

STATE COMMON ENTRANCE TEST CELL, GOVERNMENT OF MAHARASHTRA
8th Floor, New Excelsior Building, A.K.Nayak Marg, Fort, Mumbai 400001.

TENDER DOCUMENT FOR OUTSOURCING HOUSEKEEPING SERVICES FROM SERVICE PROVIDER AGENCIES / FIRMS

October 07, 2020



**Government of Maharashtra
State Common Entrance Test Cell, Maharashtra State**

महाराष्ट्र शासन
राज्य सामाईक प्रवेश परीक्षा कक्ष, महाराष्ट्र राज्य

8th Floor, New Excelsior Building,
A. K. Nayak Marg, Fort, Mumbai- 400 001.

Tel: 022-22016153/57/59
E-Mail: maharashtra.cetcell@gmail.com/
Web: www.mahacet.org.in

NOTICE INVITING TENDER

STATE COMMON ENTRANCE TEST CELL, (CET CELL),Mumbai invites sealed tenders from the reputed and experienced firm for “Providing Housekeeping Services at State CET Cell “

A Specifications given in bid document with other terms & conditions (Annexure A) are also appended below and are to be submitted with Tender Fee and EMD as given in tender document:

Sl.No.	Particulars	Details
01	Notice No	CET Cell/ Est/HK/ 843/2020 Notice No.1 Date 07/10/2020
02	Name of Work / Job	Providing Housekeeping Services at office of the CET CELL & ARA Mumbai.
03	Location	STATE COMMON ENTRANCE TEST CELL 8 th floor, New Excelsior Building , A.K.Nayak Marg, Fort, Mumbai. 400 001
04	Tender Fee DD in INR (Non-refundable)	Rs. 590/- (inclusive of GST) (In favour of COMMISSIONER,STATE COMMON ENTRANCE TEST CELL,Mumbai ,payable at Mumbai)
05	EMD / Security deposit of form of Bank Guarantee / DD	Rs.15 ,000/- (Rs. Fifteen thousand only) (In favour Of COMMISSIONER STATE COMMON ENTRANCE TEST CELL,Mumbai ,payable at Mumbai)
06	Submission of Bids	Two Bid System : The two bid system will be followed for this Tender. Bidder must submit their offer in separate sealed envelopes by 13/10/2020 As Technical Bid and Price Bid Both the Technical Bid and Price Bid envelopes should be clearly marked as “ Envelope No. 1 -Technical Bid ” and “ Envelope No. 2 - Price Bid ” and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed with our Tender No. & Due Date and to be submitted to the concern department/section mentioned in tender document.
07	Date of Tender published	07/10/2020
08	Last date of receipt of Tender	13/10/2020 (02.00 pm)
09	Date and Time of Opening of Tender	13/10/2020 (05:00 pm)
10	Place of Submission of Tender	STATE COMMON ENTRANCE TEST CELL 8 th floor, New Excelsior Building , Fort, Mumbai. 400 001.
11	Tendering Helpline	contact: 022-22016153/57/59
		Email maharashtra.cetcell@gmail.com statecetcell.acc@gmail.com

At any time prior to the deadline for submission of bids, the purchaser may amend the Bidding Documents by issuing addendum or corrigendum on the website only. The prospective bidders are advised to remain in touch with the website for any update in respect of this tender.

Sd/-
Commissioner
State CET CELL Mumbai,

ELIGIBILITY CRITERIA

1. The Bidders should have minimum Average Annual Business Turnover of minimum 10 Lakhs or more for the past Three Financial years i.e. 2017-18, 2018-19 & 2019-20. (Copy of Audited Annual Accounts for the last three years to be submitted). for the year 19-20 provisional accounts can be submitted only after certified by CA)
2. The Bidders should have submitted filed ITR for last Two years i.e. 2017-18, 2018-19. (Copy of filed Acknowledgments to be submitted).
3. Copy of the PAN CARD of the Firm (Copy to be enclosed)
4. The bidders should possess a minimum of continuous five (5) years of experience for similar kind of Housekeeping Services in India. The similarity and suitability of the experience shall be assessed STATE CET CELL 8th floor, New Excelsior Building Mumbai on the basis of documentary proof furnished for the purpose. STATE CET CELL may make cross- reference to confirm the documentary evidences and background verification before opening the financial bid. In case any deficiencies found in the verification there tender will be rejected.
5. The Bidders must not be blacklisted / suspended or any service related dispute with any organization /Government Organizations/Semi Government organization /Banks in India or outside India.(Annexure-2.)
6. Clearance / NO DUE CERTIFICATE U P TO JULY 2020, STATUTORY LIABILITY WITH RESPECT TO ESI & PF department is required to be furnished with tender bids.

VALIDITY OF CONTRACT

1. The Contract will be valid for a period of ONE year from the date of issue of order. However, it can be renewed for another year on mutual consent., subject to the satisfactory performance of the party with **same terms and conditions**

TERMS & CONDITIONS of the Tender Document

The Terms and Conditions as mentioned below would be binding to all parties:

1. Submission of Offer

1. Tender **MUST BE ENCLOSED IN A SEALED COVER** super scribing **Tender Document For Outsourcing Housekeeping Services From Service Provider Agencies / Firms for 2020-21** & should reach the undersigned on or before due date mentioned in the tender notice. All the pages of the tender document and supportive documents must be attested with Authorized signatory and company seal. If the bid cover is not sealed, it will be rejected.
2. The tender should be submitted along with required Tender Fee Demand Draft in favor “**COMMISSIONER, STATE COMMON ENTRANCE TEST CELL MUMBAI** payable at Mumbai” and EMD demand Draft in favor of “**COMMISSIONER, STATE COMMON ENTRANCE TEST CELL**” payable at Mumbai. EMD may be in form of Bank Guarantee also which is to be issued from **any Nationalized bank**. No tender shall be acceptable without EMD.
3. Tender can be submitted in person or through post/ courier (CET CELL shall not be responsible for any postal delays or any other reason for not submitting the bid in the

specified time and resulting in disqualification / rejection of any bid) so as to reach on or before the due date and time

4. The Committee will assess the ability of the agencies to render the requisite services based on its past record, profile and on such other criteria as it may fix and only those found fit will be eligible for financial bid opening.
5. The bidders may assess about the nature and quantum of work before quoting their rate.
6. Any information furnished by the bidder found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of work instate CET Cell Mumbai
7. **The bid document completed in all respect should reach to the STATE COMMON ENTRANCE TEST (CET) CELL 8th floor, New Excelsior Building, Fort, Mumbai. 400 001 before 2.00 am hrs on 13.10.2020**

2. Cost of Bidding

- a. The Bidder shall bear all costs associated with the preparation and submission of its Bid and the Purchaser shall not be responsible or liable for those costs regardless of the conduct or outcome of the bidding process.

3. Amendment of Bidding Documents

- a. At any time prior to the deadline for submission of bids, State CET CELL Mumbai may, for any reason, whether on its own initiative or in response to the Clarification request by a prospective BIDDER may modify the bid document.
- b. All prospective BIDDERS who have downloaded the bidding document may visit State CET CELL Mumbai, website www.mahacet.org.in for amendments / modifications/ corrigendum(s) which will be binding on them.

4. Bid Opening Process:

Bids will be opened on 13.10.2020 at 05.00 PM in the presence of bidders or their authorized representatives who wish to participate in the bidding process. If the opening date happens to be a closed day/holiday, the tender will be opened on the next working day.

5. Cancellation of tender:

- a. Notwithstanding anything specified in this tender document, Purchaser / CET CELL in his sole discretion, unconditionally and without assigning any reason, reserves the rights:
 - i) To accept OR reject lowest tender or any other tender or all the tenders.
 - ii) To accept any tender in full or in part.
 - iii) To reject the tender offer not confirming to the tenders terms.

Offer which deviates from the vital conditions (as illustrates below) of the tender shall be rejected:

- i) Non-submission of complete offers.
- ii) Receipt of offers after due date and time and or by email / fax (unless specified otherwise).
- iii) Receipt of offers in open conditions.
- iv) Conditional Tenders and Unsigned Tenders will also be rejected.
- v) If any of the required information is missing, the tender will be rejected straight away. If any kind of malpractice is found regarding the details submitted by the bidder is observed at any stage of procedure then the application for the rate contract will be immediately rejected and the party will be blacklisted for future endeavors.
- vi) Commissioner, State CET Cell, Mumbai reserves all the rights to accept or reject any offer in part or in full without assigning any reasons/thereof.

6. Validity of the offer :

- a. 10 Days from the date of opening of the Technical bid .

7. Transfer and subletting:

The bidder shall not sublet, transfer, assign or otherwise part with the acceptance to the tender or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser.

TERMS & CONDITIONS OF THE CONTRACT

1. Award of Contract

1. Only the Technically qualified bidders would be called for opening of the Financial Bid
2. The contract would be awarded to the Lowest bidder quoted as per the Price Bid.
3. **The tender will be awarded to the lowest bidder. In case there is tie between two or lowest bidders then they would be ask to provide the revised quote. In this if there is again a tie between two or more bidder then the bidder will be selected on the basis of draw of lots in purchase committee. Any decision of the purchase committee will stand final**
4. The bidders are required to quote their rates both in words and figures and put their signature; they should also sign on any overwriting or any correction made in the tendered rate. The rates filled in figure only and not in words shall be liable for rejection for which no paper cost shall be returned to the tenderer(s).
5. The agreement shall come in force for one year. In case, the duties of any of the Housekeeping staff are found unsatisfactory, he will be required to be replaced with the notice period of 7 days, in order to avoid inconvenience to either party. The Parties may agree to extend the Term at any time prior to the expiry thereof, on such terms and conditions mutually agreed upon in writing.
6. The selected bidder will have to submit a **non-interest bearing** performance bank guarantee/ security deposit of Rs 15,000(Rs fifteen thousand only) in favour of COMMISSIONER, STATE COMMON ENTRANCE TEST CELL MUMBAI valid for 1 year and 2 months from the date of purchase order.
7. In case of renewal of the contract the supplier has to submit revised bank guarantee/ security deposit for the extended period.

2. Obligations of the Contractor

1. All persons employed by the contractor(s) shall be engaged by them/him as his/their own employees in all respects and the responsibilities/obligations under contract Labour (R&R) Act 1970, the Indian Factory Act the Workmen compensation Act 'Employees Provident Fund Act' and under minimum wages Act and various other statutory enactments shall be that of the contractor
2. **The contractor shall indemnify the STATE COMMON ENTRANCE TEST CELL MUMBAI against all the claims whatsoever in respect of the said personnel and workmen compensation act, EPF Act, ESIC Act, or any other statutory/Provisions or otherwise in respect of any damage, penalty, compensation, interest, fines payable in consequence of any accident or injury sustained by any worker of the Contractor. The contractor shall Co-ordinate with ESI authorities for treatments.**
3. The contractors shall during the period of contract pay not less than minimum wages (Local Rates) to the housekeeping staff engaged by them on either time rate basis or piece rate basis on the work, throughout the term of the contract. Minimum wages both for the time rate and for the piece rate, work shall mean the rates notified by appropriate authority and prevailing at the time of inviting tenders for the work as amended from time to time. The contractor shall also maintain such records and submit periodical return, regularly as may be prescribed under the act to the authority prescribed under the Provident Fund Act, 1952 and the scheme and the rules there under.
4. All liabilities of STATE COMMON ENTRANCE TEST CELL MUMBAI arising out of present and future statutory obligations such as Uniforms, Replacement on Leave, Bonus, Earned Leave, ESI, PF and all other liabilities as applicable by laws shall be the sole responsibility of the Agency.
5. The contractor will provide all the details of the personnel to be posted at STATE CET CELL, Mumbai like Aadhar Card, Police verification, UAN and ESIC number etc
6. **In case if any personnel is relived during mid of the any month then ESIC & PF dues will be released on the submission of receipt / challan containing concern personnel name.**
7. **The contractor shall also make available such returns/records for inspection by the STATE CET CELL, Mumbai authorized person. The contractor shall maintain necessary record and registers like wages book and wage slip, etc.**
8. **The STATE CET CELL reserve the right to withhold 20% of the amount from the monthly bills of the contractor for any financial liability under the contract. The amount so deducted will only be refunded/adjusted when contractor produces proof for fulfilling statutory obligations stipulated in different labour Act/rules/instructions/circulars etc. applicable to the Contract.**
9. Person should be deployed in clean uniform. ID card to be provided to the workers by Agency, which is to be worn by them all the time when they are in the premises of STATE CET CELL Mumbai
10. The contractor must provide proper trained staff regarding housekeeping and cleaning. The personnel employed should be of age group 20 yrs to 55 yrs only. In view of the present **COVID guidelines** the contractor has to follow the below mentioned guidelines
 - Ensure that the housekeeping staff must be equipped with mask, hand gloves and other safety measures.
 - Sanitisation activities must be done at least twice a day. The chemicals would be provided by the institute.

- Thermal checks of the housekeeping staff should be done at the Institute/hostel entrance on a daily basis.
 - Medical checks should be conducted regularly and their reports must be submitted to the office. If any new staff is appointed then some medical report should be carried out.
11. Bidder will make the regular payment of the salary to its staff members before 10th day of every month. However, if the documents required to be submitted along with the bill by the bidder are incomplete then in that case if the payment of the bill is delayed by the Institute, even though the bidder shall have to pay the salary amount to its staff in time without any further delay.

Payment and other terms

1. The payment will be on monthly basis after receiving the invoice and supporting documents and on satisfactory compliance of the service.
2. The payment shall be released within 7 days of receipt of invoice. Payment will be made after deducting the necessary government taxes and other deductions applicable. Contractor is required to provide the proof of payment of salary by way of Bank statement and remittance of EPF, ESI and other contributions. PDF file of EPF and ESI contribution towards the remittance to be submitted for previous month with the bill of current month failing which EPF and ESI contribution will not be released.
3. The payment to the contractor will be made mandatorily by PFMS mode only.
4. State CET CELL is an educational institution having **GST No: 27AAAJCO933A1D8**
5. All statutory provisions for hiring of labour and payment to labour as per existing 'labour laws' is the responsibility of the contractor. A certificate should be provided by the contractor to the effect that "All payments to labour employed by the contractor have been paid their dues for the month of (Preceding month)" in every month basis. Every month payment will be released against submission of the certificate.
6. Any revision in the Applicable Taxes during the tenure of the contract, the same will be implemented & incorporated in the structure & the same will be billed accordingly.
7. All the disputes under the rate contract will be settled by the Commissioner State CET CELL Mumbai and will be binding on you & subject to jurisdiction of Mumbai only.

SCOPE OF WORK

Daily Schedule

1. To maintain cleanliness of all administrative rooms/Halls/ Store room, bathrooms, toilets, wash basins, corridors, ramps with manually /machine, etc. of CET CELL & ARA office.
2. Daily cleaning/dusting of writing tables, working tables, chairs, telephones, computers office cubicles, photocopier machines, printers etc
3. Daily cleaning of window panes.

4. Cleaning of tables/chairs of canteen area
5. Emptying of dustbins from labs, offices, classrooms etc.

Weekly Schedule

1. Cleaning of ceilings to remove cobwebs.
2. Cleaning of electric fans and light fittings of building.
3. Cleaning of Outside are like internal roads, sports grounds etc.
4. Removing of stains from walls of offices/labs etc.

Other scope of work

1. Moving of articles like tables, chairs, almirahs, display boards, etc. as and when such shifting is necessary.
2. Cleaning of drains around the building clean and clear from choking.
3. Water tanks and water coolers as instructed by the authority.
4. Cleaning of parking/canteen area gazebos, as and when instructed by the authorities,
5. Any other work assign by the authority.

UNDERTAKING BY THE BIDDER

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Signature of the Tenderer with Seal

Name:

Designation:

Address:

Phone No.

DOCUMENTS REQUIRED TO BE ATTACHED WITH THE TECHNICAL BID:

Self attested copies of the following documents is to be annexed:-

Doc. No.	Description of requirement	YES / NO
I	Valid documents for running of agency and requisite registration certificate under various statutory provisions of labour R&A Act. Employees Provident Fund and Miscellaneous Provision Act., ESIC etc.	
II	Work experience certificate and work presently in hand including details of establishments where the firm has provided the Housekeeping services in the past 3 years, including nos. of housekeeping staff supplied to each unit and the value of contract along with documentary proof.	
III	Latest police verification certificate in respect of housekeeping person of the contractor. Attested copies of power of Attorney, if relied upon.	
V	Income Tax Pan No. of Firm.	
VI	Attested copies of partnership deed/copy of Memorandum and articles of association, as the case may be.	
VII	Property details of the partners/Firms/establishment.	
VIII	Name and address of all the partners/ Directors/ proprietors as the case may be.	
IX	ESIC/EPF registration Nos.	
X	Copy of Audited Annual Accounts for the last three years to be submitted). for the year 19-20 provisional accounts can be submitted only after certified by CA) Name of Bankers, Copies of the IT Returns for the last Two years	
XI	Earnest money deposit. (EMD)	
XII	All other Document mentioned in NIT, Tender document its annexure, schedules.	
XIII	GST registration No.	

The Tenderer should sign and stamped on each page of tender document for acceptance of all terms and conditions and the same should be enclosed in the technical bid.

**Details of requirement
Manpower Category**

Category	No of Persons	Location / Premises	Shift Timing
H/K WORKER (Male)	1	State Common Entrance Test Cell 8 TH Floor, New Excelsior building, A K Nayak Marg Mumbai 400 001 Area 8544 Sq ft	8 am to 6 pm
H/K WORKER (Female)	1	Admission Regulatory Authority 9th Floor New Excelsior building, A K Nayak Marg Fort Mumbai.1 Area 8544 Sq ft	

- Manpower may be increased or decreased as per the requirement.
- Rates will remain firm for one year and are based on current minimum wage as prescribed by **Maharashtra state Government** wages (**Local Rates**). The rates can be revised in accordance with the Government revision on minimum wages. Rates are subject to change in case of any additional levy by the govt. in the form of Tax, Cess etc.
- The contractors shall quote his service charges inclusive of all taxes for providing the security service.
- In case the minimum wages (**Local Rates**) revised upward, the contractor is not entitled for any revision of his service charges.
- In case the staff is required to work for extra hours then the staff would be paid accordingly on pro rata basis.

ANNEXURE 2 : UNDERTAKING

(On Company / Firms Letterhead)

We hereby declare that all the particulars given in this tender are true and complete to the best of our knowledge and belief and we will produce all the relevant documents promptly, if necessary or as and when asked by STATE COMMON ENTRANCE TEST CELL MUMBAI. We understand that information provided by us will serve the Criteria for enlistment of HOUSEKEEPING SERVICE CONTRACT and in the event of any information being found false or incorrect or ineligibility being detected even after award of Contract, our contract may be cancelled and all our claims may be forfeited by the State CET CELL. We have read and understood all the terms and conditions of Tender and we fully agree to it.

I/we carefully gone through the Terms & Conditions contained in the above referred Tender. I/we hereby declare that my company / firm is not currently debarred / black listed/convicted by any Government / Semi Government Organizations / Institutions in India or abroad. I/we further certify that I'm competent officer in my company /firm to make this declaration.

Or

I/we declare the following

No.	Black listed / debarred by Government / Semi Government Organizations / Institutions	Reason	Since when and for how long

(NOTE : In case the company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/s for the same)

Yours faithfully

(Signature of the bidder)

Company Name

Designation

Price Bid (to be sealed in a separate cover)

Annexure – III

Dear Sir,

1. I/WE, submit the sealed price bid (As per Local Rates) for appointment as Housekeeping Service Contractor at STATE COMMON ENTRANCE TEST CELL, MUMBAI .
2. I/We thoroughly examined and under stood instruction to tenders, terms & conditions of contract given in the invitation to tender and those contained in the general conditions of contract and its appendix and agree to abide by them.
3. I/We hereby offer to provide security at the following percentage of service charge on the basic minimum wages (**as per local rates**).
4. I/WE undertake that I/WE are not entitled to claim any enhancement of rates on any account during the tenure of the contract except revision of minimum wages.

Rates to be quoted as per local Rates (shift timing 8 am to 6 pm) per month

Sr No.	Financial bid/Salary Breakup for manpower per person per shift	Male Housekeeping staff	Female Housekeeping Staff
		(unskilled)	(unskilled)
A	BASIC+DA Should not be less than Minimum Wages as per law)	10021	10021
B	Other allowances (HRA, Conveyance, City Allowance, Lodging, Boarding, Outfit, Washing etc)	936	936
C	Leave (6.73% of A)	674	674
	Bonus 8.33 % of A	835	835
D	Employer's Contribution-PF contribution (12% of A)	1203	1203
	ESIC (3.25% of A+B+C)	378	378
E	Total (A+B+C+D)	12466	12466
	Total before Service charge	12466	12466
F	Agency's Service charge in % on (A+B+C+D+E)		
F	Agency's Service charge in rupee value		
G	TOTAL BID per person per Month		

Any rates quoted in any other manner than the above will summarily rejected. In case the minimum wages is revised upward, the contractor is not entitled for revision of his service charges.

- a) I/We undertake to take responsibility of statutory liabilities such as minimum wages. EPF & ESI, Bonus etc. and will charge as per actual contribution made to concerned authorities against documentary proof and no service charges/Admin, overhead will be payable on these contribution.
- b) The total amount of wages shall be calculated on the basis of number of days for which a person has actually worked on the basis of wages of Housekeeping staff accepted by State CET CELL.
- c) I/WE agree to keep the offer open for acceptance all terms & conditions laid down by State CET CELL, Mumbai.
- d) I/We shall be bound by the communication of acceptance of the offer dispatched within the time and I/We also agree that if the date up to which the offer would remain open be declared a holiday for the State CET CELL, Mumbai, the offer will remain open for acceptance till the next working day.

Yours faithfully,

(_____)
Signature of Tenderer

(Capacity in which signing)