

MMTC LIMITED, NEW DELHI
(A Govt.of india Enterprises)

ADMINISTRATION DIVISION

NO. MMTC/ADMN./CT/70/2018-19

Dated : 20/08/2018

e-TENDER DOCUMENT

e-Tender FOR ANNUAL CONTRACT FOR PROVIDING HOUSEKEEPING SERVICE IN
MMTC OFFICE PREMISES,
NEW DELHI

Core- 1, SCOPE Complex,
7- Institutional Area, Lodi Road,
New Delhi-110003

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Core- 1, Scope Complex,
7- Institutional Area, Lodi Road,
New Delhi-110003

Abstract

Following documents are required to be furnished in the TECHNICAL BID complete in all respects.

- i) Certified copy of satisfactory services where the tenderer is providing/provided the services for the last 3(three) years.
- ii) Proof of valid registration with statutory authorities of Service Tax and GST.
- (iii) Copy of PAN card issued by Income Tax Department
- iv) Proof of valid registration with Employees Provident Fund (EPF) authority.
- (v) Proof of valid registration with ESIC authority
- (vi) Proof of valid License issued by Labour Commissioner for contracting labour under Contract Labour Act.
- (vii) Self-certified copies of annual turn-over details for the last three years (IT returns,) certified by C.A. signed and sealed by tenderer.
- (viii) Attested copy of solvency certificate of Rs.50 lakhs issued by the scheduled / nationalized bank.
- (viii) Tender fee in the form of Demand Draft/Pay Order for Rs. 500/- (Five Hundred only) is to be enclosed in addition to prescribed EMD of Rs.1,50,000/- (one lac fifty thousand only) in favour of MMTC Limited payable at New Delhi.
- (ix) Undertaking as per Annexure-A(on tenderers letter head)
- (x) Information about tenderer (Annexure -B)
- (xi) Arbitration cases pending against the tenderer, if any submit details
- (xii) Whether black-listed by any clients in the last 5 years, if any. Give details.
- (xiii) In case the party is registered with Ministry of MSME/ its authorized agencies, he is required to submit registration certificate and store details in addition to above.

S.No.	Particulars	Details
1.	Procurement/downloading of tender document	Upto 14 hrs, 17/09/2018
2.	Tender Fee	Rs.500 (Rupees Five hundred only) including GST @ 18%)
3.	Earnest Deposit Money(EMD)	Rs.1,50,000/-(Rupees One lac fifty thousand only)
4.	Due date of tender(two bids) submission ; thru e-bidding	Upto 1500 hrs, 17/09/2018
5.	Technical bid's [physical bids] opening date	1100 hrs 18/09/2018
6	Period of contract	One year
7..	Interest free Security Deposit	5% of contract value incl. EMD

NOTICE INVITING TENDER

Sub: e-Tender for annual contract for providing House Keeping Services and drivers in MMTC office premises, New Delhi.

MMTC Limited, New Delhi invites you to submit your most competitive offer for the subject work as per the terms and conditions of the tender document given herewith;

- 1) e-tender in two bid system are invited on behalf of MMTC Limited from Delhi & NCR based EXPERIENCED contractors who have successfully completed annual housekeeping service in Govt. Department/Semi-Govt .Department/ PSU/MNC /reputed offices.
- 2) Under Public Procurement Policy (PPP) issued by Ministry of Micro, small & Medium Enterprises, Government of India for Micro & Small Enterprises (MSEs), a minimum 20% share out of the total procurement of goods and services by Central Ministries/ Departments /Public Sector Undertakings are to be made from MSEs. Further out of 20% target of annual procurement from MSEs, a sub-target of 4% is earmarked for procurement from MSEs owned by Scheduled Cast (SC)/Scheduled Tribes (ST) entrepreneurs. Preference will be given to firms registered with the Ministry of MSME as per guidelines prescribed under MSMEs Act, 2006.
- 3) **ELIGIBILITY :**
 - a) The agency should have overall turnover of minimum Rs.3.00 crore (Rupees three crore only) in housekeeping services during the last three years.
 - b) They should have a single completed contract of Rs.50 lakhs (Rupees Fifty lakhs only) in Housekeeping Services in any of the aforesaid three years.
 - c) The agency should have minimum experience of three years in providing housekeeping services in Govt. Department/Semi- Govt. Department/ PSU/MNC/reputed offices.
 - d) Proof of financial soundness during the last three financial years and attested copy of solvency certificate of Rs.50 lakhs issued by the scheduled / nationalized bank addressed to MMTC Limited.
 - e) In case the party is registered with Ministry of MSME/ its authorized agencies, he is required to submit registration certificate and store details in addition to above. The MSEs parties will be eligible for the benefits as applicable to them under MSMEs Act, 2006.
- 4) Tender Documents may be downloaded from MMTC & Government websites (www.mmtclimited.com, <http://eprocure.gov.in>. and <https://mmtc.abcprocure.com> The tender fee in the form of Demand Draft/Pay Order for Rs 500/- (Five Hundred only) in addition to prescribed EMD of Rs.1.50 lac (Rupees one lakh fifty thousand only) in favour of 'MMTC Limited' payable at 'New Delhi', must be enclosed.
- 5) TECHNICAL BID shall be opened on schedule date/time in the office of MMTC in the presence of tenderers who wish to be present on the date of opening.
- 6) The TECHNICAL BIDS shall be scrutinized/ verified by MMTC in terms of tender and subsequently the eligible PRICE BIDS shall be opened.
- 7) The Tender should remain valid for a period of 60 (sixty) days from the date of opening of the PRICE BID.
- 8) Tenders (technical bid portion) with any additional conditions/deviations by the tenderers, whatsoever, shall be summarily rejected. Corrections, alterations shall disqualify the offer.
- 9) Tenderers are advised to visit office to acquaint themselves with requirement and quantum of work, facilities available to understand the tender requirement fully before submission of

their tender/ bids. No claim shall be entertained later on the grounds of lack of knowledge. It is understood that the tenderers / contractor has satisfied himself as the information and knowledge required before tendering.

Special terms & conditions for bids to be submitted in electronic mode

1. Offers to be submitted online on MMTC's e-procurement portal <https://mmtc.abcprocure.com> against the respective tender along with scanned copy of duly signed offer on letter head

For any technical issues difficulties pertaining to the e-Procurement portal bidders are advised to get in touch with the service providers helpdesk:

Vendor's Queries	Contact Numbers	Mail ID
New Bidder Registration (Portal Registration), Vendor's ID/ Profile Activation, Renewal of Vendor's ID.	+91-(79)- 40016 866	info@abcProcure.com
	+91-(79)- 40016 840	
	+91-(79)- 40016 818	
	+91-(79)- 40016 821	
Mr. Abhijeet Goware (Dedicated Helpdesk for MMTC)	+91 9265562826	abhijeet@eptl.in
For Only, Technical Assistance related to e-Tender or e-Auction filling/ submitting (Offsite Team).	+91-(79)- 4027 0555	support@abcProcure.com
	+91-(79)- 4027 0564	
	+91-(79)- 4027 0569	
	+91-(79)- 4027 0507	pankesh@eptl.in

2. The bidder shall have valid Class-III Digital Signature Certificate (DSC) (with signing and encryption) issued from licenced Certifying Authorities operating under Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) in India. The details of the licensed CA's are available on www.cca.gov.in wherein details have been mentioned.

3. The bidders shall register on the e-portal so as to have a valid user id for accessing e-tendering/ e-auction portal of MMTC.

4. For minimum system requirements clients/bidders should refer to home page of the URL <https://mmtc.abcprocure.com> under tab Download/ Minimum System Requirements- V2.0

5. Bidders are advised to print and save bid submission receipt on submission of bids.

SUBMISSION OF BIDS

The offer complete in all respect to be submitted to our e-tendering portal only as per special terms and conditions contained in the document and the copy of the Technical Bid with prescribed EMD and tender fee bearing the name and address of the bidders in envelop superscribed "TENDER FOR PROVIDING HOUSEKEEPING SERVICES" should be dropped in Tender Box kept in Administration Division, 2nd Floor, Scope Complex, Lodhi Road, New Delhi latest by 3.00 pm on 17/09/2018. The rates to be quoted in the prescribed format only in E-Mode (As per the format in the Price Bid). The price bid submitted other than E-Mode will not be considered.

SECTION I

NIT for annual contract for providing House Keeping Services in MMTC office premises, New Delhi.

GENERAL INSTRUCTIONS

1. The period of this contract shall be one year starting from the date of work order/ award letter. The same may be extended solely at the discretion of the MMTC subject to satisfactory completion of work during contract period/ extended contract period. The decision of the MMTC shall be final and binding to the contractor in this regard.
2. The tenderer shall quote the rates in English Language and International numeral. These rates shall be entered in figures as well as in words. In case of difference in rates between words and figures, Rates mentioned in words shall be treated as valid.
3. **QUOTED RATES:**
 - a. Shall include all applicable wages and allowances, etc. as per minimum wages fixed by Delhi Government to workmen, supervisors and drivers.
 - b. The rates include component of Provident Fund, statutory charges/duties, ESI contribution.
 - c. Service Margin in percentage .
 - d. The quoted prices shall be excluding all taxes.
 - e. Shall include all costs of equipments/tools.
4. The Earnest money may be forfeited in the event of:
 - i) If a tenderer withdraws its tender during the period of tenders validity.
 - ii) In case of successful tenderer fails to commence the work, as required.
5. The Earnest money of unsuccessful tenderers shall be, save as herein provided, returned within reasonable time without any interest. The EMD of successful Tenderer shall be retained & converted as part of interest free Security deposit, to be refunded after successful completion of the contract.
6. The tenderers must comply with all terms and conditions.
7. Preference will be given to the organization/society which has been formed by SC/ST people having work knowledge and experience in the field subject to fulfill the terms and conditions of the tender.
8. The successful tenderer shall not sub-let the part of the contract work without written permission of MMTC. The tenderer is fully responsible for all execution satisfactorily as per terms & conditions of the contract awarded to him.
9. If the tenderer is found to give wrong information in his tender, MMTC reserves the right to reject such tender at any stage or to cancel the contract, if awarded and forfeit the Earnest Money / Security Deposit / any other moneys due.
10. MMTC do not bind itself to accept the lowest or any Tender and reserves the right to reject any or all the Tenders in full or part, without assigning any reasons whatsoever.

11. FOR DRIVERS :

- a. Contractor shall deploy Car Drivers at such strategic points and in such manner as may be mutually decided from time to time in consultation with General Manager, MMTC Limited or his authorized representative.
- b. The tenderer shall be responsible for discipline, conduct and such insurance of the drivers deployed. If the disciplines conduct of the drivers deployed by the tenderer is not upto the required expectations or complaints are received against them from guests etc. MMTC Limited shall inform the tenderers of the same and the tenderer shall not deploy such drivers in the assigned jobs. In such event, the tenderer shall provide suitable replacement.
- c. The tenderer shall be responsible for complying with all the provisions of STA and other statutory Acts, Rules & Regulations applicable from time to time for carrying out the assigned jobs. MMTC Limited shall not be in any way responsible for any liability that may arise from the non-compliance of the acts rules & Regulations by the tenderer.
- d. The tenderer should be in a position to supply the required car-drivers having valid commercial license and at least 5 years of experience as a driver and are medically fit and should not been prosecuted earlier. He should also be familiar with rules and statutory provisions relating to traffic rule, preferable matriculate and able to speak and understand English. The tenderer shall provide at its own cost proper uniform as mutually decided between MMTC Limited and tenderer. The tenderer shall ensure that all the drivers deployed in MMTC are duly vetted by the police authorities or appropriate authorities in so far as their character antecedents are concerned.

12. CONCILIATION/ARBITRATION : If any dispute (s) or difference (s) of any kind whatsoever arise between the parties (MMTC and Contractor), the parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by CMD, MMTC. In the event, no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences as detailed above shall be referred to and settled by the Sole Arbitrator to be appointed by CMD, MMTC. In case dispute is not settled through amicable settlement same may be referred to arbitration as per following clause : "Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration by a sole arbitrator to be nominated by Chairman & Managing Director of MMTC Limited. The provision of Arbitration and Conciliation Act, 1996 shall apply to such arbitration.

Notwithstanding the existence or any dispute or difference and/or reference for the arbitration, the contractor shall proceed with and continue without hindrance the performance of the work under the contract with due diligence and expedition in a professional manner and payment due to the contractor shall not be withheld on

account of such difference of arbitration proceedings unless such payment is a subject matter of the arbitration.

In the event of any dispute, the court of Delhi shall be exclusive jurisdiction to adjudicate any dispute.

The fee and other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties. The arbitrator will give speaking and reasoned award. The parties will not be entitled to any pendente-lite interest during arbitration proceedings.

13. FORCE MAJEURE : In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected such Force Majeure shall be suspended for the period during which such cause lasts. The term "Force Majeure" as employed herein shall mean acts of God, War Civil, Riots, Fire directly affecting the performance of the contract, flood and Acts and Regulations of respective government of the two parties, namely MMTC and the Contractor. Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause immediately amounting to Force Mejeure as also the ending of the said clause by giving notice to the other party within 72 hours of he ending of the cause respectively. If deliveries are suspended by Force Majeure conditions. MMTC shall have the option of canceling this contract in whole or part at his discretion without any liability at his part.

Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause last.

14. APPLICABLE LAW AD JURISDICTION : All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Delhi.

For MMTC Limited.

Addl. General Manager(Admn)
Core- 1, Scope Complex,
7- Institutional Area, Lodi Road,
New Delhi-110003

SECTION II

NIT for annual contract for providing House Keeping Services in MMTC office premises, New Delhi.

SPECIAL TERMS & CONDITIONS

- 1) The agency should be fully equipped with the latest cleaning equipments such as auto-scrubber, wet/dry vacuum cleaner, jet pressure wash. The details of the equipment owned by the agency should be submitted alongwith tender offer.
- 2) The contractor shall ensure the regular supervision and control by the contractor himself or by his supervisor on the personnel deployed by him/her for the works and necessary direction should flow from the contractor/ supervisor to his workforce for undertaking the contractual obligations.
- 3) The Housekeeping services agency shall get the antecedent of its workmen verified and the certificate to that effect should be submitted before their deployment at MMTC office. The agency shall also submit the names, present and permanent residential addresses and two copies of their passport size photographs to MMTC.
- 4) The contractor shall ensure that workmen deployed by him behave decently and do not indulge themselves in any such activities which are unbecoming on the part of a person working in a Government Office.
- 5) The staff employed by the Contractor for performance of the contracted jobs, shall be of sound health, be mentally alert and physically fit. The Contractor shall be bound to change the personnel deployed if any of them is considered unsuitable by MMTC and decision of the MMTC in this regard shall be final and binding on the Contractor without any questioning.
- 6) The tenderer/Contractor shall indemnify MMTC under Labour's Compensation Act, Personal Injuries Act, Insurance Act etc. and or other Industrial Legislation in force from time to time. The contractor shall be responsible for any violation/non compliance of the Labour Laws and MMTC shall stand indemnified against any claim or compensation of whatsoever nature in this regard by the tenderer/contractor.
- 7) In the event of any accident occurring during the course of work, which may result in any mishap, injury to person(s), the responsibility of settlement of their claims, medical treatment etc will fully rest with the contractor and expenditure incurred thereon will be borne entirely by the tenderer/contractor. MMTC shall be totally indemnified of any liability whatsoever.
- 8) The contractor shall be responsible for any injury caused to persons or things (fittings/fixtures/furnishings etc.) any damage caused to any property of MMTC etc, which may arise from the operations or neglect of any person of the tenderer/contractors team or any person engaged by him for any purpose related to the execution of this contract. The tenderer/contractor shall indemnify MMTC of all liabilities arising out of his operations in any way under any acts of the Government and also in award of any compensation or damaged consequent upon any claim arising out of the above.

- 9) **PAYMENT OF WAGES OF LABOUR BY THE CONTRACTOR**: The Contractor shall pay to the Labour engaged by him in connection with work directly wages not less than the minimum fixed by the Delhi Government under Minimum Wage Act, 1946, as amended and shall duly and properly comply with or ensure compliance with all legislation laws, rules or regulations relating to the Employment of Labour. The Contractor shall be liable for any damage or loss caused to the Employer by violation of the provision of this clause. Any violation of this clause also is deemed to be breach of Contract. If the Employer is called upon to make any payment towards wage etc of the Labour employed by the Contractor, the same will be done from the outstanding payment or against pending future bills of the Contractor. The wages will be disbursed to the workers in the presence of nominated official from Admn. Division.
- 10) Notwithstanding anything contained in this agreement, MMTC's policy for Holiday-Listing of an Agency mutatis mutandis applies to this agreement and in the event, the agency(s) while discharging its obligations under the Agreement or otherwise, come(s) within the ambit of the said policy, MMTC at its sole discretion reserves the right to suspend/discontinue dealings or take any curative measures with the agency(s) in accordance with the policy in force.
- 11) **PENALTY**: In the event of failure to maintain the housekeeping services on any day as per terms and conditions of this tender in part or in full, the housekeeping service agency shall be liable for payment of damage charges @ Rs.5,000/- besides proportionate deduction which shall be recovered from monthly bills. If MMTC finds the agency is misusing the facilities provided by MMTC for the services for other purposes not covered under the contract, MMTC will be free to levy damages which may extend upto Rs.5,000/- per event. This will be in addition to recoveries on account of short deployment of manpower mentioned in clause (3) Section III.
- 12) **SECURITY DEPOSIT**: 5%(five percent) amount(inclusive adjustment of the EMD) of the contract value shall be given by way of DD in favour of MMTC Limited, New Delhi of Nationalised/Schedule Bank as Security Deposit. The EMD will be interest free and will be released after completion of contract successfully. No interest shall be payable by MMTC on the security deposit.
- 13) **TERMS OF PAYMENT**: The payment will be released within 30 days on submission of bills in order.

Any clarification, if required, in the matter will be sought from the contractor within two to three working days from the date of submission of bill in MMTC and same shall be submitted to MMTC within next two to three working days except in exceptional circumstances.

In case the bill is not found in order, same shall be returned to the contractor within two to three working days to enable vendor to resubmit the bill within next two to three working days, making required corrections etc., to the dealing official. In this case, the date of receipt of bill will be the date on which the corrected bill, ready in all respects, will be resubmitted by the vendor to the dealing official.

In case of any disagreement between MMTC and the contractor on any part of the bill, such part may be served from the rest. Payment against agreed and admissible part can be processed as per laid down procedure, while the disputed part can be dealt as per contract provisions viz. conciliation, dispute resolution, arbitration as mentioned in Clause no.21 of the tender.

- 14) **COMPLIANCE WITH LABOUR LAWS:** The contractor is responsible for compliance of the points given below:
- a) It shall be the sole liability of the contractor (including the contracting firm/ company) to obtain and to adhere by all necessary licenses/ permissions from the concerned authorities as provided under the provisions of the contract Labour (Regulation & Abolition) Act 1970.
 - b) The contractor shall discharge obligations as provided under various statutory enactments including the employees provident fund and Miscellaneous Provisions Act, 1952., the Employees State Insurance (ESI) Act, 1948, the Contract Labour (R&A) Act, 1970, , Minimum Wages Act, 1948, Payment of Wages Act, 1936, Workman Compensation Act, 1923.
 - c) The contractor shall be responsible for required contributions towards PF, ESI or any other statutory payment shall deposit these amounts on or before the prescribed dates. The contractor shall submit the proof of depositing the employee's and employer's contributions. The contractor shall also be responsible to pay any administrative/ inspection charges thereof, wherever applicable, in respect of the personnel employed by him for the work of MMTC. The contractor shall be solely responsible for the payment of wages and other dues to the personnel deployed by him latest by 7th of the following month in the premises of MMTC in presence of MMTC officials. The contractor shall be directly responsible and indemnify the company against all charges, dues, claims, etc, arising out of the disputes relating to the dues of personnel deployed by him.
- 15) **INSPECTION OF THE WORK:** The work is subject to inspection at all times by the Admn. Incharge/MMTC. The Contractor shall carry out all instructions given during inspection and shall ensure that the work is being carried out according to the terms & conditions, specifications of this tender. The contractor is advised to take the prior approval of all the materials used for this work.
- 16) **TERMINATION OF CONTRACT:** In the event Contractor fails to execute the work with due diligence or expedition or shall refuse or neglect to comply with any orders given to him in writing by the MMTC or on behalf of the MMTC within the scope of the contract, or shall contravene the provisions of the contract, the MMTC may terminate the contract after giving one month notice in writing to the Contractor. Such notice may be served either by hand delivery or through post at the address given in Contract. This shall deemed to be served on contractor.

For MMTC LIMITED

Addl. General Manager (Admn.)

SECTION III

SPECIFICATIONS

1. Cleanliness will be the essence of the contract.
2. The scope of work shall include items given in **Annexure C** and instructions of MMTC. Besides, the contractor is required to undertake any kind of House keeping services which we may require at any point of time in our office premises, etc
3. The following labour shall be deployed by the successful tenderer/contractor daily at site for day-to-day house keeping and other work as per details given below :-

S.No.	Grade	Deployment		Category
		Scope Office	MMTC Colony	
1	Driver	6	0	Skilled
2	Supervisor	2	1	Semi-Skilled
3	Plumber	1	0	Semi-Skilled
4	Carpenter	1	0	Semi-Skilled
5	Safairkarmchari	20	2	Un-skilled
	TOTAL	30	3	

4. **WORKING HOURS:**

- i) The services are required for six days in a week from Monday to Saturday from 8.00 AM to 8.00 PM on each working day(on shift duty)
 - ii) The office timings for drivers as per the requirement of MMTC.
 - iii) The office timings are 9.30 AM to 5.30 PM.
 - iv) The plumber and carpenter will be in the office for six days in a week where SUNDAY & National Holidays be an off.
 - v) One lady sweeper will be available in the office from 8.00 AM to 4.00 PM.
5. The contractor shall depute not less than workmen (Including drivers and supervisors given above). However, the above number can be increased or decreased at the discretion of MMTC Ltd. based on the requirement.
 6. The contractor shall issue the identity cards and proper uniform to his workmen on his own cost and shall be duly intimating the Office-incharge/Caretaking Cell as and when a new workman is deployed by him for carrying out the house keeping job in our premises. At the time of the execution of the work, the workmen should be in proper uniform and wear Identity Cards.
 7. All the above mentioned worker including supervisor shall make their attendance daily in a register kept by contractor at Caretaking Cell. Further, in case of any absentee, the contractor shall make alternative arrangements to ensure that housekeeping work does not suffer. But, if no alternative arrangement is made by the contractor, a penal recovery for deploying carpenter/plumber shall be @ Rs. 650/- per day per person and penalty for non-deploying sweeper/safai karmachari @ Rs. 600/- per day per worker shall be made from contractor's bill.

8. In addition to housekeeping services, the contract will provide the labourer in the office as and when required, for which payment will be made at minimum wage rates.
9. The Contractor shall ensure adequate availability of stock of consumable items given in **Annexure-B** to be utilized in SCOPE office and Record Room office, Medical Room & Training Centre (during running of training sessions) situated in Housing Colony throughout the Contract period without any extra charges. The inventory may be checked by our caretaker at any time. The consumable items should be of reputed make / brand only.
10. The contractor shall have to make his own arrangement for storage of the material required for the job. However, a room in the basement with intercom telephone connection may be provided to him on rent free basis during the currency of the contract.
11. The staff employed by the Contractor for performance of the contracted jobs, shall be of sound health, be mentally alert and physically fit. The Contractor shall be bound to change the personnel deployed if any of them is considered unsuitable by MMTC and decision of the MMTC in this regard shall be final and binding on the Contractor without any questioning.
12. The Contractor should submit the printed bill duly signed and sealed pertaining to housekeeping work done during the previous calendar month alongwith the original receipt/certified copy for previous month PF contribution deposited with PF Commissioner for allowing payment of his share and also ESIC challan, service tax challan. The contract should submit three set of the above.

For MMTC LIMITED

Addl. General Manager (Admn.)

(Letter for submission of tender on tenderer's own letterhead)

No.

Dated:

General Manager(Admn.)
MMTC Limited
Core-1, SCOPE Complex
Lodi Road
NEW DELHI-110003.

Subject: e-Tender for annual contract for providing House Keeping Services in MMTC office premises, New Delhi.

Ref: Tender No. MMTC/ADMN./CT/70/2018-19 Dated 09/08/2018.

Dear Sir,

1. That we M/s. _____ is registered under _____ Act with _____ and our Registration No. is _____.

I/we the undersigned certify that I/we have carefully gone through and clearly understood the site conditions, terms and conditions of the tender documents, the work requirements and undertake to comply with them.

2. I/we further undertake to execute and complete the works as per tender's terms and conditions and the bids submitted by us. We have signed every page of the tender documents as token of our acceptance of all terms and conditions of the tender.

3. I/we enclose herewith Tender fee of Rs.500/- (Five Hundred only) and the Earnest Money Deposit (EMD) of Rs.1,50,000/- (Rupees One lac fifty thousand only) by demand draft/pay order Nos.-----dt-----drawn on -----favouring 'MMTC Limited' and payable at 'New Delhi'.

4. I/we also undertake to comply with all the labour laws/acts/enactments/modifications including minimum wage act etc, and to deposits with Provident Fund authorities and pay ESI contributions for the workers employed by me/ us on regular basis and applicable service tax, etc. I/we will be responsible for proper health of the labourers and injury, if any, caused to the workers while working and for the behavior & conduct of the workers. I/we certify that no criminal/ income tax/ service tax/ black-listing case is pending against my/our firm/company.

5. My/our offer includes component of applicable wages not below statutory limit)to my/our workmen, cost of required tools, Provident Fund, statutory charges, ESI contribution, duties, royalties, octroi/levies, for ID and uniforms, etc. All the statutory payments will be paid by me/us to concerned authorities on due dates whereafter we shall produce proof of such statutory remittances to MMTC and a copy for their record also. I/we understand that the 'service tax' component shall be reimbursed to me/us with monthly bills on actual basis only on production of documentary proof of deposits with concerned authorities for the previous month.

6. My/our offer shall be valid for a period of 60 days from the date of opening of the price bid.

Thanking you.

Yours faithfully,

For M/s. _____
Signature _____
Date _____
Name _____

Address _____

Seal of contractor

INFORMATION ABOUT TENDERER

1. Name of Tenderer
2. Address with telephone/faxNos.
 - (a) Head office
 - (b) Branch Office
3. Telegraphic Address/E-Mail Address
- 4.(a) Is your firm registered under the Indian Partnership Act 1932
If so, give the name & address of the partners alongwith the Registration No.
 - (b) Is your concern a proprietary concern? If so, give Name and Address of the proprietor.
 - (c) Is your concern incorporated under the Companies Act Or any other law in India?
5. Have your concern changed its name at any time?
If so, when and the reasons thereof.
6. Date of commencement of Business
7. Details with registration with statutory authorities for:
 - (i) PF
 - (ii) ESI
 - (iii) Service tax and GST
 - (iv) MSME certificate in case the party is registered with MSME.Please furnish certified copies of Registration and latest returns as filed with their authorities failing which Tender is liable for rejection.
8. Income Tax Assessment Certificate for the last three years.
- 9.. Name & address of Principal Bankers.
10. Details of Places where Housekeeping Services are being provided to Govt. /Public sector undertaking/Educational Institutions/Public Limited co., in the past three years?

Housekeeping job carried out during the last 3 years	Organization	Nature of Job	Value	Area covered	Manpower deployed	Contact Person at such orgn with tel. No.and his designation

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12. *Details of infrastructure:- Please furnish complete details of various types of machinery/equipment/qualified manpower etc., available justifying your case.

13. Turnover (last 3 years)

2015-2016	2016-2017	2017-2018

Please enclose copy of latest balance sheet and profit and loss Account.

14. Insolvency Certificate from any scheduled/nationalized bank.

Signature of the tenderer(s)

Name and Designation of authorised person signing the tender on behalf of the tender(s) with Stamp.

Full Name and address of the tenderer(s).

SCOPE OF WORK

SCHEDULE OF ROUTINE HOUSE KEEPING WORK

(Ground floor to seventh floor at SCOPE Complex, Core-I, New Delhi MMTc Premises, Training Centre & Record rooms at MMTc Colony)

It shall be the responsibility of the contractor to ensure the absolute cleanliness in the entire office premises in SCOPE complex and Record room office, library, medical room & training centre(during running of training sessions) in Housing Colony. The contractor will maintain the premises so hygienic and clean as is required and expected in an organization of international standard. However, we hereunder furnish the work schedule for house keeping which shall be helping in ensuring the absolute house keeping and cleanliness of our premises. Plumber and carpenter will attend day today plumbing work relating to washrooms, pantries, kitchen, etc. and other furniture repair and wooden work respectively not covered under the other contract.

HOUSEKEEPING STAFF

S. No. Works Details

Frequency of Cleaning

1. ROOMS

1.	Cleaning of the doors	Once in a day
2.	Removal of the Cobwebs	Once in a week
3.	Dusting of the verticals	Once in a week
4.	Cleaning of Electrical Switches	Once in a week
5.	Spot cleaning of the walls	As required
6.	Dusting of Windows	Once in a day
7.	Cleaning of windows	Once in a week
8.	Scrubbing of the skirting	Once in a week
9.	Dusting of other article in the room	Once in a day
10.	Wet mopping of the Floor	As required
11.	Dry mopping of the Floor	As required
12.	Dusting of the Furnitures & Fixtures	Once in a day
13.	Telephone and Computer Cleaning	Once in a day
14.	Fax and Photostat Machine Cleaning	Once in a day
15.	Fax and Photostat Machine Deep Cleaning	Once in a week
16.	Telephone and Computer Deep Cleaning	Once in a week
17.	Trash Removals	As required
18.	Emptying of Dustbins	Twice in a day
19.	Vacuum Cleaning of Carpets	Once in a day
20.	Spotting of Carpet	As required
21.	Cleaning of the Doormat	Once in a day
22.	Electrical Equipment cleaning	Once in a week

2 **TOILETS**

- | | | |
|-----|-------------------------------------|----------------|
| 1. | Cleaning of doors and windows | Once in a day |
| 2. | Scrubbing of the Urinals | Twice in a day |
| 3. | Scrubbing of the sinks | Twice in a day |
| 4. | Washing of Toilet walls and floor | Once in a day |
| 5. | Washing of W/C | Twice in a day |
| 6. | Changing of the Urinal Cubes | As required |
| 7. | Changing of the Odonil cubes | As required |
| 8. | Cleaning of the Doormat | Once in a day |
| 9. | Trash Removals | As required |
| 10. | Refilling of the Soup dispenser | As required |
| 11. | Refilling of the Toilet paper rolls | As required |
| 12. | Refilling of the face tissues | As required |
| 13. | Cleaning of Toilet Fittings | Once in a day |
| 14. | Cleaning of Washbasin | Once in a day |
| 15. | Cleaning of Mirrors | Once in a day |

3. **STAIRS**

- | | | |
|----|-----------------------|---------------------|
| 1. | Wet Mopping of stairs | Twice in a day |
| 2. | (morning/evening) | |
| 3. | Dry Mopping of Stairs | Four times in a day |
| 4. | Scrubbing of Stairs | Once in a day |

4. **PASSAGE AREA**

- | | | |
|----|-----------------------------------|-----------------|
| 1. | Wet Mopping | Twice in a day |
| 2. | Dry Mopping | As required |
| 3. | Scrubbing of front entrance tiles | Twice in a week |
| 4. | Washing of the Floors | As required |

5. **PANTRY**

- | | |
|----------------------|------------------|
| Dusting | Once in a day |
| Wet Mopping | Twice in a day |
| Dry Mopping | Four times a day |
| Washing of the Floor | As required |
| Trash Removal | As required |

SCOPE OF HOUSEKEEPING SERVICES

- Removal of paper, litter, garbage and packing material from all floors/rooms/pantry etc.
- Vacuum cleaning of carpeted floors on a daily basis.
- Dusting of furniture, telephones, etc., firstly with dry cloth and then with Colin/moclean.
- Cleaning and scrubbing of toilets on regular interval/as & when required.
- Cleaning of washbasins, sanitary fittings and toilets floors with dry & wet mops.
- Cleaning of window glasses both sides, frames & air conditioning grills
- Dry & wet mopping of staircases,. Pantry & lobby area.
- Cleaning of planters.
- Cleaning of artificial plants
- Reception, lobbies to be mopped twice/thrice in a shift or as and when required.
- Cleaning of Reception door and main entrance glass door and frames on both sides.
- Dry & wet mopping of main lobby area on regular intervals.
- Dry & wet dusting of glass partitions with glass cleaner.
- Dusting and cleaning of conference tables and chairs.
- Spot cleaning of carpets on regular basis as per prescribed maintenance instructions.
- Cleaning of panel posters, painting, light fittings, furniture & fixtures etc.
- Scrubbing of staircase, lobbies and outside areas.
- Removal of cobwebs.
- Brasso polishing of brass/copper fixtures
- Cleaning of open lawns, foot path area on daily basis – twice a day.
- Cleaning of Glass panes from Outside – Once in a month.
- Cleaning and maintenance of artificial plants.
- Heavy duty floor cleaning machine – once in a week.

ANNEXURE-D

LIST OF CONSUMABLE ITEMS(MONTHLY REQUIREMENT)

<u>Sl. No.</u>	<u>Consumable Items</u>	<u>Make / Brand</u>	<u>Qty.(Approx.)</u>
1.	Disinfectant Cleaners (office floors)	Cleanzo	70 Lts.
2.	Disinfectant Cleaners (toilets)	Phenyl/ Trishul / Lizol	100 Lts.
4.	Liquid Hand Wash Soap	Branded / Good Quality	150 Lts.
5.	Toilet Rolls	Wintex / Daffodil	550 Rolls
6.	Room Fresheners (office area)	Branded / Good Quality	8 Dzn..
7.	Air Fresheners (toilets)	Odonil	10 Dzn.
8.	Sanitary / Urinal Cubes	Odoclean / A-One	15 Dzn
9.	Naphthalene Balls	Trishul	10 Kgs.
10.	Toilet Cleaner	Harpic	30 bottles.
11.	Glass Cleaner	Colin	20 Botles
12.	Metal Cleaner	Brasso	4 Lts.
13.	Detergent Powder	Branded / Good Quality	40 Kgs.
14.	Hard Broom	Branded / Good Quality	1 Dzn.
15.	Soft Broom	Branded / Good Quality	1 Dzn.
16.	Plastic Scrubber	Branded / Good Quality	2 Dzn.
17.	Hand Brush	Branded / Good Quality	1 Dzn.
18.	Duster for mopping of Floors	Branded / Good Quality	5 Dzn.
19.	Duster for dusting of Tables	Branded / Good Quality	5 Dzn.
20.	Garbage Bin / Bag	Branded / Good Quality	As required
21.	Floor polish	Branded/Good quality	3 Kgs.

NOTE : The above list is illustrative only and not exhaustive. Consumable items given above will be utilized in SCOPE office and Record Room office, Medical Room & Training Centre(during running of training sessions)in Housing Colony throughout the Contract period without any extra charges.

SIGNATURE _____

Name _____

Name of the Company/Firm _____

Date :

Seal of contractor

WORK: NIT FOR ANNUAL CONTRACT FOR PROVIDING HOUSEKEEPING SERVICE IN MMTc OFFICE PREMISES, NEW DELHI**PRICE BID**

While quoting the rates, the following may kindly be noted:

1. The rates as per minimum wages fixed by Delhi Government as on date, should be inclusive of component of Provident Fund, ESI contribution, statutory charges/duties and uniform of workers.
2. The quoted prices should be excluding all applicable taxes/GST.

(A) HOUSEKEEPING STAFF

S.No.	Description	QTY.	RATE/UNIT (Rs.)	Total Amount (Rs.) Per month
1.	Drivers	6		
2.	Supervisors	3		
3.	Housekeeping worker	22		
4.	Plumber	1		
5.	Carpenter	1		
	TOTAL	33		

(in words) Rupees _____ only)

(B) Contractor's Service Charges in percentage over & above (A)
The service charges should not be 0% (not unreasonable) _____
otherwise liable to be disqualified

(C) Consumable cleaning material mentioned including applicable tax
In Annexure - B
 (Monthly Requirements) Rs. _____

(In words) Rupees _____)

(Signature of the Contractor with Stamp)

Date _____
 Place _____