



**The Secretary Admissions Regulating Authority & Commissioner State CET Cell
Government of Maharashtra, Mumbai,
8th & 9th Floor, New Excelsior Building, A.K.Nayak Marg, Fort, Mumbai-400 001
Phone No 022 22016159/57**

No. ARA/CET/Housekeeping Tender/506/2019-20

Mumbai, the 28 Feb, 2019

**TENDER NOTICE FOR INVITING QUOTATION FOR HOUSEKEEPING SERVICES FOR OFFICE
PREMISES.**

The Secretary Admissions Regulating Authority & Commissioner State CET Cell Government of Maharashtra, Mumbai having his office at 8th & 9th Floor, New Excelsior Building, A.K.Nayak Marg, Fort, Mumbai-400 001 invites tenders on behalf of the Admissions Regulating Authority for Housekeeping Service for the 8th & 9th Floor, New Excelsior Building, A.K.Nayak Marg, Fort, Mumbai-400 001 for its office premises for the period of one year.

The Tender form can be downloaded from www.mahacet.org or www.maha-ara.org
The following document, giving full details, are enclosed:

1	SCOPE OF WORK	Annexure I
2	ELIGIBILITY CRITERIA FOR TECHNICAL / QUALIFYING BIDS & FINANCIAL BID REQUIREMENTS	Annexure II
3	TERMS AND CONDITIONS & MICS.	Annexure III
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5	FINANCIAL INFORMATION OF THE ORGANIZATION	Annexure V
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2. The tender is invited in two parts i.e. **(1) Technical/qualifying Bid** and **(2) Financial Bid**. The Tender Form for Technical/qualifying Bid prescribed in Annexure-IV to VIII and the Tender Form for the Financial Bid prescribed in Annexure-IX are to be sealed in two separate envelopes superimposed with words "TECHNICAL/QUALIFYING BID" and "FINANCIAL BID" respectively. These two sealed envelopes with desired enclosures and Earnest Money Deposit (EMD) Demand Draft, should then be placed and sealed in a bigger envelop having superimposed with words "**QUOTATION/ RATES FOR HOUSEKEEPING SERVICES OF OFFICE PREMISES**". Thereafter the sealed envelope shall be submitted to the Secretary Admissions Regulating Authority & Commissioner State CET Cell Government of Maharashtra, Mumbai having office at 8th & 9th Floor, New Excelsior Building, A.K.Nayak Marg, Fort, Mumbai-400 001 so as to reach on or before 16.00 hrs. on **15/03/2019**.

3. The sealed tender envelopes will be opened on **19/03/2019 at 12.00 hrs** in the presence of Secretary Admissions Regulating Authority & Commissioner State CET Cell Government of Maharashtra, Mumbai at the conference hall 8th & 9th Floor, New Excelsior Building, A.K.Nayak Marg, Fort, Mumbai-400 001 for scrutiny of Technical/qualifying Bids. Financial bids of those bidders who qualified In Technical/qualifying Bid will be opened on **20/03/2019 at 11.00hrs.**

The Secretary Admissions Regulating Authority & Commissioner State CET Cell Government of Maharashtra, Mumbai reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

sd/-
(A E Rayate) IAS
Commissioner, State CET Cell &
Secretary, Admissions Regulating Authority,
Mumbai

Encl : As above.

ANNEXURE-I

SCOPE OF WORK

The works relating to housekeeping and cleanness are required to be undertaken by the bidder/service provider in the Secretary Admissions Regulating Authority & Commissioner State CET Cell Government of Maharashtra, Mumbai at 8th & 9th Floor, New Excelsior Building, A.K.Nayak Marg, Fort, Mumbai-400 001 as the below mentioned premises:

HEADQUARTERS		Area Sq. ft.
1	8th Floor Commissioner State CET Cell Government of Maharashtra, Mumbai New Excelsior Building, A.K.Nayak Marg, Fort, Mumbai-400 001	4588 + Area before the main door and lift
2	9th Floor Secretary Admissions Regulating Authority, Mumbai New Excelsior Building, A.K.Nayak Marg, Fort, Mumbai-400 001	4588 + Area before the main door and lift
Total		9176

Types of Services, Frequency of Service work, and Chemicals/Cleaning materials to be used are as under:-

I. Types of Services and their Frequency :

A Works to be completed by 9.00 am on all working days(Except Sunday and Bank Holidays):-			
Sr. No.	Type of service	Frequency of service	Method
1	Sweeping & wet mopping of all floors i.e. including lift lobbies, workstation area, cabin enclosures, other working/office areas etc.	Daily Once	Manually/ Mechanized
2	Collecting of waste from the waste paper basket and storage at common place, at basement. Thereafter, segregation of waste & disposing off the same outside office premises as per MMRDA guidelines/rules.	Daily Once	Manually
3	Dusting & wiping of all open work stations along with computers and their accessories like printers, monitors, keyboards, fax machine and photocopiers etc, telephone instrument, cabins including desk chairs, tables, side-units, sofas & other furniture on the floors.	Daily Once	Manually using dry & wet cloth as per requirement

4	Glass cleaning in passages and corridors and of cabins from inside & outside	Daily Once	Manually using dry & wet cloth using spray liquid cologne.
5	Sweeping of both External Stairs, Drive way and Arcade and compound area around the office premises.	Daily Once	Manually/ Mechanized
6	Cleaning of window glasses from inside as well as outside all around the building .	Daily Once	Manually using necessary tools and cleaning materials

B. Miscellaneous Works

1	filling of water in water collar, All crockery cutlery and utensils to be cleaned and kept properly filling of water in water cooler.	Daily and As And When Required	Manually from the pool of personnel deployed for cleaning activities.
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C			
Work to be carried out daily at different intervals(Excluding Sundays and Bank Holidays)			
Sr. No.	Type of service	Frequency of service	Method
1	Cleaning of Pantry and Toilets along with toilet fixtures such as urinal, washbasins, W.C., mirror, lights, doors, dustbins, buckets, mugs in the toilet etc. Removing of cobwebs from ceilings, Scrubbing of all walls and floor in the toilet thoroughly in the morning and thereafter every hour. A check should be maintained to keep the toilet clean and dry. Soap containers fitted in the toilets should be filled every day with Homacol/any branded liquid soap like Dettol, Lifebuoy etc.	Daily Thrice (before 9.30 AM, 12.30 PM & 3.30 PM) In addition to above as and when instructed by Care Taker	scrubbing /washing with appropriate cleaning material/machines, wet & dry wiping manually/mechanically with soap solution spray cologne

D	Work to be carried out on Periodical Basis		
Sr. no	Type of service	Frequency of service	Method
1	Cleaning of sign boards, signage, nameplates etc.	Weekly Once	Manually/ Mechanically using appropriate shining material
2	Polishing Brass items (loose & fixed) by using Brasso or equivalent	Weekly Once	Manually/ Mechanically using appropriate shining material
3	Cleaning, sweeping of terraces, Shaft areas and basement etc.	Weekly Once	Manually/ Mechanically as the circumstances may demand
4	Scrubbing and washing of stairs & removing pan stains, if any, from the corners	Weekly Once	Manually/ Mechanically as the circumstances may demand
5	Removing of cobwebs from the walls/ceiling etc. Daily check is to be maintained.	Fortnightly Once	Manually/ Mechanized as the circumstances may demand

8	Cleaning of Sofas and Executive Chairs in cabins and enclosures		
	Type of service	Frequency of service	Method
8.i	Dry vacuum cleaning.	Monthly Once	Mechanized vacuuming
8.ii	Shampoo cleaning	Quarterly Once	Mechanized vacuuming & shampooing
9	Dusting, cleaning etc. of roller/Vertical blinds to keep them in working condition throughout the year	Monthly Once	Manually using dry & wet cloth & liquid detergent

Note:

- i. However, agency to keep minimum staff on Sundays and Bank Holidays to carryout Housekeeping works at any of the floors as per requirement, which are part of daily routine works & no extra payment shall be made in this regard.
- ii. The Bidder shall ensure quality work in planned and time bound manner. The standard of cleaning material, tools and tackles, machinery/equipment

and deployment of manpower for carrying out housekeeping work shall be to the satisfaction of ACT/CT/Officers supervising the work. Whenever the quality of the Housekeeping and Facility Management Services /maintenance rendered are below standard, the office of the CET & ARA at its own discretion will impose penalties as mentioned in this TENDER documents and recover/adjust the amount from the monthly bill/Security Deposit

List of Chemicals to be used for Facility Management Services

A) M/s Johnson Diversy or Equivalent

Sr.No	Chemicals	Usage/Application
1	R1	Bathroom Items
2	R2	Rooms, Office items, Laminated Furniture, PC, Marble, Granite Floors
3	R3	Glass Surfaces
4	Good Sense	Room freshener (spray)
5	R6	WC, Urinals
6	R9	Bathroom Cleaner (hard water)
7	Complete	Kota, Vinyl, Mosaic tiles - Polish
8	Shapback	Kota, Vynil, Mosaic tiles
9	Leverstar	Hard disinfectant before / after going into critical areas
10	Emerel	Restorative Product for fixtures

B) M/s ECO Lab – Henkel or Equivalent

Sr.No	Chemicals	Usage/Applicaiton
1	OC Bathroom Cleaner	Bathroom fittings and fixtures
2	OC Glass Cleaner	Glass Cleaner
3	OC Air Fresh	Air Freshener
4	OC Neutral Cleaner	Neutral Cleaner
5	Sigla	Floor mopping and scrubbing
6	Bendueol	Floor stripping
7	Polli	Regular buffing of granite
8	Homocol	Hand soap
9	Urinal Screen Dodizer	Gents Urinal pots

2. JOBS TO BE CARRIED OUT DAILY

- (i) Cleaning of toilets, windows, washbasins & other fittings and water coolers, removing of all dust, unwanted materials, cleaning to be done with phenol twice a day.
- (ii) Cleaning of corridors, staircase and common area with phenol in morning and with plain water in the afternoon.

(iii) Removing dust from floors, windows, doors, journals, furniture, fixtures, telephone, ashtrays, cupboards, air conditioners, almirahs, filing cabinets, glass panes, collecting waste papers, unwanted materials and its disposal at indicated locations.

(iv) Cleaning of rooms by moping floor with cloth soaked in water and phenol.

3. MISCELLANEOUS CONDITIONS

(i) Sweeping, cleaning of all parts as per specifications vide the items of schedule shall be completed before **9.00 a.m.** every day.

(ii) Manpower required for execution of the entire work including transport shall be arranged by the bidder. In case, a particular workman remains absent due to one reason or other, it would be the responsibility of the bidder to provide another workman in his place.

(iii) The bidder shall on award of the contract furnish the list containing names and addresses of the workmen sent to the Secretary Admissions Regulating Authority & Commissioner State CET Cell Government of Maharashtra, Mumbai for housekeeping services.

(iv) The services provided by bidder shall be to the satisfaction of the Secretary Admissions Regulating Authority & Commissioner State CET Cell Government of Maharashtra, Mumbai.

(v) The contract rates shall include the cost for all essential and contingent works, which although not specifically mentioned in this contract, are necessary for completion of the work to the satisfaction of the Secretary Admissions Regulating Authority & Commissioner State CET Cell Government of Maharashtra, Mumbai.

(vi) The bidder shall have no claim against the Secretary Admissions Regulating Authority & Commissioner State CET Cell Government of Maharashtra, Mumbai in respect of any work, which may be withdrawn.

(vii) The bidder shall maintain an Attendance Register of personnel. The above register of personnel shall subject to check by the concerned officer of the Secretary Admissions Regulating Authority & Commissioner State CET Cell Government of Maharashtra, Mumbai. The personnel will render services on all working days and any other day as may be required, excluding holidays / public holidays which are mandatory under labour laws. They will maintain cleanliness of toilets lavatories, pantry, floors, etc. and will attend to any unforeseen jobs as well as exigency of work. No extra payment for this shall be made.

4. TERMS OF PAYMENT

(i) The bidder will submit the monthly bill for reimbursement in duplicate enclosing the certificates as indicated below, which shall be got duly certified by the officer-in-charge and the same shall be paid thereof after making recovery, if any.

(ii) The bidder shall make regular and full payment of labour charges, salaries and other payments as due, as per the labour laws to its personnel deputed under service contract and furnish necessary proof whenever required, regarding actual deployment of personnel & their attendance.

(iv) No interim bills will be entertained. The bill payment will be subject to TDS applicable under the Income Tax Act 1961.

(v) Any complaint regarding non-payment of wages to personnel may result in termination of the contract.

5. PENALTIES

(i) The bidder will attract a penalty of Rs. 500/- (Rs. Five Hundred only) per day / per person in case the person fails to carry out the house keeping services due to his absence or any other reason.

(ii) In the event of failure in maintaining the housekeeping services on any day up-to the desired standard, in part of full the bidder is liable be penalized @ Rs. 1000/- (Rs. Thousand only) per day, which shall be recovered from the bills or otherwise. For the purpose of imposing penalty, the decision of the Secretary Admissions Regulating Authority & Commissioner State CET Cell Government of Maharashtra, Mumbai, will be final and binding on the bidder and shall not be subject to dispute or arbitration.

(iii) The bidder shall ensure that peace and order is maintained in the premises.

(iv) The bidder would ensure that all his personnel would behave courteously and decently with employees of the Secretary Admissions Regulating Authority & Commissioner State CET Cell Government of Maharashtra, Mumbai and also ensure good manners.

6. CHARGES AND PAYMENTS

Bills chargeable to the Secretary Admissions Regulating Authority & Commissioner State CET Cell Government of Maharashtra, Mumbai shall be paid after every month of services rendered if found in order. In case of any complaint of non-fulfillment or any obligation under the contract, the Secretary Admissions Regulating Authority & Commissioner State CET Cell Government of Maharashtra, Mumbai reserves the right to deduct the payments due from the bidder from monthly bill(s).

Annexure-II

1. ELIGIBILITY CRITERIA FOR TECHNICAL / QUALIFYING BIDS:

Technical/qualifying Bids shall be submitted in a prescribed format as laid down in Annexure I to this NOTICE FOR INVITING TENDER. The bidders shall provide information/documents/annexures as listed below.

- i. The Bidder must have ST, GSTN, PAN Number registration with respective authorities since 01.04.2015 (three years prior to the issue of this NOTICE FOR INVITING TENDER) and self-attested copy of these registration certificates should be enclosed to the Bid.
- ii. The Bidder must be registered with the ESI and EPF authorities and other relevant Labour Authorities since 01.04.2015 (three years prior to the issue of this NOTICE FOR INVITING TENDER) and self-attested copies of these registration certificates should be enclosed to the BID.
- iii. The Bidder must have Shop & Establishment Registration (Gumasta License) since 01.04.2015 (three years prior to the issue of this NOTICE FOR INVITING TENDER) and self-attested copy of the same should be enclosed to the BID.
- iv. The Bidder must have ISO 9001:2008 certificate. Self-attested copy of the same should be enclosed to the BID.
- v. The bidder should have minimum 1 (one) Work Order with completion certificate of **Rs.50 lakhs** per Annum or more & at least **25** Man power provided at single site during one of the financial years in the last two years in any Central Government/State Government/Public Sector Units for inviting tender.
- vi. The Bidder must have annual turnover of their firm minimum **50 Lakh** each year from the Housekeeping Services Contracts for three consecutive years prior to the current financial year i.e. for the period **2015-16, 2016-17 and 2017-18**. Copies of Profit and Loss A/c, Balance Sheet, Audit Report and Income Tax Returns of the concern duly attested by Chartered Accountant should be enclosed with the Bid. Annexure VI dully filled and signed by the bidder shall be submitted in this regard.
- vii. The Bidder should have experience of completed job of Housekeeping services of at least **10,000 sq. Ft area/ month** in last 3 years.
- viii. A minimum of 25 (twenty five) Staffs are required with their EPF contribution in last **6**

- months. Documentary proof (ECR copy of latest month) is required and to be attached.
- ix. The Bidder must have minimum three years of experience as Housekeeping Service Provider.
 - x. **The bidder should have experience and contract of at least 3 places.**
 - xi. The Bidder must provide list of Housekeeping and Cleaning Equipment's owned by him and which he shall use in the execution of the contract.
 - xii. The bidder should mention the number of persons that will be deployed for the scope of work.
 - xiii. The bidder must be registered with State/Central Labour Commissioner, Self-attested copy of the same should be enclosed to the BID.
 - xiv. The bidder should not have been disqualified by any Govt./Semi Govt. organisation for similar work in the past. An undertaking to this effect must be submitted along with the Qualifying bid.
 - xv. The bidder shall satisfy all the conditions mentioned in detailed Tender Notice.
 - xvi. The bidder must submit EMD of Rs. 50,000/- as mentioned in para 2 of annexure III.

2. FINANCIAL BID REQUIREMENTS

The bidder shall submit Financial Bid in a stipulated format as laid down in Annexure-IX to this notice for inviting tender. The bidder shall mention his quotation for contract work in the form of rate (in Indian rupees to be mentioned in figures and words separately) per square feet per month and for total contract period i.e. for the year. **The quoted rates per Sq Ft must factor in all the expenditure to be borne by the bidder / bidder including minimum wages to be paid to their workers as [per any Act or Order of the Government.** The quoted rate shall include all the taxes and all other liabilities. **Bid shall not be submitted based on the quotation rate on the number of personnel to be deployed.** All the rates must be written both in figures and in words. **No correction or overwriting in whatsoever manner is allowed.** In case of discrepancy between the words and figures, the rates indicated in words shall prevail.

Annexure III (TERMS AND CONDITIONS)

1. RESPONSIBILITY OF BIDDERS:

- (i) The Bidders shall be solely responsible for payment of wages / salaries and other benefits and allowances to his personal that might become applicable under any Act or Order of the Government. The Bidder shall submit and comply unconditional undertaking about abiding with prevalent Rules and Regulations of any Act under State / Central Government, shall participate in tendering process. The department shall have no liability whatsoever with regards to compliance of the same. Further department do not owe any kind of responsibility for permanent employment of labourers.**
- (ii) The bidder will have to provide all the manpower and equipments needed for the contract work at their own cost. The material required in the process shall be provided by the department.
- (iii) The bidder will have to ensure that the persons deployed are within the age group of 18 years to 45 years and have sound health. They understand local language and are experienced in the contract work.
- (iv) The Bidder shall on award of contract shall furnish names and addresses of and submit the photo and residential proof of his personnel deployed for the contract work to the department. No other person except Bidder's an authorized representative about whom this department is informed shall be allowed to enter the premises.
- (v) The Bidder shall provide uniform and identity cards to its personnel. He shall ensure that the deployed personnel invariably wears the uniform and displays their identity cards while discharging their functions so that they can be easily identified by one and all.
- (vi) The Bidder will have to ensure the Punctuality, mannerism, good behaviour and proper conduct of the personnel it deploys for execution of the contract. The personnel so engaged by the Bidder should be polite with pleasing manners, co-operative, disciplined and should not smoke or be drunk or engage in unlawful activities such as

playing cards etc. while on duty and inside the campus premises of Office of the Secretary Admissions Regulating Authority & Commissioner State CET Cell Government of Maharashtra, Mumbai **They shall be under employment and disciplinary jurisdiction of the Bidder.** No tips in any form shall be accepted/entertained.

- (vii) The bidder shall be solely responsible for regular payment of wages /salaries other benefits and allowance to his personnel as per the prevalent labour laws and/or any other payments that might become applicable under any Act or Order of the Central/State Government and this department shall have no liability in this regard. The bidder shall furnish necessary proof in this regard whenever required.
- (viii) The bidder has to maintain their daily workers attendance and work report, which is to be counter-signed by Administrative officer of the commissioner State Cet cell on a day to day basis. Bidder shall be responsible for providing replacement of personnel against the absentee. At no point of time number of personnel proposed to be deployed for contract and mentioned under Technical Bid shall be curtailed or otherwise the bidder will be liable to pay Rs.250/- per person per day towards its failure to deploy sufficient personnel.
- (ix) The bidder shall provide the safety articles /equipments to its personnel. Safety of the personnel deployed by the bidder will be the sole responsibility of the Bidder and that the Department will not be responsible for any kind of hurt/loss/damage caused to the personnel on account of any accident or mishap. The bidder shall take insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948. The bidder shall arrange necessary insurance cover for any persons deployed by him even for short duration. The Secretary Admissions Regulating Authority & Commissioner State CET Cell Government of Maharashtra, shall not entertain any claim arising out of mishap, if any, which may take place. In the event of any liability / claim falling on Secretary Admissions Regulating Authority & Commissioner State CET Cell Government of Maharashtra,, the same shall be reimbursed / indemnified by the bidder.
- (x) **The bidder shall pay all its contractual employees payment as per the Central Government Notification No.1/17(6)/2015-LS-II dated 30.03.2015 w.e.f. 01.04.2015.** The bidder should pay EPF and ESIC contributions (of employer and employee) on monthly basis and submit its ECR / challan copies to this department failing which monthly bills will not be processed further.
- (xi) Insurance covers protecting the agency against all claims applicable under the Workman's Compensation Act 1948 shall be taken by the Bidder. The bidder shall arrange necessary insurance cover for all the persons deployed by him even for short duration. This department shall not entertain any claim arising out of mishap, if any that may take place. In the event of any liability/claim falling on this charge the same shall be the responsibility of the bidder. The Bidder shall pay the Govt. dues such as GST, Professional Tax etc. as and when required. Department shall not be responsible in any manner in this regard.
- (xii) The bidder shall be liable to pay compensation of any loss to the property of the Department caused by the acts of omission and/or commission by its personnel.
- (xiii) In case of any loss caused to the third party by way of the conduct of the personnel deployed by the bidder, department shall not be responsible. Bidder shall be solely responsible to compensate the third party in such cases.

- (xiv) The bidder and/or its personnel shall not allow movement of equipment/items or any property of the department in or out of the premises without prior permission of the competent authority. Bidder shall be solely responsible if any equipment/items or property is found missing and will have to compensate the department as decided by the competent authority of the department. Bidder shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
- (xv) The bidder shall be responsible for timely completion of work on day to day basis. The personnel deployed by the bidder shall be available in the premises from 0830 hrs to 1800 hrs. Cleaning of the premises will have to begin by 0830 hrs. and shall finish before arrival of the staff members of the department i.e. before 0930 hrs.
- (xvi) The bidder shall render services every day including Saturdays except Sundays and National Holidays. In case of administrative exigencies as and when need arises the bidder shall provide his services and personnel even on the Sundays and National Holidays at no extra cost.
- (xvii) The bidder shall not subcontract or outsource the Contract work in any manner.
- (xviii) The bidder shall not communicate or use in advertising, publicity, bidding for other contract, sales releases or in any other medium, photographs or other production of the work under this contract.
- (xix) The successful bidder shall have to enter into a contract with the department and the contract shall be valid for a period of one year from the date of issuance of the work order.
- (xx) The conduct of the successful bidder will be constantly monitored for inviting and failure to abide by the terms and conditions of the contract, failure to maintain The premises in tidy and clean condition, lack of punctuality and any breach in security procedure or making any false declaration to any Govt. Agency which in the opinion of the Govt. is not in the public interest shall make the contract liable to be terminated.
- (xxi) The Bidder should go through the details and sign each and every page of tender including its enclosures as a token of acceptance of having read and understood the terms and conditions contained herein and submit the same along with the qualifying bid. The Bidder would fill up the information in the Annexure IV to IX enclosed at the end of this document in clear and legible terms. Whenever, the prices are to be quoted shall be written in figures and words as well. Annexures shall also have to be signed and stamped by the firm through its authorised signatory. The tender form shall be rejected if it is not complete in any respect.
- (xxii) Rate should be quoted in Indian Rupee. The rate should be quoted both in words and figures and shall be firm during the contract period.
- (xxiii) All the pages of the bid should be signed affixing the seal.
- (xxiv) The bidder shall furnish an undertaking to the effect that none of its Directors/Partners/Owner or associates have been convicted under any law of the land. The undertaking should also mention if any legal proceedings are initiated and are pending against them under any law of the land anywhere in India.

- (xxv) A prospective bidder requiring any clarification of the Tender document may communicate to the Administrative officer of State Cet cell at the address given in this notice inviting tender.
- (xxvi) At any time prior to the last date of receipt of bids, Office of the Secretary Admissions Regulating Authority & Commissioner State CET Cell Government of Maharashtra, may modify the Tender document by an amendment.
- (xxvii) The Office of the Secretary Admissions Regulating Authority & Commissioner State CET Cell Government of Maharashtra, Mumbai may at its own discretion extend the last date for the receipt of bids.
- (xxviii) The bids shall be written in English language.
- (xxix) The Office of the Secretary Admissions Regulating Authority & Commissioner State CET Cell Government of Maharashtra, Mumbai reserves the right of accepting any bid other than the lowest or even rejecting all the bids without assigning any reasons therefore. The decision of the Office of the Secretary Admissions Regulating Authority & Commissioner State CET Cell Government of Maharashtra, Mumbai will be final in all the matters of tender and purchase.
- (xxx) The Bidder undertakes that he shall comply with all conditions laid down under all applicable statutes, licences and permissions and undertakes to keep all licences and permissions valid and subsisting during the period of contract failing which this service agreement shall be liable to be terminated without notice or compensation or any payment whatsoever at the sole discretion of the Department.
- (xxxi) The office of State Cet cell and Secretary Admissions Regulating Authority Government of Maharashtra, shall be the sole authority to decide on the quality of service rendered by the Bidder. In case the performance of the Bidder is found unsatisfactory, The office of State Cet cell and Secretary Admissions Regulating Authority Government of Maharashtra shall have the right to terminate the agreement without notice or compensation or any payment, whatsoever at the sole discretion of the Department.
- (xxxii) The office of State Cet cell and Secretary Admissions Regulating Authority Government of Maharashtra shall have the right to withhold any reasonable sum from the amount payable to the Bidder under this contract, if the bidder commits breach of any of the terms and conditions of this agreement or fails to produce sufficient proof to the satisfaction of the office of State Cet cell and Secretary Admissions Regulating Authority Government of Maharashtra as to payment of all statutory and other dues or compliance with other obligations.
- (xxxiii) The personnel engaged by the Successful Bidder shall have no claim whatsoever on Office of the the Secretary Admissions Regulating Authority & Commissioner State CET Cell Government of Maharashtra, Mumbai and shall not raise any industrial dispute either directly or indirectly with or against Office of the Secretary Admissions Regulating Authority & Commissioner State CET Cell Government of Maharashtra, Mumbai in respect of their service conditions as long as they are engaged at the Secretary Admissions Regulating Authority & Commissioner State CET Cell Government of Maharashtra, Mumbai premises for execution of the Contract.

- (xxxiv) The Income Tax as per Rules shall be deducted from the bill. All statutory deductions such as TDS, etc. wherever applicable, but not limited to this list indicated, shall be deducted from the bills payable to the Successful Bidder at the applicable rates from time to time.
- (xxxv) Under no condition, the Bidder or his staff shall claim the benefits of Office of the Secretary Admissions Regulating Authority & Commissioner State CET Cell Government of Maharashtra, Mumbai Rules, Wages & Allowances, facilities etc.
- (xxxvi) Office of the Secretary Admissions Regulating Authority & Commissioner State CET Cell Government of Maharashtra, Mumbai shall not be responsible for delay or non-receipt of tender documents during transit by Post.
- (xxxvii) Office of the Secretary Admissions Regulating Authority & Commissioner State CET Cell Government of Maharashtra, Mumbai reserves the right to reject any or all Tenders without assigning any reason thereof at any stage of the process.

2. EARNEST MONEY DEPOSIT (EMD):

EARNEST MONEY DEPOSITE (EMD) of Rs. 50,000/- (Rupees fifty thousand only) separately in the form of two separate Demand drafts / Banker's Pay Order of Scheduled Bank drawn in favour of 1) The Secretary Admission Regulating Authority, Government Of Maharashtra and 2) Commissioner, State CET Cell, Government Of Maharashtra, Mumbai payable at par in Mumbai shall accompany the Tender. Tender without EARNEST MONEY DEPOSITE (EMD), shall be rejected. EMD shall be forfeited in case the eligible bidder withdraws or the details furnished in Annexures are found to be incorrect or false during the tender selection process. No interest of whatsoever the nature shall be payable office of the State CET Cell and Secretary Admissions Regulating Authority the Department towards Earnest Money Deposit.

3. PERFORMANCE SECURITY DEPOSIT:

The successful bidder shall furnish Security Deposit (Non - Interest Bearing) to the Office of The Secretary Admissions Regulating Authority, Government Of Maharashtra, Mumbai and Commissioner State CET Cell Government of Maharashtra, Mumbai within 30 days of issuance of contract but positively before the submission of 1st bill which shall be Rs.1,00,000/- (Rupees One Lakh) separately in the form of TWO Demand drafts / Bankers Pay Order from a Scheduled Bank drawn in favour of 1) The Secretary Admissions Regulating Authority and 2) Commissioner State CET Cell Government of Maharashtra, Mumbai payable at par in Mumbai. Which shall be held by the Department for Contract Period plus three months thereafter which is subject to forfeiture in case of termination of the contract due to failure to abide by the terms and conditions of the contract by the Bidder. Earnest Money Deposit will be returned to the successful bidder only after depositing of the Performance Security Deposit. No interest of whatsoever nature shall be payable by the Office of the Secretary Admissions Regulating Authority & Commissioner State CET Cell Government of Maharashtra, Mumbai on Performance Security Deposit. In case of breach of contract or violation of any of the terms of the contract, Performance Security Deposit shall be forfeited by the Department.

4. COMPLETION OF CONTRACT:

Unless otherwise terminated under the provisions of any other relevant clause, this contract shall be deemed to have been completed at the expiry of the duration of contract i.e

one year. Fresh agreement shall have to be drawn if both parties to the contract agree to extend the period of contract beyond one year by mutual consent..

5. TERMINATION:

In case the successful bidder wishes to terminate the Contract at any point of time, after acceptance, a notice to this effect should be given to the office of State Cet cell and Secretary Admissions Regulating Authority Government of Maharashtra at least three months in advance. The office of State Cet cell and Secretary Admissions Regulating Authority Government of Maharashtra is however at liberty to terminate the contract with immediate effect in case of breach of any of the terms and conditions of the contract or if the services are not found to be satisfactory at any time, notwithstanding issue of performance etc. **During the period of contract if the bidder is found to be violating any provisions with regard to payment of minimum wages as per Act or Order, the contract shall be terminated with immediate effect.**

6. SUBMISSION OF APPLICATION FOR CONTRACT:

- i. If an individual makes the application, it shall be signed by the proprietor above his full typed written name and current address.
- ii. If a proprietary firm makes the application, it shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.
- iii. If the application is made by a firm in partnership, it shall be signed by all the partners of the firm above their full typewritten names and current address or alternatively by a partner holding power of attorney shall accompany the application. A certified copy of the partnership deed and current address of all the partners of the firm shall also accompany the application.
- iv. If a limited company or a corporation makes the application, a duly authorized person holding power of attorney for signing the application shall sign it. In such a case a certified copy of the power of attorney shall accompany the applications. Such limited company or corporation may be required to furnish satisfactory evidence of its existence before the tender application is filed.
- v. Applications made by FAX, E-mail and those received late will not be entertained. The application should be typewritten and signed on each page of the application.
- vi. All pages of the document shall be numbered and submitted as a package with signed letter of transmittal. At no stage use of white ink/fluid or correction pen be used.
- vii. A senior Officer of the client should sign references, information and certificates from the respective clients certifying suitability, know-how and capability of the applicant.
- viii. The applicant is advised to attach any additional information, which he thinks is necessary to establish that the applicant is capable in all respects to successfully complete the envisaged work. He is however, advised not to attach superfluous information. No further information will be entertained after the tender document is submitted, unless the Office of the Secretary Admissions Regulating Authority & Commissioner State CET Cell Government of Maharashtra, Mumbai calls for it.

7. DATE OF OPENING OF TENDER APPLICATION ENVELOPES:

➤ **Technical/qualifying Bid:(Annexure IV to VIII) - 19/03/2019 at 12.00 hrs. (Accompanied by supporting documents)**

➤ **Financial Bid(Annexure IX):- - 20/03/2019 at 11.00 hrs.**

sd/-
(A E Rayate) IAS
Commissioner, State CET Cell &
Secretary, Admissions Regulating Authority,
Mumbai

ANNEXURE IV

TECHNICAL/QUALIFYING BID FORM

1	NAME OF THE BIDDER	
2	TYPE OF ENTITY -PROPRIETARY FIRM, PARTNERSHIP FIRM, PVT. LTD. COMPANY	
2	ADDRESS	
3	TEL NO./FAX NO./MOBILE NO.	
4	NAME OF THE CONTACT PERSON	
5	TEL. NO./MOBILE NO. OF CONTACT PERSON	
6	EMD DETAILS @ Rs.____/-	DDNO._____/ Date:
7	LEGAL CERTIFICATES TO BE ENCLOSED AND DETAILS IN REGARD TO BE PROVIDED	
	PAN DETAILS	
	GSTN REGISTRATION DETAILS	
	LABOUR LICENSE DETAILS	
	ESI REGSITRATION DETAILS	
	EPF REGISTRATION DETAILS	
	SHOP AND ESTABLISHMENT REGSITRATION (GUMASTA LICENSE) DETAILS	
	ISO CERTIFICATE DETAILS	
8	ANNUAL TURNOVER OF PREVIOUS THREE FINANCIAL YEARS DETAILS (ANNEXURE VI ALONG WITH COPY OF PROFIT & LOSS A/C, BALANCE SHEET, AUDIT REPORT AND INCOME TAX RETURNS OF SAID THREE YEARS TO BE ENCLOSED)	
9	BANK SOLVENCY CERTIFICATE not less than Rs.3,00,000/- (Rupees Three Lakhs Only) enclosed.	
10	EXPERIENCE IN HOUSEKEEPING WITH DETAILS OF CONTRACTS IN PREVIOUS THREE FINANCIAL YEARS (RELEVANT ANNEXURE III, IV AND V TO ENCLOSED)	
11	NO. OF STAFF TO BE DEPLOYED FOR CONTRACT	
12	DETAILS OF HOUSEKEEPING CLEANING EQUIPMENT OWNED AND TO BE PUT IN USE FOR CONTRACT BY THE BIDDER	
13	HAVE YOUR ANY DIRECTOR/PARTNER/ENTERPRENUER CONVICTED UNDER LAW	YES/NO, If yes please provide details
14	HAS YOUR FIRM/COMPANY BLACK LISTED AT ANY TIME IN PAST BY ANY ORGANIZATION	YES/NO, If yes please provide details
15	ANY OTHER INFORMATION BIDDER MAY LIKE TO FURNISH (MAY BE FURNISHED IN SEPARATE ENCLOSRE)	

DECLARATION

I/We hereby certify that information furnished above is true and correct to the best of my/our knowledge. I /We understand that if any deviation is found in above statement at any state I/We shall be blacklisted and will not have any dealing with the department in future.

I hereby confirm that I am authorised to sign the Tender Document.

Date:-

Place:-

Sign:-

Name:-

Desgn.:-

Co. Name & Seal

ANNEXURE V

FINANCIAL INFORMATION OF THE ORGANIZATION

I. Financial Analysis-Details to be furnished duly supported by figures in Balance Sheet/Profit and Loss Account for the last 3 (three) years and certified by a Chartered Accountant, as submitted by the applicant to the Income Tax department (copies to be attached).

Sl. No.	Details	Financial Years		
		(2015-16)	(2016-17)	(2017-18)
i)	Gross annual turnover in house keeping services			
ii)	Profit/Loss			
iii)	Financial Position as on 31.03.2018			
	a) Cash			
	b) Current assets			
	c) Current liabilities			

II. Up-to-date Income Tax Clearance Certificate.

III. Financial arrangements for carrying out the proposed works.

Note: Attach additional sheets, if necessary

(Signature of the applicant)

Seal of organization

ANNEXURE VI

DETAILS OF ALL CONTRACT COMPLETED DURING THE LAST THREE YEARS

Sl. No.	Name of Contract & Location	Name of Client	Annual Cost of Contract	Date of Commencement as per contract	Period of contract	Litigation Arbitration pending/in progress with details	Name, Address & TeleNo. of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9

(Signature of the Bidder)

Seal of organization

ANNEXURE VII

CONTRACTS UNDER EXECUTION OR AWARDED

Sl. No.	Name of Contract & Location	Name of Client	Annual Cost of Contract	Date of Commencement as per contract	Period of contract	Name, Address & Tele No. of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8

(Signature of the bidder)

Seal of organization

ANNEXURE VIII

PERFORMANCE REPORT OF CONTRACT

(Furnish this information for each individual contract in the following format from the employer for whom the contract was executed – minimum 2 to be submitted)

1. Name of Contract & Location :
2. Agreement No. :
3. Annual Value of Contract :
4. Date of Start :
5. Date of Completion :
6. Performance Report :
 - i) Quality of service : Excellent / Very Good / Good / Fair
 - ii) Resourcefulness : Excellent / Very Good / Good / Fair
7. Any penalty imposed for bad performance :
8. Any litigation pending :

(Signature)

Senior Level Officer of the Client with complete contact details

(Seal of the Organization)

Date:

ANNEXURE IX

FINANCIAL BID DOCUMENT

1. Name of the Bidder :
2. Address of the Bidder :
(With Tel. No., E-Mail):
3. Name & Address of the Partners/Director :
(With Mobile No.):
4. Contact Person(s) (With Mobile No.) :

Rate (per person) (Of material cost)	Amount per month	Amount per year
Rs.		

Total Cost in Words: _____

Note:

1. The rate should be inclusive of all taxes etc.
2. The services of the above personnel are required throughout the year round the clock. The rate includes the cost of relievers for weekly off, gazetted holidays and any other leave, in addition to statutory obligations like ESI, PF, Uniform, and as per Minimum Wages Act etc.

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 to abide by them and all of it is included in cost.

(Signature of bidder with seal and Date)