

**Short Tender Notice:
Tender No. 01/2017-18**

Invitation for sealed tenders

Housekeeping Services for North & South Campus
Bids to reach on or before 02.00 PM on 29/05/2017.
All the biddings will be opened at 03.00 PM on 29/05/2017.
Application fee Rs. 1000/- (non-refundable) for each.
Download tender documents from www.mgiri.org or visit
<https://eprocure.gov.in> (Tender id no. 2017_MGIRI_211067_1)
EMD mandatory.

Director

Mahatma Gandhi Institute for Rural Industrialization
(A National Institute under Ministry of MSME, Govt. of India)
Maganwadi, Wardha-442001, MS. Ph. 07152-253512
Ministry of MSME Toll free: 1800 180 6763

**अल्पावधि निविदा सूचना
निविदा सं. 01/2017-18**

मुहर बंद निविदा आमंत्रित

उत्तरी एवं दक्षिण परिसर के साफ -सफाई हेतु |
निविदा स्वीकार करने की अंतिम तारीख : 29 मई दोपहर 02.00 बजे तक |
निविदा खुलने की तारीख एवं समय : 29 मई दोपहर 03.00 बजे |
प्रति निविदा आवेदन शुल्क रु. 1000/- है |
निविदा दस्तावेज www.mgiri.org या <https://eprocure.gov.in>
(Tender id no. 2017_MGIRI_211067_1) वेबसाईट पर उपलब्ध है |
EMD भरना जरूरी है |

निदेशक

महात्मा गांधी ग्रामीण औद्योगीकरण संस्थान
(सू.ल.म.उध्यम मंत्रालय भारत सरकार के अधीन एक राष्ट्रीय संस्थान)
मगनवाडी , वर्धा -442001, महाराष्ट्र दूरभाष - 07152-253512

TENDER DOCUMENT
FOR
HOUSEKEEPING SERVICES ON CONTRACTUAL BASIS
Tender No. 01 /2017-18

MAHATMA GANDHI INSTITUTE FOR RURAL INDUSTRIALIZATION
(A national institute under the Ministry of Micro, Small and Medium Enterprises,
Government of India)
MAGANWADI, WARDHA – 442001
TELEPHONE NO. 07152-240328, 240513
FAX NO. 07152-240328

INFORMATION ON TENDER ADVERTISEMENT

- | | | | |
|----|---|---|--|
| 1. | Tender No. | : | 1/2017-18 |
| 2. | Date | : | 04.05.2017 |
| 3. | Name of Tender | : | Providing Housekeeping
Services for MGIRI, Wardha |
| 4. | Estimated cost of Tender | : | Rs. 16.00Lakh(Approx.) |
| 4. | Last Date of Submission | : | 29.05.2017 up to 02.00 PM. |
| 5. | Tender application fee | : | Rs. 1000/- by DD |
| | (Applicant has to download the tender document from the institute
website: www.mgiri.org and has to attach a DD of Rs 1000/- as
tender application fee.) | | |
| 6. | Tender Opening date | : | 29.05.2017 at 03.00 PM. |
| 7. | Period of Contract | : | 11 months |
| 8. | Earnest Money Deposit (EMD) | : | Rs. 20,000/- by D.D. |
| 9. | Security Deposit | : | Rs. 50,000/- |
| | | | (By DD only) In favour of
Director, MGIRI, Wardha |

This Tender submitted by M/s

_____ is approved on dated
_____ as per terms and conditions
mentioned in the tender documents.

Director

Mahatma Gandhi Institute of Rural Industrialization
Maganwadi, Wardha – 442001

TERMS AND CONDITIONS

MGIRI, Mahatma Gandhi Institute of Rural Industrialization Maganwadi, Wardha is a national institute under the Ministry of Micro, Small and Medium Enterprises, Govt. of India. Institute conducts over 50 training programs, which are attended by around 1000 participants, each year. These includes entrepreneurs, students, organizations, trainees, senior officials from Govt./NGO etc. Limited residential facilities are provided for participants in the campus itself.

Housekeeping services are required in the Administrative, library, Gandhi Smriti buildings in North Campus & Hostels / Guest house Buildings in South campus. Hospitality and cleanliness are the essence of the contract. The employees appointed by the Agency need to be active, alert, soft spoken as top level officers of Govt./KVIC/KVIB are likely to stay at the Hostel / Guest house. The integrity and trustworthiness of such employees shall be beyond doubt as they will be handling valuable materials.

A. General Conditions:

1. The contract will be valid for a period of Eleven months and may be renewed in writing for further period on such terms and conditions as may be mutually agreed upon. Unless renewed, the contract will be automatically stand terminated. The rates agreed and accepted herein shall remain unchanged during the operative period of this Agreement and the Agency and its employees shall not raise any demand imposing additional financial burden on the Institute on any count including rise in any kind of allowance.
2. The Agency shall not transfer or assign or share benefits of this agreement with anyone without express written permission of the Institute.

3. The Agency should provide Supervisor with reliever computer literate having knowledge of English, Hindi and Marathi. House boys with reliever and also include services (of Carpenter / Plumber / Electrician) as and when required.
4. The agency should obtain all necessary permit / license for running the Establishment authorities such as Municipal Corporation, other local Authorities, State / Central Govt. Department, Labor Department etc. as its own cost. The Institute shall not be responsible in any way for any breach of rules and regulation of these necessities. The agency should have at least three years experience in housekeeping and services. The tender shall submit authenticated copy of License/ Registration under the Act, under which it is registered, to undertake the activity.
5. The agency shall be responsible for taking care of all equipment furniture, fixtures and fittings in hostel and admin buildings.
6. The quality of service at all stages should be as per the standards laid down and explained to the Agency. In case of lapses on the part of its employees, disciplinary action shall be taken against the defaulter by the Agency. In case the Agency fails to take any action against such defaulter the institute reserves the right to take any action against the Agency.
7. The Agency shall be responsible for keeping clean all Institute premises, hostel rooms and hostel premises. If there are lapses on the part of the Agency regarding cleanliness, the Institute will levy penalty on the Agency of Rs. 200/- for each occasion. If such lapses continues to occur for a month. Institute shall levy 25% deduction from the monthly bill of the Agency.
8. A fine of Rs. 100/- will be charged for low quality of service or intermittent or lapses in service like non supplying of drinking water to the participants as and when required, not responding to the telephone provided at the counter, and not up keeping/writing hostel other documents which are necessary as instructed by Hostel In-charge etc on the part of the contract.

9. It will be the responsibility of the Agency to store materials purchased for it in a neat, tidy and hygienic manner in the space provided by the Institute, If any lapses on this count are found the Institute will levy penalty on the Agency of Rs. 100/- for each occasion. The security of such material will be the sole responsibility of the Agency.
10. The Agency shall return to the Institute all materials and equipment in good condition supplied by the Institute to it, upon termination of the contract for any reason whatsoever.
11. The Agency shall at all times, keep the Institute effectively indemnified against all actions, suits, proceedings, losses, costs, damages, charges, claims and demands in any way arising out of or reason of anything done or omitted to be done by the Agency and against shall also keep the Institute indemnified against all claims for compensation under the provisions of any law for the time being in force/brought into force, by or in respect of any workman deployed by the Agency in carrying out the obligations under the contract and against all costs and expenditure incurred by the Institute in connection there with. The Institute shall be entitled to deduct any amount due from all money paid or payable by way of compensation as aforesaid or of any other nature and costs and expenses in connection with any claim thereto. For this purpose, an Indemnity Bond will have to be executed by the Agency.
12. Any dispute arising out of the terms on this contract or in the interpretation of any clauses herein shall be settled by mutual discussion the nominated authorities of the Institute and the authorized representatives of the Agency. Director of MGIRI will be the final authority in resolving such disputes.
13. The Agency should co-operate with all other agencies working in the Campus particularly in the hostels. It would also ensure that its activities do not disturb officials, participants, and campus resident of MGIRI.

14. None of the employees of the Agency will have right to various facilities offered by MGIRI to its own staff and participants in its programs. They can however, make use of cafeteria Mess facilities on payment basis.
15. All the cleaning material such as brooms, detergents, Phenyl, dusters, etc. will not be supplied by the Institute. Agency should arrange to purchase all required material and equipment required for cleaning purpose i.e. Equipments like Vacuum cleanness, Rotary type floor cleaning machine. No reimbursement will be done in this case.
16. Material such as mattresses, lighting/Fan , water jars, glasses, towels, napkins, soaps, linen, blankets, hangers, bath stool, mugs for use in each hostel room will be supplied by the Institute. The Agency will have to maintain them and keep a proper record thereof.
17. The Agency will be responsible for safety and security of all the internal and external items of furniture, fixtures, equipment etc.
18. The Agency shall ensure that it fully complies with and observes all the provisions of the Contract Labour (Regulations and Abolition) Act 1970, the Minimum Wages Act, 1949, Employees Provident Fund and Miscellaneous Provisions Act. The Payment of Wages Act, the ESI Act, and such other statutory enactment's, rules and regulations laid down by the Govt. or local body in force/coming into force which may apply to this agreement and any liability on account of non compliance or violation thereof shall be the Agency's responsibility only and MGIRI shall be in no way connected to it. Similarly the agency shall provide the details regarding the personnel deployed by it regarding their working hours in a day in case of part time workman and it will be binding on the agency to insure all the rules, law applicable in case of part time work man. However ,the working time of such part time workers will be with agreement with MGIRI. For this purpose the Agency shall submit Monthly Statutory Compliance Report duly certified by the Authorized Representative of MGIRI in Annexure to the Agreement. The Institute shall have the right to hold

the payment of monthly bill in case the Agency fails to comply with statutory requirements or fails to submit proof of statutory payments made in respect of employees deployed by them at MGIRI.

19. The workmen deployed by the Agency shall be its own employees under their exclusive management, supervision and control and the Institute shall, in no way, be responsible or liable for their wages, salaries, bonus, gratuity or any other allowance, leave salary wages for holidays or any compensation notice pay etc.
20. The Agency shall regularly make payment of contributions to the Provident Fund, Family Pension, Employees State Insurance Corporation, deposit linked Insurance Scheme and all other statutory dues that may become due or payable by the Agency for the labour deployed by them and maintain all such records as may be statutorily required and produce the same to the Director of the Institute along with the Monthly Bill in respect of dues paid in previous month (name wise). For this purpose the Agency shall fill up separate challans in respect of employees deployed by the Agency at MGIRI. If the Agency fails to submit all documents along with the monthly bill, the Institute shall have a right to withhold the payment of monthly bill until total satisfaction with regard to compliance by the Agency.
21. A complete list of Housekeeping workers, supervisors along with their photographs, proof of residence etc. should be submitted by the Agency to the Administrative dept., MGIRI before they are deployed. Changes if made any should be brought to the notice of the Administrative dept. forthwith.
22. All the workmen in the employment of the Agency working in the Institute shall abide by the disciplinary procedures, rules and regulations laid down by the Institute from time to time.
23. In the event the Agency is provided with any material such as linen as items etc. or equipment belonging to the Institute, the Agency undertakes to return the

same in good conditions failing which the Agency shall be responsible for the cost of the same.

24. All the personnel deployed by the Agency shall all the time be medically fit. The employees should be supplied with proper uniforms by the Agency at its costs. Employees should be in prescribed uniform at all the times during the duty hours.
25. The Institute shall not accept and entertain any claim in the event of the Agency's employees sustaining any injury, damages or loss to either person or property either inside or outside the Institute Premises. The contractor should provide insurance cover as per the workmen compensation act for all its workers and submit the proof thereof to the Institute.
26. The workers/staff or the Agency will have nothing to do with MGIRI and shall have no presumptive right of absorption in the services of the Institute. In order to give effect to this Agency shall incorporate suitable clause in the appointment orders to be issued to its workers/staff.
27. In case of the workers engaged by the Agency have any grievances, they will take it up with the Agency without creating any disturbance on the campus. If the Agency workers resort to any agitation resulting in to any damage to the property of MGIRI and or reputation, hindrance to its work, the Agency would be liable for payment of damages to MGIRI. It will also be construed as breach of contract rendering the Agency liable for such action as may be deemed necessary. Under no circumstances, agitational means are to be resorted to by workers of the Agency. On expiry of the contract the Agency undertakes to vacate the premises in peace will all the workers without creating any disturbance. The Agency shall be solely responsible if the workers engaged by it misbehave or create any problems in the premises of the Institute.
28. The Agency will be fully responsible for the articles/items kept in the hostel rooms for the use of Participants. Agency would pass/give the receipt of such articles/items kept in the hostel rooms/received from MGIRI from time to time.

Every three months inventory verification will be carried out. The institute will have right to deduct (recovery) the amount of shortages and losses found during stock verification/inventory from the bills payable.

29. If in course of execution of this contract by the Agency any minor or major damage is caused by the Agency or his workmen to the persons or property of the Institute, after joint investigation by the Institute and the Contractor any claims arising there from shall be recovered settled and dealt with directly by the Agency and the Agency shall render all assistance and co-operation to the Institute if any enquiry is held thereon.

B.Scope of Contract:

1. The present scope of contract will cover cleaning and maintenance of
 - i) All the hostel/guest house rooms, library,Gandhi Smriti and administrative buildings , including bathrooms, toilets, corridors and staircases in the hostels every day.
 - ii)Reception, Corridors terrace and other common open areas in the Hostel Block and administrative building every day number of times as per instructions.
 - iii)Lounge and Recreation areas in the Hostel Block every day number of times as per need.
 - iv)General toilets adjacent to hostel and administrative building every day as per need and instructions of the Hostel In-charge or of the employee reporting to him.
 - v)Mechanized floor cleaning of corridors, passages once in a month, at their own cost, men, material and equipments. In case of failure of the Agency to do so, the Institute shall get the same done through other sources at the costs and expenses of the Agency.
2. To maintain proper records of arrival /departure of participants/faculty/guests at MGIRI. To attend hostel telephone and reply inquiries satisfactorily.

3. To maintain proper records of laundry given and taken from the laundry men as per schedule if any differences should be report to Hostel In-charge or the employee reporting to him in writing.
4. To maintain tidiness in hostel premises like arranging newspapers, properly folding them etc., maintaining records.
5. Agency will also inform the Hostel In-charge of accident/illness of participants requiring immediate medical help. The agency shall also take steps to reach the participants to the hospital / Clinic.
6. Agency should clean carpets in the hostel room with the help of vacuum cleaner.
7. Agency should keep stock consumption register of linen, other articles such as plastic buckets, mugs, flask, water glasses insecticides, detergents, acids and ensure their replacement from the Hostel will in advance from time to time.
8. Total annual expenditure may occurred approx.Rs.16.00 Lakhs.
9. Agency may visit the premises before filling up tender.

C Payment :

1. The appointed Agency will be required to pay a security deposit to Rs. 50,000/- (Rupees fifty thousand only) as quoted in the tender (interest free) for the effective implementation of the terms and conditions of the contract. This will be refunded subject to deductions, if any, after the satisfactory completion of the term of the contract. The institute shall have the right to forfeit the amount of the Security Deposit or the part thereof in case of breach of contract by the Agency. On award of work the Agency shall deposit with the Institute a security deposit of which shall bear no interest. This deposit shall be paid by way of demand draft. The institute shall have the right to deduct out of the above deposit any amount which the Agency may become liable hereunder and shall refund the balance amount if any to the Agency on termination/completion of the term of the contract.
2. The Agency shall enter into contract with MGIRI as soon as decision in this regard is taken, on stamp paper of Rs. 100/- (Rupees one hundred only) and execute an

Indemnity Bond indemnifying MGIRI against all claims disputes, damages, costs etc. more particularly with regard to employees deployed by the Agency.

3. The contractor shall submit its monthly bill for reimbursement on or before 3rd day of succeeding month along with Statutory Compliance Report in Annexure to the Agreement duly certified by the authorized representative of the Institute i.e. Finance In-charge/Administrative dept. and all such documents as may be demanded by MGIRI.
4. MGIRI will make effort to process monthly bill within 15 working days on receipt of bills from the Agency. Income Tax and all other taxes applicable will be deducted making this payment.
5. The Institute shall have a right to hold the payment of monthly bill in case the Agency fails to produce the proof of the payments made by them to the employees deployed by them and the statutory compliance as mentioned in the said Annexure. The Agency shall, in no case, hold the payments due to their employees for any reason whatsoever including that on account of non-clearance of its bills by the Institute. The Agency shall disburse the wages/salary on or before 10 day of succeeding month in presence of the authorized representative of the Institute and obtain his signature in Wage Register in token of such payment made to the employees.
06. Sufficient proof of disbursement salary to its employee and payment of PF to Regional P.F. Commissioner and payment of service tax to the authorities will be given each month to Director, MGIRI along with copy of challans duly received by the treasury and name wise breakup of employees.
- 7.. Income Tax, Service Tax as applicable will be deducted while making every payment.

D. Position in housekeeping

S.N.	Position with number required	Qualification and experience
1.	Supervisor(Houekinging)-(02)	Qualification-12 th pass Desirable: 2 years experience in handling manpower

2.	House boys (03) (Electrician, Carpenter,Plumber)	Qualification:10 th pass Desirable: 1 year experience in Electrical/ carpentry/ plumbing work, ITI certificate holder will be preferred
3.	Hostel Attendent(House boys)-(04)	Qualification:8 th pass Desirable: Experience in attending to guests
4.	Institute attendant /Cleaner (02)	Qualification:8 th Pass Desirable: Experience in cleaning floors and toilets

The duties of the Supervisor: Supervise housekeeping work such as guest house, hostel,Gandhi Smriti Bhawan and common areas such as admin Vrandha, toilets etc

The duties of the House Boys and cleaner :

1. He shall ensure switching off the lights/fans/taps/close window panels door etc. after the participants/officers vacate the hostel/guest rooms.
2. All waste collected from the Hostel/ Administrative buildings should be deposited in the Municipal garbage dumps.
3. He will also be responsible for ensure that the water taps and brass articles in the Institute are protected by rust proofing devices.
4. Cleaning and sweeping of all rooms involving changing of linen, table wares, towels, etc. Dusting and cleaning of furniture and fixtures providing drinking water etc. every day to participants, guests etc. as demanded.
5. Cleaning and sweeping of external areas such as passage, foyers, staircases of all areas within the scope of contract every day.
6. Cleaning and sweeping the common toilet blocks rooms twice a day within the scope of the contract.
7. Cleaning and maintaining the furniture, fixtures and equipments which are in use in these buildings every day.
8. He shall deliver Newspaper/documents given by the Institute for the participants.

9. Occasional packing and unpacking of material, loading and unloading of articles etc.
10. Shifting of furniture and its re-arrangement as per requirements.
11. The removal of garbage and its proper disposal every day twice.
12. The Agency will have to arrange for the washing of linen, keeping account thereof etc as and when needed. Payment for laundry charges will be made by the Institute. The Agency will also have to help participants and other hostel occupants in getting laundry facilities.
13. The Agency will be required to clean and maintain items such as buckets, tubs, jugs, water jars, glasses, soap cases, water coolers, light, fan etc. provided each room and corridors. These items will be responsibility of the Agency.
14. The Guest rooms in the Hostel are provided with AC/ Air cooler. The operation of the AC/ Air cooler units will have to be monitored by the Agency.
15. All records of arrivals and departures in the hostel will be maintained by the Agency as per the instructions of the Hostel In-charge or the employees assigned by him.
16. Recreational facilities such TV, Video, Music system, Cassettes etc. will be made available in the Lounge and other areas of the Hostel blocks. These items will be in the custody of the Agency and it will be the responsibility of Agency to use, operate, maintain and secure these facilities.
17. Except for bed Tea/Coffee which will be served by the catering contractor, no room service in catering is to be given to participants. However, personalized service will be required to be given to the VIPs. The Agency should co-operate and extend suitable help to the catering Agency appointed by the institute for this purpose.
18. All items of games and sports such as table tennis, carom, chess, badminton, to be provided to the participants staying at the hostel will be in the custody of Agency and will be issued out to the legitimate users by Agency. Agency will take it back before participants leaves the hostel/ Institute.

E Termination of Agreement

1. During the currency of this agreement, the Institute shall have the right to terminate this agreement, if it is not satisfied with the performance of the Agency by giving 30 days notice in writing. For this purpose the Institute shall be the sole judge to decide whether the performance of the Agency is satisfactory or not and the decision of the Institute shall be the final, conclusive and binding on the Agency and the Agency shall not be entitled to any compensation in lieu of thereof. Furthermore, if on account of non-renewal of the contract and/or termination of this contract, for any reason whatsoever, it shall be the responsibility of the Agency to settle legal dues of its employees deployed at MGIRI. In the event of non compliance of legal provisions or non-payment of dues, the Agency shall be solely liable and responsible for all costs and consequences and the Institute, in any case, shall not be liable and responsible for the same. The amount of Security Deposit shall be refunded to the Agency only on submission of satisfactory proof with regard to full and final settlement of employees of the Agency.

The Agency expressly agrees and accepts that on termination of this contract for any reason whatsoever, the Agency shall vacate the premises of the Institute along with its men and material and hand over the vacant and peaceful possession of the property to the Institute. In case of failure of the Agency or its employees to do so, the Institute shall have a right to get the premises vacated and adopt such course within the continuance of contract period. Agency will be required to give three months prior written notice to the Institute in case the agency wishes to terminate the contract.

2. It is to be noted that comparison of tender rates among the tenderers will be done on the basis of consolidated monthly charges. But at the same times it will be verified that employees appointed by the Agency will not get payment less than the payment specified by the Minimum Wages Act.

HOW TO FILL THE TENDER FORM

Tender shall be filled in two parts, under Three Envelop System. Technical Bid shall be enclosed and sealed in Envelop No.1 and will be marked “**Technical Bid**” on it. Schedule of Rates shall be filled in an enclosed Envelop No. 2 (Financial Bid) and will be marked “**Financial Bid**” on it. Both the sealed Envelopes, shall be kept in Envelop No. 3, which shall be big enough to contain these two envelops. On each envelop name and address of tenderer shall be written in block letters. The Envelop should be addressed to The Director, Mahatma Gandhi Institute of Rural Industrialization, Maganwadi, Wardha - 442001.

Tender shall be opened as far as possible in the presence of all tenderers and committee members of MGIRI. Technical bid will be opened first. If it contains all the papers required, financial bid will be opened. If it is found that all the papers are kept together in a single envelope ignoring instructions given above, the tender shall be rejected forth with.

TECHNICAL BID

Technical bid should contain the following documents.

1. Application money and Earnest Money Demand (EMD) should be in the form of Demand draft, obtained from any scheduled nationalized bank. It should be drawn in favour of the **Director, Mahatma Gandhi Institute for Rural Industrialization, Wardha** and payable at **Wardha**.
2. Attested copy of latest (Renewed) license under shop and Establishment Act 1948. (Shop & Establishment certificate)
3. Attested copy of documentary evidence of providing housekeeping and administrative services (experience certificate) to any Govt./ Semi Govt. agency.

4. Attested copy of Services Tax Registration No. (As a services provider in Housekeeping and office administrative service).
5. Attested copy of Company Pan Card / Individual PAN No.
6. Proof of Address : Detailed information about the institution (Agency) Name of Proprietor, Telephone No. (In case of Partnership firm – Name and address of the partners and attested copy of the partnership deed should be attached. In case of company, attested copy of company Registration Certificate should be attached.)
7. Attested copy of P.F. Registration No.
8. Attested copy of ESIC Registration No.
9. Attested copy P.F Challan Current.
10. Attested copy ESIC Challan Current.
11. Attested copy Income Tax Return for last three years.
12. Attested copy Solvency certificate of Rs. 10.00 Lacks of Agency.

APPLICATION PROFORMA

(In Party's Letter Head)

Tender No. 1/2017-18

S.N	Particulars	To be filled up by the tenderer	
1	Name of the Agency		
2	Detailed office Address of the Agency with office Telephone Number, Fax Number and Mobile Number. (Proof to be enclosed)		
3	Details of Application fee and EMD: i) Amount ii) Draft No iii) Date iv) Issuing Bank	Application fee	EMD
4	PAN Number. (Copy to be enclosed)		
5	Service Tax Registration Number (Copy to be enclosed)		
6	Provident Fund Registration Number (Copy to be enclosed)		
7	ESI Registration Number (Copy to be enclosed)		
8	Professional Tax Registration Number (Copy to be enclosed)		
9	Current PF challan and ESIC challan (Copy to be enclosed)		

10	Shop & Establishment Number (Copy to be enclosed)	
11	Trade License Registration Number (Copy to be enclosed)	
12	Proof of Labour License with existing clients (Copy to be enclosed)	
13	Annual Turn Over of last 3 years i) ii) iii) (Copy of the Income Tax Return / Certified copy of Audited Balance Sheet from Chartered Accountant to be enclosed)	
15	Attested copy of Solvency Certificate of Rs 10 lakhs	
16	Any other Registration. (if any), (Copy to be enclosed)	

Signature of Authorised Person &
Seal of the Agency with Date

FINANCIAL BID

APPLICATION PROFORMA

(In Party's Letter Head)

To
Director,
MGIRI, Wardha – 442001

Subject :- Submission of Tender No 1/2017-18 for Housekeeping Services.

Sir,

I am pleased to submit the rates for House Keeping service to MGIRI as per your advertisement in Daily(Newspaper) dated as below.

Agency Commission(% basis)

S. No.	Name of the position(no. of person to be hired)	Agencies charges/ Commission (%)
1	Supervisor (Housekeeping)-(02)	
2	House boys (carpenter, plumber, electrician)-(03)	
3	Hostel attendant (house boys)-(04)	
4	Institute attendant /cleaner)-(02)	

Notes :

1. Housekeeping services for the hostel i.e. Sr. No. 3 is to be provided as and when required basis.

2. Positions at S.N.2 will report to Energy & Infrastructure Division.
- 3.The above tabulation should be completely filled in all respect or else the tender will be rejected outright.
- 4.The rates of wages will be decided by the institute wage committee and communicated to the agency after finalization of tender proposal.
5. Agency commission per month will be calculated based on total wages (Basic+VDA) of total number of manpower employed in that month.
6. Agency commission will be paid to the party after deducting all mandatory govt.taxes.
7. Institute will pay to the agency the total wages of employees ,Employer's share of PF and service tax along with the agency's commission.
8. Insurance of employees for 11 months will be fixed by the institute in consultation with the agency and will be reimbursed once at the beginning of the contract. However, agency has to show the proof of insurance to the institute.
9. Tool/equipment for housekeeping work and the material required for maintenance and cleaning will be borne by the agency and no reimbursement will be made for these items.
10. Agency will submit the documentary proof of reimbursement of wages and allowances before claiming the reimbursement of wages for the next month.

I have read all the terms and condition mentioned in the tender, enclosed as Appendix -....., from page no. to and these conditions are acceptable to me.

Date :

Yours sincerely,

(Name of the Contractor

Stamp of the Firm)

ANNEXURE
MONTHLY CERTIFICATE OF COMPLIANCE OF STATUTORY OBLIGATIONS – BY THE
CONTRACTOR

From _____ **W.C. No.** _____

For the Month of _____

1. Has the Attendance Muster Cum Wage Register of persons engaged during the month, duly signed by the individual employees and countersigned by the Representative of the Company. (Attach Xerox Copy)

Yes/No.

2. No. of man days worked. (Verified with Attendance Muster Cum Wage Register).
 3. Maximum Number of Persons employed on any working day during the months. (Verified with Attendance Muster Cum Wage register.)
 4. Have all employees been paid wages, Special Allowance and HRA at rates, not lesser than the minimum rates prescribed by the Government under relevant enactments? (Verified with Attendance Muster Cum Wage Register)

Yes/No.

5. Have all the employees been extended coverage of PF/EPF as per eligibility under PF Act? (Attach Copy of PF/EPF Challan paid.)

Yes/No.

6. Are appropriate deductions made towards Professional Tax and Income Tax from the Salary Wages paid? (Verified with Attendance Muster Cum Wage register.)

Yes/No.

7. Are all deductions effected from the Salary/Wages as per the provisions of the Payment of Wages Act? (Verified with Attendance Muster Cum Wage register.)

Yes/No.

8. Are following Registers or Xerox copy , required under provisions of various maintained upto date in the prescribed format, kept available the premises of the Company for the Inspection of any Statutory Authority, on demand ?

Yes/No.

- A Register of Persons Employed/ Xerox Copy
- B. Muster Roll/ Xerox Copy
- C. Register of Wages/ Xerox Copy

The License under the provisions of Contactor labour (R & A) Act has been Obtained/renewed and kept operative. The half yearly returns are submitted in time to the Authority under the Act, (Attach Xerox Copy)

Yes/No.

Signature of the Contractor

Establishment/Admin dept.