

NOTICE INVITING TENDER

Tender Notice No. 1/2017-PSSCIVE

1. Sealed Tenders are invited from the Registered Agencies for engagement of Skilled/Unskilled staff for the purpose of Data Entry, Driving, Multi-Tasking and Housekeeping etc. at PSS Central Institute of Vocational Education, Shyamla Hills Bhopal-462013 (Madhya Pradesh) for a period of one year on annual contract basis (Extendable upto three years).

Description	Bid Security	Tender Cost (Non refundable)	Last date of submission of Bid
Data Entry Operator (clerical) , Driver, Multi-Tasking staff (MTS) and House Keeping Personnel for PSSCIVE, Shyamla Hills, Bhopal	Rs.100000.00	Rs.1000.00	04.10.2017 upto 17:00 hrs

2. The Bids are to be submitted in Two Bid Pattern i.e. Technical Bid and Financial Bid in two separate sealed covers distinctly marked accordingly and sealed inside a single envelope, which should be duly super-scribed with tender notice reference No., due date and due time. Two bids i.e. Technical Bid and Financial Bid should be identical in all respects except that the Technical Bid should have blank space at the place where prices have been stated in the Price Bid. Bids not received accordingly will not be accepted. No tender by FAX will be entertained.

3. Purchase of Tender:

- (a) The tender document containing detailed specifications with the terms and conditions can be obtained from Section Officer, Campus Development and Welfare Section (C&W), PSSCIVE, Bhopal on payment of Rs.1000.00 (Rs. One thousand only) in the form of Demand Draft/Bankers Cheque drawn in favour of **"Joint Director, PSS Central Institute of Vocational Education"** and payable at Bhopal.

(If form is obtained from the office then enclose a copy of Money Receipt obtained from the office.)

- (b) Tender documents may also be down loaded from website www.riebhopal.nic.in and www.tenders.gov.in The cost of tender Rs.1000.00 in the form of demand draft drawn in favour of Joint Director, PSS Central Institute of Vocational Education, payable at Bhopal, should be enclosed with technical bid.
- (c) Tender documents are not transferable and cost of tender document is not refundable.

4. Pre Bid Conference : On 18.09.2017 (at 15:00 hrs)
Last date for submission of Tender : On 04.10.2017 (upto 17:00 hrs)
Opening of Tender (Technical Bid) : On 05.10.2017 (at 15:00 hrs.)
Opening of Financial Bid : It will be intimated separately.
Validity of bids : 45 days from the date of opening

5. Bid Security in the form of Bank Draft/Pay Order in favour of Joint Director, PSSCIVE at Bhopal is required to be submitted by the bidders along with Technical Bid. If a bidder withdraws or derogates from the tender, in any respect, within the period of validity of his tender, then Bid Security will be forfeited.

6. The rates quoted for Skilled/Unskilled Personnel along with EPF, ESI, GST and Service charge should not be less than the minimum wages fixed by the Labour Commission, Government of India under the minimum Wages Act. (As on the date of opening of the tender). The break-up of EPF, ESI, Bonus and contractor's benefits etc. should be clearly mentioned in the financial bid.
7. The sealed tenders should be submitted on or before the due date and time. The PSSCIVE shall have no responsibility for delay or non-receipt of tender documents sent by post. **Offer received late, conditional offer and incomplete offers will be summarily rejected.**
8. The Joint Director, PSSCIVE does not bind himself to accept the lowest or any tender, and reserves to himself the right to waive off any formalities thereof or reject any or all the tenders received without assigning any reasons thereof.
9. The Joint Director, PSSCIVE reserves the right to terminate or modify the tender proceedings at his discretion without assigning any reasons thereof.

ANNEXURE-A**DESCRIPTION OF LABOUR FOR CARRYING OUT THE DIFFERENT TYPE OF JOBS AT THE PSS CENTRAL INSTITUTE OF VOCATIONAL EDUCATION, SHYAMLA HILLS, BHOPAL**

S.N	Job Description and Qualification	Approx. Manpower requirement
01	Intermediate, 10+2 or equivalent 2. Typing Speed of 35 w.p.m. (English) OR 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 Key depression for each word)	07 (Seven)
02	Driver (Skilled Category) Qualification : Essential: 1. Passed 10 th standard or equivalent 2. Possession of valid commercial driving license for motor cars. 3. Experience of driving motor car for at least three years. Desirable: Knowledge of motor mechanism`	01 (One)
03	Experienced and Healthy persons to perform the duties mentioned above.	Guest House Attendant: 03 (Three) Sweeper: 07 (Seven)

Skilled Labours : 08 Nos. (Data Entry Operator and Driver)

Unskilled Labours : 10 Nos. (Guest House Attendant, M.T.S. and Sweeper)

Total Labour required : 18 Nos.

(Number of manpower may vary /replace at the discretions of the Joint Director.)

Under Secretary



PSS CENTRAL INSTITUTE OF VOCATIONAL EDUCATION
(A Constituent unit of NCERT, under Ministry of Human Resource Development,
Govt. of India)
SHYAMLH HILLS, Bhopal – 462013
EPABX : 0755-2704100

Tender No. 01/2017-PSSCIVE

Name of the work	Cost of tender form (Non refundable)	Approx. No of personnel required	Bid Security
Cleaning/Housekeeping of PSSCIVE Campus and requirement of manpower.	Rs. 1000.00 (Rs. One hundred only)	18 (Eighteen)	Rs.100000.00 (Rs. One Lakh Only)

Sealed tenders are invited under Two-Bid system from reputed agencies, having capacity to provide the required number of trained manpower for the Cleaning/Housekeeping services and other requirement of manpower of PSSCIVE, Bhopal for a period of initially one year extendable further on contract basis/outsourcing basis. Last date for submission/receipt of tender(s) is 04.10.2017 at 17:00 hrs. and will be opened by the Tender Committee in the presence of tenderers (if any) or their authorized representatives who wish to be present on the 05.10.2017 at 15:00 hrs. in the Office of PSSCIVE, Bhopal. The tenders received after the above said scheduled date and time will not be considered. No tender by FAX and email will be entertained. For further details please visit website www.riebhopal.nic.in and www.tenders.gov.in

Last date of submission of tender is 04.10.2017 at 17:00 hrs.

Pre bid Meeting on 18.08.2017 at 15:00 hrs

Under Secretary

FORM NO-1

**TECHNICAL BID TENDER FORM FOR PROVIDING CLEANING/HOUSEKEEPING OF ACADEMIC BUILDING,
HOSTEL AND GUEST HOUSE BUILDING OF PSSCIVE AND OTHER REQUIREMENT OF MANPOWER**

Affix latest
passport size
recent
photograph of
the prospective
bidder.

1. Name, address of firm/Agency _____
and Telephone numbers. _____
2. Registration No. of the Firm/ _____
Agency. _____
3. Name, Designation, Address _____
and Telephone No. of Authorized _____
person of Firm/Agency to deal with. _____
4. Whether having ISO Certificate : Yes/NO (Attach copy)
5. PAN Number. _____
6. Provident Fund Account No. _____ (Attach copy)
7. ESI Number. _____ (Attach copy)
8. GST Number _____ (Attach copy)
9. License number under _____
Contract Labour (R&A) Act. _____ (Attach copy)
Issued by Commissioner, Ministry of Labour and Employment, Government of India.
10. Details of BID Security deposited:
 - (a) Amount _____
 - (b) DD No. _____
 - (c) Date of issue: _____
 - (d) Name of issuing authority: _____

11	Information to be provided Annual Turnover (in Lakhs) During last three financial year duly certified by the Chartered Accountant and supported by the copy of the final accounts. <u>(Any three of them)</u>	To be filled by the Bidder Rs. 2013-14 Rs. 2014-2015 Rs. 2015-2016 Rs. 2016-2017	For office use	
12	Experience of running similar kind of job (in years)			
13	Volume of work done during the last three financial years as specified in clause 2 of the tender.			
14	Single works during last three years.			
15	Total Manpower on roll			
16	No. of Safaiwala/MTS/Data Entry Operator available in the firm			
17	Out of total man power available how many are already engaged.			
	<p align="center">NOTE: ENCLOSE THE PROOF FOR ABOVE CITED DECLARATIONS</p> <p>This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.</p> <p align="right">(Signature of the bidder)</p> <p align="right">Name and Address (with seal)</p>			

FORM NO-2 Financial Bid

PRICE BID (Financial Bid) FOR Housekeeping and manpower

Name of the Agency:

Sl. No.	Designation	Approximate Number of manpower required per day (Eight hour duty of each)	(The rates quoted for Personnel should not be less than the rates fixed by the Labour Commissioner, Government of India for Bhopal District under the minimum Wages Act.) Please quote the rate/s of per person per shift inclusive of Pay+VDA+EPF+ESI+ Service Charge + GST etc.
1.	Data Entry Operator - 07(Skilled Category) Driver – 01 (Skilled Category)	08 (Eight)	Rs. _____/- (Rs. _____) (Please provide the break up compulsorily alongwith financial bid)
2	Guest House Attendant /MTS (03) (Unskilled Category)	03 (Three)	Rs. _____/- (Rs. _____) (Please provide the break up compulsorily alongwith financial bid)
3.	Housekeeping Staff with Housekeeping Material (07) (Unskilled Category)	07 (Seven)	Rs. _____/- (Rs. _____) (Please provide the break up compulsorily alongwith financial bid) Housekeeping Material Cost Rs. _____ per person

Note : The firms who have not enclosed the breakup of rates quoted above along with financial bid is liable to be rejected.

टिप्पणी: कृपया उपरोक्त उल्लेखित दरों का विस्तृत विवरण वित्तीय बिड के साथ अनिवार्य रूप से संलग्न करें अन्यथा उनके द्वारा प्रस्तुत निविदा निरस्त करने योग्य मानी जावेगी।

(Signature of the Bidder)
Name and Address (with seal)

Instructions for filling financial bid:-

1. The approximate requirement of man power will be Data Entry Operator: 07, Safaiwala/ Housekeeping staff (with material) : 07 , Guest House attendant 03 and Driver-01 . The number of manpower required shown above is indicative. The number of manpower required may vary in future as per demand of the Institute.
2. The rates quoted by the firm for per person are for full month (26 days).
3. In case, the Institute possessed additional buildings, the additional manpower and cost of material will be taken from empaneled firm on approved rates on prorated basis.
4. Contractor shall provide trained personnel and use its best endeavors to provide services to the PSSCIVE, Bhopal for providing Housekeeping **(with material and machinery)** and manpower. Rates quoted will be inclusive of all statutory obligations of the contractor under Minimum Wages Act of the as per Contract Labour Act, weekly-off replacement charges, cost of uniform of personnel deployed by the contractor, if any, all kinds of taxes, service charges, etc. of the agency.
5. The rate quoted will be for per shift of eight hours per person per day. If the minimum wages is revised by the Government of India the incremental wages, if applicable, will be provided. The offers/bids which are not in compliance of Minimum Wages Act and any other Labour laws will be treated as invalid.
6. The contract is initially for one year, extendable further upto three years depends upon the requirement of the Institute and the performance of the firm.
7. The bidders may quote the rates in Indian Rupees only.
8. All the columns shall be clearly filled in ink legibly or typed. The tenderers should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the tenderers shall disqualify the tender. The tenderers shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would be otherwise made the tender liable for rejection.
9. The firm will provide the two set of uniform to the manpower provided by them (excluding data entry operator). The Uniform consist: Two Trousers, two shirts/t shirt for man and Two sarees and blouse for women employees. One set of shoes /Chappal.
10. Bidders should quote the rates for all the required manpower. In case, the bidder has quoted the rates partly basis. The committee reserves the right to reject such of bids.
11. **Housekeeping material viz. Broom, phenyl, cleaning machines, neptholyn balls, odonil, room freshener and other items required , uniform and identity cards of personnel deployed by the contractor**
12. **The service charges quoted 'NIL' or unreasonably low rates will be summarily rejected as per Government of India ministry of finance Letter No. 29(1)2014-PPD, North Block, New Delhi, dated 28.01.2014**

INSTRUCTIONS TO BIDDERS

1. GENERAL:-

- The present tender is being invited for Housekeeping and requirement of manpower(The chart prepared as per Annexure I) under which the contractor shall provide trained personnel and will use its best endeavors to provide Housekeeping of buildings and manpower in PSSCIVE, Bhopal,.
- The duration of this Contract shall be initially for a period of one year w.e.f. the commencement of the contract, extendable further upto three years on the basis of performance of the firm.

2. ELIGIBLE BIDDERS:-

- All agencies who are having annual average turnover of Rs.10000000/- (Rs. One Crore only) during the last three financial years in the books of accounts duly certified by the Chartered Accountant and supported by the copy of the final accounts.
- The bidder should have the experience of completion of similar works, in any of the Institutes/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or autonomous bodies of Government of India or Public Sector Banks or Local Bodies/Municipalities or in any reputed private bank during last five years as follows:-
 1. Three similar completed works costing not less than Rs.10.00 lakh in total OR
 2. Two similar completed works costing not less than the total amount equal Rs.15.00 lakh ; OR
 3. One similar completed work costing not less than Rs.30.00 lakh.
- **The bidder should not be blacklisted by any organization. An undertaking in this effect on stamp paper is to be enclosed invariably.**

3. QUALIFICATION OF THE BIDDERS:-

- Bidder shall submit a copy of valid PAN card issued by the Income Tax Department
- Bidder shall also submit valid registration from Employees provident fund organization, Employees state Insurance, GST etc.
- Bidder must submit copies of all documents required, duly self-attested, along with technical bid of the tender.
- Each Bidder is required to confirm and declare with his bid that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of this contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission has been or will be paid and that the tender price will not include any such amount. If the PSSCIVE subsequently finds to the contrary, the Institute reserves the right to declare the Bidder as non-compliant and declare any contract if already awarded to the Bidder to be null and void.
- Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.

4. COST OF BID:-

- The bidder shall bear all costs associated with the preparation and submission of his bid and the Institute will in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

5. VISIT TO INSTITUTE before submission of bid-

The bidder is required to provide Housekeeping services to this Institute (Main Administrative Building I and II, Auditorium, Hostel, Guest House and Roads of the campus of PSSCIVE) and is advised to visit and acquaint himself with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the Institute and is aware of the operational conditions prior to the submission of the tender documents. For any queries related to bid, they may contact for pre bid meeting to Under Secretary, PSSCIVE. If any clarification is required the same can be obtained in writing.

6. TENDER DOCUMENTS:-

Contents of Tender Documents: - The Tender Invitation Document has been prepared for the purpose of inviting tenders for providing Housekeeping/Cleaning and requirement of manpower. The Tender document comprises of:

- (a) Notice of Invitation of Tender.
 - (b) Tender form No. 1 (Technical bid) for providing services Housekeeping/Cleaning and requirement of manpower
 - (c) Price Bid form No. 2 (Financial bid) for providing services of Housekeeping/Cleaning and requirement of manpower
 - (d) Terms and Conditions
 - (e) Scope of Work (Annexure-I)
 - (f) Details of Manpower required (Annexure-II)
 - (g) Evaluation criteria for technical and financial points (Annexure III)
 - (h) Check list for pre qualification bid (Annexure IV)
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- The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of his bid.
 - The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender document.

7. CLARIFICATION OF TENDER DOCUMENT

- The bidder shall check the pages of all documents and, in the event of any discrepancy or missing pages the bidder shall contact the Office of PSSCIVE
- In case the bidder has any doubt about the meaning of anything contained in the Tender document, he shall seek clarification in pre bid Conference scheduled on 18.09.2017 (at 15:00) at PSSCIVE

8. PREPARATION OF BIDS

- The bidder shall, on or before the date given in the Notice Invitation to Tender of Housekeeping/Cleaning and requirement of manpower, submit his bid in sealed envelopes clearly marked with the name of the Tender.

- If form is downloaded, a demand draft of Rs.1000.00 (towards cost of the form) should be submitted along with Bid form and kept with technical bid form no. 1. . If form is obtained from the office then enclose a copy of Money Receipt obtained from the office.
- The contractor shall deposit Bid Security for an amount of **Rs.100000.00** (Rs. One Lakh only) in the form of an Demand Draft from a commercial bank, from a commercial bank in favour of **JOINT DIRECTOR, PSSCIVE, BHOPAL** along with the Tender document. The Bid Security will remain valid for a period of forty-five days beyond the final bid validity period. Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.
- The tender documents shall be addressed to the **Under Secretary, PSSCIVE, Shyamla Hills, Bhopal 462013** and submit in the Office of PSSCIVE, Bhopal at the address given in the Tender document.
- The Bidder shall furnish the details regarding total number of works completed in preceding three years, which were similar in nature and complexity as in the present contract requiring supply of trained man power to provide Housekeeping, MTS, Guest House attendant and Data entry operator etc.
- The service charge contract should ordinarily be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions **“ Nil charges the shall be treated as unresponsive and will not be considered. As per Government of India ministry of finance Letter No. 29(1)2014-PPD, North Block, New Delhi, dated 28.01.2014”**

9. BID PRICES:-

- Bidder shall quote the rates of service charge and GST thereon in Indian Rupees for the entire contract on a 'single responsibility' basis such that the Tender price covers contractor's all obligations mentioned in or to be reasonably inferred from the Tender document in respect of the Housekeeping Services and requirement of manpower at PSSCIVE, Bhopal.
- Bidder shall also quote rates of material for housekeeping services. This includes all the liabilities of the contractor such as **cost of Housekeeping material viz. Broom, phenyl, cleaning machines, neptholyn balls, odonil, room freshener and other items required, uniform and identity cards of personnel deployed by the** contractor and all other statutory liabilities like Minimum Wages as per norms, ESI, PF contributions, service charges, all kinds of taxes etc. which should be clearly stated by the contractor.
- The offers of those prospective bidders which do not meet the statutory requirements are liable to be rejected.
- Conditional bids/offers will be summarily rejected without assigning any reasons.

10. Submission of Bids:-

- The bidder shall submit the Technical Bid in a separate sealed cover and the Financial Bid in another sealed cover duly superscripted and all these two sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed **“Tender for Housekeeping/Cleaning and requirement of manpower”**.
- The sealed cover of Technical Bid should consist of the following documents:-
 - (a) Bid Security (Earnest Money Deposit) for an amount of Rs. 1,00,000/- in the form of an DD from a commercial bank in favour of Joint Director, PSSCIVE, Bhopal ;
 - (b) Bidders who have downloaded the form from website are requested to enclose the cost of form for an amount of Rs. 1000/- in the form of Account payee demand draft in favour of Joint Director, PSSCIVE, Bhopal
 - (c) Self attested one recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, Office/Residential address and office Telephone numbers,

- whether the bidder is a sole proprietor/partnership firm and if partnership firm, names addresses and telephone numbers of Directors/Partners also;
- (c) Self attested copy of PAN No. card under Income Tax Act;
 - (d) Self attested copy of GST Registration Number;
 - (e) Self attested copy of Valid Registration No. of the Agency/Firm;
 - (f) Self attested copy of valid Provident Fund Registration Number;
 - (g) Self attested copy of valid ESI Registration Number;
 - (h) Self attested copy of valid License and Number under Contract Labour Act and under any other Acts/Rules;
 - (i) Proof of Average Annual turnover as stated in supported by audited Balance Sheet;
 - (j) Proof of experience supported by documents from the concerned organizations.
 - (k) A copy of Power of attorney or partnership deed (if any)

11. Other Important Conditions

- The contract may be valid initially for one year and the Institute reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions upto three years as may be agreed to.
- The contractor shall deposit Bid Security for an amount of Rs.100000.00 (Rs. One lakh only) in the form of an DD from a commercial bank in favour of Joint Director, PSSCIVE, Bhopal along with the Tender document.
- Any Tender not accompanied by Bid Security and cost of form shall be summarily rejected.
- Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.
- Bid security of the successful bidder shall be returned on receipt of Performance Security in the Institute and after signing the contract agreement.
- Bid Security shall be forfeited if the bidder withdraws his bid during the period of Tender validity.
- Bid Security shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified by the Institute.
- The bid shall contain no alterations, omissions or additions except those to comply with instruction issued by the Institute, or are necessary to correct errors made by the bidder, in which case such corrections shall be initialed/signed and dated by the person or persons signing the bid.
- The tender shall remain valid and open for acceptance for a period of 45 days from the last date of submission of tender.
- Bids must be received in the Institute at the address specified above not later than the date. The Institute may, at its discretion, extend the deadline for submission of bids in which case all rights and obligations of the Institute and the Bidder will be the same. Any bid received by the Institute after the deadline for submission of bids, as stipulated above, shall not be considered and will be returned unopened to the bidder.
- The staff of the contractor shall not accept any gratitude or reward in any shape.
- Under the terms of their employment agreement with the Contractor the Housekeeping staff shall not do any professional or other work for reward or otherwise either directly or indirectly, except for and on behalf of the Contractor
- The antecedents of staff deployed shall be got verified by the contractor from local police authority and an undertaking in this regard to be submitted to the Institute and Institute shall ensure that the contractor complies with the provisions
- Personnel employed by the contractor for the performance of contracted duties shall be within the age group of 21 to 50 years. All should be physically fit able bodied with good eye sight and

hearing power, be able to read write and speak Hindi, English and local language. They should be fully trained, skilled and with specialized experience in their relevant field.

- The Agency shall execute the service and discharge their obligations to the entire satisfaction of the employer and in accordance with the directions and specific instructions as may be issued from time to time by the employer or its officer in charge .
- That in the event of any loss occasioned to the Institute , as a result of any lapse on the part of the contractor which will be established after an enquiry conducted by the Institute , the said loss can claim from the contractor up to the value of the loss. The decision of the Head of the Institute will be final and binding on the agency
- The contractor shall do and perform all such Housekeeping services, acts, matters and things connected with the administration, superintendence and conduct of the arrangements as per the direction enumerated herein and in accordance with such directions, which the Institute may issue from time to time and which have been mutually agreed upon between the two parties.
- The Bidder must be registered under EPF and ESIC regulation and should possess EPF numbers allotted by EPF Commissioner, Government of India.
- Any dispute is subject to the Jurisdiction of Bhopal only.
- The bidder is required to formulate his offer taking into account all statutory Regulations in force regarding wages, other statutory payment and taxes to be paid by him during the whole contract period to the Housekeeping personnel as well as other Government agencies.
- Any Financial offer in respect of payment of wages to the personnel, if found violating the provisions of the Contract Labour (Regulation & Abolition) Act, 1970 and/or any other statutory requirement mentioned in Bid document shall be liable to be rejected.
- The bidder shall fill in rates and prices for all items of the Services described in the Bill of Quantities (Financial Bid- Form No.2). Items for which no rate or price is entered by the bidder will not be paid for by the Employer when executed and shall be deemed covered by the other rates and prices in the Bill of Quantities. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
- All duties, taxes, and other levies payable by the contractor under the contract, or for any other cause shall be included in the rates, prices and total Bid Price submitted by the Bidder.
- The Bid Security may be forfeited, if
 - a. the Bidder withdraws the Bid after Bid opening during the period of Bid Validity;
 - b. the Bidder does not accept the correction of the Bid Price, pursuant to the relevant clause in this tender document.
 - c. the successful Bidder fails within the specified time limit to
 - i. sign the Agreement or
 - ii. furnish the required Performance Security.
- Examining and merit listing the Financial Part only those Bids which qualify for the Technical Part will be considered for examination in the Financial Part.
- The Bidder whose Bid has been accepted will be notified of the award by the Employer prior to expiration of the Bid validity period by post/email. This letter (hereinafter and in the Conditions of Contract called the letter of Acceptance) will state the sum that the Employer will pay the Contractor in consideration of the execution, completion and maintenance of the Services by the Contractor as prescribed in the Contract (hereinafter and in the Contract called the contract Price subject to TDS).
- The notification of award will constitute the formation of the Contract subject only to the furnishing of a 10% performance security of contract price in accordance with the provisions of GFR.
- The Agreement will incorporate all correspondence between the Employer and the successful Bidder. It will be signed by the Employer and send to the successful Bidder within 21 days

following the notification of award along with the Letter of Acceptance. Within 21 days of receipt, the successful Bidder will furnish the performance security and sign the Agreement with the Employer.

- Bid security will be released to the unsuccessful bidders in due course.
- Within 21 days of receipt of the Letter of Acceptance, the successful Bidder shall deposit a Performance Security equivalent to 10% of the Contract price in the Account Section of the Institute in Cash/DD/Cheque.
- The Joint Director reserves the right to terminate the process of bid.

10. Other conditions for Contract.

1. The Contractor must insure that the staff provided by them should not have work in PSSCIVE, not more than 03 years earlier occasions.
2. The consumable material like Broom, phenyl, cleaning machines etc. required by the Housekeeping staff will be supplied by the contractor himself.
3. The Contractor shall employ the personnel named in the Schedule of Personnel as referred to in the Contract Document to carry out the functions stated in the Schedule or other personnel approved by the Employer or his nominee. The Employer or his nominee will approve any proposed replacement of Housekeeping personnel only if their qualifications, abilities, and relevant experience are substantially equal to or better than those of the personnel listed earlier.
4. If the Employer or his nominee asks the Contractor to remove a person who is a member of the Contractor's staff of his work force stating the reasons, the Contractor shall ensure that the person leaves the site within two days and has no further connections with the work in the contract.
5. All risks of loss of or damage to physical property and of personal injury and death which arise during and in consequence of the performance of the Contract are the responsibility of the Contractor.
6. (i) The agency shall be directly responsible for the minimum wages, provident fund, or any other benefits as may be available to its employees under relevant acts and regulations applicable. The Institute shall not entertain any such claim of the person employed by the Tenderer.
(ii) The Tenderers shall satisfy the Institute with documentary proof/evidence about the Salary Paid to the staff employed by him in the Institute through the bank any. A statement may be submitted to the office.
7. The Contractor shall submit to the Employer or his nominee monthly Bill of the services along proof of deposit of EPF, ESI, GST. etc.
8. The Employer or his nominee shall check the Contractor's monthly Bill within 7 days and certify the amount to be paid to the Contractor after taking into account any credit or debit for the month in question.
9. The Employer will perform such duties in regard to the deduction of such taxes at source as per applicable law. Any new Taxes, levies, duties imposed after signing the Contract shall be reimbursed by the employer on production of documentary evidence.
10. If the contractor fails to provide services of Housekeeping personnel as per the requirement of the employer, the employer shall be at liberty to engage the same from suitable agency/organization and the excess cost incurred on engagement of such deficit personnel shall be recoverable from the contractor.

11. The services are subject to supervision of the authorized representative of Employer. If any irregularity is observed it will entail penalty as defined at penalty clauses as under:
12. If there is any breach of this condition, the employer shall, without prejudice to its other remedies under the contract, impose/deduct penalty @ minimum of Rs.1000/- (Rupees One thousand only) per day per personnel or as decided by the competent authority from its monthly bill.
13. If the Agency fails to deploy less than 90% of minimum number of Housekeeping personnel to be deployed in a month, as specified in Schedule of Requirement, the employer shall, without prejudice to its other remedies under the contract, deduct from the monthly bill, as liquidated damages/ penalty, a sum equivalent Rs.500/- per person per day for total deficit number of personnel up to of 10% of the contract price or as decided by the competent authority.
14. The Employer shall have authority to disallow and deduct the salary of three days, as penalty /punishment, of any Housekeeping personnel on duty or otherwise, found under the influence of any drug or intoxicants or found guilty of conduct unbecoming of a Housekeeping personnel or found attempt to claim false attendance or found sleeping, absenting from his duties and shall take such other action as may be required under the circumstances.
15. If the agency fails to provide efficient and reliable Housekeeping /manpower service either due to deployment of inadequate number of personnel or lax and unsatisfactory services and fails to improves even when so asked, the employer may consider termination of the contract.
16. The Employer, if not satisfied with the progress and quality of the services rendered by the contractor under the contract and in the event of failure of the contractor to recoup the quality in the mutually agreed time frame, shall be entitled to terminate the contract and forfeiture of performance security.
17. The engaged/Contract workers have to work for 6 days in a week.
18. In the event of any theft of the material from the premises of the Institute, the cost of the material to be replaced, and a penalty of 25% of the cost of material replaced will be imposed and this amount will be deducted from the payment of next monthly bill.
20. The Employer shall not make any advance payment on any account to the contractor in any circumstances under this contract.
21. **Cost of Repairs**
Loss or damage to the property of the Institute due to negligence of the staff of the contractor during the currency of the contract shall be remedied by the Contractor at the Contractor's cost if the loss or damage arises from the Contractor's acts or omissions.
22. The contract may be terminated by giving one month notice by the contractor on payment in lieu thereof. However in case of exigency arising on account of the not providing services on satisfactory manner, the employer can terminate the contract with immediate effect.

23. If the Contract is terminated the Contractor shall stop service immediately, make the site safe and secure and leave the site as soon as reasonably possible.
24. In the event of termination by the employer, the security Deposit of the contractor shall be forfeited and balance period of services contract shall be undertaken at the risk and cost of the agency, till the new contract will be executed.
25. The Contractor/agency shall provide and ensure that the Housekeeping staff and MTS/Peon employed by them always wear proper uniform as prescribed by the Contractor and shall ensure that the staff are smartly turned out at all times.
26. The Contractor shall provide and ensure all such amenities/implements/kit to the personnel as are required for a smooth and efficient execution of the duties.
27. The Housekeeping Personnel deployed by the agency will be provided with materials like brooms, phenyl etc. to carry out the cleaning related work by the Agency.
28. Bill should be prepared and submitted by the agency in two copies along with the attendance sheet duly verified by officer in charge on day to day basis.
29. The Agency shall maintain proper account of payments including statutory benefit being given to the personal engaged in the Institute. Agency should also submit the proof of payments and statutory benefits being given to the staff of previous month along with running monthly bill.
30. The Contractor shall deposit GST and EPF/ESI contribution and submit the photocopies of the challan/ returns of previous month along with running monthly bill.
31. The Contractor will make the payment of wages to the personnel adhering to all statutory requirements such as Minimum Wages, provisions for Provident Fund, ESIC or any other obligations.
32. The Contractor will furnish a self certified lists of such transfer of funds to the staff with the self endorsed copies of payments made towards their EPF contributions, ESIC contributions, Payment of Bonus paid or any other statutory obligations to the employer.
33. The Employer reserves the right to terminate or cancel the contract any time without assigning any reason. However, if contractor would like to quit and terminates the contract he/she has to give one month's notice in advance.
34. Institute will not responsible for any exigencies arises with the outsourcing staff due to any reasons. The firm will take care of that issues.
34. Any other related duties as assigned by the competent authority.
35. In case of any dispute, the decision of Joint Director, PSSCIVE, Bhopal shall be final and should bound to all.
36. All legal cases subject to Bhopal Court's Jurisdiction.

**Signature of the bidder
alongwith seal**

**PSS CENTRAL INSTITUTE OF VOCATIONAL EDUCATION,
SHYAMLA HILLS, BHOPAL (MP) 462013**

WORKING HOURS:

For Safaiwala/Housekeeping staff and MTS (Multi Tasking staff)

The services are required for six days in a week, Monday to Saturday, from 9.00 AM to 5.00 PM (Monday to Friday) and 09.30 a.m. to 12.30 p.m on Saturday.

For Data Entry Operator/MTS/DRIVER

The services are required for five days in a week, Monday to Friday, from 9.00 AM to 5.30 PM (Monday to Friday).

For Guest House Attendant

Eight hours duties per day as assigned by the Incharge, Guest House/Hostel. Extra duties done by the labours will be in proportion of approved rates (excluding EPF, ESI)

All the labours have to register with Biometric attendance system and punch their attendance while entering and exiting from the Institute.

SCOPE OF WORK OF THE CONTRACTOR

1. The contractor shall attend to work in Institute (Administrative Building I and II, Auditorium, Hostel, Guest House and Roads) with Housekeeping material. **The Housekeeping of Institute consist dry and wet clearing with material.** The work of Housekeeping includes, Glass Cleaning, Dusty control operation manual dust control, scrubbing of floors, Cleaning of carpets, Spot Cleaning Manual As and when required, Dusting of Chairs/Sofas Feather dusters Routine morning, Replenishing deodorants Every 1st and 21st day of the month, Check-clean in toilets Every 60-90 minutes depending upon number of users, Dry dusting Feather brush Routine before 9.30 am, Cleaning of false ceiling Telescopic rod Once in 3 months , A/C Grills Manual Once a week, Removing the walls hangings etc and cleaning with Vacuum cleaner Once a month, Staircases Brooming & mopping Routine. Apart from above, the housekeeping staff has to clean roads of the campus weekly.
2. The contractor is supposed to provide good quality Housekeeping material viz. Broom, phenyl, cleaning machine etc.
3. Providing manpower (Data Entry Operator, Multi Tasking staff)
4. Providing manpower–the incumbents must have essential educational qualification as mentioned in the form.
5. The staff provided by the firm have to submit their resume and personal details viz. Address, email id and contract number to this office compulsorily.
6. The Institute will not responsible for safety and health of the staff provided by the contractor.

**PSS CENTRAL INSTITUTE OF VOCATIONAL EDUCATION,
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Details of Manpower Required

Sl. No.	Details of Floors	Number of Personnel required (Each of eight hours duty)			
		Housekeeping staff with Material and machines	Guest House Attendant/ Multi Tasking Staff	Driver	Data Entry Operator
	Cateogory	Unskilled	Un skilled	Skilled	Skilled
01	Administrative Building I and II, Auditorium, Hostel, Guest House and Roads	07	03	01	07

Note: The number of Personnel and their location may vary in future.

EVALUATION CRITERIA FOR TECHNICAL AND FINANCIAL POINTS

Scoring of ten marks will be based on Annual Turnover, Manpower on roll, experience of running similar services, volume of work performed in preceding years, Staff on roll, ISO certification and other pre-qualification criterion prescribed in the Terms and Conditions of the contract.

The firm/agency which has secured five out of ten marks will be considered as technically qualified. The financial bids of all the technically qualified firms/agencies/bidders will be opened for financial evaluation.

The work will be awarded to the L-1 agency (Comparative chart will be prepared on the basis of total of monthly rates). In case the financial bid of more than one agency is same as L-1, then the work will be awarded to the agency which gets the maximum marks in Technical evaluation.

ANNEXURE-IV

**PSS CENTRAL INSTITUTE OF VOCATIONAL EDUCATION,
SHYAMLA HILLS, BHOPAL (MP) 462013**

**CHECK-LIST FOR PRE-QUALIFICATION BID FOR HOUSEKEEPING SERVICES AND REQUIREMENT OF
MANPOWER**

Sl. No.	Documents asked for	Page number at which document is placed
1.	Bid Security of Rs.100000.00 (Rupees One Lakh only) in the form of DD in favour of Joint Director, PSSCIVE, Bhopal and a draft of Rs.1000.00 if form is downloaded from website.	
2.	One self-attested recent passport size photograph of the Authorized person of the firm/agency, with name, designation, address and office telephone numbers. If the bidder is a partnership firm, name designation, address and office telephone numbers of Directors/Partners also.	
3.	Self-attested copy of the PAN card issued by the Income Tax authorities with copy of Income-Tax Return of the last three financial year.	
4.	Self attested copy of GST Registration No.	
5.	Self attested copy of valid Registration number of the firm/agency.	
6.	Self attested copy of valid Employees Provident Fund Registration number.	
7.	Self attested copy of valid ESI Registration No.	
8.	Self attested copy of valid License No. under Contract Labour issued by appropriate authority.	
9.	Proof of experiences of last three financial years as specified in clause 2 of the tender along with satisfactory performance certificates from the concerned employers.	
10.	Any other documents, if required.	
11	Proof of turnover of last three financial year issued by the CA	
12	Copy of power of attorney and partnership deed, if any.	

**Signature of the Bidder
(Name and Address of the Bidder)**

Annexure- V

QUANTITY OF REQUIRED MATERIALS PER MONTH

क्र.सं.	सामग्री	मात्रा
01	फूल झाडू (उजाला)	04
02	सीक झाडू	03
03	फिनायल (Original)	04 ली.
04	हारपीक (500 मि.ली.)	04
05	ओडोनिल (50 ग्राम)	02
06	नेपथलीन वाल	01 कि.ग्रा
07	लग्गा झाडू	01
08	सुपडी	02
09	टयलेट ब्रश	02
10	गुन्जे	02
11	जाला झाडू	01
12	कॉलीन (500 मि.ली.)	02
13	फ्लोर डस्टर (20''x 20'') पोछा कम्पलीट	04
14	टेबिल डस्टर(1.5''x 1.5'')	04
15	लाल हिट (450 मि.ली)	01
16	रूम फ्रेशनर (प्रिमियम)	02
17	बेगान स्प्रे (450 मि.ली)	01
18	वगोल फिनायल	01
19	वायपर	01
20	व्हील पाउडर	02 कि.ग्रा

Note: The above mentioned quantity of materials has to be deposited by the contractor on the 1st day of every month with Caretaker of the Institute.

Signature of Contractor & Seal