

**TENDER FOR HOUSEKEEPING SERVICES  
AT INDIAN MARITIME UNIVERSITY-MUMBAI PORT CAMPUS**



**TENDER No: IMU/2017/04  
Issue Date: 26<sup>th</sup> December , 2017**

Issued To,

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<b>Cost of Tender Form / Document</b>	Rs.1000/- (Rupees One Thousand only) per tender should be drawn in the form of Demand Draft / Pay Order in favour of "IMU, Mumbai Port Campus" payable at "Mumbai"
<b>Issue of Tender Document</b>	10:00 Hrs 26th December, 2017 to 17:30 Hrs 15th January, 2018
<b>Last Date/Time of submission of the Tender</b>	<b>17:30 hrs on 15th January, 2018</b>
<b>Date and Time of opening of the Technical Bids</b>	11:00 Hrs on 16th January, 2018, IMU Mumbai Port Campus
<b>Tentative Date and Time of opening of the Financial Bids</b>	11:00 Hrs on 22nd January, 2018, IMU Mumbai Port Campus

All bidders are requested to visit IMU Mumbai Port Campus website: [www.imumumbai.com/](http://www.imumumbai.com/) [www.imu.edu.in](http://www.imu.edu.in) for regular updates.

# INSTRUCTIONS TO THE BIDDERS

## 1. General Information:

- i. Sealed Tenders are invited by the Director, IMU, Mumbai Port Campus, Hay Bunder Road, Mumbai- 400033 for and on behalf of IMU for HOUSEKEEPING SERVICES as per Scope of work in the technical bid of tender documents.
- ii. Tender documents consisting of Technical & Financial Bids shall be submitted by the bidders in two separate sealed envelopes, Cover –I named ‘TECHNICAL BID IMU/2017/0001.’ and Cover –II named ‘FINANCIAL BID IMU/2017/0001’ , latest by 17:300 hrs on 15th January, 2018 and . Both the above said Sealed Covers i.e. Cover –I & Cover –II be then put in another separate big cover (Cover–III) named or superscribed as “TENDER FOR HOUSEKEEPING SERVICES” and properly wax sealed.
- iii. Bids should be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like TIN number, GST number, Bank address with EFT Account if applicable, etc and complete postal & e-mail address/contact details of their office. (As per format given in Annexure- B)
- iv. Sealed bids should be dropped in the Tender Box kept at store section of Ground Floor, (LBS Building), IMU Mumbai Port Campus, Hay Bunder Road, Mumbai- 400033 or sent by registered post in the address mentioned for communication below and to reach this office by due date and time. Late tenders will not be accepted in any circumstances and no responsibility will be taken for any postal delay or non-receipt/non-delivery of the bid documents.
- v. A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by this office prior to deadline prescribed for submission of bids. No bid shall be modified after the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder’s forfeiture of bid security.
- vi. The technical bids of the tender shall be opened by a committee nominated by the Director, IMU, Mumbai Port Campus in the presence of the authorized representatives of the bidders, if present, at **11:00 Hrs on 16th January, 2018** in the office of the Director, IMU Mumbai Port Campus.
- vii. The technical bids, which do not contain full information and documents called for, shall be rejected without any intimation to the party. The financial bids of only those bidders shall be opened, whose technical bids pass scrutiny.
- viii. The financial bids of the tender shall be opened by a committee nominated by the Director, IMU, Mumbai Port Campus in the presence of the authorized representatives of the bidders, if present, at **11:00 Hrs on 22<sup>nd</sup> January, 2018** in the office of the Director, IMU, Mumbai Port Campus.
- ix. The bidders shall submit all details, documents etc. as required in the tender document duly signed on each page. In case bidder fails to do so, IMU, Mumbai Port Campus reserves the right to reject the tender without seeking any further clarification. All the

pages of tender document including the documents enclosed with it should be serially numbered. The total number of pages should be mentioned in the forwarding letter. The bidder shall submit the above information in the form of certificate stating "Tender documents containing pages from.....to.....". The certificate should be signed by the authorized person.

- x. The bidder shall submit the copy of the tender document and addenda thereto, if any, with each page signed and stamped to confirm the acceptance of the entire terms and Conditions of the tender.
- xi. All communications and submission of tender documents with regard to this tender should be addressed to

**The Deputy Registrar,  
Indian Maritime University  
Mumbai Port Campus,  
Hay Bunder Road, Mumbai- 400033  
Tel: (022) 23723577 Fax:022-27716805  
Email: dradmin.mumbaiport@imu.ac.in**

- xii. IMU, Mumbai Port Campus at its sole discretion reserves the right to extend last date of submission of tender and the same shall be updated in IMU Mumbai Port Campus website and all bidders are requested to visit the website for latest updates.
- xiii. IMU, Mumbai Port Campus reserves the right to annul the bidding process at any time without any liability for such annulment, without assigning any reason there to.
- xiv. IMU, Mumbai Port Campus reserves the right to invite revised tenders with or without amendment at any stage without any liability for such invitation and without assigning any reason thereof.
- xv. IMU, Mumbai Port Campus shall notify the successful bidder through Registered letter/ speed post / fax / e-mail or in person confirming that their offer has been accepted. IMU Mumbai Port Campus will issue the Award letter to the successful bidder. This award letter shall indicate the details of services be supplied by the bidder and the amount which IMU, Mumbai Port Campus shall pay to the successful bidder in consideration of the execution of the contract by them.
- xvi. Upon receipt of the Purchase Order by the Contractor, he shall prepare two sets of the Agreement as per **Annexure – 'H'** of the tender documents at the earliest without any delay and complete all the formalities and submit the same to IMU, Mumbai Port Campus duly executed on stamp paper for value of Rs.200/- (Rupees Two Hundred only) within 07 days from the date of receipt of Purchase Order. The agreement should be submitted by the contractor along with the required security deposit. One set of the agreement will be returned to the Contractor after the signature of authorized signatory of IMU Mumbai Port Campus.
- xvii. Quoted rates must be valid for 1 year from the date of issue of work order.

- xviii. The contract will be initially for a period of one year, extendable by another one year, subject to the satisfactory performance of the Housekeeping Agency at the same rate, terms and conditions and at the sole discretion of IMU Mumbai Port Campus.
- xix. If successful bidder fails to enter into contract within 7 days, the next successful bidder may be awarded the contract as discretion of IMU-MPC.
- xx. Successful bidder will nominate an Officer/Manager as single point of contact to IMU Mumbai Port Campus to promptly address the issues raised by the Campus.
- xxi. The bidder is advised to visit the site and surroundings where the Housekeeping Services are to be provided and acquaint himself with the operational system and understand the information that may be required for the preparation of the tender and forentering in to contractfor providing Housekeeping Services. The costs of visiting the site shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the site and is aware of operational conditions prior to the submissionof the tender documents. Permission, if required to visit the site will be given during the tender period on application to Deputy Registrar, IMU Mumbai Port Campus
- xxii. Clarification of Tender Documents: A bidder requiring any clarification regarding the tender documents may notify in writing to the address mentioned in the invitation of tenders or E-mail to [dradmin.mumbaiport@imu.ac.in](mailto:dradmin.mumbaiport@imu.ac.in). IMU Mumbai Port Campus will respond to any request for clarification, received one week prior to the deadline for submission of tenders.
- xxiii. At any time prior to the deadline for submission of tenders, IMU Mumbai Port Campus may for any reason, suo motu or in response to a clarification by a prospective bidder, modify the tender documents by issuing amendments (addenda/ corrigenda etc.)
- xxiv. Any amendment thus issued will be hosted on the website upto Two days prior to the last date i.e 15th January,2018 as specified for submission of the bids. All the bidders who have downloaded the Bid Document shall verify if any such amendments(s) have been issued by IMU –Mumbai Port Campus, before submitting their bid and shall take cognizance of and include such amendment(s) in their submission. In any case, the amendment(s), if any, shall be binding on the bidder. No separate notice/ intimation of amendments will be sent to those who have downloaded the document from the web or bought tender documents from IMU Mumbai Port Campus prior to the date of amendments.
- xxv. Tender rates should remain valid for **120** days from the last date for submission of tender i.e 15th January, 2018.
- xxvi. Tender opening, Bidder Participation, stages of Evaluation (Technical and Financial)
- a. Tenders will be opened at the Director's office, IMU Mumbai Port Campus, Mumbai Port Campus, Hay Bunder Road, Mumbai- 400033 at 11:00 hours **on 16th January, 2018**.

- b. Any bidder who are willing to observe the tender opening, may, in person or through his authorized representative, be present at the venue and witness the tender opening. **In case of authorized representative**, bidder should send a letter of authorization containing the specimen signature of their representative who is deputed to be present at the time of opening of tender. Representatives without the letter of authorization will not be permitted to witness the opening of the tender. The maximum number of representatives that a bidder can depute to witness the opening of the tender will be limited to one.
- c. The bidder or his authorized representative who is present shall sign a register evidencing their attendance. In the event of the specified date of tender opening being declared as a holiday for the IMU-Mumbai Port Campus, the tender shall be opened at the specified time on the next working day.
- c. The information furnished by the bidder in Cover - I in the prescribed format supplied by the IMU-Mumbai Port Campus will form the basis for the evaluation. In exceptional cases IMU-Mumbai Port Campus or his representative reserves the right to obtain the clarifications from any of the bidder without vitiating the tendering process. If, in the opinion of the IMU-Mumbai Port Campus, information and documents supplied in support of the tender do not indicate meeting the requirements of the tender specifications, the tender may be determined as non-responsive and may be rejected by the IMU-Mumbai Port Campus.
- d. After satisfying that all / or some of the bidders have attained the minimum qualifying criteria as detailed above, only technically qualified bidders will be kept and sealed in a separate cover. The Cover- II -Price Bids will be opened in the presence of the qualified bidders or their authorized representatives, If they choose to attend and present. The procedures and number of participants etc., for opening Cover - II will be the same as the procedures outlined in Clause (a) & (b).
- e. After evaluating the price bids received under Cover II, from the eligible bidder who has quoted the lowest (L-1) Price will be awarded the work.
- f. In case the financial bid of more than one agency is same as L-1, then IMU-Mumbai Port Campus will be assigning marks to various eligibility parameters like turnover, number of years of relevant experience etc. of such L-1 bidders and work will be awarded to the bidders who score highest marks, among the L-1 bidders.
- g. The contract period shall be deemed to have been commenced from the date on which the contractor takes over the site based on Instruction from IMU-Mumbai Port Campus to commence or the 10th day of instruction by IMU-Mumbai Port Campus to start the work whichever is earlier. IMU-Mumbai Port Campus is likely to instruct to commence the Work from 1<sup>st</sup> February, 2018. The period of contract is 12 Months from that date of commencement.

## **2. E.M.D, Guarantee and Damages**

### **i. Earnest Money Deposit (E.M.D)**

Earnest Money Deposit (E.M.D): Rs.1,40,000/- (Rupees One Lakh Forty Thousand Only) by way of D.D./ P.O in favour of IMU, Mumbai Port Campus payable at Mumbai to be submitted to Dy. Registrar (Administration), IMU, Mumbai Port Campus along with Technical Bid.

The bids of the bidder, who fail to submit E.M.D, shall be summarily rejected. The EMD of the bidders, who are not qualified under the technical bid, shall be returned after finalisation of tender.

The EMD will be forfeited in the following cases:–

Note: No interest will be allowed on the Earnest Money Deposite from the date of its receipt until it is refunded

- a) In case the bidder withdraws his tender once submitted after opening tender document.
- b) If the successful bidder fails to enter into a contract/agreement within 07 (seven) days from the date of receipt of Purchase Order.

## **ii Security Deposit:**

The amount of Security Deposit will be 10% of the tender value. Out of this 10%, The successful bidders shall, within 07 days from the date of receipt of award letter, deposit with IMU Mumbai Port Campus a sum equal to 5% of the value of the accepted tender, in the form of Demand Draft from any Nationalized bank/Scheduled bank, and the balance 5% shall be deducted from every monthly running bill, failing which IMU-Mumbai Port Campus may at its discretion cancel the award letter and forfeit the earnest money deposit furnished along with the tender.

The security deposit amount of 10% of the contract value so deposited, will be refunded within 30 (thirty) days from the date of complete of contract as per tender document.

In case security deposit amount fall short on subsequent order, the bidder must deposit the differential amount of Security deposit within 10 days of subsequent order. Security Money will not carry any interest.

## **iii. Cancellation of order/forfeiture of Security Deposit, Risk purchase clause:**

In the event of failure to starts the Housekeeping Services within the stipulated date /period in accordance with the specification, IMU-Mumbai Port Campus reserves its right:-

∑ To cancel the order.

∑ To forfeit the security deposit.

∑ To avail Housekeeping Services from next bidders at the vendors risk, responsibility and cost. Any extra cost incurred in the procurement of the material from the alternative source will be recovered from Security Deposit/Bank Guarantee as referred to earlier

and if the value of the materials under risk purchase exceeds, the amount of Security Deposit/Bank Guarantee, same may be recovered, if necessary, by due legal process.

**iv. Time Period**

Within 10 calendar days from the date of receipt of Purchase Order, the Contractor shall start the services as specified in the tender document.

**v. Settlement of Disputes:**

The Bidder shall make request in writing to the Director, IMU, Mumbai Port Campus for settlement of any dispute within 30 (thirty) days of arising of the cause of dispute, failing which no disputes/claims shall be entertained by the IMU, Mumbai Port Campus. The decision of the Director, IMU Mumbai Port Campus will be final and binding on the parties.

Jurisdiction: The Court of Mumbai in the State of Maharashtra only will have the jurisdiction to deal with and decide any legal matters or disputes what-so-ever arising out of this contract.

**vi. Payment Terms:**

- a) Monthly bill will be paid on the basis of the number of labourers and as per scope of work and amount of incomplete work will be deducted from the total monthly bill.
- b) The contractor shall submit bills in respect of the services rendered by him on calendar month basis with daily and monthly report in the prepared format duly signed by the respective department representative along with copies of salary paid Register, Attendance Sheet and P.F., ESIC amount paid bank challans etc. The contractor may note that the IMU Mumbai Port Campus, being an educational institution/university comes under the purview of GST.
- c) Contractor should deposit the ESIC, Provident fund contribution to the concerned office separately for those workers engaged in IMU site and the said statement should be submitted along with bill to University.
- d) Out of 10% security deposit, the successful bidder has to initially deposit 5% and the balance security deposit equivalent to 5% of the contract value will be deducted from running bill. The amount shall be refunded on completion of the contract after adjusting all dues. If the application for refund is not received within three years, the amount will be credited to the IMU MPC account and thereafter no claim will be entertained.
- e) TDS will be recovered at the prevailing rates from the bills payable to the contractor.
- d) Wages of labourers shall be paid by the A/c payee cheques through bank and necessary bank statements & Xerox copy of pay slip of each labour shall be produced to University along with the bill.
- e) No advance payment against ensuring up-keeping bills will be made under any circumstances.

**vii. Advance Payments**

Not Applicable

**viii.** The estimated cost of housekeeping services is approximately Rs. 70 lakh.

**Additional Instructions: -**

- a) The contractor shall follow the rules and regulations of the Contract Labour (Regulation & Abolition) Act 1970 and rules 1971.
- b) The Contractor shall provide PF & ESIC facility to the laboures as provided in the Act.
- c) The Contractor shall follow the minimum wages Act for area A as per Central Government.
- d) The Contractor shall disburse salary to the laboures on the 10th of every month.
- e) The Contractor shall adopt all safety measures on site / office.
- f) The Contractor shall provide all required tools, to enable them to discharge their duties during the period of contract, to the laboures within one month from the date of commencement of the contract.
- g) As per Bonus Act 1965 & its amendment & the notification published in the Gazette of India, New Delhi on 27th Oct. 2007, contractor is required to make payment of bonus to the laboures from its profit. University will not reimburse bonus amount to the contractor.
- h) The Contractor shall obtain required labour license from RLC (Central) within 15 days from the date of issue of work order. All returns as per rules shall be submitted to the RLC (Central) by the contractor.
- i) Fire Precaution: The contractor, his agents, representative, workmen etc. shall strictly observe the orders pertaining to fire precautions prevailing within the restricted areas.
- j) The contractor has to obtain CAR policy before commencement of the work and he should pay ESI and EPF contribution against the workers engaged by him and challans should be submitted along with the monthly bills for release of payment.
- k) The indemnity bond and promissory note will be required to be submitted by the contractor for secured advance if any.
- l) No mobilization advance will be given to the contractor.
- m) If the contractor violates security rules and regulations of the University, a penalty of 2.0% of the work order amount will be recovered from their dues.
- n) Sub-letting of work to other agency is not permissible, if found the contract will be terminated/discontinued and the agency will be blacklisted under intimation to the other organization.
- o) The Contractor shall follow the minimum wages Act.



### **DETAILS OF PENALTIES**

<b>S.No.</b>	<b>Default</b>	<b>Penalty</b>
1	Failure to maintain sanitation and cleanliness and failure to dispose waste/littering in or around the toilet blocks	Rs. 500 per day for each toilet blocks
2	Choked sewer connections resulting into water logging stagnation	Rs.1000 for 1 <sup>st</sup> day and Rs.1500 for subsequent days.
3	Employees not wearing uniform	Rs. 50 per day per person
4	Employees absent from duty	Rs. 500 per day per staff
5	Shortage in deployment of Male members	Rs. 500 per day per staff
6	Consumable not available in the academic block toilets blocks as required for cleaning / maintaining such as soaps, Brooms, soft brush, chock removers, Disinfectants, Naphthalene balls etc.	Rs. 100 per day per Toilet
7	Failure to supply branded sanitary consumables as per list.	Twice the MRP rate of the product
8	Failure to keep the site clean	Apart from the penalty prescribed, the Deputy Registrar (Admin) shall have the right to get this work done at the cost of the agency either departmentally or through any other agency. The expenses so incurred would be intimated to the agency by Deputy Registrar (Admin) and the requisite amount would be deducted from the monthly bills of the agency for the services rendered by it.
9	Failure to provide the required quantity of resources in proper serviceable condition as agreed in clause 16 with operational staff	Rs.1000 per resource that is short in requirement as per Section-V Scope of Work

## PRE-QUALIFICATION CRITERIA

1. The bidder should not have been blacklisted by the department / Ministries of the Government of India / PSUs / corporate Sectors / Educational Institutions / any other reputed organizations. **(Notarized Affidavit has to be submitted by the bidder)**- as per **Annexure – C**.
2. The bidder should submit copy of valid Trade License, PAN and GST Registration No. with the Technical bid of Tender documents.
3. The bidder should submit the Income Tax return for last three previous years ending **31<sup>st</sup> March 2017** with the Technical bid of Tender documents.
4. The bidder should submit one of the following:-
  - a) Proof of Registration of the bidder under relevant law such as Companies Act, and /or Shop & Establishment Act, EPF & ESIC along with copies of the payment challans of the last 12 month.
  - b) For Partnerships firms, full name and address of each partner along with the certified copy of the registered partnership deed, copy of Trade License.
  - c) For proprietorship firms, full name and address of proprietor along with the copy of trade license.
5. The annual turnover in the business of Housekeeping of the bidder shall be Rs. 50,00,000/- (Fifty Lakhs) each year during the last 3 years. The details to be furnished by the bidder in the technical bid giving the audited profit & loss account and balance sheet for last three years ending **31<sup>st</sup> March 2017**. It should be duly attested by the bidder's Chartered Accountant.
6. The Bidder should have successfully implemented during **2014-15, 2015-16 and 2016-17** each, similar housekeeping orders of value of 80% estimated value for single work and 60% estimated value for two works and 40% estimated value for three similar works. [*Mode of proof:* Copy of Purchase Order/Contract for providing 'Award of Work'. Copy of Completion Certificate'/Final Invoice/Letter indicating return of Security Deposit for providing satisfactory 'Completion of Work' should be furnished for each of the projects.
7. The bidder should have a valid labour license as per requirement under the contract labour(R & A) Act 1970 and the contract labour (Regulation and Abolition) Central Rules 1971 before commencement of the work. The bidder shall also abide by the provisions of the child labour (Prohibition and Regulation) Act 1986.

8. The bidder should have PF and ESIC Registration Registration with copies of payment challans of last 12 months.
9. The bidder should have solvency certificate of Rs 10 Lakhs from Nationalized or scheduled bank.
10. The bidder shall submit certificate of Declaration For Non Tempering Of Tender Documents. **(Annexure-G)**

## 11. Scope of Work

Work should be performed in IMU Mumbai Port Campuses at below addresses:  
**Indian Maritime University, Mumbai Port Campus, Hay Bunder Road, Mumbai-400033.**

Contractor should provide approximate number of **37** housekeeping workers **out of which 27 should be Male member** and **02 Male number** of Supervisor per day to carry out the work as per assigned areas as per scope of work.

Fire Precaution: The contractor, his agents, representative, workmen etc. shall strictly observe the orders pertaining to fire precautions prevailing within the restricted areas.

☞ Scope of work for housekeeping are categorized in to following two categories for the smooth functioning of housekeeping operations in IMU Mumbai Port Campus.

Cat. No.	Work Category
1	Roads, Pavements, Playgrounds, Sport Courts, Swimming Pool, any other open area inside the campus
2	Administrative building, classroom, offices, laboratories, simulators rooms, dispensary passage, terrace etc. All Hostels and Surroundings Areas Including Toilets, Bathrooms, Corridors etc.

### CATEGORY- 1

- Roads, Pavements, Playgrounds, Sport Courts, Swimming Pool, any other open area inside the campus.

### Daily Cleaning

- Σ Cleaning of entrance & Parking area. Collection of paper, plastics from the surrounding of building & removal of mud, silt all type of waste material and unwanted material from this location & dispose at every location before 10:00 a.m. every day and in the afternoon at 1500 hrs
- Σ Sweeping & moping of indoor floor with floor cleaner & disinfectant three times a day and during conference or any other function as per requirement.

- Σ Cleaning of furniture & removal of cobweb from above mentioned area.
- Σ Collection & segregation of dry & wet garbage and storage as per instruction of University representative at given location in Morning & Afternoon and when functions are over on that day.
- Σ Cleaning of all staircases & veranda/balcony railings with wet & dry floor duster.
- Σ Dusting of Notice Board/drawings/models/equipments/machineries displayed in classroom and passages/corridors.
- Σ Cleaning and removal of chock-up of toilets, Nahani trap, W.C., Urinals, washbasin, drainage lines, chambers and main chamber and ensuring No water-logging in toilet areas. Clear draining of water and excreta/urine. Drainage systems are to be kept operational and checked every day. In case of blockage clearing/ repair/ unblocking should be done immediately. Removal of Drainage blocks/ Choke-up in sewage lines and manholes on occurrence.
- Σ Shifting of any furniture or other materials as directed.
- Σ The cleaning should be done three times a day. Places such as Toilet blocks, dado, glasses, door panel, window panels, mirror and plumbing fixtures, urinals, washbasin and W. C. pans are required to clean three times a day( **in the morning before 9.00 am, in after noon during 1-2 pm and during evening between 4-5 pm) with toilet cleaner as per time schedule.**

### **Weekly Cleaning:**

- Σ Cleaning of all dustbins inside & outside with liquid detergent.
- Σ Cleaning of Chairs and carpet with vacuum cleaner as per direction.
- Σ Cleaning of swimming pool and premises twice in week.
- Σ Cleaning of play ground and auditorium twice in a week.
- Σ Cleaning of roads inside campus and gardens.
- Σ Cleaning of main gate and BOAT/ Steamer models in entire campus.
- Σ Changing of the bedding/bedsheets/pillow cover of hostel rooms.

### **Monthly Cleaning:**

- Σ Lobby, office, porches, ramp, outside area & floor to be scrubbed & cleaned with scrubbing machines, wet, dry vacuum cleaner and liquid floor cleaner as per dilution factors given on branded items.

- Σ Shifting & disposal of unwanted materials and scrap after the permission & written letter from IMU Mumbai Port Campus authority to given location by University representative.
- Σ Cobweb removal from in and around the building.
- Σ Floor cleaning & cobweb removal work at all ducts.
- Σ Terrace cleaning with bleaching powder during rainy season.
- Σ Cleaning ceiling fans & exhaust fans with wet & dry dusters and required cleaning material.
- Σ Cleaning of Water sump and Overhead tank.

## **CATEGORY- 2**

- Hostel, Toilets, Surroundings of Hostels, etc.

### **Daily Cleaning**

- Σ Cleaning of entrance & Parking area. Collection of paper, plastics from the surrounding of building & removal of mud, silt all type of waste material and unwanted material from this location & dispose at given location before 10:00 a.m. every day and in the afternoon at 1500 hrs
- Σ Sweeping & moping of floor with floor cleaner & disinfectant three times a day and during conference or any other function as per requirement.
- Σ Cleaning of furniture & removal of cobweb from above mentioned area.
- Σ Cleaning of all toilets blocks floor, dado, glasses, door & window panels, mirror, plumbing fixtures, washbasin and W.C. pans three times a day with toilet cleaner (dilution of material as prescribed on packing) as per time schedule given by Care taker / IMU Representative.
- Σ Collection & segregation of dry & wet garbage and storage as per instruction of University representative at given location in Morning & Afternoon and when functions are over on that day.
- Σ Cleaning of all staircases & veranda/balcony railings with wet & dry floor duster.
- Σ Dusting of Notice Board, tables, chairs and benches from offices & classrooms.
- Σ Cleaning and removal of chock-up of toilets, Nahani trap, W.C., Urinals, washbasin, drainage lines, chambers and main chamber and ensuring No water-logging in toilet areas. Clear draining of water and excreta/urine. Drainage systems are to be kept operational and checked every day. In case of blockage clearing/ repair/ unblocking

should be done immediately. Removal of Drainage blocks/ Choke-up in sewage lines and manholes on occurrence.

- Σ Shifting of any furniture or other materials as directed.
- Σ Checking & putting naphthalene balls & sanicube in all urinals & washbasins including arrangements of hand wash in all toilet blocks.
- Σ The cleaning should be done three times a day. Places such as Toilet blocks, dado, glasses, door panel, window panels, mirror and plumbing fixtures, urinals, washbasin and W.C. pans are required to clean three times a day( **in the morning before 9.00 am, in after noon during 1-2 pm and during evening between 4-5 pm) with toilet cleaner as per time schedule.**

### **Weekly cleaning:**

- Σ Cleaning of all toilet blocks floors, W.C. pans, Urinals, dado, glasses, door & window panels, mirrors, plumbing, fixtures & washbasins with liquid cleaner (as per dilution prescribed on material packing), & removal of cobweb from all toilet blocks from inside & outside.
- Σ Collection of unwanted materials & solid waste from building surrounding and disposal at give location.
- Σ Floor sweeping & moping with disinfectant (as per dilution prescribed on material packing) of conference rooms as per function dates & time.
- Σ Cleaning of all dustbins inside & outside with liquid detergent.
- Σ Cleaning of Chairs and carpet with vacuum cleaner as per direction.

### **Monthly cleaning:**

- Σ Lobby, office, porch, ramp, outside area & floor to be scrubbed & cleaned with scrubbing machines, wet, dry vacuum cleaner and liquid floor cleaner as per dilution factors given on branded items.
- Σ Shifting & disposal of unwanted materials after the permission & written letter from IMU Mumbai authority to given location by University representative.
- Σ Cobweb removal from in and around the building.
- Σ Floor cleaning & cobweb removal work at all ducts.
- Σ Terrace cleaning with bleaching powder during rainy season.

- Σ Cleaning ceiling fans & exhaust fans with wet & dry dusters and required cleaning material.
- Σ Cleaning of Water sump and Over head tank.

❖ **Major Duties of Housekeeping Personals are as follows,**

- Σ Brooming and moping of floors at 08:00 am.
- Σ Cleaning of filled dustbin at 09:00 am.
- Σ Cleaning of corridors, toilets, staircases, by
- Σ Dusting of furniture includes table, chair, Almeria,
- Σ Swabbing and cleaning of corridors, stair cases, once more after lunch.
- Σ Shifting of furniture, equipments and other things as per requirement.
- Σ Housekeeping staff should not leave allocated premises without prior permission of floor in-charge or their supervisor.
- Σ All the housekeeping staff should bring their food by themselves; University will not provide any meal/ lunch.
- Σ Housekeeping staff will not do any private work in duty hours.

Each of Housekeeping staff should be provided with his/her own bucket, broom, plastic pan, swabs, cob removing broom, phenyl, bleaching powder, harpic and a register to take signatures. A space can be provided for them to keep their working kits.

❖ **Major Duties and Responsibilities of Supervisors for Housekeeping Staff,**

- Σ Monitoring of work assigned in various places of the campus, to check whether proper cleaning has done or not as per schedule.
- Σ Providing of cleaning required materials and preventing of misuse of the same.
- Σ Ensure that the sweepers do not move out of the allocated premises during duty hours.
- Σ Ensure that daily and weekly cleaning schedule is maintained and followed.
- Σ Ensure that signature is taken from the resident of the room once his or her room is cleaned and counter signed by supervisor and hostel manager.

- Σ Ensure that all registers are maintained and checked and counter signed by the Hostel Manager and contractor on a daily basis.
- Σ Report to the contractor for supplies, duties and all duty related matters.
- Σ These supervisors will have nothing to do with the hostel matters other than maintaining cleanliness and hygiene in hostels.
- Σ They should inspect rooms and bathrooms on a daily basis. At least 30% of the rooms should be inspected daily to make sure cleaning has actually happened as per requirements. In case of any problem ensure re-cleaning is done immediately.
- Σ Supervisors cannot leave IMU premises during working hour without prior permission of the concerning authority, and they are also advised to bring their food along with them.

**Misc. Duties:-**

- Σ A daily report of cleaning to be presented to the designated IMU Office
- Σ The successful bidder may be asked to allocate few personnel's engaged for housekeeping for miscellaneous allied tasks which may be given by designated IMU officials. This may include furniture shifting, taking boxes to post office, loading, unloading of materials, assisting wardens, instructors in their day to day tasks.

**Some Important Guidelines for the Housekeeping Service Provider/Contractor are;**

- v The contractor should provide services with branded sanitary consumables as listed below. The quantities are only indicative and the minimum required. Depending on the usage and consumption the actual quantity may be more than the specified one. The contractor has to procure and use material as per actual requirement (ensuring the minimum specified) and no extra amount shall be paid by institution if more than the above are consumed. University will not be responsible for any increase in the rates or tax on items during contract period.

<b>Sl. No.</b>	<b>Materials</b>	<b>Quantity Per Month</b>
1	Scented Phenoyl Concentrated / Germ free	200 ltrs
2	Soap Oil / All clean	67 ltrs
3	Harpic Liquid Toilet cleaner (500 ml)	107 containers
4	Coconut brooms	40 Nos.
5	Hill Brooms	53 Nos.
6	Vim cleaning powder	8 kg
7	Urinal cubes	13 kg
8	Naphthalene balls white (Big)	27 kg



9	Toilet brush (EWC)	40 Nos.
10	PVC Wiper	27 Nos.
11	Colin Mirror Cleaner (500 ml)	27 containers
12	Jasmine room spray (200 ml)	80 containers
13	Air Freshener (Flora, Odonil)	187 Nos.
14	Bleaching Powder ISI	80 kg
15	Mop with stick	53 Nos.
16	Yellow cloth	53 Nos.
17	Lyzol (500 ml)	53 containers
18	Dettol	27 Litres
19	Scotch Brite	53 Nos.
20	Plastic garbage bag (200 ltr)	267 Nos.
21	Plastic garbage bag (100 ltr)	267 Nos.
22	Soap – Hammam/ Medimix (Small)	267 Nos.
23	Acid	133 litres
24	Sabeena	5 Kgs
25	Waste cloths	13 meters
26	Hand Gloves and Shoes	As per requirement
27	Mosquito Repellant spray (Hit/Mortein) 250ml	27 Nos.
28	Brass Cleaner	3 Kg
29	Drainex cleaner (Kivi)	27 Nos.

- ❖ Description of the material is not exhaustive, if required the same may be changed as per the site requirement from time to time with prior approval of the competent authority in IMU, Mumbai Port Campus, however, the material cost should be within the limit of the total amount quoted for tender.
- ❖ The contractor should arrange following cleaning machines, equipments & tools in sufficient numbers at their own cost and they should keep them in good condition at site during the tenure of contract under their supervision & at their own risk.
- ❖ High pressure cleaner
- ❖ Wet & dry vacuum cleaner
- ❖ Glass cleaning kit
- ❖ Various heights ladders
- ❖ Telescope rods (for cobweb removal work)
- ❖ Plastic drums & trolley/cycle rickshaw/battery operated vehicle (for garbage disposal)
- ❖ Contractor should provide approximate no..of minimum **37** housekeeping workers **out of which 27 should be Male member** and **02 Male number** of Supervisor per day to carry out the work in the assigned area from time to time as per the scope of work as given in Section-V & as detailed in the table given below.

<b>Sl. No.</b>	<b>Description of Work (Allocation of Work)</b>	<b>Approximately no. of Labors to be Engaged Per Day</b>
1	Admin Block 1( LBS College Building)	8
2	Admin Block 2 ( MERI College Building)	7
5	MERI Old Hostel	2
6	LBS Old Hostel	4
7	LBS New Hostel	10
8	Residential Hostel	3
9	Roads, Pool, Play Grounds	3
10	Supervisor	2
<b>Total</b>		<b>39</b>

- Deputed to the site as per actual requirement

Biometric attendance of the approximate no.of minimum personnel to be submitted with pay bill biometric machine, put by contractor at his own cost.

- ❖ In case any public complaint is received attributable to misconduct/ misbehavior of contractor's personnel, a penalty of Rs.500/- for each such incident shall be levied and the same shall be deducted from contractor's bill. Further the concerned contractor's personnel shall be removed from IMU-Mumbai Port Campus system immediately.
- ❖ The personnel engaged by the contractor shall be dressed in neat and clean uniform (including proper name badges), failing which invites a penalty of Rs.500/- each occasions and habitual offenders in this regard shall be removed from the Campus. The penalty on this account shall be deducted from the Contractor's bills.
- ❖ The contractor shall ensure that its personnel shall not at any time, without the consent of IMU-Mumbai Port Campus in writing, divulge or make known any trust, accounts matter or transaction undertaken or handled by IMU and shall not disclose to any information about the affairs of IMU-Mumbai Campus. This clause does not apply to the information, which becomes public knowledge.
- ❖ Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines.
- ❖ In special occasions such as visit of high level dignitaries from Ministry/Headquarters etc. agency should engage required number of labours on Sundays/holidays and same may be compensated allowing them off on other working days.
- ❖ The working timing to carry out various jobs shall be from 08.00 hrs to 17:00 hrs (except Sundays) or any other timing as may be fixed by the University. The particulars like,

name, photo, address, aadhar number of the personnel's engaged to be submitted with IMU. The biometric machine to be installed by the bidder at his own expense and monthly biometric of the approximate number of minimum people required to be engaged should be provided along with the pay bill.

- ❖ All the workers should be provided with uniform & Identity cards by the contractors.
- ❖ The responsibility of fulfilling liabilities under various labour laws such as workmen's compensation Act, Industrial disputes Act, Minimum wages Act, payment of Bonus Act, Factories Act, Contract Labour Act etc., will be of successful tenderer.
- ❖ The various records maintained under labour laws, should be made available for scrutiny as and when asked for by the University or by any other Statutory Agencies.
- ❖ The contract shall follow the rules and regulations of the Contract Labour (Regulation & Abolition) Act 1970 and rules 1971.
- ❖ The Contractor shall provide PF & ESIC facility to the laboures as provided in the Act.
  - a) The Contractor shall follow the minimum wages Act as per the Central Government rules as amended from time to time.
  - b) The Contractor shall disburse salary to the labourers on or before the 10<sup>th</sup> of every month.
  - c) Every month the copy of the salary register shall be submitted before release of payment to the contractor.
  - d) The Contractor shall adopt all safety measures on site/office.
  - e) The Contractor shall provide all required tools to the labourer within one month from the date of commencement of the contract..
  - f) As per Bonus Act, 1965 & its amendment & the notification published in the Gazette of India, New Delhi on 27<sup>th</sup> Oct, 2007, contractor is required to make payment of bonus to the laboures from its profit. The IMU Mumbai Campus will not reimburse bonus amount to the contractor.
  - g) The Contractor shall obtain required labour license from Regional Labour Commissioner RLC (Central) within 15 days from the date of issue of work order. All returns as per rules shall be submitted to the RLC (Central) by the contractor.

- h) IMU reserves its rights to divide the work among different agencies or not to execute any items in the schedule of work or to call any agency for negotiation without assigning any reason and without giving any reference to anybody and also to divide the work amount two, three agencies.
- i) Subletting of work to other agency is not permissible, if found the said agency will be black listed by intimating to the other organization.

❖ **Termination:**

The contract may be terminated with a 15 days' notice, before the expiry of contract period owing to deficiency in service or any other reason whatsoever. Housekeeping agency to give 90 days' notice in case he wants to withdraw, failing which SD, EMD, Retention money and pending bills will be forfeited.

❖ **Injury to person:**

The contractor shall be liable and indemnify for any injury/ casualties, loss, claim or proceeding whatsoever arising under any statute or at common law in respect of personal injury to or the death of any person whomsoever arising out of and in the course of or caused by carrying out the works and the contractor should give the ESIC benefit to the worker as per the Act of the Employee's State Insurance Corporation.

The indemnity bond and promissory note will be required to be submitted by the contractor for secured advance, if any.

**Annexure – A**  
**Cover Letter Format (In letter head)**

TENDERERS PARTICULARS FOR TENDER NO: .....

The Director  
Indian Maritime University, Mumbai Port Campus,  
Hay Bunder Road, Mumbai-400033.

Sir,

Being duly authorized to represent and act on

behalf of \_\_\_\_\_ hereinafter called "The Tenderer" and having visited the site and examined the Scope of work, Conditions of Contract, Specifications, Schedules and Bill of Quantities for the work of "**TENDER FOR PROVIDING HOUSEKEEPING SERVICES AT INDIAN MARITIME UNIVERSITY-MUMBAI PORT CAMPUS, HEY BUNDER, MUMBAI- 400033**"

I/ we here by submit my/our offer as follows:

a) Technical Bid– Annexure C (in separate sealed cover along with EMD of Rs. 1,40,000/- & other documents) (Cover I)

(b) Financial Bid– part of the tender document.

2. The two sealed covers containing technical bids and financial bids referred to above have been put in main cover (Cover III) as required.

3. I hereby undertake to abide by various terms and conditions contained in your **TENDER No: IMU/2017/04** (Copy, duly signed, enclosed).

We understand that IMU Mumbai Port Campus reserves the right to,

- a) Amend the scope of tender
  - b) Reject or accept any tender including the lowest, cancel the tender process and reject all tender.
  - c) We agree that the IMU Mumbai Port Campus will not be liable for any such action and will be under no obligation to inform the Tenderer of the grounds for such action.
  - d) I also certify that the details furnished in the bids, various enclosures and other documents are true and correct
4. I also express my willingness to sign the contract incorporating the Standard terms and special conditions of the contract as contained in the Tender.

Yours Sincerely

(Signature of the Owner/ Bidder/ Authorized signatory and please indicate capacity which signed Viz. on own behalf or as Power of Attorney or Authorized signatory of the owner. Please also include the contact No. and address in the Place)

Note: -Please put this offer letter in Cover I (containing Technical Bid) along with other required documents.

## ANNEXURE B

### Format for Eligibility Criteria Evaluation (To be filled by bidder)

Sl. No.	Criteria	Complied (Yes/No) If no, give reasons for Non-Compliance	Supporting Documents Required
1.	The tenderer shall not have been blacklisted by the department / Ministries of the Government of India / PSUs / corporate Sectors / Educational Institutions / any other reputed organizations. (Notarized Affidavit has to be submitted by the bidder)		
2.	The bidder should submit copy of valid Trade License, PAN and GST Registration No. with the Technical Bid. The bidder should submit one of the following: - i) Proof of Registration of the bidder under relevant law such as Companies Act, and /or Shop & Establishment Act. ii) For Partnerships firms, full name and address of each partner along with the certified copy of the registered partnership deed, copy of Trade License. iii) For proprietorship firms, full name and address of proprietor along with the copy of trade license.		
3.	The bidder should submit the Income Tax return for last three previous years ending 31 <sup>st</sup> March 2017 with the Technical bid of Tender documents.		
4.	The bidder must have an annual turnover of minimum Rs. 50,00,000/- ( <b>Fifty Lakhs Only</b> ), during the last preceding three years. The details be furnished by the bidder in the technical bid giving the audited profit & loss account and balance sheet for last three years ending <b>31<sup>st</sup> March 2017</b> . It should be duly attested by the bidder's Chartered Accountant.		
5.	The Bidder should have successfully implemented during <b>2014-15, 2015-16 and 2016-17</b> each, similar Housekeeping orders of value of 80% contract value for single work and 60% contract value for two works and 40% contract value for three [ <i>Mode of proof</i> : Copy of Purchase Order/Contract for providing 'Award of Work'. Copy of Completion Certificate/Final Invoice/Letter indicating return of Security Deposit for providing satisfactory 'Completion of Work'. Should be furnished for each of the 2 Projects		

6.	Earnest Money Deposit (E.M.D): Rs.1,40,000/- (Rupees One lakh and Forty Thousand Only) by way of D.D./P. O in favour of IMU, Mumbai Port Campus payable at Mumbai to be submitted along with Technical Bid.		
7.	The bidder should have a valid labour license as per requirement under the contract labour (R & A) Act 1970 and the contract labour (Regulation and Abolition) Central Rules 1971 before commencement of the work. The bidder shall also abide by the provisions of the child labour (Prohibition and Regulation) Act 1986		
8.	The bidder shall submit certificate of Declaration for Non-Tempering of Tender Documents		
9.	Should have solvency certificate of Rs. 10 lakhs from Nationalized or scheduled bank.		
10.	The bidder shall submit certificate for Pre-Receipt for Refund of Earnest Money. (Annexure-F)		

The bids are liable to be rejected in case of failure to comply with any of the above requirements.

**Signature:**

**Name of Proprietor/Authorized Representative:**

**Date:**

**Place:**

**Seal:**

**ANNEXURE – C**

**Declaration Regarding Blacklisting/Debarring**

(On company letter head)

Ref. No. Date:

To  
The Director,  
Indian Maritime University,  
Mumbai Port Campus  
Hay Bunder Road,  
Mumbai -400033

**Sub.: Declaration regarding Blacklisting/Debarring for taking part in tender.**

Dear Sir,

I / We \_\_\_\_\_ Firm/Contractor/Manufacturer / Partner(s)/ Authorized Distributor  
/agent of M/s. \_\_\_\_\_

hereby declare that the firm/company namely  
M/s. \_\_\_\_\_ has not been blacklisted or debarred in the  
past by Union / State Government or organization from taking part in Government tenders  
in India.

Or

I / We \_\_\_\_\_ Firm/Contractor/Manufacture / Partner(s)/  
Authorized Distributor / agent of M/s.  
\_\_\_\_\_ hereby declare that the Firm/company namely  
M/s. \_\_\_\_\_ was blacklisted or debarred by Union / State Government  
or any Organization from taking part in Government tenders for a period of \_\_\_\_\_  
years w.e.f. \_\_\_\_\_ to  
\_\_\_\_\_. The period is over on \_\_\_\_\_ and now the firm/company is entitled to take  
part in Government tenders.

2. In case the above information found false I/we are fully aware that the tender/ contract will be  
rejected/cancelled by the Indian Maritime University, Mumbai Port Campus , and EMD/ Performance  
Security shall be forfeited.

3. In addition to the above, Indian Maritime University, Mumbai Port Campus shall not be responsible  
to pay the bills for any completed / partially completed work.

[Name & Signature] for and on behalf of M/s. \_\_\_\_\_

Note: This letter of shall be on the letterhead of the company and shall be signed by a person  
competent and having the power of attorney to bind the company/firm.





**ANNEXURE- E**

**Details Regarding Annual Turnover**

**ANNUAL TURNOVER**

<b>Sl. No.</b>	<b>Financial Year</b>	<b>Annual Turnover in Rupees Lakhs</b>
1	2014-15	
2	2015-16	
3	2016-17	

Copies of the Audited Balance Sheet and Profit and Loss Account for the last three Financial Years **2014-15, 2015-16 and 2016-17** should be attached.

**Place:**

**Date:           Signature of the Tenderer with seal**

**ANNEXURE-F**  
**Certificate, Pre-Receipt for Refund of Earnest Money**

**PRE-RECEIPT FOR REFUND OF EARNEST MONEY**

Received with thanks from Accounts Officer O/o IMU-Mumbai Port Campus, a sum of  
Rs...../- (Rs..... Only),  
towards refund of Earnest Money Deposit paid in respect of Tender for “Skilled manpower services and  
Office Upkeep and House Keeping Services” for use in

IMU Mumbai Port Campus.

**Tender No: IMU/2017/01 Dated 14.12.2017**

 Cancelled Cheque to be Attached

Date:

Place:

Signature of Bidder

(On one rupee revenue stamp)

(Note: Earnest Money will be returned to unsuccessful Bidder only after finalization/completion of the tender)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**Bank A/c No:** \_\_\_\_\_

**IFSC Code:** \_\_\_\_\_

**ANNEXURE-G**  
**Certificate, Declaration for Tempering of Tender Document**

**DECLARATION FOR NON-TEMPERING OF TENDER DOCUMENT**

I / We /Proprietor/ Partner(s)/ Director(s) of M/s -----

----, hereby declare that I /We have not tampered the tender document issued vide TENDER NO. IMU/2017/0001 Dated 7<sup>th</sup> December, 2017 which is downloaded from the website www.eprocure.gov.in

Signature -----

Name-----

Name & address of the firm: -----

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-----

**In case of proprietorship firm, certificate will be given by the proprietor,  
and in case of partnership firm, certificate will be given by all the partners  
and in case of Ltd. Company by all the Directors of the company or  
company secretary on behalf of all directors**

**ANNEXURE – H**  
**FORMAT OF AGREEMENT**

(To be submitted on stamp paper of Rs.200/-)

IT IS THIS \_\_\_\_\_ day of \_\_\_\_\_ 2018 MUTUALLY AGREED between the IMU, Mumbai Port Campus, hereinafter referred to as “the Employer” (which expression shall mean and include their assigns and successors) on the one part

AND M/s ..... a company/incorporated under the companies Act, 1956..... having its Registered office at ..... herein after referred to as “the Contractor” (which expression shall mean and include their permitted assigns and successors) on the other part: WHEREAS the Employer is desirous that certain Goods and Services should be provided and certain Works be executed as per tender documents hereinafter called „The Works” and has accepted a Tender by the Contractor for the execution, completion and guarantee of such works.

**NOW THIS AGREEMENT WITNESSES as follows: -**

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz.,
  - a) Technical and Financial bids
  - b) Instructions to the Bidders
  - c) Terms and Conditions of contract
  - d) The work specified in the tender documents
  - e) The Annexures`
  - f) The Purchase Order
  - g) Bank Guarantee
2. In consideration of the payment to be made by the Contractee to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Contractee to execute, complete and guarantee the Works in conformity in all respects with the provisions of the contract.
3. The Contractee hereby covenants to pay the Contractor in consideration of the execution, completion and guarantee of the works the contract price at the times and in the manner prescribed by the Contract.
4. The contract shall be governed by all the conditions as described in the terms and conditions of contract, work mentioned in the tender documents and any other conditions given in the tender documents.

5. This agreement shall be governed by the laws of India and shall be subject to the Jurisdiction of the Courts in Mumbai.

IN WITNESS WHEREOF the parties hereto have caused their respective common seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day and year first above written.

**SIGNED AND DELIVERED**

On behalf of the Contractor

Signature

Name

Address

On behalf of Employer

Signature

Name

Address

**Official Seal**

Place

Date

On behalf of the Contractor

Witness:

i) Signature

Name:

Address:

Place

Date

ii) Signature

Name:

Address

Place

Date

**Official Seal**

Place

Date

On behalf of the Employer

Witness:

i) Signature

Name:

Address:

Place

Date

ii) Signature

Name:

Address

Place

Date

**TENDER FOR HOUSEKEEPING SERVICES  
AT INDIAN MARITIME UNIVERSITY-MUMBAI PORT CAMPUS  
HAY BUNDER, MUMBAI**



**TENDER No: IMU/2017/04  
Issue Date: 26/12/2017**

**FINANCIAL BID**

Last Date for Submission	17:30 hrs on 15/01/2018, IMU Mumbai Port Campus
Date & Time of Opening of Financial Bids (tentively)	11:00 hrs on 26/01/2018, IMU Mumbai Port Campus

**TENDER FOR ENGAGEMENT OF HOUSEKEEPING MANPOWER SERVICE  
PROVIDER IN THE IMU MUMBAI PORT CAMPUSE FOR THE YEAR  
2017-18**

**Financial Bid for Housekeeping Services.**

<b>Sl. No.</b>	<b>Description of Work</b>	<b>Rate Quoted per month (Rs. both in words &amp; figures)</b>	<b>Total Months</b>	<b>Total Amount Quoted (Rs. both in words &amp; figures)</b>
1	As per scope of work in Tender Documents		12	

∑ The approximate number of minimum labourers to be engaged per day in each of the building are given separately in of the tender.

**Signature:**

**Name of Proprietor/ Authorized Representative:**

**Date:**

**Place:**

**Seal:**



**Note:**

1. The rate includes wages, EPF, ESI, Bonus, Cost of materials, tools and machineries, Administrative charges, workmen compensation policies, insurance if any, communication facilities, safety equipment etc, all taxes duties and levies etc. applicable in complete. It shall be the responsibility of the firm to quote the price after taking into consideration all statutory payments. No ambiguity should be there in the quoted price and the rate must be as per the format given above.
2. After evaluating the price bids received, the eligible bidder who quoted the lowest (L-1) Price will be awarded the work. In case the financial bid of more than one agency is same as L-1, then IMU- Mumbai Port Campus will be assigning marks to various eligibility parameters like turnover, number of years of relevant experience etc. of such L-1 bidders and work will be awarded to the bidders who score highest marks, among the L-1 bidders.
3. The wages (per month) payable by you to your personnel as per Government of India **minimum wages, as per Area 'A'**.
4. The tenderer shall submit the proof of remittance for his employee towards the payment of statutory norms as applicable to IMU Mumbai. If the tenderer fails to submit the proof of remittance the payment towards the service will be stopped, until the contractor submits required documents. If payment for wages to housekeeping personnel is not made for 2(two) consecutive months by the contractor the same will be paid by IMU, Mumbai Port Campus, being the principal employer as per the payment of contract payment labour (Regulation & Abolition) Act, 1970 and Rules 1971 (Chapter V- Welfare and health of Contract labour, Section 21- Responsibility for payment of wages) and the amount so paid will be recovered from the contractor from the amount payable to the contractor.
5. Responsibilities of Sweepers, Attendant and Supervisors are mentioned separately in the tender in Part B, under section 2.1.
6. For Non-performance of any above items proportionate amount will be deducted from the payment due to the contractor as per clauses mentioned in the tender document.
7. The Rate / Price quoted is inclusive of all taxes, duties and charges and shall be firm till the completion of the Contract including the period of extension, if any.

**Signature:**

**Name of Proprietor/ Authorized Representative:**

**Date:**

**Place:**

**Seal:**