

महाराष्ट्र शासन शासकीय तंत्रनिकेतन, मिरज.



निविदा संच

शासकीय तंत्रनिकेतन, मिरज या संस्थेच्या साफसफाईकरणेबाबत
निविदा संच

निविदा क्रमांक - शातंमि/साफसफाई/निविदा/2012-2013/नि-03

संस्थेचा पत्ता

माजी सैनिक वसाहती जवळ, विद्यानगर,

दूरध्वनी : कार्यालय (0233) 2231423 (फॅक्स) (0233) 2231269

E-MAIL : gpmiraj@gmail.com Web Site- www.gpmiraj.org

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अनुक्रमाणिका

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महाराष्ट्र शासन
शासकीय तंत्रनिकेतन, मिरज.
निविदा सूचना

शासकीय तंत्रनिकेतन, मिरज या संस्थेकरीता पात्र व अनुभवी ठेकेदाराकडून संस्थेकरीता साफसफाई पुरविण्याकरीता सिलबंद निविदा खाली नमूद केलेल्या तपशिला नुसार मागवित आहे.

अ.क्र.	तपशिल	वर्णन
1.	शासकीय तंत्रनिकेतन, मिरज येथील परिसर, वर्गखोल्या इत्यादी साफसफाई करणेकरीता	शातंमि/साफसफाई/ निविदा/2012-2013/नि-03
2.	कामाचे नांव	शासकीय तंत्रनिकेतन, मिरज या संस्थेचा परिसर, संस्थेची इमारत, वर्गखोल्या, कर्मशाळा इमारत, वसतिगृह इ. साफसफाई करणे
3.	निविदा मिळण्याची तारीख	19/05/2017 ते 09/06/2017
5.	पूर्ण निविदा सादर करण्याची तारीख व वेळ	19/05/2017 ते 09/06/2017 सायंकाळी 05.00 वाजेपर्यंत
6.	निविदा खुल्या करण्याची तारीख व वेळ	दि.12-06-2017 सकाळी 11.00 वाजता
7.	बयाणा रक्कम	रु.10000/- (रुपये दहा हजार मात्र)
9	निविदा शुल्क	रु. 1000/- (रुपये एक हजार मात्र)

निविदा संच संस्थेच्या WWW.gpmiraj.org चा संकेत स्थळावर डाऊन लोड करून घेण्यासाठी उपलब्ध करण्यात आलेले आहे.

अटी व शर्ती -

1. निविदा संच संस्थेच्या संकेत स्थळावरूनही डाऊन लोड करून घ्यावयाचे आहे.
2. सर्व निविदाधारकांनी दिलेल्या वेळेत पूर्ण निविदा भरून कार्यालयात सादर करावयाची आहे तसेच बयाणा रक्कम व निविदा शुल्क हे निविदा सोबतच द्यावयाचे आहे.
3. सर्व पात्र निविदा खुल्या करण्याची तारीख 12/06/2017 रोजी सकाळी 11.00 वाजता
4. प्राचार्य, शासकीय तंत्रनिकेतन, मिरज यांना कोणत्याही वेळी कोणत्याही कारणासाठी निविदा रद्द करण्याचा अधिकार राहिल
5. निविदा भरण्यास उशिर झाला अथवा निविदा संच उशिरा मिळाल्यास प्राचार्य शासकीय तंत्रनिकेतन, मिरज जबाबदार राहणार नाही.

प्राचार्य
शासकीय तंत्रनिकेतन, मिरज.

TENDER



GOVERNMENT POLYTECHNIC, MIRAJ

Near Maji Sainik Vasahat, Vidyanagar, Miraj-416 410



दूरध्वनी : कार्यालय (0233) 2231423 (फॅक्स) (0233) 2231269

E-MAIL : gpmiraj@gmail.com Web Site- www.gpmiraj.org

**NAME OF THE WORK : HOUSEKEEPING IN
COLLEGE CAMPUS**

NAME OF THE BIDDER : _____

ADDRESS : _____

PHONE NO. : _____ MOBILE : _____

WITH STD CODE ----- FAX-----

E-MAIL ADDRESS : _____

1.0 SCHEDULE FOR INVITATION FOR BIDS

- a. Name of the Purchaser :
Principal, Government Polytechnic, Miraj.
- b. Address for the distribution of tender document :
**Government Polytechnic, Miraj
Near Mazi Sainik Vasahat, Vidyanagar,
Miraj – 416 410. Dist-Sangli. (Maharashtra)
Phone (0233)2231423, Fax (0233)2231269**
- c. Date of Issue of Tender Document **Dt.19-05-2017**
- d. Last date of issue of tender document **Dt.09-06-2017**
- e. Address at which the bid has to be submitted **As above**
- f. Last date of receipt of Tender.
On or before 09-06-2017
- g. Date, time and place of opening of Tender at
**On 12/06/2017 at 11.00
Government Polytechnic, Miraj
Near Mazi Sainik Vasahat, Vidyanagar,
Miraj – 416 410. Dist-Sangli. (Maharashtra)**
- h. Date till the Tender are valid.
Six Month from the date of opening of the Tender.

Note : The Purchaser shall not be responsible for non-receipt / non-delivery of the Bid Documents due to any reason whatsoever.

2.0 ELIGIBILITY CONDITIONS.

- 1 The Agency/Company shall be in the business of providing Housekeeping services for at least past Three years continuously. Documentary evidence in support of this should be provided.
- 2 The Agency/Company must be registered under Provident Fund act ESI, shops and Establishments Act. Copy of registration papers along with code numbers attached to the Agency/Company should be provided
- 3 The contractor must be registered with Labor Commissioner of the respective city and have a service base in respective city with enough manpower.
- 4 The Agency must submit no objection certificate form Income Tax department
- 5 The Agency may preferably have an effective infrastructure for training the staff having adequate resources to provide full time training to all personnel in the operations.
- 6 The Agency/Company must have at least 3 (Three) running contract for providing such services of the annual value of which should not be less than Rs.50 Thousand each. Copies of Agreement / Work order from client as documentary evidence should be provided. Preference shall be given to bidders already doing above mentioned jobs in Government Offices.
- 7 The Tenderer should ensure that they have rendered satisfactory performance during the last 3 years and the order / orders placed subsequently should not have been cancelled or closed by any department of Govt. of India or Public Sector undertakings in the last 3 years due to un-satisfactory performance and such persons whose orders/contracts have been closed or cancelled need not apply. Any suppression of materials facts or discrepancy in this respect will lead to disqualification of the tender.
- 8 The Agency/Company must have valid Service tax registration number Documentary evidence should be provided for the same.
- 9 In case of a Consortium, the Agency/Company (Spokesperson) should submit an undertaking, holding the responsibility of executing the contract as per the terms and conditions of the tender.

- 10 Formation of a consortium is allowed for the purpose of qualifying in terms of the eligibility conditions provided that the bid is given by only one member of the consortium who will be solely responsible for carrying out the services as per the terms and conditions of the tender document and this office shall deal only with him. Each member of the consortium must be bound by the undertaking given by their spokesperson (Tenderer). This office will have no concern with arrangement among the members of the consortium. No member of the consortium should have been blacklisted by any Government Department nor any criminal case should have been registered against any member of the consortium or its owners or partners or directors anywhere in India. A list of owners/partners/directors of all the members of the consortium will have to be submitted along with the bid and this office reserves right to reject any consortium without assigning any reason therefore.

3.0 PROCEDURE FOR SUBMISSION OF TENDER

The Tenders shall be written or printed with indelible ink and , addressed to the “Principal, Government Polytechnic, Miraj” in sealed cover superscripted with the subject and enquiry No. on / before 09-06-2017 up to 05.00 pm. The Tenderer shall ensure that each page of the tender is signed by the person authorized to sign the Tenders.

4.0 EARNEST MONEY DEPOSIT

An Earnest money Deposit equal to 5% of the offered annual value of the tender or Rs.10,000/- which is Maximum shall be furnished in the form of D.D. in favor of “**Principal, Government Polytechnic, Miraj**” payable at Miraj must be enclosed. CHEQUES ARE NOT ACCEPTABLE AS EARNEST MONEY DEPOSIT UNDER ANY CIRCUMSTANSE. EMD paid by the successful tenderer shall be taken as Security Deposit and shall be released after the successful completion of the contract. On application the EMD of unsuccessful tenderer shall be released after placement of work order with the successful tenderer Tenders without EMD amount will not be considered and will be rejected outright. An application for the refund of Earnest Money Deposit shall be made to the **The Principal, Government Polytechnic, Miraj** at the above mentioned address quoting the receipt No. date and Tender No. & Date.

5.0 TENDERER TO GET INFORMED HIMSELF FULLY.

The tenderer shall be deemed to have carefully examined the terms and conditions before submitting the tender.

6.0 JOB DESCRIPTION :

Housekeeping in college campus

Sr. No.	Description of Work	Area Gunthe	Periodicity	Remarks	Rate
I	Main Administrative Building 1. In front of Building 2. Left side of Building 3. Behind main Building 4. Right side of Building	25 Gunthe 20 Gunthe 20 Gunthe 05 Gunthe	Twice in a Week	Using Kharatas, Spray Powder / D.D.T.	
II	Workshop Building 1. In front of Building 2. Left side of Building 3. Behind main Building 4. Right side of Building	30 Gunthe 20 Gunthe 25 Gunthe 20 Gunthe	Twice in a Week	Using Kharatas, Spray Powder / D.D.T.	
III	Boys Hostel 1. In front of Building 2. Left side of Building 3. Behind main Building 4. Rightside of Building	05 Gunthe 17 Gunthe 07 Gunthe 03 Gunthe	Twice in a Week	Using Kharatas, Spray Powder / D.D.T.	
IV	Ladies Hostel 1. In front of Building 2. Left side of Building 3. Behind main Building 4. Right side of Building	15 Gunthe 10 Gunthe 05 Gunthe 05 Gunthe	Twice in a Week	Using Kharatas, Spray Powder / D.D.T.	
V	Class Rooms 1. 8 Class Rooms 2. 8 Class Rooms 3. Drawing Halls 3 Nos.	80 Sqmt. Each 50 Sqmt Each 160 Sqmt. Each	Every Day	Dry Sweeping and cleaning benches by using wet cloth cleaning black broomer by wet cloth	
VI	3. Passages of Main Building, Workshop, Ladies Hostel, Boys Hostel		Every Day	Dry Sweeping includes cleaning by Broomer & mopping by cloths	
VII	4. Open space in main Building	12 Gunthe	Every Day		

Sr.No.	Description of work	Periodicity	Remarks	Rate
VIII	Cleaning of gents and ladies toilets, wash basins, urinals & mirrors in college campus Toilets units : 74 Bathrooms : 33 Urinals : 72 Basins : 61	Once Daily	Using black and scented phenyl, hydrochloric acid, detergent powder, is so required, naphthalene balls to be added regularly to urinals pots before earlier balls are fully consumed. Liquid soap containers should be filled up with liquid daily. Cleanliness of containers should be maintained.	
IX	Removing choke ups in toilets etc.	Once in month required	Conventional way of cleaning.	
X	Disposal of garbage containers	Daily	Conventional way	
				Total

All materials required for the above mentioned cleaning jobs are to be supplied at the contractor's cost and, such materials should be of good quality. If the required materials for cleaning are not supplied in time and if workers remain without work or absent, proportionate deductions will be made from the respective monthly bill as a penalty measure.

8.0 GENERAL INSTRUCTION REGARDING DUTIES TO BE PERFORMED UNDER THIS CONTRACT FOR HOUSEKEEPING & GARDENING WORK:

1. Cleaning & sweeping of areas daily.
2. Collecting all the dustbin and waste paper baskets and then cleaning them.
3. Cleaning of toilets and washbasin Twice daily by using phenyl, soap oil and disinfectant materials like naphthalene balls, Air cakes and urinary cubes.
4. Contractor will be responsible to keep all the places of office and other suitable location sprayed with *proper* insecticides as per requirement.
5. The timing for cleaning and sanitation work can be changed as per requirement /needs of this office without interference to office work.
6. The sludge and garbage collection form the open drains, man holes, sewerage and septic tank etc., during cleaning operation should be removed out of the building and disposed off in accordance with the corporation instructions.
7. The contractor will employ his supervisor to control the cleaning staff in the premises and the supervisor will be available to this office in the campus during the working hours.
8. Any other related work assigned to them.

9.0 SPECIAL TERMS AND CONDITIONS FOR Cleaning & GARDEINING

WORK

1. The contractor shall provide Gents and Ladies personnel's for housekeeping in Boy's Hostel & Ladies Hostel from 8.00am to 6.00pm on all working days (if necessary in shift duties). The personnel's in proper uniform must be provide by the contractor. The supervisor should monitor through the day and all House Keeping personnel must be at his disposal. The House Keeping personnel must maintain highest discipline in the office. The contractor should quote for said number of workers only.
2. All these work including sanitation shall be done in working hours in presence of college supervisor.
3. The cleaning work will be checked that flush, urinal, washbasin, drainage pipes , washbasin taps etc,; are in proper working condition. In case of any problem, it should be brought to the notice of this office on account of damage or theft of material during discharge of cleaning activities.
4. The contractor shall compensate in full the loss sustained by this office on account of damage or theft of material during discharge of cleaning activities.
5. The contractor shall ensure cleanliness at all time and at all the places.
6. The contractor shall arrange to carry out sanitation by keeping the following points in mind,
 - a) The cleared area should become totally dust free and spotless giving a sparkling look
 - b) No bad odor should emanate from any part of this area.
 - c) The cleaning activities should not cause any disturbance to activities to the offices.
 - d) The garbage should be neatly picked up and disposed off to a place suggested away from the building at his own cost.
7. Contractor shall bear all expense in the following items:
 - a) Provision of brooms, brush etc.
 - b) Mopping clothes, fine clothes etc.
 - c) Sufficient, soap, naphthalene balls, odonil, Cohn, tat and other cleaning items.
8. The quantum of the work as per respective annexure for each tender can vary from time as per requirement of this office.
9. Any damages caused to any equipment/or items available at the office premise due to negligence of the contractor's work force shall be entirely on contractor account. The amount so involved on this account shall be deducted from the payment due to contractor.

- 10.** The personnel's so employed on contract basis for purpose of housekeeping services in the institute will not be treated as employees of this institute.
- 11.** The Agency shall provide proper uniform consisting of hill pants, shirts, cap, belt, shoes etc and shall ensure that their turnout is smart in all respect.
- 12.** The Agency will be responsible for the discipline of the Personnel employed by them as per Conduct Rules and Regulation.
- 13.** The Agency shall provide extra personnel's if desired by the Office, during the period of this agreement at the rates already agreed in this contract.
- 14.** Only able bodied, physically fit, well-trained discipline and honest personnel shall be appointed for duty .Persons deployed shall not below 21 years and above 55 years. They shall perform their duties to the satisfaction of the office. A representative of the Agency will report at least once in a week for co-ordination with the concerned officer-in-charge.
- 15.** Senior Officer of the Agency should visit and check the personnel periodically in different shifts and monitor their performance and submit the report once in week to officer in charge.
- 16.** The Agency shall accept the responsibility for all acts or omission of its employees in relation to assets directly handed over. In case of any theft/pilferage of any property belonging to the institute, the concerned officer-in-charge and the principal will immediately register complaints with the police and inform the Agency for immediate follow-up investigation. It will be the responsibility of Agency to pursue the matter with police with the assistance of the Principal in the office.
- 17.** The personnel's provided by the agency to the department area in case found to be indulging in any undesirable or unfair activities in the premises of the office, the agency will solely be responsible for all the consequences apart from the liberty of department to lodge complaints before appropriate authorities.
- 18.** The Department (s) shall not employ the personnel of the Agency for manual labour, or any other task not connected with agency.
- 19.** The agency will submit signed and stamped daily report to maintenance committee. The monthly report will be purpose.

10.0 GENERAL TERMS AND CONDITIONS OF THE CONTRACT:

1. The agreement will be initially in force from the date of execution and for a period of one year subject to satisfactory performance and can be terminated by one-month notice from either side. The further extension thereafter would be decided later, on satisfactory completion of the above tenure.
2. The employees engaged by the contractor will in the employment of the contractor only and not of the Govt. Polytechnic, Miraj office. The Housekeeping agency will be responsible for payment of wage as minimum wages as prescribed/ revised from time to time by the State Government and such other services benefits to its personnel posted as mentioned below:
 - a) Contractor shall not pay wages and other allowance to its staff below the, wages fixed according to minimum wages act of the Government of India or the State Govt. from time to time,
 - b) Contractor shall provide weekly holidays National and Festival Holidays and leave with wages and benefits as per the rules.
 - c) The contractor shall pay the gratuity and bonus as per the provisions of the payment of Bonus Act, 1965 and payment of Gratuity Act, 1972.
 - d) All other benefits required to be extended under various labour statutory enactments.
3. The contractor shall provide extra person if desired by the Office during the period under this agreement at the rates already agreed to in the contract.
4. No escalation in rates due to any reasons, statutory or otherwise shall be allowed .
5. The contractor shall have sufficient arrangement for cleanliness in consultation with this office so as to complete the cleaning work within specified time mentioned in the schedule.
6. A penalty of amount equal to 1.0 (one) percent of the amount (minimum Rs. 100 /- per day) for non satisfactory cleanliness of the office building /other area will be recovered in addition to the cost of cleanliness for the period of respective area. The maximum penalty recoverable will be 10% of the respective tender amount per month
7. In case the contractor fails to give satisfactory service the work will have to be got done from any other contractor/agency even at the higher rates and excess amount would be deducted the contractor's bill.
8. The staff provide by the contractor to the department is in case found to be indulging in any undesirable or unfair activities in the premises of the office; the contractor solely be responsible for all the consequences apart from the liberty of department to lodge complaints before appropriate authorities.
9. No labour below the age of 18 years shall be employed on work by the contractor.
10. The contractor shall ensure that none of their employees will be a member of any of the employees union (s) of the central / State union of Government employees, or take, any interest in their activities.

- 11.** After the expiry of the agreement period, the service need not be continued taking as deemed extension of period.
- 12.** The contractor shall strictly comply with the terms and conditions of agreement. In case of violation of any of the term, the agreement shall be liable for cancellation immediately.
- 13.** Any dispute arising out this agreement or that, which may arise in future, will be resolved by taking recourse to mutual settlement in the first instance , failing which the dispute will be subject. To sangli Dist. Jurisdiction only. The office entitled to without a payment that is due to0 the contractor in case of dispute till it is resolved.
- 14.** Mode of payment will be monthly and would be paid on 10th of each succeeding month. Payment to the contractor will be through NEFT only. Payment of salary to staff must be made immediately after receipt of payment from the office and proof of payment shall be submitted to the office every month. However it is the responsibility of the agency produce previous month ESI, PF contribution receipts and salary acquaintance as per the minimum wages Act of the employees along with the bill for payment. This will be strictly adhered to before making next payment.
- 15.** The deviation from the terms and conditions, if any, shall be clearly indicated in a separatesheet duly signed by the tenderer.

TECHNICAL BID

House keeping service

1 Turnover for last three years

(Copies of IT returns, P&L, A/c and balance sheet to be enclosed)

Financial Year	Turnover (In Rs.)
2014 - 2015	
2015 - 2016	
2016 - 2017	

- 2 Whether the service, provider is in the field of House Keeping service for last 3 years? If yes, the names of clients (Please enclose proof), Also please mention the details of running contracts (Separate Sheet may be attached)

Sr.No.	Year	Name of the Client with the address and contact number	No. Manpower provided	Contract Value

- 3 Certificates of satisfactory completion of above mentioned work may be submitted. If it is noticed that the work carried out was not found Satisfactory by any client, the tenders of such tenderer will be treated as invalid.
4. Detail of infrastructure and training facilities (e.g. Offices, No. of employees etc.)
5. Mention the registration number, if the House keeping Agency is registered under Provident Fund Act, ESI Act. Copy of registration Papers along – with code numbers, attached to the Agency may be Provided:
6. Please specify in detail the arrangements that will be made to provide efficient service.

I certify that all the terms and conditions of the tender documents are acceptable to us.

Signature of the authorized Person of the concern

NAME & DESIGNATION -:

Date :

Place :

COMPANY SEAL

FINANCIAL BID

House Keeping Service

1) Name, address & Contact No. of the concern :

Sr No.	Name of work	Labour Charges Rs.	Material Charges Rs.	Total Rs
1	Main Administrative Building 1. In front of Building 2. Left side of Building 3. Behind main Building 4. Right side of Building			
2	Workshop Building 1. In front of Building 2. Left side of Building 3. Behind main Building 4. Right side of Building			
3	Boys Hostel 1. In front of Building 2. Left side of Building 3. Behind main Building 4. Rightside of Building			
4	Ladies Hostel 1. In front of Building 2. Left side of Building 3. Behind main Building 4. Right side of Building			
5	Class Rooms 1. 8 Class Rooms 2. 8 Class Rooms 3. Drawing Halls 3 Nos.			
6	3. Passages of Main Building, Workshop, Ladies Hostel, Boys Hostel			
7	4. Open space in main Building			
8	Cleaning of gents and ladies toilets, wash basins, urinals & mirrors in college campus Toilets units : 74 Bathrooms : 33 Urinals : 72 Basins : 61			
9	Removing choke ups in toilets etc.			
10	Disposal of garbage containers			

11	Amount quoted for Supervision for above Works per months (i.e. monthly charges)			
Total amount quoted for above work Per month (i.e. monthly charges)				

**Note : The amount quoted above shall be inclusive of all taxes and duties. Total area mentioned above No.01 to 11 is in 6.0 no. above.
Rate will be finalized of Total Amount Per Month**

I Certify that I have gone through all the terms and conditions of they tender document, which are acceptable to me.

**Signature of the authorized
Person of the concern**

Date

Place

**NAME & DESIGNATION
COMPANY SEAL**