



REQUEST FOR BID

(Open E - Tender)

**Open Tender for Housekeeping Services for MSRLM Office, CIDCO Bhavan, CBD
Belapur, Navi Mumbai for the period of One Year**

Tender Ref No.: MSRLM/SMMU/HK /02/2020-21

ETender ID: 2021_MSRLM_663657

Date:-16/03 /2021

Issued by:

**UMED - Maharashtra State Rural Livelihood Mission
Rural Development & Water Conservation Department
Government of Maharashtra**

5th Floor, CIDCO Bhawan, CBD Belapur (South Wing)

Navi Mumbai – 400 614

Tel: 022 27562552

Website: <http://www.umed.in>

Disclaimer

- a) The Chief Executive Officer of Maharashtra State Rural Livelihoods Mission (MSRLM), on behalf of Rural Development Department Government of Maharashtra hereinafter referred to as “Tender Inviting Authority (TIA) has issued this Notice Inviting Tender (hereinafter referred to as the “Tender Document”) for selection of service provider for providing house keeping services for MSRLM for the period of one year.
- b) This tender document has been prepared with intent to invite prospective bidders and to assist them in making their decision of whether or not to submit a bid. It is hereby clarified that this tender is not an agreement and the purpose of this tender is to provide the bidder(s) with the information to assist them in the formulation of their bids. This tender document does not purport to contain all the information bidders may require. This tender may not be appropriate for all persons or entities and it is not possible for the TIA to consider the investment objectives, financial situation and particular needs of each bidder.
- c) MSRLM has taken due care in preparation of information contained herein. However, this information is not intended to be exhaustive. The interested bidders are required to make their own inquiries so that they do not solely rely on the information contained in this tender document in submitting their bids. This tender document includes statements, which reflect various assumptions and assessments arrived at by the TIA in relation to the project. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require.
- d) This tender is not an agreement by or between the TIA and the prospective bidders or any other person and the information contained in this document is provided on the basis that it is non-binding on the TIA, any of its authorities or agencies, or any of their respective officers, employees, agents, or advisors. The TIA makes no representation or warranty and shall incur no liability under any law as to the accuracy, reliability or completeness of the information contained in the tender document. Each bidder is advised to consider this document as per his understanding and capacity. The bidders are also advised to do appropriate examination, enquiry and scrutiny of all aspects mentioned in this document before bidding. The bidders are also requested to go through this tender document in detail and bring to notice of the TIA, any kind of error, misprint, inaccuracies, or omission in the document. The TIA reserves the right not to proceed with the project, to alter the timetable reflected in this document, or to change the process or procedure to be applied. It also reserves the right to decline to discuss the project further with any party submitting the bid.
- e) No reimbursement of cost of any type will be paid to persons or entities submitting a bid. The bidder shall bear all costs arising from, associated with or relating to the preparation and submission of its bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the TIA or any other costs incurred in connection with or relating to its bid.
- f) This issue of tender does not imply that the TIA is bound to select and technically qualify bids or to appoint the selected bidder, as the case may be and it reserves the right to reject all or any of the bids without assigning any reasons whatsoever.
- g) The TIA may, in its absolute discretion but without being under any obligation to do so, update or amend the information contained in this tender document before bid submission deadline.
- h) The TIA, its employees and advisors make no representation or warranty and shall have no liability (for any cost, damage, loss or expense which may arise from or is incurred or suffered on account of anything contained in this tender document or otherwise, including but not limited to the accuracy, adequacy, correctness, completeness or reliability of the tender document and any assessment, assumption, statement or information contained therein or deemed to be part of this document or arising in any way with

eligibility of bidder for participation in the bidding process) towards any Applicant or bidder or a third person, under any law, statute, rule, regulation or tort law, principles of restitution or unjust enrichment or otherwise.

- i) The TIA also accepts no liability of any nature whether resulting from negligence or otherwise caused arising from reliance of any bidder upon the statement contained in this tender document.
- j) Interested bidders, after careful review of all the clauses of this 'Notice Inviting Bid', are encouraged to send their suggestions in writing to the TIA. Such suggestions, after a review, may be incorporated into this tender document as a corrigendum, which shall be uploaded onto the e-tendering website <https://mahatenders.gov.in>.
- k) All eligible bidders need to be registered on the following portal to generate login credentials and to download the bid documents for online bid preparation / decryption etc. <https://mahatenders.gov.in>.

1. Invitation of Bid

The Chief Executive Officer of Maharashtra State Rural Livelihoods Mission (MSRLM) invites Online Bids through e-Tender portal (<https://mahatenders.gov.in>) from eligible bidders for providing house keeping services for State Mission Management Unit, 5th Floor, Southwing, CIDCO bhavan, CBD Belapur, Navi Mumbai office for the period one year. The bidders are advised to study this tender document carefully and visit the site before submitting their bids in response to this Notice Inviting Tender. The submission of a bid in response to this tender shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

- a) The complete tender document has been published on <https://mahatenders.gov.in>. The downloaded bid document shall be considered valid for participation in the electronic bidding process (e-Tendering) subject to the submission of required tender/ bidding document fee and EMD.
- b) The bidders who wish to participate in this bidding process must register on - <https://mahatenders.gov.in>
- c) A Two (2) envelope selection procedure shall be adopted.
- d) The bidder's (authorized signatory) shall submit their offer online in electronic formats for Technical and Commercial bids. The tender document fee and Earnest Money Deposit (EMD) should be submitted online as per the details provided in the bid document.
- e) The TIA will not be responsible for any delay or error in online submission due to any reason. For this, bidders are requested to upload the complete required bid documents well in advance so as to avoid issues like slow speed, or any other unforeseen problems. For queries related to bid submission, the bidders may contact the helpdesk number mentioned on <https://mahatenders.gov.in>
- f) The bidders are also advised to refer "Bidders Manual Kit" available on <https://mahatenders.gov.in> for further details regarding the e-tendering process.

1.1 Key Events and Dates

Sr. No.	Particulars	Dates
1	Date & Time for commencement of downloading tender document	Date :16 /03/2021 Time: 10.00 hrs
2	Tender Reference No	MSRLM/SMMU/HK/02/2020
3	E tender ID	2021_MSRLM_663657
4	Last date & Time for sending requests for clarifications	Date : 23/03/2021 Time: 17.00hrs
5	Site Visit	During Office Hours
6	Last Date & time for downloading the tender document	Date :30/03/2021 Time:16.30 hrs
7	Date, Time and place of Pre- Bid meeting	Date : 22/03/2021 Time: 11.30 hrs SMMU- MSRLM, 5 th Floor, CIDCO Bhawan, CBD Belapur (South Wing) Navi Mumbai – 400 614
8	Last Date (deadline) & Time for submission of bids	Date :30/03/2021 Time: 16.30 hrs
9	Date and Time for Opening of Technical Bids	Date : 31/03/2021 Time: 16.30hrs
10	Date and Time for Opening of Commercial Bids	Will be published on https://mahatenders.gov.in

Note: Bidders are requested to frequently visit <https://mahatenders.gov.in> to see any change in pre-bid meeting date, bid submission date etc. and any other changes made in the bidding document through corrigendum, MOM of pre bid meeting etc.

1.2 Other Important Information related to Bid

Sr. No.	Information	Details
1.	Tender Fee	Rs. 2800/- (Rupees Two thousand eight hundred only) to be paid online on the e-tendering portal at the time of submission of the tender <i>Exemption is applicable as per the Government of India / Government of Maharashtra resolutions</i>
2.	Earnest Money Deposit (EMD) (to be paid online)	Rs. 14,000/- (Rupees Fourteen thousand only) to be paid online on the e-tendering portal at the time of submission of the tender. <i>Exemption is applicable as per the Government of India / Government of Maharashtra resolutions</i>
3.	Bid Validity Period	90 days from the date of opening of the technical bid
4.	Performance Security	5% of the quoted value for one year
5.	Last date for furnishing Performance Security in the form of Bank Guarantee or Demand Draft	Within fifteen (15) days of the date of notice of award of the contract (Letter of Acceptance (LOA) or prior to signing of the contract whichever is earlier or as intimated in the LoA issued by the District Mission Management Unit. The Performance Security shall be valid for 60 days after the ending of the rate contract/extended date of rate contract
6.	Last date for signing the contract	As intimated in Letter of Acceptance by the <i>Tender Inviting Authority</i>

Chief Executive Officer
Maharashtra State Rural Livelihoods Mission

2. Instructions to Bidders

This section includes all the important information required to bid for this project.

2.1 General Information and Guidelines

- a) The TIA invites bids from eligible service providers as per the scope & technical Criteria mentioned in this tender document.
- b) Any contract that may result from this bidding process will be effective from the date of Signing of Contract and shall, unless terminated earlier in accordance with its terms, continue for a period of one year which may be extended by one year as per the need and on the performance of the service provider.
- c) The TIA reserves the right to extend the *Term* on mutually agreed terms at the sole discretion of the TIA, subject to any obligations under applicable law.
- d) All information supplied by the service providers may be treated as contractually binding on the service providers, on the successful award of the assignment by the TIA on the basis of this tender document.
- e) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the TIA. Any notification of preferred service provider's status by the TIA shall not give rise to any enforceable rights by the service provider. The TIA may cancel this public procurement at any time prior to a formal written contract being executed by or on its behalf.
- f) This tender document supersedes and replaces any previous public documentation & communications, and the service provider should place no reliance on such communications.
- g) All figures of costs, project values and others should be mentioned in Indian Rupees.
- h) No service provider shall submit more than *one Bid* for this tender.

2.2 Consortium Conditions: Not Applicable.

2.3 Tender Document Fees

The bidders are requested to pay Tender fees as mentioned in the clause 1.2 through the e-Tender Portal's Payment Gateway. The Tender fee is non-refundable. The tender document can be downloaded free of cost from the portal: <https://mahatenders.gov.in>, on registration. The bids that are not accompanied by the tender fee shall be considered non-responsive and will be rejected.

2.4 Earnest Money Deposit (EMD)

The bidders are requested to deposit the EMD as mentioned in the clause 1.2 through the Online Payment Gateway as integrated in the <https://mahatenders.gov.in> e-tendering solution.

- a) The EMD shall be denominated in Indian Rupees only. No interest will be payable to the bidder on the amount of the EMD.
- b) The EMD should be valid for 90 days from the date of technical bid opening.
- c) Exemption from EMD is applicable as per Government of India / Government of Maharashtra resolutions / notifications. Bidders should submit relevant documents or claiming exemption from EMD.
- d) The bids submitted by bidders who are not exempted as mentioned above and without the prescribed EMD, will be rejected.
- e) The Unsuccessful bidder's EMD will be returned within 120 days from the date of opening of the commercial bid.
- f) The EMD of successful bidder will be returned after the award of contract and submission of the Performance Security in the form of Bank Guarantee / Demand Draft within specified time and in accordance with the format given in the tender document.
- g) The EMD may be forfeited:

1. If a bidder withdraws his bid or increases his quoted prices during the period of bid validity or its extended period, if any.
2. If successful bidder fails to sign the Contract or to furnish Performance Security in the form of Bank Guarantee / Demand Draft within specified time in accordance with the format given in the tender document.
3. If during the bid process, a bidder indulges in any such deliberate act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization. The decision of the TIA regarding forfeiture of the EMD shall be final and binding upon bidders.
4. If during the bid process, any information is found false/fraudulent/mala fide, then the TIA shall reject the bid and, if necessary, initiate action.

2.5 Contact Details

For any clarifications & communication with regards to the tender document, the bidders are expected to communicate at the contact information provided below:

S. No	Particulars	Details
1	Designation	Desk Officer / State Mission Manager- Procurement
2	Office Address	Maharashtra State Rural Livelihoods Mission, 5th Floor, CIDCO Bhavan (South Wing), CBD Belapur, Navi Mumbai – 400614
3	Phone No.	Phone : 022-27562552/54

2.6 Site Visit and Pre-Bid Meeting

The TIA will host a site visit & Pre-Bid Meeting for queries, if any, by the prospective bidders. The date, time and place of the meeting are specified in the clause 1.1. The representatives of the bidders may attend the pre-bid meeting at their own cost. The purpose of the site visit & pre-bid meeting is to provide a forum to the bidders to clarify their doubts / seek clarifications or additional information, necessary for them to submit their bid. The bidders shall send their pre-bid queries as per the schedule specified in the tender document clause 1.1. The response to the prebid queries will be published on <https://mahatenders.gov.in>. No telephonic queries will be entertained. This response of the TIA, against the Pre-Bid queries, shall become integral part of tender document.

2.7 Corrigendum / Amendment to the Tender

At any time prior to the deadline (or as extended by the TIA) for submission of bids, the TIA for any reason, whether at its own initiative or in response to clarifications requested by the bidder, may modify the tender document by issuing amendment(s) or issue additional data to clarify an interpretation of the provisions of this tender. Such supplements, amendments / corrigendum to the tender document, issued by the TIA would be displayed on <https://mahatenders.gov.in> and shall be deemed to be incorporated by this reference into this tender document.

Any such supplement / corrigendum / amendment will be binding on all the bidders. The TIA will not be responsible for any misinterpretation of the provisions of this tender document on account of the bidders' failure to update the bid documents based on changes announced through the website.

2.8 Completeness of Response

- a) The bidders are advised to study all instructions, forms, terms, requirements and other information in the tender document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
- b) The response to this tender should be full and complete in all respects. Failure to furnish all information required by the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in rejection of its bid

2.9 Bid Preparation Cost

The bidder shall be responsible for all costs incurred in connection with participation in the tender process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of bid, in providing any

additional information required by the TIA to facilitate the evaluation process, and in negotiating a definitive Service Agreement (SA) and all such activities related to the bid process.

2.10 Right to Termination

The TIA may terminate the bid process at any time and without assigning any reason. The TIA makes no commitments, expressed or implied that this process will result in a business transaction with anyone. This tender document does not constitute an offer by the TIA. The bidder's participation in this process may result in the TIA selecting the bidder to engage towards execution of the contract. In the event of such termination, EMD of all bidders shall be returned, without any interest.

3 Bid Submission Instructions

3.1 Online Bid Submission

- a) The bidder shall submit the bid online through e-tendering Portal <https://mahatenders.gov.in>
- b) The bids submitted, shall comprise of the following 2 envelopes:
 - **Envelope A:** Technical Bid
 - **Envelope B:** Commercial Bid
- c) Modification and Withdrawal of Bids -
Resubmission of bid by the bidders for any number of times before the final date and time of submission is allowed.
- d) The bidder should avoid submission of bid at the last moment to avoid system failure or malfunction of internet or traffic jam or power failure etc.

3.2 Eligibility Criteria

The bidders shall fulfill all of the following eligibility criteria independently, as on the date of submission of bid.

Sr No	Eligibility Criteria
01	Bidder must have a minimum average annual turnover of Rs. 20 lakhs (Rs-Twenty Lakhs) during last three financial years (FY- 2017-18, 2018-19 & 2019-20).
02	The bidder should registerd under company act / Shop & Establishment act /registered with the appropriate registration authority.
03	Bidder should be registered under Employees Provident act
04	Bidder should be registered under Employees State Insurence act
05	Bidder should be registered under GST
06	The bidder should have experience in providing House keeping / Facility Management Services and should have been existence for the last three Years.
07	Bidders should have completed at least 3 contracts for providing house keeping & maintenance services / Facility management services to state Government or Central Government / Union Territory / Local authority / Central & State Government undertaking or Government organizations / Private Organization as on the date of submission of tender.
08	Service provider has not been found guilty and has not been blacklisted or debarred by any State Government or Central Government Department/ Union Territory/ Local Authority/ Central and State Government Undertaking or Government Organizations for providing as on the date of submission of bid.

3.3 Technical Bid (Envelop - A)- Documents to be uploaded

The technical bid must be submitted online as per the instructions on the portal and in this tender document. Following documents are mandatory and should be submitted online

- a) Tender Acceptance Letter:- Form - 1
- b) Bidder Information:- Form- 2
- c) Details of Experience / Performance Statement:- Form-3
- d) Turnover certificate issued by chartered accountant firm:- Form-4.
- e) Declaration confirming knowledge about the site condition:- Form - 5

- f) Licence / certificate of registration under company act / Shop & Establishment act /registered with the appropriate registration authority :-
- g) Registration certificate under Employees Provident Act
- h) Registration under Employees State Insurance Act
- i) GST registration certificate
- j) Declaration : Annexure – 6 (To be given on Non-judicial stamp paper of Rs.100/-)
Non submission of the required documents or submission of the document in a different format / contents may lead to the rejection of the bid submitted by the bidder.

3.4 Financial Bid (Envelop - B)

- a) Financial /price offer must be submitted online in BOQ format at <https://mahatenders.gov.in> as per the instructions on the portal.
- b) Unskilled manpower rate should be inclusive minimum wages to be paid as notified by Maharashtra govt. from time to time, contribution to EPF, ESIC, and BONUS as per labour laws and other statutory obligations as per prevailing labour laws. If there is revision in the minimum wages declared by Maharashtra Government, MSRLM will pay the revised minimum wages to the selected agency after the receipt of revised notification. Bidders are requested to quote rate for unskilled labour as per minimum wages declared by Maharashtra Government as on date of submission of bid.
- c) Administrative cost should inclusive of cost of all consumables, equipments, agencies charges /commission etc.
- d) Rate should be quoted without GST.
- e) The rates ones offered for administrative cost inclusive of cost of all consumables, equipment, agency charges / commission etc must remain fixed and must not be subject to change for whatsoever reason within the period of the validity of the bid and the contract. No revision of the fee shall be made on account of any variations in costs of materials, currency exchange fluctuations with international currency or any other cost component affecting the total cost in fulfilling the obligations under the contract. A bid submitted with an adjustable price quotation or conditional bid shall be rejected as non-responsive.

3.5 Validity of Bid

The bid shall be valid for a period mentioned in clause no 1.2 from the date of opening of the technical Bid. A bid valid for a shorter period may be rejected as non-responsive. In exceptional circumstances, at its discretion, the TIA may solicit the bidder's consent for an extension of the validity period. The request and the responses thereto shall be made in writing or by email.

3.6 Corrections / errors in financial Bid

- a) The bidders are advised to exercise adequate care in quoting the prices. No excuse for corrections in the quoted figures will be entertained after the last date for submission of bids.
- b) The quoted price shall be corrected for arithmetical errors by TIA.
- c) In cases of discrepancy between the prices quoted in words and in figures, amount written in words shall be considered.

3.7 Language

The bid should be submitted by the bidder in English/ Marathi/ Hindi language only. If any supporting documents submitted are in any other language, translation of the same in English/ Marathi / Hindi language is to be duly attested by the bidders. For purposes of interpretation of the bid, the English translation shall govern. If any documentary evidence for 'Experience' is in other languages, a true translation of the copy, attested by Notary shall be enclosed.

3.8 Conditions under which Tender is issued

- a) This tender document is not an offer and is issued with no commitment. The TIA reserves the right to withdraw the tender document and change or vary any part thereof, at any stage. The TIA reserves the right to disqualify any bidder, should it be so necessary at any stage.
- b) The timing and sequence of events resulting from this tender document shall ultimately be determined by the TIA.
- c) No verbal conversations or agreements with any official, agent, or employee of the TIA shall affect or modify any terms of this tender document and any alleged verbal agreement or arrangement made by a bidder with any agency, official or employee of the TIA shall be superseded by the definitive agreement that results from this tender process. Verbal communications by the TIA to bidders shall not be considered binding on it, nor shall any written materials provided by any person other than the TIA.
- d) Neither the bidder nor any of the bidder's representatives shall have any claims whatsoever against the TIA or any of their respective officials, agents, or employees arising out of or relating to this tender document or these procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof).
- e) Until the Contract is awarded and during the validity of the Contract, bidders shall not, directly or indirectly, solicit any employee of the TIA to leave the office or any other officials involved in this tender process in order to accept employment with the bidder, or any person acting in collusion with the bidder, without prior written approval of the TIA.

3.9 Right to the content of Bids

All bids and accompanying documentation of the Technical bids will become the property of the TIA and will not be returned after opening of the Technical bids. The TIA is not restricted in its rights, to use or disclose any or all of the information contained in the bid and can do so without compensation to the bidders. The TIA shall also not be bound by any language in the bid indicating the confidentiality of the bid, or any other restriction on its use or disclosure.

3.10 Non-Conforming Bid

A bid may be construed as a non-conforming bid and ineligible for consideration if:

1. It does not comply with the requirements of this tender document.
2. It does not follow the format requested in this tender document or does not appear to address the requirements as specified by the TIA.

3.11 Disqualification

The bid is liable to be disqualified in the following cases or in case the service provider fails to meet the requirements as indicated in this tender document:

- a) The bid is not submitted in accordance with the procedure and formats prescribed in this document or treated as non-conforming bid.
- b) During the validity of the bid, or its extended period, if any, the service provider increases the quoted prices.
- c) The service provider qualifies the bid with own conditions.
- d) The bid is submitted in an incomplete form and not quoted for all the items / services.
- e) The information submitted in the Technical bid is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the Contract (no matter at what stage) or during the tenure of the Contract including the extension period, if any.
- f) The Commercial bid is enclosed with the Technical bid.
- g) The service provider tries to influence the bid evaluation process by unlawful /corrupt / fraudulent means at any point of time during the tender process.
- h) In case any one service provider submits multiple bids or if common interests are found in two or more bidders, the bidders are likely to be disqualified,

- i) The service provider fails to deposit the Performance Security in the form of Bank Guarantee or Demand Draft or fails to enter into a Contract within specified period mentioned in the notification of award of contract or within such extended period, as may be specified by the TIA.
- j) Any form of canvassing / lobbying / influence / query regarding short listing etc. will be treated as disqualification. While evaluating the bids, if it comes to the TIA's knowledge expressly or implied, that some bidders may have colluded in any manner whatsoever or otherwise joined to form an alliance resulting in delaying the processing of bid, then the bidders so involved are liable to be disqualified for this Contract as well as for a further period of four years from participation in any of the tenders floated by the TIA.
- k) If the Technical bids contains any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid.

3.12 Acknowledgement of Understanding

By submitting the bid, each service provider shall be deemed to acknowledge that bidder has carefully read all sections of this tender document, including all forms, schedules, annexure, corrigendum and addendums (if any) hereto, and has fully informed itself as to all existing conditions and limitations.

4 Bid opening and Evaluation process

4.1 Bid Opening

On the date and time specified in the tender notice following procedure will be adopted for opening of tender for which tenderer is free to attend him or depute an authorized officer as his representative.

4.2 Opening of Envelop – A (Technical Bid)

Envelope No. A (Technical bid) of the bidders will be opened online through- e tendering procedure.

4.3 Evaluation of Technical Bid

The evaluation of the technical bids will be carried out in the following manner:

- a) The bidders' technical bid will be evaluated as per the requirements and evaluation criteria spelt out in clause 3.2 of this tender document. The service providers are required to submit all required documentation in support of the criteria specified as per the formats specified in this tender document.
- b) In any case, in the event of any deviation from the factual information provided by the service provider in technical bid, the deviation can reject the bid and also ban the service provider from participation in any future tenders in the state of Maharashtra.
- c) At any time during the bid evaluation process, the MSRLM committee may seek verbal / written clarifications from the service providers. The committee may seek inputs from their professional experts in the evaluation process.
- d) The committee reserves the right to do a reference check of the past experience stated by the service provider. Any feedback received during the reference check shall be taken into account during the technical evaluation process.
- e) The technically shortlisted service providers will be informed date and venue of the opening of the financial bids by MSRLM.

4.4 Opening of Envelop - B (Commercial Bid)

This envelope of technically qualified bidders shall be opened as per e-tendering procedure after opening of Envelope No. A (Technical bid). The date and time of opening of financial bids will be published on <https://mahatenders.gov.in>.

4.5 Award Criteria

Evaluation of financial bids will be based on total amount quoted by the bidder for the period of one year. The TIA shall award the contract to the service provider whose offer / quote has been determined to be the lowest evaluated bid and substantially responsive to the bidding documents. TIA may negotiate with L1 bidder and finalise the rate.

4.6 Right to accept any Bid and to reject any or all Bids

The TIA reserves the right to accept or reject any bid, and to annul the tendering process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for the TIA's action.

4.7 Notification of Award

- a. Before expiry of the bid validity period, the TIA will notify the successful bidder(s) in writing, by registered / speed post or by fax or by email that its bid have been accepted by the Tender Inviting Authority.
- b. The successful service provider, upon receipt of the acceptance letter, shall furnish the required performance security in the form of Bank Guarantee or Demand Draft and submit an agreement in the prescribed format within ten days, failing which the EMD will be forfeited and the award will be cancelled.
- c. After cancellation of award of contract with L1 bidder, TIA reserves the right to call L2 and asked to match the rate offered by L1. If L2 accept the offer, award of contract will be issued to L2. If L2 refuse to match the rate with L1, then L3 will ask to match rate with L1 and If L3 accepts award of contract will be issued to L1 and so on. In such case EMD submitted by L2, L3...will not forfeit if they refuse to match the rate with L1.
- d. The Notification of Award shall constitute the formation of the Contract.

4.8 Place of Work –

Place of work is SMMU, MSRLM, 5th Floor, CIDCO Bhavan, CBD Belapur, (South wing) Navi Mumbai-400614.

4.9 Contract Period:-

The contract will be for the period of one year with provision of one year extension subject evaluation of the performance of service provider by MSRLM before end of the contract without change in any terms and conditions. However MSRLM reserves the right to terminate contract any time before completion of the contract period if the performance of the service provider is unsatisfactory.

4.10 Signing of Contract:

The contract will be signed as per tender document, after selection of service provider. In lieu of the same, the successful service provider will have to execute an agreement in a non-judicial stamp paper of value of Rs-500/- in favour of Chief Executive Officer, MSRLM. If the successful service provider fails to execute the agreement and payment of Performance Security within the time specified or withdraws the tender, the successful service provider is unable to undertake the contract; the Earnest Money Deposit of the successful service provider shall stand forfeited. Such service provider (s) will also be liable for all damages sustained by the TIA by reasons of breach of tender conditions. Such damages shall be assessed by the TIA whose descion shall be final.

4.11 Failure to agree with Terms and conditions of this Tender

Failure of the successful service provider to agree with the terms and conditions of the tender document shall constitute sufficient grounds for the annulment of the award, resulting which the TIA may call for new bids and at the same time, invoke the performance Security of the successful service provider.

4.12 Performance Security Deposit

The successful service provider shall deposit the performance Security as follows:

- a. The successful bidder shall at his own expense, deposit with the TIA, A performance Security in the form of Bank Guarantee or Demand Draft as mentioned in clause No-1.2
- b. The Performance Security may be discharged / returned by the TIA upon being satisfied that there has been due performance of the obligations of the successful bidder under the contract. However, no interest shall be payable on the performance Security.
- c. The TIA shall also be entitled to make recoveries from the performance Security on the following grounds
 1. Any amount imposed as a fine for irregularities committed by the bidder.
 2. Any amount which the TIA becomes liable to the Government / Third Party on behalf of any default of the bidder or any of his / her/ their agent / employees or staff.
 3. Any payment / fine made under the order / judgement of any court / consumer forum or law enforcing agency or any person working on his behalf.
 4. Any other outstanding amount.

4.13 Payment Terms

The payment will be made on monthly basis after deduction of taxes and other dues, if any, on satisfactory rendering of services certified by Desk Officer or any person authorized by CEO, MSRLM. Actual GST amount will be paid on submission of tax invoice. No advance payment will be made for whatsoever reason.

4.14 Scope of Work – Please see Annexure –A

Annexure –A
Scope of Work

Sr. No.	Frequency of Work	Nature of Work
1	Daily Work	a) Sweeping and wet mopping of the entire office area , stair and corridor area with disinfectant like phenyl.(Total approximate Area is 10,000 to 12000 Sq. Feet) twice in a day (morning and afternoon) b) Dusting /cleaning of all cabines, tables, fixtures, telephones, partitions etc. c) Thorough Washing, cleaning SEVEN toilets/urinals, one pantry along with fittings and fixtures twice in a day (morning and afternoon) with disinfectant and keep naphthalene balls in the urinals and air freshener in the toilets. Ensuring that the toilets are neat and clean at all times and no stingy smell emanate near the toilets. d) Collecting all garbage and dumping the same outside the main gate every day at the place allocated by municipal corporation /CIDCO e) Maintenance of indoor plants f) Any other work allotted by MSRLM (Other than above mentioned work).
2	Fortnight Work: (once in a 15 days)	a) Vacuum cleaning of carpets, curtains, Sofas, Chairs, vertical blinds, windows & glasses and other office items etc. (MSRLM will not provide vacuum cleaner, agency should arrange) b) Removal of rats from the fall ceiling etc. by using Rat catcher
3	Monthly Work:	Cleaning of electrical fittings ,electrical boards , electrical switches, Fans etc.
4	Work to be done as & when required by MSRLM	a) Cleaning / removal of drainage chock up. (In the office premises). b) Provide plumber for minor plumbing repairing work. (Actual required material & reasonable labour cost will be paid by MSRLM) c) Any related housekeeping activities asked for by MSRLM authorized officers d) Providing services to carry out misc. works such as filing, shifting of materials from one floor to another, messenger service, any other assignment given by the MSRLM.
5	Consumables	Cleaning Materials, chemicals & Cleaning equipment, naphthalene balls, toilet paper, liquid soap, (including Dispensers), aerosol sprays, hydrochlorophenyl, room dusters, insecticides etc. Material should be branded company.
6	No of unskilled manpower required	Two gents & One lady daily except Sunday. These man powers may change as per the need of the mission. In such case payment will be made as per the approved / quoted rate.

GENERAL TERMS AND CONDITIONS TO CARRY OUT THE HOUSE KEEPING WORK

1. House keeping service is required for Maharashtra State Rural Livelihoods Mission, 5th Floor, southwing, CIDCO bhavan, CBD Belapur, Navi Mumbai 400614
2. For the purpose of this Housekeeping Services, the successful bidder shall deploy sufficient personnel to carry out the works strictly as per stipulated frequency/time mentioned in the scope of work.
3. All daily cleaning work should be completed before office hours i.e. before 9.30.
4. The cleaning will have to be done as per frequency mentioned in scope of work. If required, the cleaning will have to be done more frequently for proper House Keeping on the instruction of the Desk Officer for which no extra payment shall be paid.
5. The Successful Bidder will have to work in close coordination with the Desk Officer related to House Keeping & Facility Management Services work and they may modify working schedule/time as per the convenience of the MSRLM, if required. No extra claim whatsoever on this account shall be entertained.
6. The total approximate Area is 13,000 Sq. feet on 4th & 5th floor. Bidder has to visit the site and assess manpower, material, equipment, machinery, etc. strictly as per requirement of site irrespective of the area indicated or any variation thereof. Any dispute in the area/s stated will not be entertained
7. The successful bidder will have to bring consumables / cleaning materials, chemicals and misc. equipment, required for cleaning in advance at his own cost. (Consumables like naphthalene balls, toilet paper, liquid soap (including Dispensers), aerosol sprays, hydrochlorophenyl, room dusters, insecticides etc.). The chemical / material to be used must be eco-friendly & biodegradable manufactured by reputed firms as indicated in the tender above. In case, it is observed the cleaning material used is of inferior quality or insufficient in quantity, the MSRLM shall reserve the right to purchase the same itself and deduct the cost thereof out of the monthly bill payable to the Successful Bidder.
8. The Successful Bidder shall be responsible for the safety and security of all the internal items such as furniture, equipment, fixtures etc. The MSRLM will recover the cost of any damage to the MSRLM's property from Successful Bidder's Security Deposit.
9. The Successful Bidder shall be responsible for the payment of wages / dues to its employees. All liabilities arising out of violation of any local, State and Central Laws shall be the responsibility of the Successful Bidder without encroaching upon the rights and liabilities upon the MSRLM in any manner
10. The Successful Bidder should take all precautionary measures to ensure the safety of the workmen employed by it and the MSRLM shall not be responsible in case of any eventuality
11. The MSRLM reserves the right to reject any particular workmen/staff placed/employed under the contract with the MSRLM without assigning any reason. In case Successful Bidder fails to take action against the defaulter, the MSRLM reserves the right to take suitable/legal action against the Successful Bidder and the workmen staff concerned. As the agreement entered with Successful Bidder is service agreement the Successful Bidder shall at all times indemnify the MSRLM against all claims which may be made under the Workmen's Compensation Act or rules there under or under any law or rules of compensation payable under any consequences.
12. There shall be no escalation in cost during the period of the contract.
13. The Successful Bidder should make adequate safety arrangements including safety belts, ropes and helmets etc. for the person working on site.
14. The Successful Bidder should possess the requisite license under Contract Labour Act issued by Labour Commissioner for running the establishment at its own cost. The MSRLM shall not be responsible in any way for any breach by the Successful Bidder of the rules and regulations governing the running of such establishments.

15. The successful bidder shall follow all rules and regulations and other Statutory Acts/Regulations relevant to this contract including Works Contract Act, Minimum Wages Act, Provident Fund Act, ESIC etc.
16. The successful Bidder shall indemnify the MSRLM as principal employer against risks and damages arising out of the default on the part of Bidder due to negligence or non-compliance of any of the aforesaid rules, regulations etc. laid down by the Government of India/Government of Maharashtra and other Statutory authorities from time to time.
17. The Successful Bidder must comply with all the legal direction and orders of the central /local / public authority or municipality and abide by their rules and regulations and pay all fees and charges for which they may be liable to carry out the work.
18. It may be noted by the Successful Bidder and brought to the notice of his workmen that this is purely a contract work and the workmen /employees, employed by him are carrying out an annual contract and it does not entail them to seek employment / job opportunity for him or his workers in the MSRLM at any point of time.
19. All employees/personnel/ representatives/agents etc., engaged by the successful Bidder for performing its obligations under the Contract/Tender shall be in sole employment of the bidder & shall be solely responsible for their salaries, wages, statutory payments etc. Under no circumstances, shall MSRLM be liable for any payment or claim or compensation (including but not limited to any compensation on account of any injury / death / termination) of any nature to the employees/personnel/representatives/agent etc. of the successful bidder.
20. The MSRLM may terminate the contract by issuing one month notice to the Successful Bidder without showing any reason whatsoever. In the event of instances of unsatisfactory service, gross misbehaviour, theft, burglary, moral turpitude, misuse of the MSRLM's premises etc. by the Successful Bidder or by any staff of the Successful Bidder, the MSRLM may forthwith/instantly terminate this contract without any previous notice or showing any reason whatsoever to the Successful Bidder and the Successful Bidder shall have no claim whatsoever against the MSRLM or any of its Officers in consequence of such termination. The Security Deposit kept with MSRLM, will automatically stands forfeited under such circumstances without any further correspondence/intimation in the matter.

Form-1

(To be submitted on the letterhead of the bidder)

To

Chief Executive Officer
Maharashtra State Rural Livelihoods Mission
5th Floor, Southwing, CIDCO Bhavan
CBD Belapur,
Navi Mumbai-400614

Sub- Acceptance of Terms & Conditions of Tender

Tender Reference No- MSRLM/SMMU/HK /02/2020

Name of Tender / work – Providing House Keeping Service to MSRLM for the period of one year

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned ‘Tender/Work’ from the web site(s) namely: <https://mahatenders.gov.in> and /or www.umed.in as per advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents of all pages (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by department/ organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking/Private organization.
6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit /Security deposit or both absolutely.

Signed

Date:

In the Capacity Of:

Duly authorized to sign this bid for and on behalf of

Signature & Seal of Bidder

Form- 2

BIDDER INFORMATION (To be given on Letter Head)

Date: _____

Sr. No.	Particulars/Details	
1	Name of the Bidders/ Firm	
2	Communication Address	
3	Telephone No. Office	
	Mobile	
	Fax	
	E-Mail	
4	Website	
	Authorised Person - Name	
	Designation	
	Mobile	
	E-Mail ID	
5	EPF code	
6	ESIC Registration Number	
7	PAN	
8	GST Registration No.	
9	Tender Fee Paid / Exempted	Rs-
10	Earnest Money Deposit EMD paid / Exempted	Rs-
11	Whether you accept all the terms & conditions of the tender – Yes/ NO	

Date:

Place:

Signature of authorized person

Full Name & Designation:

Firm/Company's Seal

Form No-3

Performance Statement (To be given on Letter Head)

Details of work Experience in providing Housekeeping / Facility Management Services for the period of at least three years

Sr. No.	Year	Name & Address of the client	Nature of Work	Value of work (In Rs)	Contract period (From ---- to----)	Work order / completion Report / invoice enclosed 'Yes' or 'No'	Any Other information you would like to give
1	2	3	4	5	6	7	8
01	2015-16						
02	2016-17						
03	2017-18						
04	2018-19						
05	2019-20						

Note- Fill up the above table for at least three years and upload supporting documents i.e. work order and invoice copies or satisfactory completion certificate issued by the client.

Date:

Place:

Signature of authorized person

Full Name & Designation:

Firm/Company's Seal

Form – 4

Turnover certificate on (CAs Letterhead)

TO WHOMSOEVER IT MAY CONCERN

This is to certify that M/s. (name of bidders firm) is having registered office at (detailed office address). The turnover of the (name of proposer) for the last three financial year is as under

Sr. No.	Financial Year	Turnover in lakhs
1	2017-18	
2	2018-19	
3	2019-20	
	Average Turnover	

Signature of the Chartered Accountant

Name of the Firm

Registration No.

Date:

Place:

(Seal of the Chartered Accountant)

Form- 5
DECLARATION CONFIRMING KNOWLEDGE ABOUT SITE CONDITIONS
(To be given on Letter Head)

To

Chief Executive Officer
Maharashtra State Rural Livelihoods Mission
5th Floor, Southwing, CIDCO Bhavan
CBD Belapur,
Navi Mumbai-400614

Sub- Declaration confirming knowledge about Site conditions

Ref. :- i) NIT/ Tender No-----
ii) All other pertinent issues till date

Dear Sir,

I / We ----- hereby declare and confirm that we have visited the site as referred in Tender Specifications and acquired full knowledge and information about the site conditions and other conditions prevalent at and around the site. We further confirm that the above information is true and correct and we shall not raise any claim of any nature due to lack of knowledge of Site conditions.

I/ we, hereby offer to carry out works as detailed in above mentioned Tender Specification, in accordance with Terms & Conditions thereof.

Yors Faithfully,

Signature of authorized person

Full Name & Designation:

Firm/Company's Seal

Date:-

Place:-

Annexure- 6
DECLARATION
(To be given on Rs.100 Non judicial Stamp Paper)

To

Chief Executive Officer
Maharashtra State Rural Livelihoods Mission
5th Floor, Southwing, CIDCO Bhavan
CBD Belapur,
Navi Mumbai-400614

Ref. :- i) NIT/ Tender No-----

Dear Sir,

1. We have carefully read and understood all the terms and conditions of the tender and hereby convey our acceptance to the same.
2. The information / documents furnished along with the above offer are true and authentic to the best of my knowledge and belief. We are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law.
3. We have apprised our self fully about the job to be done during the currency of the period of agreement and also acknowledge bearing consequences to of non performance or deficiencies in the services on our part.
4. We have no objection, if enquiries are made about the work listed by us.
5. We have not been under suspension/termination/banned/blacklisted in the preceding 3 years, till last date of submission of bid, by any PSU/Govt. Departments/PSU Banks/ MSRLM/ or any other organization where we have worked. Further, if any of the partners/directors of our organization /firm is blacklisted or having any criminal case against them, our bid/offer shall not be considered. At any later point of time, if this information is found to be false, MSRLM may terminate the assigned contract immediately.
6. We have not been found guilty by a court of law in India for fraud, dishonesty or moral turpitude.
7. We agree that the decision of MSRLM in selection of Bidders will be final and binding to us.

Date:

Place:

Signature of authorized person
Full Name & Designation:
Company's Seal: