

**SECTION – 1**

**NOTICE INVITING TENDER ENQUIRY**

1. Indian Maritime University, Mumbai Port Campus, Hay Bunder Road, Mumbai invites Tender Enquiries from the experienced agencies in Housekeeping including Horticulture Services to the Mumbai Port Campus of the Indian Maritime University for a period of two years.
2. The cost of the tender document is Rs.500/- + GST @ 18% (non refundable) payable by way of Demand Draft on any Nationalised/Schedule Bank in favour of Indian Maritime University, Mumbai Port Campus, payable at Mumbai. The tender document can also be downloaded from the website **www.imumumbai.com** in such case the cost of the tender document shall be submitted along with the Technical Bid.
3. Sealed Tender Enquiries prepared in accordance with the general conditions are enumerated in this tender, complete in all respects and are required to be submitted to the Director, Indian Maritime University, Mumbai Port Campus, Hay Bunder Road, Mumbai not later than the date and time mentioned.
4. All Tender Enquiries must be accompanied by Earnest Money Deposit (EMD) of **Rs.1,96,000/- (Rupees One Lakh Ninety Six Thousand Only)**
5. The Tender Enquiry Document is not transferable.
6. **Schedules for Invitation to Tender Enquiry:**
  - a) Place of issue of Tender Enquiry Document and address at which the Tender Enquiry Documents are to be submitted  
  
Director (I/C)  
Indian Maritime University  
Mumbai Port Campus  
Hay Bunder Road, Mumbai – 400 033.  
Phone: 022- 23719940/ 44/ 46 exten.: 1104  
Email: [director.mumbaiport@imu.ac.in](mailto:director.mumbaiport@imu.ac.in)
  - b) **Date from which the Tender Enquiry Document issued**  
From 01.05.2018 onwards (only on working days)

- c) **Pre Bid Meeting of the Tender Enquiry Document**  
At 1430 Hrs. on 22.05.2018
  - d) **Last Date for submission of the Tender Enquiry Document**  
On or before 1430 Hrs. on 29.05.2018
  - e) **Date of opening of Tender Enquiry Document (Technical)**  
At 1500 Hrs. on 29.05.2018
  - f) **Date of opening of Tender Enquiry Document (Financial)**  
The opening of the financial bid shall be intimated to the technically qualified tenderers.
  - g) The Tender Enquiry shall be valid for 90 days.
7. Tender Enquiry Document (Technical) shall be opened on the day and time as indicated in this document. The Tender Enquiry Document (Financial) shall be opened only in respect of tenderers who were qualified in the Technical Bid. Eligible tenderers should send letter of authorization with attested specimen signatures of their representatives deputed to attend at the time of opening of tender enquiry, both for Technical and Financial. Representatives without such authorization not permitted to be present at the time of opening the bid.

8. Definitions used in this Document:

- Tenderer: Refers to the Person or the Firm or the Company to whom this Tender Enquiry is issued
- IMU- MPC Refers to Indian Maritime University, Mumbai Port Campus at Hay Bunder Road, Mumbai - 400033
- Contract: Refers to the Agreement entered into between IMU-MPC and the successful tenderer including all attachments and annexes thereto and all documents incorporated by reference therein
- Contractor: Refers to the successful tenderers who have entered into a contact with IMU-MPC for rendering the services.
- Service: Refers to various services indicated in this Tender Enquiry

9. The Indian Maritime University, Mumbai Port Campus has also scheduled a **pre-bid meeting** on **22<sup>nd</sup> May, 2018 at 14:30 hrs in Director's Chamber** to facilitate the bidders. The firms interested to bid must attend the pre-bid meeting as per the above schedule in order to acquaint themselves of the requirement of the work and about the campus, before offering their quote. **It must be noted that attending pre-bid meeting is compulsory to bid/participate in this tender. Any firm which fails to attend the meeting as per above schedule shall be ineligible to quote for this tender.**

**SECTION-2**

**GENERAL CONDITIONS**

1. The tender enquiry should be complete in all respects and if the tender is incomplete, the offer would be rejected. The tenderer shall sign and affix seal on all the pages of the tender enquiry document.
2. The Tender enquiry should be submitted in a sealed cover containing covers (I) and (II) separately and to be super scribed as **“Tender for Housekeeping Services to Mumbai Port Campus of Indian Maritime University”**. The tenderer shall clearly write on cover-I as **“Technical Bid - Housekeeping Services to Mumbai Port Campus of Indian Maritime University”** and on cover II as **“Financial Bid - Housekeeping Services to Mumbai Port Campus of Indian Maritime University”** and shall be addressed to “The Director(I/C), Indian Maritime University, Mumbai Port Campus, Hay Bunder Road, Mumbai - 400033. The tenderer should also indicate **Name and address on all the covers.**
3. The amount of Earnest Money Deposit is **Rs.1,96,000/- (Rupees One Lakh Ninety Six Thousand Only)** and shall be submitted in the form of **Demand Draft** drawn on any Nationalised / Scheduled Bank in favour of Indian Maritime University, Mumbai Port Campus payable at Mumbai Port. The Demand Draft should be enclosed to the Tender Enquiry (Technical) submitted and should not be sent separately.
4. The Earnest Money Deposit (EMD) of the unsuccessful tenderers shall be refunded without any interest on acceptance of the Order by the successful tenderer.
5. **Security Deposit**  
Successful tenderer shall have to deposit Initial Contract Deposit (ICD) of 5% of the contract amount (i.e. the awarded cost of work). Since, the EMD of successful tenderer will be adjusted against Initial Contract Deposit (ICD), the balance part of ICD payable by Contractor [i.e. ICD minus EMD adjusted] shall have to be paid by the successful bidder by way of Demand Draft in favour of **“INDIAN MARITIME UNIVERSITY, MUMBAI PORT CAMPUS,”** Payable at Mumbai, within ten (10) days of receipt of work order. The ICD so paid will from the part of security deposit to be kept during the course of execution of work and will be retained by IMU until the completion of contract.

This EMD/ICD/Security deposit will not bear any interest. In addition to the ICD,5% of bill amount will be recovered from each Running Account (RA) Bills & from Final Bill such that the total security deposit with the University (ICD+RA Recovery) will not be more than the 10% of the contract amount or actual bill amount whichever is more. If the contractor fails to deposit ICD within 10 days of receipt of work order the same will be recovered from 1<sup>st</sup> RA Bill along with any other dues payable, with penal interest @18% P.A. worked out from the date of receipt of work order.

6. EMD of the tenderers forfeited if -
- i) The tenderer is not willing to abide by the terms and conditions after submission of tender
  - ii) The tenderer does not honour the services required by IMU
  - iii) Withdraws the tender enquiry before receipt of final acceptance
  - iv) Fails to execute an agreement.

7. **Eligibility / Evaluation Criteria:**

- 7.1 A well established agency within Mumbai and Maharashtra Region only. The Agencies should have a local office in Mumbai Port.
- 7.2 The Agency must have “**Experience**” in providing Housekeeping including Horticulture Services for at least preceding **3 (Three)** Years from the bid due date and out of which bidder must have executed at least one (1) such work, having a minimum value of **Rs.90 Lakhs** in any one year.
- 7.3 The bidder should have a minimum turnover of **Rs.120.00 Lakhs** in similar activities in any one of the 3 (Three) preceding Audited Financial Years.
- 7.4 The tenderers should enclose copies of the following documents or otherwise the offer will be summarily rejected.
- i) Certificate of Registration
  - ii) PF Registration
  - iii) ESI Registration

- iv) Permanent Account Number
  - v) GSTIN Registration Certificate
  - vi) Agreements / Work orders in respect of similar services carried out during years 2014-2015, 2015-2016 and 2016-2017 showing the value of work.
  - vii) Performance / Completion certificate in respect of the similar works carried out during the years 2014-2015, 2015-2016 and 2016-2017
  - viii) Audited Balance Sheet and Profit and Loss Account for the years 2014-2015, 2015-2016 and 2016-2017
  - ix) The bidder should submit self-declaration letter stating that they have not been blacklisted / debarred by any government department/agency.
- 7.5 Bidders must furnish all relevant certificates / documents / information in support of their credentials to the above eligibility / evaluation criteria along the bid, failing which the bid may be summarily rejected.
- 7.6 IMU reserves the right to accept or reject any or all tenders received at its absolute discretion without assigning any reason whatsoever.
- 7.7 Bids received after the due date and time is liable to be rejected.
- 7.8 Tenderers are advised to visit office acquaint themselves with requirement and quantum of Work, facilities available to understand the tender requirement fully before submission of their tender/bids. No claim shall be entertained later on the grounds of lack of knowledge. It is understood that the tenderer/contractor has satisfied himself with the information and the Knowledge required before tendering.
- 7.9 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.

### **SECTION-3**

**8. Services:**

**8.1 Office Complex:**

- 8.1.1 Sweeping and moping of the entire office on every day including dust proof brushing/ cleaning of coir mats / sweeping the floor area, removal of cobwebs etc.
- 8.1.2 Cleaning and Scrubbing of the Urinals and Sinks of all Toilets and toilet floor and wash basins with detergent, phenyl and acid thrice a day.
- 8.1.3 Wiping of windows, window panes and glass partitions, Venetian blinds and painted doors with suitable cleaning agents once in a week or as frequently as required.
- 8.1.4 Moping of floors, corridors, lounges and entire office with floor cleaner and disinfectant daily.
- 8.1.5 Providing of Naphthalene balls in all toilets, urinal and washbasins as required.
- 8.1.6 Manual dusting and mechanized suction of dust in respect of units, walls, office furniture and curtains.
- 8.1.7 Daily collection of waste papers from waste paper basket and dumping at the centralized premises.
- 8.1.8 Daily cleaning of all roads and pavements inside the compound
- 8.1.9 Providing soap /soap water near all washbasins at all the times.
- 8.1.10 Daily cleaning of the carpets in the Directors Chamber, Visitors room, Board Room and Weekly once in the Seminar hall with Vacuum cleaner. Cleaning with suitable Washing / cleaning liquids to remove the embedded dust and stains once at the beginning on award of the contract and every Six (6) months thereafter.
- 8.1.11 Building Terrace, Parking area, Roads and building surrounding area to be cleaned with Bleaching powder as required especially rainy season.
- 8.1.12 Shifting of furniture, books and computers inside the office, hostels or anywhere in the Campus premises as and when required.
- 8.1.13 Cleaning and moping of all staircases, veranda and corridors once in a week.

8.1.14 Washing and scrubbing of floor with required cleaning material once in a month.

**8.2 Residential Quarters / Hostels:**

8.2.1 Daily cleaning of Roads.

8.2.2 Daily cleaning of parking area.

8.2.3 Daily cleaning of staircases in the two Residential blocks/Hostels.

8.2.4 Cleaning of each and every room and bath room every day in all hostels.

8.2.5 Cleaning of terrace (roof) of the Residential quarters/Hostels once in a week.

8.2.6 Cutting and disposing of grass grown in the surrounding area of the Residential quarters/Hostels.

8.2.7 Daily collecting and disposing off debris in the surrounding area of Residential quarters/Hostels.

8.2.8 Daily collection of garbage from Residential quarters/Hostels and disposal.

8.2.9 Daily Cleaning and Scrubbing of the Urinals, Commodes, washbasins, sinks of toilets and bathrooms in the Hostel Blocks thrice a day.

8.2.10 Sweeping of Hostel blocks to be carried out daily and moping to be carried out on alternate days with floor cleaners and disinfectant.

8.2.11 The Contractor is not allowed to store or stack the garbage /debris in the premises of IMU-MPC and has to clear/remove the garbage, debris etc., from the premises from time to time. If it is noticed by the Management that the garbage/debris is stored or stacked in the premises of IMU and not cleared/removed the Management shall impose a penalty of Rs.500/- per day, till the garbage / debris is cleared/removed.

**8.3 Garden:**

8.3.1 The maintenance shall include watering, manuring, fertilizing, plant protection for pests and diseases, sweeping, weeding, mowing and disposal of garden refuse, cultivation and cutting of edges, pruning and clipping of hedges etc. and minor repair works and all other landscape operations necessary for the proper growth for garden features and maintaining them in proper standard of maintenance which includes replacement of indoor and potted plants time to time.

8.3.2 Daily adequate watering of all garden features with hose pipe or sprinkler system in different areas should be done regularly. Manure and Fertilizers



specified shall be applied by contractor as required. Manure, Fertilizers and chemicals shall be provided by contractor during the season and whenever required.

- 8.3.3 Trimming and grooming of creepers /climbers, hedge plants on regular basis.
- 8.3.4 Lawn mowing and removal of wild weeds from the lawns / garden regularly.
- 8.3.5 Maintenance of garden in the residential quarters/hostels including watering, manuring etc.,
- 8.3.6 Maintenance of flowers/plants pots and garden on day to day basis.
- 8.3.7 Soil and manure required to setup new pots/garden /lawn/ etc. shall be provided by the contractor as and when required.
- 8.3.8 Cutting of grass in lawns, pruning of plants/trees/hedges etc. at required intervals and removing the waste to the proper place. The contractor shall thoroughly clean the dust and dirt, debris etc., and remove all the scaffoldings and other materials used for the works away from the site and keep the site free from all the above. All tools, tackles and lawn cutting equipment's have to be arranged by Contractor only.
- 8.3.9 Periodic checks to be carried out for pests and disease. In the event of infestation prompt spraying of appropriate, pesticides, insecticides and fungicides will be required or eradication of the same, Pesticides, insecticides and fungicides will be supplied by contractor.
- 8.3.10 Regular up gradation of garden by keep changing the flowers, plants in garden area as well as in pots (outdoor and indoor). Contractor shall also be responsible for maintenance for indoor plants. To prepare and maintain garden with seasonal plants, flowers, herbs as per seasonal plan.

#### 8.4 **Miscellaneous:**

- 8.4.1 Cleanliness will be the essence of the contract. Besides, the Contractor is required to undertake any kind of Housekeeping / Horticultural activities as informed by IMU-MPC from time to time.
- 8.4.2 The Contractor shall ensure the regular supervision and control by the Contractor himself or by his Supervisor on the personnel deployed by him for the works and necessary direction should stream from the Supervisor to his workforce for undertaking the contractual obligations. The workforce shall not be assigned to any other works except with prior permission from the

Management. If found violating, the Contractor shall be liable for penalty as deemed fit.

8.4.3 The personnel engaged by the contractor shall have no claim or right whatsoever, with regard to employment with IMU.

8.4.4 The Contractor shall be bound to change the personnel deployed if any of them is considered unsuitable by IMU-MPC and decision of the IMU-MPC in this regard shall be final and binding on the Contractor without any questioning.

8.4.5 All the cleaning personnel to be provided for housekeeping services are bound to work all the days except Government holidays and Sundays and they should reach the office premises well in advance at-least 07.45h to start cleaning work. The working hours of housekeeping is 0800 Hrs. to 1730 Hrs. including intervals for lunch and tea break.

8.4.6 The contractor shall indemnify IMU-MPC from all statutory and general obligations.

8.4.7 The Contractor shall strictly observe and adhere the following from their deployed housekeeping personnel:

- They are always smartly turned out and vigilant.
- Are punctual and arrive at least 15 minutes before start of their duty time.
- Take charge of their duties properly and thoroughly.
- Perform their duties with honesty and sincerity.
- Shall not consume intoxicating drinks on duty hours, or come drunk and report for duty.
- Will not gossip or chit chat while on duty.
- Will never sleep while on duty post.
- Immediately report to the administration any untoward incident/ misconduct or misbehavior of housekeeping staff.

8.4.8 The housekeeping personnel deployed by the contractor comes late or proceeds on leave or absents himself / herself, it will be the prime responsibility of the contractor to provide a suitable substitute then and there.

8.4.9 The attendance of Housekeeping workers to be maintaining in a Bio-metrics attendance system. The machine will be installing by the bidder at their own cost.

**DAILY CLEANING:**

1. Sweeping of front road entrance & parking area. Removal of paper, plastics, from the area between the wings and around the hostel & removal of mud, silt, all types of waste material and unwanted material from the location & its disposal at given location before 10:00 a.m. every day.
2. Sweeping and mopping of floors, lounges, Admin & Academic buildings & other offices with floor cleaner & disinfectant (dilution of material as prescribed on packing).
3. Collection & segregation of waste (biodegradable, recyclable and other material) from all dustbins in veranda/corridors, offices, lounges, Computer room, twice a day (morning in between 8:00 a.m. to 9:30 a.m. & afternoon 2 p.m. to 4 p.m.) and storage at given location as per direction of University representative.
4. Sweeping, mopping with floor cleaner & disinfectant and removal of mud, silt, all type of waste & unwanted material from all staircases, verandas & Corridor floor once a day.
5. (a) Cleaning of all Toilet blocks floor, dado, glasses, door panel, window panels, mirror and plumbing fixtures, Urinals, Washbasin and W.C. pans **three times a day in the Office blocks (in the morning before 9 a.m., in afternoon during 1-2 pm & during evening between 4-5 p.m.)** with toilet cleaner as per time schedule.  
(b) Cleaning of all Toilet blocks floor, dado, glasses, door panel, window panels, mirror and plumbing fixtures, Urinals, Washbasin and W.C. pans **three times a day in the student hostels (in the morning during 9-10 a.m., in afternoon during 1-2 pm & during evening between 4-5 p.m.)** with toilet cleaner as per time schedule.
6. Cleaning and removal of chock-up of toilets, Nahani trap, W.C., Urinals, washbasin, drainage lines, chambers and main chamber. No water-logging should be there in the toilet areas. Clear draining of water and excreta/urine is to be maintained. Drainage systems are to be kept operational and checked every day. In case of blockage clearing/ repair/ unblocking, it should be done immediately. Removal of Drainage blocks/ Choke-up in sewage lines and manholes on occurrence.
7. Cleaning of water cooler surrounding area twice a day with spiral in between 9 to 11 a.m. and 3 to 4 p.m.
8. Cleaning of chairs, tables & other furniture, computer room, office with wet cloth.
9. Cleaning of all staircases & Veranda/Balcony railings with wet & dry floor duster.
10. Continuous dry moping in all corridors & connected area.

11. Sweeping & moping of canteen area. Collection & segregation of dry & wet garbage twice a day (In between 9 to 11 a.m. & 2 to 4 p.m.) and storage at given location as per direction of IMU representative.
12. Stop the entry of stray animals in the IMU premises and cleaning of dust made by them on floor with disinfectant.
13. Shifting of mattress, furniture (mattress, table, cotes, cupboard etc.) & collected unwanted materials inside the Hostel or anywhere in the campus as per instruction of IMU representative.
14. Cleaning of each and every room and bathroom everyday in all hostels.
15. Sweeping of all roads/ platforms inside the Campus area and at any other place as and when required by the representative of IMU-MPC.
16. To carry out any other work of any nature, as and when assigned by the Competent Authority at IMU Mumbai Campus.

**WEEKLY CLEANING:**

1. Hard cleaning of all toilets blocks floor, dado, glasses, door & window panels, mirror plumbing fixtures, W.C. pans, Urinals and Washbasin, piping, Hand rails and cobweb removal with required sanitary materials & High pressure cleaner, floor scrubbing & hand scrubbing machine (preferably every Saturday).
2. Unwanted material and solid waste collection from building surrounding up to the fence and disposal at given location.
3. Removal of old sanicubes & Naphthalene ball from Urinals & washbasins. Checking & putting 2 Nos. Naphthalene balls & 1 No sanicubes in each urinal & washbasin.
4. Every Saturday sweeping & moping of floor with disinfectant (As per dilution prescribed on material packing), cobweb removal, furniture cleaning, cleaning of window glass panels & door panels from inside & outside of all rooms.
5. Washing of all dustbins from the corridor with disinfectant and cleaning material.
6. Removal of cobwebs from all wings at all heights in the corridor, staircase, verandas, foyer, lounge, offices, computer rooms & open spaces etc.
7. All flooring has to be scrubbed, washed & cleaned by floor scrubbing machines, wet & dry vacuum cleaner, & liquid floor cleaner as per dilution factors given on branded items.
8. Cleaning of storm water drains by flashing with water and removing the waste material from it & disposing it as per direction of University representative.
9. Removal of cobweb from all wings at all heights from outside the Hostel building.

10. Cleaning & wiping of tube lights, fans & exhaust fans.
11. Cleaning of electrical fittings, electrical panel from outside & the area behind the electrical panel.
12. Cleaning of plinth protection from building surrounding inside the compound and removal of wild growth from plinth protection.
13. Cleaning of all glass panels with glass cleaning agent from inside & outside.
14. Terrace, parking, concrete walk ways, roads & building surrounding area to be cleaned with bleaching powder during rainy season.
15. Cleaning of all open areas in the Campus including playgrounds or any other work specifically instructed by the Director-CC or DR-Admin or any other authority of the University.

**CONTRACTOR SUPERVISOR – All duties as listed below:**

1. Taking round after every one hour of the entire Campus & hostels to check whether cleaning is happening as per schedule.
2. Ensure that the sweepers do not move out of the allocated premises during duty hours.
3. Ensure that daily and weekly cleaning schedule is maintained.
4. 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 warden.
5. Ensure that all registers are maintained and checked and counter signed by the Hostel warden and contractor on a daily basis.
6. Report to the contractor for supplies, duties and all duty related matters.
7. The supervisor will have nothing to do with the hostel matters other than maintaining cleanliness and hygiene in hostels.
8. They should inspect hostel rooms and bathrooms on a daily basis. At least one third (1/3) of the rooms should be inspected daily to make sure that cleaning has actually happened as per requirements. In case of any problem ensure re-cleaning immediately.
9. Contractor representative cannot leave Campus premises for lunch etc. they are advised to bring food.

**8.5 Material and Consumables:**

- 8.5.1 All the cleaning and consumable items shall be of standard brands as per **Annexure - I** to be provided by the Contractor as per the requirement. The cost of material provided for Housekeeping and Horticultural as specified

above, shall be reimbursed on the basis of actual supply / usage based on the certification.

If the standard brands mentioned are not provided, a penalty of Rs.500/- on the monthly bill shall be levied. In case the Contractor supplies the items other than the mentioned branded items, prior permission of the Management has to be obtained.

- 8.5.2 The following items required for Horticulture activity shall be provided as per the requirement from time to time, for which the cost shall be reimbursed on production of bills. In addition, Red Soils and Manure of two (2) loads each has to be provided for once in a year. The same also shall be reimbursed on production of bills.

Gamaxine/Ants powder	Monocrotophos
Urea	Sevin
Potash	Rose mix
Phosphorus10% granules	Coco mix
Oil Cake	Gunny Rope
Nimkalena	Coconut Rope
Rogar	Zinc Phosphate
Malathian	Other pesticides, Chemicals

- 8.5.3 The materials for the housekeeping requirements should be handed-over on or before 5<sup>th</sup> of each month failing which a penalty of 2% will be levied on the monthly bills.

- 8.5.4 A tractor trawler or any other suitable vehicle along with the driver has to be engaged by the Contractor on as and when required basis for clearing the garbage, debris etc. The minimum requirement is Five (5) trips per month.

**9 Personnel and Wages**

- 9.1 The successful tenderer shall deploy 45 (Forty Five) personnel in all as detailed below.

A)	Supervisor with knowledge and experience in Housekeeping and Horticulture	01 No.
B)	Qualified Electricians (ITI qualified with three years' Experience or person with Five Years' experience in the relevant field)	01No.

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C)	Qualified Plumber (ITI qualified with three years Experience or person with Five Years experience in the relevant field)	01 No.
D)	Gardener	04 nos.
E)	Labourers	38 Nos.
	<b>Total.....</b>	45 Nos.

- 9.2 The Contractor has to ensure that, the personnel engaged should be provided with a Photo Identity Card.
- 9.3 The personnel engaged by the successful tenderer (Contractor) shall have no claim or interest or right whatsoever with regard to employment with IMU.
- 9.4 The Contractor (successful tenderer) shall ensure strict discipline and decorum amongst his personnel during work period at IMU.
- 9.5 As and when required for any other works related to IMU-MPC, the contractor has to supply the required labour on day to day basis or on lump sum basis for the additional jobs/ works for which the management of IMU shall reimburse separately on submission of the bills, on successful completion of the jobs/ works by the contractor. The payment for the lump sum requirement will be made on the basis of rate quoted by the contractor as per price bid. While the jobs / works are being executed by the contractor and in the event of any accident/ untoward incident, the management of IMU is in no way connected and it shall be the sole responsibility of the contractor only, and for all practical purposes, the labour /workers engaged for the above works / jobs shall be the workers of the contractor.
- 9.6 The Management reserves the right to reduce the number of personnel shown under clause 8.1 above or increase the number of personnel over and above the personnel engaged as and when needed for a shorter duration or till the end of the contract.
- 9.7 Wages to the Personnel so engaged by the contractor shall not be less than the rates notified in the **“Gazette Notification” issued by the Central Government** from time to time with regard to minimum wages applicable to the respective categories and adopt the latest revisions with regard to Provident Fund and ESI etc. Overtime has to be paid as per Government norms in respect of personnel engaged for beyond stipulated working hours.

- 9.8 The payments to the Housekeeping personnel should be made on or before 7<sup>th</sup> of each month. Failure to comply with the requirements may invite a penalty of 2% on the monthly bills.
- 9.9 Wage slips to be provided to the housekeeping personnel for each month of payment of salary.
- 9.10 The statutory requirements such as Provident Fund and ESI are to be paid to the respective authorities on or before 15<sup>th</sup> of each month failing which a penalty of 2% shall be levied on the monthly bills.
- 9.11 The contractor shall not employ any person of age below 18 years and above the age of 60 years and they should be sound in health in carrying out the duty and should not have infected diseases. And also the contractor shall get the antecedent of his workmen verified and the certificate to that effect should be submitted before their deployment to IMU-MPC.

**10. Termination of the Contract**

In the event Contractor fails to execute the work with due diligence or expeditiously or shall refuse or neglect IMU-MPC reserves the right for termination of the contract at any time by giving **one month written notice**, and also has the right to award the contract to any other agency at the cost, risk and responsibilities of bidder. Similarly the contractor may terminate the contract by giving one month notice by assigning reasons.

**11. Penalties**

- 11.1 The contractor shall execute the assigned work as per the contract and if the same have not been executed up to the expected level, warning notice shall be issued in this regard. If there is no improvement despite issue of warning notice, penalty will be imposed at the rate of 1% of the contract value per month.



11.2 The penalties will be imposed on violation of terms and conditions of agreement as per the list given below:

<b>Sl. No.</b>	<b>Description of Irregularities</b>	<b>Penalty</b>
1.	If the required workers are less than the minimum required on any given day	Rs.500/- per day per worker
2.	If the garbage is not lifted as per schedule	RS.500/- per day
3.	Staff not wearing Uniform/without ID Card / not wearing safety tools i.e. gloves, gumboots etc.	Rs.100/- per worker/day
4.	If it is found that no action is being taken within one hour after the complaint of Un-clean premises and improper Housekeeping.	Rs.1,000/- per day
5.	Misbehavior by the housekeeping staff to IMU-MPC Officials or they fight among themselves.	Rs.500/- per incident
6.	Consumables not available in the Office block and Students Hostel blocks as required for cleaning / maintaining such as Soaps, Brooms, soft brush, chock removers, Disinfectants, , Naphthalene balls	Rs.200/- per incident

11.3 The Tender Enquiry Document (Financial) opened only in respect of tenderers who were qualified in the Technical Bid. After evaluation of the Price bids of the tenderers qualified technically, IMU-MPC would intimate the award of Contract to the successful tenderer. The successful tenderer shall enter into an agreement / a Contract covering the entire scope of services with IMU-MPC within one week from the date of award of the work.

11.4 An amount equivalent to 10% of the Contract Value shall be retained from the monthly bills of the Contractor towards Performance Security and the same shall be returned on completion of 60 days beyond the date of the completion of all contractual obligations.

11.5 The contractor shall indemnify IMU-MPC for any theft, loss, damage, and deterioration loss of product, material or property arising from any act of negligence on the part of the Personnel so deployed.

11.6 The contractor shall not subcontract the assigned work to any other agencies.

11.7 Upon the complete fulfilment of the contract by the Contractor to the satisfaction of IMU-MPC, the performance security will be returned to the Contractor.

11.8 The Contractor shall abide by all laws and regulations and statutory obligations in force from time to time including labour laws and shall indemnify the IMU-MPC from any claims in this regard.

**ANNEXURE I**

The contractor should provide services with branded sanitary consumables as listed below along with delivery challan (to be provided every month on or before 5<sup>th</sup> date of every month). In case the items are not provided as per the quantity mentioned, then penalty will be imposed as per tender terms. 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. The signed copy of delivery challan shall be enclosed with the monthly bill after obtaining counter signature of University representative.

<b>Sr.No.</b>	<b>Materials</b>	<b>Qty.</b>	<b>Unit</b>
1	Scented Phenoyl Concentrated / Germ free	75	ltrs
2	Soap Oil / All clean	25	ltrs
3	Harpic Liquid Toilet cleaner (500 ml)	40	containers
4	Coconut brooms (300 gm)	15	Nos.
5	Hill Brooms (400 gm)	20	Nos.
6	Vim cleaning liquid	03	Ltrs.
7	Urinal cubes	10	kg
8	Naphthalene balls white (Big)	10	kg
9	Toilet brush (EWC)	15	Nos.
10	PVC Wiper	10	Nos.
11	Colin Mirror Cleaner (500 ml)	10	containers
12	Jasmine room spray (200 ml)	30	containers
13	Air Freshner (Flora, Odonil)	70	Nos.
14	Liquid Hand wash (with dispenser)	30	Nos.
15	Mop with stick	20	Nos.
16	Yellow cloth	20	Nos.
17	Lysol (500 ml)	20	containers
18	Dettol (250 ml)	05	Nos.
19	Scotch Brite	20	Nos.
20	Plastic garbage bag (200 ltr)	100	Nos.
21	Plastic garbage bag (100 ltr)	100	Nos.
22	Soap – Hammam/ Medimix (Small)	100	Nos.
23	Acid	30	litres
24	Sabeena	02	Kgs
25	Waste cloths	05	meters
26	Hand gloves and Shoes	As required	
27	Mosquito Repellant spray ( Hit/Mortein) 250ml	10	Nos
28	Brass Cleaner	1	Kg
29	Dranex Cleaner (Kiwi)	10	Nos
30	Mosquito Repellant liquid ( Hit/Mortein) 250ml	10	Nos.
31	Malathion/pyrethrin fog spray liquid concentrated	10	Ltrs.
32	Toilet paper/tissue papers	200	Packets



**Tender Enquiry for Housekeeping Services to Mumbai Port Campus of Indian Maritime University - Tender No. IMU-MPC/HOUSEKEEPING/2018-19/02 dated 01.05.2018**

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7. GST IN : \_\_\_\_\_  
**(Attach Proof of Registration)** : \_\_\_\_\_  
**Indicate whether documentary proof enclosed** Yes / No
8. HAN/SAC CODE for the service : \_\_\_\_\_
9. Permanent Account Number : \_\_\_\_\_  
Issued by the Income Tax : \_\_\_\_\_  
**Indicate whether documentary proof enclosed**  
Authorities : \_\_\_\_\_ Yes / No  
**(Attach copy of the PAN Card)**
10. Turnover of agency for last three : Year Turn Over  
Years (attach audited balance : 2014-2015 Rs. \_\_\_\_\_  
Sheet and profit and loss : \_\_\_\_\_  
Account for last three financial : 2015-2016 Rs. \_\_\_\_\_  
Years i.e., 2014-2015, : \_\_\_\_\_  
2015-2016 and 2016-2017 : 2016-2017 Rs. \_\_\_\_\_
11. Income Tax Returns for the : \_\_\_\_\_  
**Indicate whether documentary proof enclosed**  
Financial Years 2014-2015 : \_\_\_\_\_  
2015-2016 and 2016-2017 : Yes / No
12. Details of Housekeeping Jobs : \_\_\_\_\_  
**Indicate whether documentary proof enclosed**  
carried out during last three  
years i.e., 2014-2015, 2015-2016 : Yes / No  
and 2016-2017 including value  
of each job with a consolidated  
statement as per Annexure  
**(Attach documentary Proof)**
13. Satisfactory Performance : \_\_\_\_\_  
**Indicate whether documentary proof enclosed**  
Certificates from the organisations : \_\_\_\_\_  
During the last three years i.e. : Yes / No  
2013-2014, 2014-2015 and  
2015-2016  
**(Attach documentary Proof)**

**SIGNATURE OF THE TENDERER WITH SEAL**

Place : \_\_\_\_\_

Date : \_\_\_\_\_

**Annexure to the SI.No.12 of the Technical Bid**

**Details of Housekeeping including Horticulture jobs carried out**

Sl. No.	Organisation	Period		Details of Jobs Carried out	Order Value Rs.
		From	To		

**SIGNATURE OF THE TENDERER WITH SEAL**

Place : \_\_\_\_\_

Date : \_\_\_\_\_

**Annexure to the SI.No.13 of the Technical Bid**

**Details of Performance Certificates in respect of Housekeeping Services (including Horticulture) Jobs Performed**

Sl No.	Organisation	Period		Reference of Performance Certificate
		From	To	

Place:

**SIGNATURE OF THE TENDERER WITH SEAL**

Date:

**Undertaking for Non-Black Listing and Non Banning**

(On non-judicial stamp paper worth Rs.50)

(A) I/We

\_\_\_\_\_ (Name of firm) do hereby undertake that our company / firm has not been black listed / banned by any Government (Government of India / State Government) & their subordinate Departments for participation / submission of tenders.

Place :

Date :

Signature of Authorized Signatory

\_\_\_\_\_  
Name of Signatory  
Designation with seal

(B) I/We \_\_\_\_\_ (Name of firm) do hereby undertake that our company / firm has been black listed / banned by \_\_\_\_\_ (Name of Government / Department) & required information as below :

- (i) Cause of black listing / banning
- (ii) For which item \_\_\_\_\_
- (iii) Period of black listing / banning.
- (iv) Latest Status of black listing / banning

Place:

Date:

Signature of Authorized Signatory

\_\_\_\_\_  
Name of Signatory  
Designation with seal



**SCHEDULE OF RATES FOR HOUSEKEEPING SERVICES**

**(PRICE BID - BREAK-UP FOR MANPOWER RATE)**

Sl. No	Particulars	Supervisor (Skilled) (Rate per Person per Month) (In Rs.)	Qualified Electricians/Plumber/Carpenter / Attendant (Skilled) (Rate per Person per Month)	Labourers/Gardeners (Un skilled) (Rate per Person per Month) (In Rs.)
1	Basic Rate (Minimum Wage)			
2	Provident Fund @ 13.16%			
3	ESI @ 4.75%			
4	Leave Wages			
5	<b>Total per month (in Figures)</b>			
6	<b>Total per month (in Words)</b>			

**Note: Copy of the Latest Gazette Notification / Order of the Labour Commissioner (Central), Ministry of Labour & Employment should be enclosed in support of the above**

**PRICE BID**

Sl. No	Particulars	No. of Personnel	Rate per month (In Rupees)	Total Per month (Rs. in Figures)	Total Per month (Rs. in Words)
1	Supervisor	1			
2	Qualified Electrician	1			
3	Qualified Plumber	1			
4	Gardener	4			
5	Labourer	38			
6	<b>Total (Col.1 to 5)</b>				
7	Cost of Material				
8	<b>Total (Col. 6 +7)</b>				
9	Service Charges	(%)			
		(Amount)			
10	<b>Total (Col.8 + 9)</b>				
11	GST on Col. 10	(%)			
		(Amount)			
12	<b>Grand Total with GST (in Figures) (Col. 10+ 11)</b>				
13	<b>Grand Total with GST (In Words)</b>				

**Place:**

**Date :**

**SIGNATURE OF THE TENDERER WITH SEAL**