TENDER NOTICE FOR HOUSE-KEEPING CONTRACT

The institute invites sealed tenders for Housekeeping services with the help of about 9 housekeepers with cleaning material. Interested contractors may visit the institute website www.aripune.org for details. Blank tender forms are available at the cash counter of Accounts Section during working hours on payment of a tender fee of Rs.500/-(non-refundable) for each tender form. Filled in and sealed tenders may be dropped in the tender box available in the Administration section by 27/02/2017 (1730hrs). Technical bids will be opened at 11.30a.m. on 28/02/2017 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.AGHARAKAR ROAD, PUNE-411004

Name of work:-Providing Housekeeping services at ARI campus

INSTRUCTIONS FOR THE TENDERERS

The Tenders should attach the following documents along with the tender

Envelope No.1 containing 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, PF, Shop Act, Professional Tax, Service tax, 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. A.D.D. for Rs.10,000/- drawn from a Nationalized Bank in favour of “Director Agharkar Research Institute” being the amount of E.M.D refundable to unsuccessful bidders without any interest.

Envelope No.2:
Commercial bid showing rates and amount quoted as per Annexure ‘I’.

1) Both the 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 27-2-2017”. The tendered 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 27-2-2017 (1730 hrs.) Tenders received thereafter will not be considered.

3) Technical bids of tenders will be opened at 11:30 a.m. on 28-2-2017 at the Committee Room in the presence of tenderers who may like to attend the tender opening.

4) Agencies/Contractors whose contracts were terminated by the institute on their default earlier, need not apply.
TENDER FORM FOR HOUSEKEEPING CONTRACT

1. Name of the Agency :

2. Complete Postal Address with contact Nos.

3. Are you registered with various authorities
   For ESI, PF, Shop Act, Professional Tax, Service tax
   PAN No. etc. fulfilling all legal requirements for
   Undertaking housekeeping contracts : Yes/No.

   {If answer to sl.3 is yes, please specify the details
   of authorities supported by copies of all relevant
   Certificates/documents showing registration nos, etc.
   (Attach separate sheet, if required). Also please provide
   all other technical details in support of your eligibility
   with the relevant documents failing which, your tender may be rejected
   technically and in that case, your commercial
   bid will not be considered}.

4. Name the reputed establishment/organizations with
   Whom you have the housekeeping contract and since when?
   {Attach separate sheet if required giving names of contract
   Persons and their contact numbers}

5. Do you accept the attached terms and conditions of the contract: Yes/No.
   If yes, please return the same duly accepted and signed with seal.

6. Have you paid the cost of blank tender form of Rs.500/-
   (non-refundable)? If so, attach a copy of the cash receipt

Submit a Demand Draft of the Rs.10,000/- (Ten thousand only) with the technical Bid Drawn
in favour of “Director Agharkar Research Institute” from a Nationalized Bank being the
amount of Earnest Money Deposit (EMD), which will be refundable to unsuccessful bidders
(with condition as may be stipulated by the Institute). In case the amount of EMD is not paid
along with the technical bid, the tender will be rejected, as per Govt. rules.

DD NO_____________Dated___________for Rs. 10,000/- on ***********************

(Bank) _______________________ (Branch) enclosed.

Dated: _______________________

Authorized signatory

Pune (with seal)

N.B.: Commercial bid should be submitted in a separate sealed cover which will be opened
only of those who technically qualify. All other documents may be submitted along with the
Technical Bid. The Institute reserves its right to cancel or reject any or all tenders without
assigning any reason.
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.

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 corresponding amount will be deducted from the monthly bill. 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.

6. That the contract is initially for a period of two years from the date of commencement of work, which may be extended depending upon 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. The contractor shall give I.D. cards of his firms to the workers deployed on work. Also, antecedent verification report of each staff to be deployed should be submitted to the institute.

8. He will be responsible for the safety and security of all internal items of furniture, equipments, fixtures etc. Any loss/damage caused to Agharkar Research Institute by his workers shall be recovered from the contractor and balance if any from the security deposit.

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

10. 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.

11. The contractor will be responsible for timely supply 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, proportionate amount thereof shall be recoverable from the monthly bill.

12. 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 (see Para 15 below).
   g. Cleaning of fans /lights. Glass panels ceilings and cobwebs once in a week.
   h. Cleaning of chocked/clogged drainages/outlets as and when required.
   i. Vacuum Cleaning of sofa/carpets once in a month.
   j. Cleaning of warehouse, supply of labour on need basis for rearranging office / material etc.
   k. Cleaning of drains/roof tops/terraces of building so that no water clogging takes place.
   l. Cleaning of internal roads pathways and all open areas in the entire campus on everyone and as and when required.
   m. Shifting of furniture and its re-arrangement as and when required.
13. The Contractor will submit every month xerox 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.

14. Tenders of contractors/agencies whose services are terminated by the institute earlier on default shall not be considered.

15. 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.

16. 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

Pune

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

RATES FOR PROVIDING HOUSEKEEPER AS PER NEW DEARNESS ALLOWANCE APPLICABLE FROM 1ST JANUARY 2017

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Particulars</th>
<th>Amount (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Basic Wages</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>DA</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Total Basic Wages (A+B)</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>HRA (5%)</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>P.F. (13.36%)</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>E.S.I (4.75%)</td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>Payment of Bonus (8.33%)</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>Payment of Leave Wages (6%)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total I</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>Administrator/Service Charges: @ % (for one Housekeeper)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total II</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Service Tax on Total II (15%)</td>
<td></td>
</tr>
<tr>
<td>J</td>
<td>Total amount per housekeeper per month</td>
<td></td>
</tr>
<tr>
<td>K</td>
<td>Total amount for nine housekeepers per month</td>
<td></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>
</tbody>
</table>