforcing suitable penalty which shall be deducted from the payable amount, in case the workers are not performing satisfactory.
8. In case of absence of the supervisor or the sweeper/worker, the tenderer has to provide replacement in two hours.
9. **In case if the supervisor or any worker/sweeper is found misbehaving with the CIPET Staff, the same shall be viewed strictly and strict action will be taken against him.**
10. Absence of any Housekeeping person will lead to penalty of Rs. 1,000 per day + salary of that housekeeping person.
11. The cleaning workers shall be responsible for cleaning and clearing the choked manholes, sanitary lines and septic tank and maintained it

functional all the times. However in case, cleaning tanker is required to clean the septic tanks, the actual charges shall be borne by CIPET Murthal.

**CIPET/MUR/HOUSEKEEPING SERVICES/2018-19/02 DATED 11.12.2018**

- 12.The cleaning workers shall wash the reception floors, lobby, stair case, and other public utility areas twice in a week.
- 13.The cleaning workers shall carefully clean the carpets with vaccum cleaner as and when required on receipt of instructions from CIPET officials.
14. The furniture of office and classrooms must be cleaned of every day before 9.00 AM.
15. Cleaning of the Roads and porches every day in the morning.
16. Cleaning of water purifiers on alternate days.
- 17.The cleaning workers shall clean the wastage and garbage accumulated between main road and institute wall at least once in a week and maintained it in good condition.
- 18.The cleaning worker should ensure that the collected garbage should be thrown out of CIPET Murthal campus on daily basis. Accumulation of waste by housekeeping staff shall lead to penalty.
- 19.CIPET reserve the right to deduct wages of workers from the contractor's bill for not executing cleaning work as per the terms and conditions mentioned in this document. Any order passed to this effect by the centre head shall be final and binding on the contractor.
- 20.The contractor shall request for the materials required for cleaning such as brooms, detergent, soap, liquid soaps, Brush, Phenoyal, room freshener, Cleaning cloth, baskets, Odonil, Poocha etc. every month in advance. The prescribed material shall be purchased by CIPET and handover to the contractor/Supervisor on monthly basis from stores department.
- 21.The contractor shall be responsible for compensating loss and damage occurred to the property of the Institute due to negligence of the workers.
- 22.The payment of contractor shall be paid on monthly basis as per the attendance of the workers. The bill should not include the period of absence of the workers.
- 23.The Supervisor and Cleaning workers should be in proper uniform provided by the contractor for which no extra charge shall be paid by CIPET.

24. Cleaning of roof and fascade cleaning.
25. Mopping of Toilet and cleaning of front office area 3 times in 1<sup>st</sup> Half & 3 times in 2<sup>nd</sup> half.
26. Uniform with I-card to all housekeeping staff is must.
27. Any other work assigned by the management.
28. Service charges should be minimum TWO (2)%

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**TECHNICAL BID**

- Name of the Company:
- Name of the Proprietor:
- Address:
- Telephone No. / Fax No. / E-mail:
- Banker's detail (enclose copy):
- Nature of Business:
- No. of years in this Business:
- List of Customers (enclose copy):
- Latest LOI / Work Order from 3 clients (enclose copy):
- Performance certificates (enclose copy):
- PAN No (enclose copy):
- Income Tax Returns for last three years (enclose copy):
- Audited Profit & Loss Statement for Last 3 years (enclose copy):
- Audited Balance Sheet for Last 3 years (enclose copy):
- Turnover certificate from Chartered Accountant for last 3 years (enclose copy):
- GST (enclose copy):
- Provident Fund No (enclose copy):
- Copy of Inspection report of EPF(Not older than 2 years):
- No Court Case Declaration:

- ESIC No (enclose copy):
- Copy of Inspection report of ESIC(Not older than 2 years) :
- D.D. No, Date and amount of E.M.D (enclose copy):
- Credential Documents:  
(If any, enclose copies)
- Other information, if any:

Date:

Seal & Signature of the Tenderer

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**FINANCIAL BID**



**CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY**

**Name of Work: PROVIDING HOUSEKEEPING SERVICES**

**Tender No.: CIPET/MUR/HOUSEKEEPING SERVICES/2018-19/02 DATED 11.12.2018**

Name Of Firm & Registered Address			
S.No	Particulars	No of Manpower required	Cost to CIPET Per Manpower
1	Housekeeping supervisor	1	
2	Cleaning Workers /Cleaners	20	
3	Service Charges %		
Total			

Note:

(1) Latest Minimum wages as notified by State Government (DC Rates Sonipat 2018-19) from time to time shall be paid.

(2) The number of workers can be increased/ decreased as per requirement.

(3) Taxes Extra as applicable.

(4) All legal compliance must be done by contractor itself

Date:

Name:

Address:

Seal & Signature of the  
Tenderer

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