

## **TENDER**

Tender No. 01/ MSME-TC/MUM/ADMN/OE/ 2017-18

Issue Date : 18.10.2017

### **TENDER TYPE: TWO BID SYSTEM**

Last Date & Time of Receipt of Tender : 29.11.2017 Up to 1530 Hours

Date & Time for Opening of Tender: : 30.11.2017 At 1100 Hours

Dear Sir,

Sealed Quotations are invited Two Bid System from reputed Housekeeping / Manpower Service Provider with following Terms and Conditions by the Director, MSME Testing Centre, Mumbai for the work specified in the Tender.

The Tender will be in two parts.

1. Eligibility Criteria and qualifying conditions (along with documentary evidences of Firms Registration Certificate, Copies of successfully Orders, List of Clients served with Contact Details, GST & PAN Card Copy, etc/).
2. Financial Bid as per Format Given Below.

S. No.	Subject	No of Persons	Amount
1.	House Keeping Staff	3 Nos.	
2.	Data Entry Operator	3 Nos.	
3.	GST		
4.	Other Mandatory Charges (PF.ESIC etc. to be mentioned separately)		
5.	Profit		
	Total		

The rate should conform to the Minimum Wages Act as per State Govt. as applicable in Mumbai.

Part 1 & Part 2 should be put in a sealed cover separately, duly superscribed as **“Tender for Housekeeping Services”** with **Due Date as 29.11.2017**.

Tender will be opened on **30.11.2017 at 1100 hrs** and evaluated. The rate is to be quoted in format as above. The rates quoted should remain firm up to one year from the date of purchase order.

Selected bidder is required to bring all the original documents which are mentioned in Part - 1 for our verification.

MSE having valid Udyog Aadhar will be preferred.

DIRECTOR  
MSME-TC, MUMBAI  
022-28570588/6998

E -mail: [dctc-wr@dcmsme.gov.in](mailto:dctc-wr@dcmsme.gov.in)

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1. The period of contract will be for 01 Year w.e.f. 1<sup>st</sup> December, 2017 to 30<sup>th</sup> November, 2018. A contract may be extended for one more year as per the approval of Competent Authority.
2. The Successful bidder will be required to arrange a performance bank guarantee of 10% of the value of the contract which will be returned to him after completion of the contract. If the Contractor leaves/terminates the contract before the contract period of one year, this performance bank guarantee will not be refunded to him. On the other side, if the Office terminates the Contract for any reason assigned or non-assigned, this will be returned in full to the Contractor. No interest will be payable by the Centre on the performance bank guarantee for the period it is retained with the Centre.
3. Sealed Tender shall be sent to the undersigned by due date/time. Tenders received after due date/time will not be considered.
4. The Department reserves the right to accept or reject any tender in part or in full without assigning any reason whatsoever.
5. The Contractor shall be registered under Contract Labour (Regulation & Abolition Act 1970). The Contractor shall also comply with all rules and regulations applicable in Mumbai, Maharashtra.
6. The employee of the Contractor should be covered under E.S.I., PF as per norms. The copy of ESI and PF Certificates may be attached and shall make salary payments to its employees as per the payment of Minimum Wages Act (Maharashtra) inclusive of Dearness Allowance increase, etc. from time to time.
7. The Contractor shall provide necessary standard liveries to his Workers/Supervisors and no extra payment shall be made by MSME-TC Mumbai on this account.
8. The Contractor shall ensure that no labour problem is passed on to MSME-TC Mumbai.
9. The Contractor at all times should indemnify the MSME-TC Mumbai against all claims. Damages or compensation under provisions of payment of Wages Act, 1936, Minimum Wages Act 1948, Employer's Liability Act 1938, the Workmen Compensation Act 1923, Industrial Disputes Act or any modification thereof or any other law relating thereto and rules are made hereunder from time to time pertaining to labour. MSME-TC Mumbai will not own any responsibility in this regard.
10. Please note that in the event of Purchase Order/Work Order, all the payments shall be made only through Electronic Fund Transfer/RTGS methods and you are required to furnish the following information in your offer : (a)Your Account Name (b)Account No. (c)Bank Name (d)Branch Name & Address with IFS Code (e)MICR Code (should be supported by a cancelled cheque leaf copy to eliminate typing errors) (f)PAN No. etc.
11. Payment will be made on monthly basis on successful completion of work. Deduction on account of absence of persons employed will be made from the monthly bill.
12. List of Customers to whom services are provided with contact numbers may also be submitted.

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13. Daily Cleaning Service to be provided as under :

- To ensure that general cleaning of the Office, as per daily routine jobs, gets completed before 9.30 a.m.
- Removal of waste papers and any other garbage from the entire premises lawns
- Dusting of furniture, Cupboards, Telephone equipment first with dry cloth and then with detergent spray, such as Colin.
- Cleaning of waste paper baskets, Dustbins etc.
- Acid-Cleaning and Scrubbing of Toilets, Wash basins, Sanitary fittings, Glasses & Toilets Floors at least twice a day.
- Cleaning of Window Glasses, Frames, Cabins, Grills with Colin or any other good quality detergent.
- Cleaning and mopping of floors, Staircases, Common areas and Office Cabins.
- Sitting area and Passage etc. to be cleaned/mopped continuously.
- Entry Gate Glasses and Aluminum Frames to be cleaned twice in a day.
- Cleaning and refilling of Water jugs at reception.
- Shifting/adjustment of furniture and other items etc. within the premises.
- To provide Toilet Tissue Papers, Good quality Small Toilet Soaps.
- Cleaning of Planters.
- Cleaning of Lab equipment/Maintenance of garden – daily watering, trees/grass cutting, Plantation etc (Garden maintenance – Instruments/Materials will be provided by the Lab)
- Cleaning of Roof Top
- Besides daily cleaning of stores, to help in arranging stores items as and when required. Special cleaning to be done in consultation with Stores Officer.
- Data Entry Operator should be conversant with Computer and should have good speed and communication skills.
- Data Entry Operator may have to work in Customer Service Cell, Laboratories and with Officers.

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DIRECTOR MSME-TC  
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