

केंद्रीय पेट्रोसायन अभियांत्रिकी एवं प्रौद्योगिकी संस्थान, सिपेट:आई.पी.टी.-मुरथल
CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY, CIPET:IPT-MURTHAL
(रसायन एवं पेट्रोसायन विभाग, रसायन एवं उर्वरक मंत्रालय, भारत सरकार)
(Department of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, Govt. of India)
50 वां माइल स्टोन, डी सी आर यू एस टी कैम्पस, मुरथल, सोनीपत, हरियाणा -131039
50th Mile Stone, Near DCRUST Campus, Murthal, Sonipat (Haryana) - 131039
दूरभाष संख्या /Telephone No. 0130-2203000 , टेलीफैक्स /Fax No. 0130-2203010

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GeM Bid Documents FOR PROVIDING HOUSEKEEPING SERVICES AT CIPET: IPT, Murthal

GeM Bid Document no.: GEM/2023/B/3160083

दिनांक/Dated: 20.02.2023

GeM Bid FOR

Providing Housekeeping Services at CIPET: IPT-Murthal, 50th Mile Stone, Near
DCRUST Campus, Murthal, Sonipat (Haryana) – 131039

Notice Inviting E-Tender

CIPET: IPT, Murthal invites Tenders from registered and authorized contractors in two Bid Systems (Part 1 Technical and Part 2 Financial) for Housekeeping Services at CIPET:IPT-Murthal, 50th Mile Stone, Near DCRUST Campus, Murthal, Sonipat (Haryana) - 131039

Important Information and Dates

Sl. No	Description	Details
1	Purchaser	CIPET: IPT-Murthal
2	Tender/Bid No	GeM Bid Document no. GEM/2023/B/3160083 Dated: 20.02.2023
3	Online Tender submission of bid	GeM Portal
4	Online Tender information available at	GeM Portal and CIPET Website: www.cipet.gov.in
5	Earnest Money Deposit EMD (in Rs.)	Rs. 78,000 (Seventy Eight Thousand only)
6	Security Deposit (in Rs.)	As per GeM Portal Procedure
7	Date of Bid Publication on GeM	20.02.2023
8	Date and Time of opening of Financial bid	As per GeM portal procedure

Notice Inviting Tender

GeM Bid Document no. : GEM/2023/B/3160083 Dated: 20.02.2023

The prescribed GeM Bid Document containing the details may be obtained from GeM Portal. The EMD will be accepted in the form of Demand Draft/Banker's Cheque drawn on any Indian Nationalized Bank favoring "CIPET- Murthal" payable at **Murthal** and shall be submitted at CIPET -Murthal as specified on or before 14.03.2023 to 19:00 Hrs in separate sealed cover failing which bids will be summarily rejected. However, a soft copy of the EMD instruments shall also be uploaded along with the Technical Bid to be submitted online on GeM Portal.

The online bidding documents (Technical bid, EMD and Financial bid) duly filled in as per the instructions of the GeM Bid document submission online latest by 19:00 hrs on 14.03.2023 and **offline tender document shall not accepted it may be treated as rejected.**

The Tender-bidders have to quote only online bid (Part 1 Technical and Part 2 Financial) providing housekeeping services Technical Bid shall be opened on 14.03.2023 at 19:30 hrs in the presence of Tender Committee Members & Tender-bidders at CIPET Murthal. The Institute reserves right to reject any or all the tenders without assigning any reasons, thereof.

The tender documents giving full details terms and conditions can be downloaded from GeM Portal which will contain as follows:

Content of Bidding Documents

List of Documents to be uploaded online

01. Profile of the Housekeeping Service Contractor on letter head.
02. Name of the owners/partners/director of the firm/company /corporation and their addresses.
03. Valid license copy of registration of the firm /company.
04. Valid copy Labour registration.
05. Valid copy GST, PAN, PF and ESIC registration.
06. Work order copy of similar work in last 3 years as copy.
07. Name and addresses of bankers with whom the account is maintained.
08. Last three years balance sheet with Income Tax Returns and Balance Sheet.
10. Last three years Average Annual Turnover of Rs. 50 lakhs through Chartered Accountant.
11. Number of disputes arises with clients, reasons of disputes and present position of disputes in detail. (on company letter head).
12. Satisfactory work completion certificate from two organizations.

Financial Bid Details - As per online Schedule

Price bid of the tenderers, whose Technical bid found in order shall be opened. Director& Head, CIPET: IPT- Murthal reserves all right regarding enhance or reduce the work and to cancel the entire tender or any tender without assigning any reason thereof. Conditional Tender will not be accepted.

Note: The Tenderers are requested to go through the instructions carefully and complete all formalities as required and submit along with bid.

Director& Head
CIPET: IPT- Murthal

ELIGIBILITY AND SELECTION CRITERIA

1. A registered company, firm or agency having:
 - a. Experience of at least Three Years in providing the Housekeeping Services in any Govt./Semi-Govt./Central Autonomous bodies/any other organization.
 - b. Minimum Annual Turnover of Rupees 50 Lakhs and more only for Housekeeping services during the last three financial years and carried over at least one Housekeeping services contracts of 20 or more Housekeeping personal in one contract.
2. The Tenderer should be registered License under contract labour (Regulations & Abolition) Act, 1970 should have PAN, GST, PF & ESI registration,
3. The Tenderer shall have well established office in Sonipat/Delhi-NCR and having client in Sonipat/Delhi-NCR (Enclosed the Proof of establishment and client list).
4. The Tenderer should not have been blacklisted by any Govt./Semi-Govt./Central Autonomous bodies/any other organization.

5. The Tenderer must submit duly filled Tender form specified in Annexure 1 to 4 (as Technical Bid) of this document.
6. Certificate of registration, MOU in case of partnership firm, article of association etc shall be attached.
7. The Tenderer submit Work Done Certificate/ Work Order on letter head of client for last 3 Year for Turnover and carried out 20 or more Housekeeping personal in contract.
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 out rightly.
9. Canvassing in any form is prohibited and the tenders submitted by the contractor who resort to canvassing is liable for rejection.
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.
11. Bidders are advised to visit CIPET Website: www.cipet.gov.in regularly for any addendum/Corrigenda (if any) with regard to the Bid/Tender for which separate paper advertisement will not be published.
12. CIPET:IPT- Murthal does not bind himself to accept the lowest tender and reserves the right to accept or reject, in part or full, any or all the tenders received without assigning any reasons.

Scope of the Work

1. Cleaning of Administration/Academic 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: IPT- Murthal campus from inside and outside. e
2. The cleaning job require, dusting, collecting wastage & garbage and dispose of it at a fixed place in the campus or outside the campus.
3. Cleaning of doors, floors, windows, ceiling fans, tube lights/bulbs, switch boards and roofs once in a month.
4. Cleaning of wash rooms (toilets and bath rooms), water drinking places and wash basins with material such as detergent, pesticides etc. and keeping soaps, ordinal in the toilets as per requirement.
5. Cleaning the dirtiness spreader by birds and animals on regular basis and cleaning the roofs and passages at least once a month. Removing and disposing outside the bodies of animals and birds etc died in the campus if any.
6. Cleaning the water storage tanks - overheads and grounds tank with chemicals in every three 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 unauthorized absence of the supervisor or the sweeper/worker, the tenderer has to provide replacement in 05 days. Absence of any Housekeeping person will lead to penalty of Rs. 1,000 per day + salary of that housekeeping person.
9. In case if the supervisor or any worker/sweeper is found misbehaving with the CIPET Staff, the same shall be viewed seriously and strict action will be taken against him.
10. 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: IPT- Murthal.
11. The cleaning workers shall wash the reception floors, lobby, stair case, and other public utility areas on daily basis. Cleaning of water purifiers once in week.
12. The cleaning workers shall carefully clean the carpets with vacuum cleaner as and when required on receipt of instructions from CIPET officials.
13. Cleaning of the furniture of office and classrooms every day before 9.00 AM. Cleaning of the Roads and porches every day in the morning
14. 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.
15. The cleaning worker should ensure that the collected garbage should be thrown out of CIPET campus on daily basis. Accumulation of waste by housekeeping staff shall lead to penalty.
16. 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.
17. The contractor shall request for the materials required for cleaning such as brooms, detergent, soap, liquid soaps, Brush, Phenyl, 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.
18. The contractor shall be responsible for compensating loss and damage occurred to the property of the Institute due to negligence of the workers.
19. 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.
20. The Supervisor and Cleaning workers should be in proper uniform I-Card provided by the contractor for which no extra charge shall be paid by CIPET.
21. Any other work assigned by the management.

Special Terms & Conditions

1. The Housekeeping agency shall provide trained & well disciplined Housekeeping personnel to maintain & upkeep the Institute and Hostel premises.
2. The agency shall provide experienced Housekeeping Supervisor to control the team of Housekeeping personnel. The Supervisor shall be responsible to monitor the duties / functions of Housekeeping personnel and report to the management for any lapse immediately.
3. The Housekeeping Staff shall be good physique, properly trained and should be able to communicate in Hindi. Only the Housekeeping Supervisor and Housekeeping personal approved by the Director & Head, CIPET: IPT-Murthal or his authorized Officer shall be posted on duty and for the Housekeeping Services not approved but posted on duty no payment shall be admissible.
4. The Housekeeping agency shall be responsible for properly carrying cleaning satisfaction of the institute and Hostel premises.
5. The Housekeeping personnel so deployed should not be changed frequently without the consent of CIPET Management.
6. If at any time additional personnel are required on temporary basis, the agency shall arrange the required personnel. The additional Housekeeping personnel shall be paid on the prescribed rates on pro rata basis.
7. The 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 agency shall be solely responsible for compliance of the provisions of various labour laws such as payment of wages and allowances, provident funds, ESI, etc related to the Housekeeping personnel deployed in CIPET.
9. The Housekeeping agency shall solely be liable for payment of wages and other dues to the Housekeeping personnel deployed in CIPET. In the event CIPET makes any payment or incurs any liability towards these personnel, the agency shall indemnify the amount so paid to CIPET.
10. An agreement will be required to be entered for a period/periods, as may be mutually agreed upon with the terms and conditions. For the extension of the contract period, the agreement may be renewed accordingly.
11. The agency selected should follow the instructions given by the management of CIPET from time to time and in case of violation of the instructions, the agreement can be cancelled without any reference or notice.
12. To watch habitual offenders and mischief-makers (inside/outside) and to inform the management immediately, if anything unusual is noticed.
13. The services of the agency can be terminated without assigning any reason by giving 30 days notice on either side.
14. 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 for housekeeping and other purposes. The decision of the Director & Head with respect to calculate the losses will be final and binding.
15. The offer will be accepted subject to verification of documents and satisfactory quality of security 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.
16. To extend all courtesy to Visitor, Customers and CIPET Employees and their families while maintaining integrity, orderliness and discipline. The Housekeeping personnel shall be responsible for orderly and disciplined behavior and take suitable action for misconduct against his employees as per instructions of the Institute
17. The Housekeeping Agency owner/authorized representative shall visit the CIPET Campuses / premises once in a week whenever specially called by the Institute and ensure that all the Housekeeping personnel are carrying out their duties efficiently, diligently and to the satisfaction of the institute.
18. The Housekeeping Agency shall not use the CIPET premises for handling their dispute between the Housekeeping personnel. They shall resolve dispute in their office only.

I/we hereby agree to the above terms and conditions.

Signature of the Contractor With date and seal

General Terms and Conditions

1. Period of Contract: The contract period will be for a period of One Year.
2. **Tenders received without prescribed Earnest Money Deposit (EMD) shall not be considered.**
3. **Latest Minimum wages as notified by State Government (Haryana)/DC rate sonipat revised from time to time shall be paid.**
4. **Bidder register under Micro & Small enterprise (MSEs) as defined in MSE procurement policy issued by department of MSME or register with central purchase organisation will be considered for relaxation of EMD. NSIC Certificate will be considered for relaxation of EMD.**
5. Agencies must have its own local Office in "Haryana/Delhi-NCR" & in this office there must be minimum 2-3 staff who can handle the problem related to Housekeeping Services.
6. CIPET:IPT-Murthal reserves all rights to accept or reject in part or full any or all the offers without assigning any and/or to withdraw/relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage
7. The bill shall be submitted by the Housekeeping Agency in duly supported by proof of attendance; payment of statutory charges i.e. P.F. & ESI/subscription payment will be made by cheque. Payment will be made against monthly bills supported by requisite documents.
8. The rates and prices toward the service charge 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.
9. The agency should abide by rules laid down by any statutory authority relevant to the deployment of Housekeeping personal.
10. The successful tenderer/agency shall not engage any sub-agency or transfer the contract to any other person/firm/agency in any manner. The agency shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.
11. The payment for the services rendered would be paid within 10 days from the date of receipt of invoice.
12. The agency should get it registered the Housekeeping personal in the EPFO and CIPET will randomly check through the portal about the credit of the employers P.F. in the accounts of Housekeeping Staffs.
13. If a New Housekeeping is taken, the agency should provide ESI and P.F. member to the name of the Housekeeping personal from the date of appointment.
14. Any misconduct/misbehaviour/indiscipline of security 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:IPT-Murthal Management reserves the right to take all appropriate actions under such circumstances.
15. The Contractor shall solely be liable for payment of wages and other dues to the Housekeeping personal deployed in CIPET.
16. 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.
17. 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.
18. CIPET:IPT-Murthal 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.
19. The Housekeeping personal provided for the job shall have adequate insurance coverage during the period of the contract work by the contractor.
20. The payment of wages should be disbursed on or before 7th of every month and register should be maintained in this regard. Agency shall have to pay the Housekeeping personal salary through bank account and salary is to be credited every month. Enclosed the copy of Bank Statement as proof.
21. Tax as applicable shall be deducted from the monthly bill of the agency.
22. Earnest Money will be forfeited if the contractor fails to commence the work as per the award letter for the work.
23. The agency selected should follow the instructions given by the management of CIPET from time to time and in case of

violation of the instructions, the agreement can be cancelled without any reference or notice.

24. The payment of Bill shall normally be paid within Ten days from the date of submission.
25. In case of non-compliance with the contract, the CIPET reserve its right to :-
 - a. Cancel/revoke the order; and
 - b. Impose penalty up to 5% of the total value of the contract.
26. 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 Director & Head with respect to calculate the losses will be final and binding.
27. CIPET reserve the right to cancel any or all items without assigning any reasons and the decision of management shall be final and binding in all cases.
28. CIPET reserves the right to consider/reject any or all tenders the tender process without assigning any reasons/notice. The management decision in this regard will be final in all respect and shall be binding on the Tenderer.
29. Each page of the Tender documents, if any is required to be signed by the tenderer. The Tender documents must be filled in English or Hindi and all the entries must be hand written in ink. If any of the documents are missing or unsigned, the tender may be considered as invalid. Overwriting of figures is not permissible.
30. The Contractor shall solely be liable for payment of wages and other dues to Housekeeping personal supplied by the contractor deployed in CIPET:IPT-Murthal. The payment of wages should be disbursed on or before 7th of every month and register should be maintained in this regard
31. The offer will be accepted subject to verification of documents and satisfactory quality of 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.
32. CONVISSING AND OTHER OUTSIDE INFLUENCE:-
 - a. No bidder shall bring outside influence to the contracting authority on any matter relating to its bid, from the time of the bid opening till the time the contract is awarded.
 - b. Any effort by a bidder to modify his bid or influence the contracting authority in its bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.
 - c. If there is any dispute with any of the earlier contracts CIPET will not be responsible and will be free to take any decision for the entering / entered contract will regard to this dispute.
33. SUMMARY REJECTION OF BIDS
Any one or more than one of the following actions / commissions are likely to cause rejection of Bid:
 - a. Any bid not accompanied by required bid security or received with shorter validity period or insufficient amount of EMD. Any bid received offline. Any conditional bid.
 - b. Any bid in which rates have not been quoted in accordance with specified formats / details as specified in tender document.
 - c. Any bid received not signed by duly authorized signatory at all appropriate places.
34. All legal matter will be under Sonipat Judiciary only.

I/we hereby agree to the above terms and conditions.

Signature of the Contractor With date and seal

CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY (CIPET), Murthal**BID/TENDER APPLICATION FROM FOR PROVIDING HOUSEKEEPING SERVICES
Technical-Bid**

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

DECLARATION BY THE CONTRACTOR

S. No.	Details of Information/Data	Details
1	Name of the Firm/Company	
2	Address of the Firm with Pin code.	
3	Name of Contact Person(s)	
4	Contact Details: a. Landline Phone No. b. Mobile No. c. E-mail ID.	
5	Establishment Registration no. & Date	
6	Proof of Registration with the labour commissioner	
7	Labour License Registration no. & Date	
8	EPF Registration no. & Date	
9	ESI Registration no. & Date	
10	GST Regn. No. & Date	
11	PAN Details	
12	EMD Details Rs. 78,000/- DD No. Date	
13	Average Annual Turnover of Rs. 50 Lakhs and above Details of Last three Financial years (Please enclose copy of audited Balance Sheet and Profit & Loss Account of last three years)	
14	Income Tax Details of Last three Financial years (Please enclose copy of audited Balance Sheet and Profit & Loss Account of last three years)	
15	Experience of similar services offered by your firm for not less than 20 persons. (Enclosed Certificate) List of Existing Clients (Please use Separate Sheet if required)	
16	Whether the firm has any legal suit/criminal cases pending against it. If yes, please furnish details.	
17	Any other information, bidder wishes to provide in support of their credentials, details, if any, to be furnished.	

I/We have carefully read the terms and conditions of contract as contained in Tender and agree to abide by these terms. If, I/We fail to fulfill any of the terms and conditions of the contract, then CIPET:IPT-Murthal has the right to cancel the contract without any further correspondence and no financial liability.

I/We promise to pay the compensation or fine in case of such default.

Place: _____

Date: _____

(Signature of Bidder) Name & Designation Seal of
the firm

Work done in last 3 years (all details should be supported by the documents)

(Use separate sheet, if required)

Name of organisation	Nature of Work	Work Order No. And Date	Value of Work done	Number of Workers	Period (Duration)	Date of Completion	Annexure Page No

Note: Work done Certificate on client's letter hand as proof for Ton over and carried out at least one Housekeeping personal.

Authorized Signature

(Person of Agency)

Undertaking

I/We, Mr./Ms.....Son/Daughter/Wife of.....

.....(Address).....

..... on behalf of my/ our firm, hereby declare and undertaking that

- The rates quoted in the price schedule includes Agency Service Charges and all statutory levies like ESI, EPF, Licence Fee, Administrative Charges, etc. The rates also include the expenditure towards uniforms and other essential items. No other charges will be claimed from the Institute.
- 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.
- 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, GST, 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.

Signature & seal.....

Date:

Name.....

Place:

Business Address.....

CERTIFICATE

I / We hereby declare that NONE of my / our relative(s) is / are employed in any capacity in any unit of CIPET, Murthal. I / We shall also intimate the name of the person(s), who is / are working with us in any capacity or is / are subsequently employed by us and who are near relative to any officials in the CIPET. I / We am / are aware that any breach of this condition shall result in immediate termination of the contract / cancellation of the existing contract(s) and also forfeiting of my/our security deposit.

(*Near Relative' means Wife / Husband / Parents / Grand Parents / Children / Grand Children / Brothers / Sisters / Uncles / Aunts / Cousins and their corresponding in-laws)

Place:.....

Seal & signature of Bidder

Date:.....

Name:.....

Address:.....

.....
.....

ANNEXURE - 5**FINANCIAL BID DOCUMENT**

CIPET:IPT-Murthal will bear the expense towards employer contribution in respect of ESI, EPF and taxes, as per the Rules applicable from time to time.

The agency is required to submit the financial bid in the following format only:

Description of services	Rates of services/Agency charges in percentage (%) (upto two decimal point only) to be charged on total remuneration excluding ESI, EPF and taxes as applicable from time to time
Providing Housekeeping manpower based on the requirement of tender document on monthly remuneration fixed as per Minimum wages as notified by State Government (Haryana)/DC rate sonipat	

The bidders who quote unrealistic rate of service charges i.e. '0%' shall be debarred for further consideration. If the bidders quote percentage with more than two decimal points, then upto two decimal points only be considered without rounding up.

The bidders are required to quote only service/agency charge which represents administrative/management charges/other costs.

Signature & Seal of the bidder with date

ANNEXURE - 6

**PROFORMA OF MONTHLY SALARY SLIP TO BE ISSUED BY
CONTRACTOR TO ITS EMPLOYEES**

Pay slip for the month of	
Employee Number	
Designation	
ESI Number	
EPF Number	
Bank Account Number	
Monthly wages	
Deduction towards ESI	
Deduction towards EPF	
Total deduction	
Net pay in Hand	