MACS - AGHARKAR RESEARCH INSTITUTE
G.G. AGARKAR ROAD, PUNE-411004

NIT NO.-ARI/HK/2018-2019/01
Date: 19/06/2018

TENDER NOTICE FOR HOUSE-KEEPING CONTRACT

The institute invites sealed tenders for Housekeeping services from Pune based experienced housekeeping service providers with the help of 9 housekeepers with cleaning material. The Interested agencies may visit the institute website www.aripune.org for application form and further details. Blank tender forms are available at the cash counter of Accounts Section during working hours on online payment of a tender fee of Rs. 500/- (non-refundable) for each tender form through SBI collect (from https://www.onlinesbi.com/prelogin/icollecthome.htm). Sealed tenders completed in all respect may be dropped in the tender box available in the Administration section by 09/07/2018 (1730hrs). Technical bids will be opened at 11.30a.m. on 10/07/2018 in the committee room of the institute in the presence of tenderers who may like to attend the tender opening.

Director
MACS – AGHARKAR RESEARCH INSTITUTE  
G.G. AGARKAR ROAD, PUNE-411004  

Name of work: -Providing Housekeeping services at ARI campus  
Estimated cost: Rs. 29,42,852/-  
E.M.D. Amount: Rs. 58,857/-

**INSTRUCTIONS FOR THE TENDERERS**

A. Mandatory eligibility requirements:

The contractors/ agencies must meet the following mandatory requirements:

1. Registration under Shops & Establishment Act.
2. Registration with EPF, ESI, GST and Prof. Tax authorities.
3. Registration with Labour Commissioner (State/Central).
4. Infrastructure and financial status of the agency along with job contracts being handled at present with corresponding value of such contracts. The bidder has to submit the relevant work experience certificates to the tune of 03 works of each 40% of estimated value, 02 works of each of 50% of the estimated value and 01 work of 80% value of the estimated value in last 5 years.
5. Income Tax returns for previous 3 years.
6. Clientele list with the performance certificate (furnish the details of contact persons).
7. Annual Turnover should be more than 5 crores.
8. Strength of Manpower (housekeeping work) should be more than 500.

B. Add-on preferable requirements:

2. Solvency certificate of Rs.12 lacs from any nationalized bank.
The Contractors / Agencies fulfilling the above-mentioned statutory and mandatory requirements may visit ARI Pune for ascertaining actual site requirements with respect to housekeeping contract.

The firms/agencies meeting the above-mentioned mandatory requirements will submit both technical as well as financial bids simultaneously in separate envelopes as per details given below. The agencies should attach the following documents along with the technical bid and financial bid respectively. The financial bids of only those agencies who pre-qualify in the technical bid will be opened on stipulated date and time to be communicated later.

**Envelope No.1 - Technical bid consisting of: -**

1. Application of bidder.
2. Photostat copies of Valid Income Tax clearance for last three years & PAN.
3. Photostat copies of valid registration certificates regarding ESI, EPF, Shop Act, Professional Tax, GST, PAN etc.
4. A list of work executed and in hand along with its cost & address of owners.
5. A Photostat copy of the partnership deed & power of attorney if any.
6. The details of Personnel on the roll of tenderer.
7. A photo state copy of receipt of tender fee paid.
8. Photocopy of receipt of online payment of EMD for Rs. 58,857/-. The amount of E.M.D is refundable to unsuccessful bidders without any interest after award of work. For any queries regarding online payment process contact on 020 25325026.

**Envelope No.2: - Financial/Commercial bid**

Financial/Commercial bid showing rates and amount quoted as per Annexure ‘I’.

1) Both envelops (envelope No.1&2) duly sealed should be put in another envelop (envelop No.3) & the same should be submitted before the due date & time duly sealed. The outer envelop (No.3) should be superscribed with “Tender for Housekeeping Contract due on 09-07-2018”. The bidder should note that incomplete tender on any account may be rejected at the discretion of the Institute & no further corresponding shall be entertained.
2) The institute reserves its rights to accept or reject any or all tenders without assigning any reason whatsoever. The last date of receipt of tenders is 09-07-2018 (1730 hrs.) Tenders received thereafter will not be considered. The tenderer will be responsible for timely submission of the tender documents, complete in all respects.

3) Technical bids shall be opened at 11:30 a. m. on 10-07-2018 at the Committee Room in the presence of tenderer(s) or their authorized representatives who may wish to present at that time.

4) Agencies/Contractors whose contracts were terminated by the institute on their default earlier, need not apply, they will not be considered if applied.

5) If any information furnished by the agency is found to be incorrect at a later stage, it will be liable to be debarred from tendering.

6) Each page of tender document should be signed by the tenderers with rubber stamp of the firm affixed on each page.

7) Unsealed, conditional/ telegraphic/ fax tenders and tenders without Earnest Money Deposit or not on the prescribed form shall not be entertained.

8) No firm/ organization is exempted from furnishing the EMD under any circumstances.

9) Rates offered should be mentioned both in figures as well as in words and offer should be typed or legibly handwritten.

10) The tenderer may inspect the areas where the services are to be provided for assessing the work involved during office working hours with prior appointment.

11) Rates are prescribed for 8 hours shift.

12) The contractor’s monthly bill will be admitted on production of proof for having remitted statutory payments relating to the previous month to the respective authorities.

13) Monthly Minimum Wages payable as per Annexure-I.

14) The Director, ARI, Pune in public interest reserves right to accept or reject any or all tenders without assigning any reason and also to impose/ relax any term and conditions of the tender.
**AGHARKAR RESEARCH INSTITUTE**  
G.G. AGARKAR ROAD, PUNE-411004.

**TENDER FORM FOR HOUSEKEEPING CONTRACT**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Particulars</th>
<th>Details (to be filled in)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the Agency/firm (In block letters)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Complete Postal Address with contact Numbers</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Year of incorporation of the firm/company</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Details of experience of providing sanitation services in Hospital/R&amp;D Centers/ Educational institution/reputed organizations for the last five years (separate sheet may be attached). Names of the major clients with their addresses, telephone numbers (enclose certificates/credentials issued by such clients)</td>
<td>Attach separate sheet as enclosure and give reference here</td>
</tr>
<tr>
<td>5</td>
<td>Details of infrastructure, persons employed, number of offices/branches available (attach separate sheet)</td>
<td>Attach separate sheet as enclosure and give reference here</td>
</tr>
<tr>
<td>6</td>
<td>Details of persons exclusively to be deployed for this work.</td>
<td>Attach separate sheet as enclosure and give reference here</td>
</tr>
<tr>
<td>7</td>
<td>Earnest Money Rs. Bank Draft No &amp; Date, Banker’s Name &amp; Branch</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Financial capacity proof from Bankers/ Chartered Accountant</td>
<td>Attach separate sheet as enclosure and give reference here</td>
</tr>
<tr>
<td>9</td>
<td>Details of E.S.I.C. Registration with Date</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Details of E.P.F. Registration with date</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Latest Income Tax (with TAN/PAN No.) Professional Tax, Sales Tax, GST, Regn. No. &amp; Clearance (last three years) (enclose photo copies)</td>
<td>Attach separate sheet as enclosure and give reference here</td>
</tr>
<tr>
<td>12</td>
<td>Details of establishment Registration with date obtained from the various authorities (enclose photo copies)</td>
<td>Attach separate sheet as enclosure and give reference here</td>
</tr>
<tr>
<td>13</td>
<td>Do you accept the attached terms and conditions of the contract: If yes, please return the same duly accepted and signed with seal.</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>
TERMS & CONDITIONS:

1. The said contract includes material cost and wages. The contractor is required to submit the quotations on lump sum basis stating detailed bifurcation of cost of material, wages of housekeepers and service charges are to be shown in the format enclosed as Annexure – I. The cost of materials to be utilized can’t be a part of deciding factor in selection of lowest bid from all the bidders technically, since it may be paid on actual monthly consumption basis and paid after submitting detailed bill (including GST) of the supplier.

2. The successful contractor will deposit a sum 10% of annual amount as Security deposit in the form of cash, FD or Bank guarantee. The security deposit is refundable without interest after the expiry of the contractual period after deducting the expenditure on account of failure of the contractor in the cleaning assignment, or damages if any, as may be decided by the institute.

3. The contractor will be responsible for the cleanliness of the entire Institute Campus including office / laboratories / Guest House / Hostel Buildings, toilets / urinals, roads and open areas inside the campus and as per the directions of the Institute authorities from time to time.

4. The contractor will provide services of minimum 9 sweepers on six days in a week who should be available for the work from 8.00 a.m. to 4.00p.m. (with half an hour lunch break) everyday. The contractor will also provide reliever (s) incase of absence of any of the staff, failing which penalty clause given below in condition no. 20 may be imposed. The sweepers are expected to behave properly during the duty hours at the campus. Any issues arising out of misbehavior of the sweepers causing disturbance/nuisance to the institute or its employees shall be
resolved by the contractor forthwith. Maintenance of discipline among the sweepers by daily monitoring shall be the responsibility of the contractor. Daily work report must be given by the supervisor before leaving on daily basis. It is the responsibility of the contractor to depute a supervisor to observe working of the housekeeping staff. Institute shall not bear any extra cost towards deployment of the supervisor. The supervisor deployed by the contractor shall report to the employee/officer of institute identified to look after the housekeeping work.

5. The contractor will fulfill all statutory requirements e.g., P.F. E.S.I., Minimum Wages, Payment of Wages Act, Contract Labour Act and other statutory obligations applicable to the said contract labour. The contractor is responsible for payment of wages of Housekeepers as per minimum wages specified by Central Govt. and the photocopy of bank statement of actual payment made to the workers shall be submitted to our office every month.

6. The contract is initially for a period of **one year** from the date of commencement of work, which may be extended subject to satisfactory service. In the event of any unsatisfactory services at any time on his part or non-deployment of required number of persons daily, the contract shall be liable to be terminated summarily by the Director, Agharkar Research Institute, without any compensation. However, at least one month’s notice shall have to be given from either side before termination of contract, except on default.

7. Contractor must provide standard and clean liveries including pair of gloves (whenever required) to its employees with their photo identity cards properly displayed during duty time. No extra payments shall be claimed by the Contractor or its deployed staff from the Client for such items. Contractor must employ adult and experienced personnel only.
Employment of child labour shall lead to the termination of the contract at the risk and cost of the Contractor. Contractor shall deploy/engage reliable persons at ARI after proper character and police verification and impose any conditions as per prevailing contractual labour laws for such engagements, take disciplinary action or reward any person at work etc., at its sole costs, risks and responsibilities.

8. Contractor shall deal with and settle the matters related with labour disputes and shall make sure that no labour disputes / problems are referred to Client. It shall totally indemnify Client in this regard.

9. Contractor should at all times indemnify Client against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936; Minimum Wages Act, 1948; Employer’s Liability Act, 1938; the Workmen Compensation Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961; Delhi Shops and Essential Act or any modification thereof or any other law relating thereto and rules made hereunder from time to time. Client will not own any responsibility in this regard.

10. Contractor staff shall always be disciplined, properly dressed and be presentable all the time during duty. The persons deployed by Contractor shall be properly trained, have requisite experience and skills for carrying out a wide variety of work. The Contractor shall be solely responsible to tackle the matters in case any of its staff deployed under this contract falls sick or is injured or goes on strike/ unfair activities etc. during performance of his/her duty. It shall indemnify Client in all respects under this contract.

11. Be it private or public areas, the Contractor’s employees shall be liable to be frisked/checked by the security personnel at Client premises or on duty at any time during performance of their duties.
12. Contractor’s employees shall perform their duties at the premises with due diligence and take all precautions to avoid any loss or damage to the government property/person. Contractor will be responsible for the safety and security of all internal items of furniture, equipments, fixtures etc. Any loss/damage caused to ARI by his workers shall be recovered from the contractor’s monthly bill and balance if any from the security deposit.

13. The workers should maintain highest-level discipline and behave politely and in proper manner with the client’s employees / students and guests. They should not argue with client’s employees/students and guests.

14. Quality and timely cleanliness will be decided by Institute Authorities and their decision shall be final. All rooms including laboratories will be maintained properly.

15. It will be the responsibility of the contractor to ensure compliance or to obtain exemption from any existing or future legislation regarding such services or with respect to any labour legislation. If any dispute arises regarding the contract including the interpretation or the scope of the working thereof, the decision of the Director, A.R.I. shall be final.

16. The contractor will be responsible for timely supply (Up to 5th day of Every month) of all cleaning materials for which no extra amount over & above the approved amount will be paid. In case the materials are not supplied /used, the amount double the amount of materials specified thereof shall be recoverable from the monthly bill.
17. The services required by the institute are as shown below:
   a. Sweeping roads, open areas, parking areas and all staircases daily
   b. Sweeping and wiping the floor area including staircases with dettol/phenyl daily. Disposing of waste paper/trash day-to-day basis.
   c. Cleaning all chairs, tables, cupboards etc.
   d. Cleaning water tanks, as and when needed.
   e. Cleaning all Windows Panes and Venetian blinds once in a week.
   f. Cleaning all toilets including wash basins, urinals and WC pans once/twice as required basis daily with placement of nepthalin balls, odonil/deodorants etc. at urinals/toilets. Removal of chokes from the gutters, sinks, sewerage lines and removal of floodwater from laboratory rooms, corridors or any other places in laboratory as and when needed.
   g. Cleaning of fans /lights. Glass panels ceilings and cobwebs once in a week.
   h. Vacuum Cleaning of sofa/carpets once in a month.
   i. Cleaning of warehouse, supply of labour on need basis for rearranging office / material etc.
   j. Cleaning of drains/roof tops/terraces of building so that no water clogging takes place.
   k. Cleaning of internal roads pathways and all open areas in the entire campus on everyone and as and when required.
   l. Cleaning of drains and manhole lines connected from all type of building to the main drains and sewer lines.
   m. Shifting of furniture and its re-arrangement as and when required.

18. The Contractor will submit every month Xerox copy of ESI, PF challans with the next bill. The contractor will be responsible to give minimum
wages to the worker deployed by him under his control and to follow all statutory provisions. Whenever a GR is issued increasing the DA percentage, the contractor shall arrange a certified copy thereof for submission along with arrear bill as may be applicable for release of the increased D.A. as per the GR.

19. CODE OF CONDUCT:
The Contractor shall strictly observe that its personnel:

a. Are always smartly turned out and vigilant.
b. Perform their duties with honesty and sincerity.
c. Understand site instructions and follow the same.
d. Extend respect to all Officers and staff of the office of the Client.
e. Shall not drink on duty, or come drunk and report for duty.
f. Will not gossip or chit chat while on duty.
g. Will never sleep while on duty post.
h. Will not read newspaper or magazine while on duty.
i. Will immediately report if any misconduct or misbehavior occurs.
j. When in doubt, approach concerned person immediately.
k. Get themselves checked by security personnel whenever they go out.
l. Do not entertain visitors.
m. Shall not smoke in the office premises.

20. PENALTIES:

(i) The Contractor shall disburse salary to its deployed manpower inclusive of DA, if any, latest by 10th of every month, failing which penalty of Rs.1000/- per day will be imposed up to 20th of the month and the contract shall liable to be terminated. Security Deposit / Performance Bank Guarantee shall be forfeited and Bank guarantee will be encashed. The Client will have the power to appoint any other
agency for the manpower services at the risk and cost of the Contractor.

(ii) Whenever and wherever it is found that the assigned work is not performed up to the entire satisfaction of the Client, it will be brought to the notice of Contractor by the Client and if no action is taken immediately, penalty of Rs.1000/- per day per complaint will be imposed by invoking penalty clause.

(iii) The Contractor has to maintain adequate number of manpower (9Nos.) as per this contract and also arrange a pool of standby manpower. If the required number of workers are less than specified number as mentioned in the contract, a penalty of Rs.500/- per absentee per day shall be deducted from the bill(s).

(iv) In case the Contractor fails to fulfil the minimum statutory requirements (ESIC/EPF) as per the conditions of the tender document and fails to produce the concerned documents, it shall be treated as breach of the Contract and the Contractor is liable to be blacklisted by the Client, in addition to forfeiting of the monthly bills and Performance Security Deposit.

(v) In case of breach of any conditions of the contract and for all types of losses caused including excess cost due to hiring manpower services in the event of Contractor failing to provide requisitioned number of manpower, the Client shall make deductions at double the rate of hiring rate on prorata basis from the bills preferred by the Vendor or that may become due to the Vendor under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days to the credit of the Client.
21. If any dispute arises out of the service conditions of the contract labour, the contractor will be responsible to bear all legal expenses and it shall be with the jurisdiction of Pure Courts.

22. List of material with minimum quantity to be used per month.
   a. Phenyl - 100 liters
   b. Odonil - 50
   c. Nirma Powder - 4Kg
   d. Naphthalene balls - 2kg
   e. Acid - 1 lit
   f. Yellow napkins - 12 no
   g. Soft broom (350gms) - 10no
   h. Hard broom - 12nos
   i. Cleaning brush - 6no
   j. R2 Taski 5 liters - 2no
   k. R6 Taski 5 liters - 2no
   l. Wet mop set - 4 no
   m. Wet mop refill - 6 no
   n. Dry mop set - 4 no
   o. Glass duster - 12 no

   However, Contractor may include additional material, if necessary.

   ACCEPTED

   Place: 
   Date: 
   Signature of the
   Authorized Signatory with seal
Annexure-I

RATES FOR PROVIDING HOUSEKEEPER AS PER NEW DEARNESS ALLOWANCE APPLIBABLE FROM 1ST JANUARY 2018

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Particulars</th>
<th>Amount (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Basic Wages (for 26 days)</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Variable D.A.(for 26 days)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Basic Wages (A+B)</strong></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>HRA (5%) (on A+B)</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>P.F. (13.36%) (on A+B)</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>E.S.I (4.75%) (on A+B+C)</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Payment of Bonus (8.33%)</td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>Payment of Leave Wages (6.71%)</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>Other statutory payment if any: e.g. National Holiday (1%)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total I</strong></td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>Administrator/Service Charges: @ % (for one Housekeeper)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total II</strong></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>GST on Total II (18 %)</td>
<td></td>
</tr>
<tr>
<td>J</td>
<td><strong>Total amount per housekeeper per month</strong></td>
<td></td>
</tr>
<tr>
<td>K</td>
<td><strong>Total amount for nine housekeepers per month</strong></td>
<td></td>
</tr>
<tr>
<td>L</td>
<td><strong>Total cost of housekeepers for 12 months contract period.</strong></td>
<td>Approx.Rs. per month</td>
</tr>
<tr>
<td></td>
<td>Cleaning Material (will be paid as per actual consumption of material limited to sealing amount given here)</td>
<td></td>
</tr>
<tr>
<td>M</td>
<td><strong>Total Estimated cost of Contract</strong></td>
<td></td>
</tr>
</tbody>
</table>

(Rs. ____________________________)  

1. Monthly minimum wages shall be calculated as per Central Govt. minimum wages notification.
2. Total A and B shall be for 26 working days in a month.
3. Variable DA shall be made applicable as per Govt. Order.
4. The deployed workers will have required to work on Saturdays also.
5. Payment for all categories will be calculated as per the actual working days in a particular month.

Signature of the
Authorized Signatory with seal

Place:
Date:

Signature of Contractor with Seal