

केंद्रीय पेट्रोसायन अभियांत्रिकी एवं प्रौद्योगिकी संस्थान (सिपेट) कोरबा

**CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY, (CIPET)**

सेन्टर फॉर स्किलिंग एण्ड टेक्निकल सपोर्ट(सी.एस.टी.एस)

CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS)

(रसायन एवं पेट्रोसायन विभाग, रसायन एवं उर्वरक मंत्रालय,भारत सरकार)

(Department of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, Govt. of India)

CIPET, Education Hub, Syahimudi, Block-Katghora, PO – Gopalpur, Distt. – Korba, Chhattisgarh – 495450

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**Tender for Procurement of  
Housekeeping Manpower Services at CIPET:CSTS, Korba**

**आवश्यक दस्तावेज़/Important Document**

अपात्रता या अपेक्षित दस्तावेज प्रस्तुत न करने की स्थिति में बोली अस्वीकार की जा सकती है।

Bid is liable to be rejected in case of non-eligibility or non-submission of the requisite documents

नोट: सभी आवश्यक दस्तावेज केवल पीडीएफ प्रारूप में अपलोड किए जाने हैं।

Note: All the essential documents are to be uploaded in PDF format only.

**IMPORTANT INFORMATIONS AND DATES**

S.N	Description	Details
1	Purchaser / Service Receiver	Central Institute of Petrochemicals Engineering and Technology, Korba
2	Online Tender submission of bid	www.gem.gov.in
3	Online Tender information available at	www.cipet.gov.in
4	EMD	3% of Tender value
5	Security Deposit (in Rs.)	3% of the Tender Value
6	Date of E-Tender Publication	As scheduled in GeM Portal
7	Last Date and Time for Submission of Tender	As scheduled in GeM Portal
8	Date, Time of opening of Technical bid	As scheduled in GeM Portal
9	Date and Time of opening of Financial bid	As scheduled in GeM Portal
10	CIPET KORBA - Online Bank Details	Bank Name- CANARA BANK Account Number – 120028053401 Account Name - CIPET CSTS KORBA HOLDING ACCOUNT IFSC Code - CNRB0002490 Vendor Code on gbiz portal of Canara bank- CVM5000000017876

## **Terms and Conditions for Awarding Contract**

Central Institute of Petrochemicals Engineering & Technology (CIPET) invites open online tender in two bid system for Housekeeping Manpower Services at CIPET:CSTS, Korba.

1. The tenderer shall quote agency Name, Address, Telephone / email etc. in the prescribed format.
2. Agency should have executed minimum 3 work orders having minimum 1 year of engagement in each work orders for providing House Keeping Services in which it should have atleast 1 work order for providing more than 20 House Keeping Staff in Central / State Government /PSU /Autonomous Bodies with a total value of Work Order more than Rs 10 Lakhs. Experience in Central / State Government / PSU / Autonomous Bodies will be given preference.
3. The agency should have experience of executing the orders in 3 continuous years.
4. Agency should have minimum 50 lakhs Average turnover in last three financial years.
5. The service charge may be in line with GeM compliance.
6. The tenderer should give his bank details in the enclosed technical bid.
7. The tenderer should put seal and signature on all the pages of the tender document.
8. 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 the 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 agency shall be finalized as per GeM process.

The Principal Director & Head, CIPET Korba, 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.

- a. The successful tenderer has to furnish a security deposit of 3% of total contract value within 15 days of the receipt of the offer letter. Failure to furnish the security deposit within prescribed period will lead to termination of contract.
- b. Housekeeping Agency shall be responsible for the compliance of all legal provisions connected with the employment of the staff posted at CIPET Korba premises and for due payments of any statutory dues payable if any e.g. on contribution under E.S.I. scheme, P.F., GST, 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 CIPET, Korba 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, Korba shall reasonably assist agency by giving agency such information and inspection of such document as it has, in such connection, with it.

- c. CIPET, Korba shall pay agency contract amount as per the rate quoted in Tender for House Keeping Supervisor and/or Cleaning Staffs and the said contract amount shall be paid within 10 days of submission of bill. If CIPET Korba requires posting of any staff in excess of the minimum number as above or doing overtime work, then CIPET, Korba 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 head/name. The responsibility towards complying with the minimum wages act, PF, ESI GST and other statutory requirements stipulated by Government shall rest with the agency and CIPET, Korba 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.
- d. The number of House Keeping personnel can be increased/ decreased as per requirement of CIPET Korba.
- e. Latest Minimum wages as notified by Central Government from time to time shall be paid.
- f. Taxes shall be paid extra by CIPET, Korba at prevailing rate as per Government of India.
- g. Taxes shall be deducted as per prevailing rate from the monthly bill.
- h. The EPF & ESIC shall be paid as per Government of India norms.
- i. Agency who have MSME Certificate will be given preference.
- j. The agency/bidder must have their registered office in Chhattisgarh (Mandatory).
- k. The agency/bidder must have PF & ESIC registration in Chhattisgarh (Mandatory).
- l. The education qualification of House Keeping Supervisor and Cleaning Staffs are as under:-
1. House Keeping Supervisor: Graduation Pass and have sound knowledge of House Keeping and maintenance of various registers and records related to House Keeping.
  2. Cleaning Staffs: 10<sup>th</sup> Pass (Preferred)
  3. Plumber: 10<sup>th</sup> Pass (Preferred) with 5 years of experience of plumbing.
  4. Mali/Gardener: 10<sup>th</sup> Pass (Preferred) with 5 years of experience of Gardening.
- m. CIPET, Korba 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.
- n. Dispute, if any, arising out of the Contract, shall be settled by mutual discussion, alternatively by legal recourse under jurisdiction of Korba district only.

**Note:**

If Any Bidder/Agency who Not Fulfilling the Technical Bid Criteria Zero Marks will be allotted in Technical Qualification Parameters.

## **TECHNICAL BID CRITERIA**

1. Name of the Firm/Company:
2. Name of the Proprietor/Director:
3. Address:
4. Mobile No:
5. E-mail:
6. Banker's detail (enclose copy):
7. Agency Registration No. /Certificate of the Agency (MSME, NSIC) (enclose copy):
8. Turnover certificate from Chartered Accountant for last 3 years (2020-21,2021-22,2022-23 & 2023-24)  
(Average turnover Not less than 50 Lakh in last three years (enclose copy):
9. PAN No (enclose copy):
10. GST (enclose copy):
11. Labour Licence Certificate (Registration in Chhattisgarh mandatory)
12. Employees Provident Fund Registration certificate (Registration in Chhattisgarh mandatory)
13. ESIC Registration certificate (Registration in Chhattisgarh mandatory)
14. No Blacklisting Declaration:
15. Bid security Declaration in prescribed format:
16. Bidder must have Office in Chhattisgarh preferably in Korba district having valid registration from last 12 months before publishing of tender notice (Mandatory).

Date:

Seal & Signature of the  
Bidder/Agency

**FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD**  
**(On letterhead of Bidder)**

I / We, the authorized signatory of..... Participating in the subject Bid No..... for the item / job of....., do hereby declare:

That I / we have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD being deposited for the said tender **as per the .....**

That in the event we withdraw / modify our bid during the period of validity Or I/we fail to execute formal contract agreement within the given timeline OR I/we fail to submit a Performance Security within the given timeline Or I/we commit any breach of Tender Conditions / Contract which attracts penal action of forfeiture of EMD and I/we will be suspended from being eligible for bidding / award of all future contract(s) of CIPET Korba for a period of one year from the date of committing such breach.

**Signature and Seal of Authorised Signatory of bidder**

**Name of Authorized Signatory:**

**Company / Firm Name:**

## Category-wise number of manpower required

<b>Sl. No.</b>	<b>Proposed Designations</b>	<b>No. of manpower proposed</b>
1	House Keeping Supervisor	1
2	Cleaning Staffs	6
3	Plumber	1
4	Mali/Gardener	2
<b>Total</b>		<b>10</b>

## **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, Staff Quarters, Guest house, Toilets, Bathrooms and every area in CIPET Korba 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 spreaded by birds and animals on regular basis and cleaning the roofs, chajjas and passages atleast once 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, Korba 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, Korba Staff, the same may be viewed seriously and strict action may 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 Korba.
11. The cleaning workers shall wash the reception floors, lobby, stair case, and other public utility areas twice in a week.
12. The cleaning workers shall carefully clean the carpets with vaccum cleaner as and when required on receipt of instructions from CIPET officials.
13. Cleaning of the furniture of office and classrooms every day before 8.30 AM.

14. Cleaning of the Roads and porches every day in the morning.
15. Cleaning of water purifiers on alternate days.
16. The cleaning workers shall clean the wastage and garbage accumulated between main road and institute wall atleast once in a week and maintained it in good condition.
17. The cleaning worker should ensure that the collected garbage should be thrown out of CIPET Korba campus on daily basis. Accumulation of waste by housekeeping staff shall lead to penalty.
18. CIPET, Korba 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.
19. The contractor shall request for the materials required for cleaning such as brooms, detergent, soap, liquid soaps, Brush, Phenyl, room freshner, Cleaning cloth, baskets, Odonil, poocha etc. every month in advance. The prescribed material shall be purchased by CIPET, Korba and handover to the contractor/Supervisor on monthly basis from stores department.
20. The contractor shall be responsible for compensating loss and damage occurred to the property of the Institute due to negligence of the housekeeping manpower engaged by them.
21. 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.
22. The Supervisor and Cleaning workers should be in proper uniform provided by the contractor for which no extra charge shall be paid by CIPET, Korba.
23. Any other work assigned by the management.



## TECHNICAL QUALIFICATION PARAMETERS

<b>TABLE A: Technical Qualification Parameters</b>		
<b>SN</b>	<b>Criteria</b>	<b>Marks Secured by Bidder.</b>
1	Relevant Category of MSME/NSIC Certificate <b>(Marks 10)</b>	
2	Experience in Years (Govt. organization) <b>(Max. 15)</b>	< 3 years
		>3 & < 5 years
		>= 5 years
3	Experience in Years (Pvt Ltd. organization) <b>(Max. 15)</b>	< 3 years
		>3 & < 5 years
		>= 5 years
4	Experience in Years (Educational organization) <b>(Max. 15)</b>	< 3 years
		>3 & < 5 years
		>= 5 years
5	Bidder/Agency Should Have Completed works in Govt./Autonomous Body in Education Sector for providing House Keeping Services in Financial Year 2023-24. <b>(Max. 20)</b>	20-50 House Keeping Staff
		51-100 House Keeping Staff
6	Minimum 50 Employee EPF deposit should have done in the previous month of publishing of this tender, which will be verified by EPF portal by TRRN number <b>(Max. 15)</b>	
7	Turnover <b>(Max. 10)</b>	
<b>TOTAL</b>		

**Note: If Bidders not fulfilling the Technical Bid Criteria, then bidders have been disqualified and awarded 0 Marks in Technical Evaluation Criteria.**