



**Mahatma Gandhi Institute for Rural Industrialisation (MGIRI)**

(A National institute under the Ministry of MSME, Govt. Of India)  
Maganwadi, Wardha – 442001, Maharashtra.

Phone - 07152-253512, Fax – 07152-240328, Website : [www.mgiri.org](http://www.mgiri.org)

**Tender Notice No -.02/2017-18**

Invitation of sealed tenders for Annual Campus Cleaning & Grass-Cutting Contract of the MGIRI, Campus. Bids to reach on or before 2.00 pm, 22<sup>nd</sup> June 2017. Biddings will be opened at 3.00 pm on same day. Application fee Rs1000/- (non-refundable) per application. Download tender documents from [www.mgiri.org](http://www.mgiri.org) or visit <https://eprocure.gov.in> EMD is mandatory.



**महात्मा गांधी ग्रामीण औद्योगीकरण संस्थान, (एमगिरि)**

(सूक्ष्म, लघु और मध्यम, उद्यम मंत्रालय भारत सरकार के अधीन एक राष्ट्रीय संस्थान)

मगनवाडी, वर्धा - 442001, महाराष्ट्र

दूरभाष क्र - 07152-253512, फेक्स- 07152-240328, बेवसाईट: [www.mgiri.org](http://www.mgiri.org)

**निविदा स. 02/2017-18**

**निविदा सूचना**

एमगिरि परिषद कि साफ-सफाई और घास-कटाई के कार्य का वार्षिक देखभाल एवं रखरखाव हेतु मुहर बंद निविदा आमंत्रित किया जा रहा है। निविदा स्वीकार करने की अंतिम तारीख 22 जून दोपहर 2.00 बजे तक है | निविदा खुलने की तारीख एवं समय 22 जून 2017 दोपहर 3.00 बजे है | निविदा आवेदन शुल्क 1000/- है | निविदा दस्तावेज संस्थान की बेवसाईट [www.mgiri.org](http://www.mgiri.org) और <https://eprocure.gov.in> पर उपलब्ध है। EMD भरना अनिवार्य है |

**Director**

**TENDER DOCUMENT**  
**FOR**  
**CAMPUS CLEANING & GRASS CUTTING**  
**ON CONTRACTUAL BASIS**  
**Tender No. 02 /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. : 2/2017-18
2. Date : 03.06.2017
3. Name of Tender : Campus cleaning & grass cutting  
Services for MGIRI, Wardha
4. Estimated cost of Tender : Rs. 15.00 Lakh(Approx.)
5. Last Date of Submission : 22.06.2017 up to 02.00 PM.
6. Tender application fee : Rs. 1000/- by DD

(Applicant has to download the tender document from the institute website: [www.mgiri.org](http://www.mgiri.org) and has to attach a DD of Rs 1000/- as tender application fee.)

7. Tender Opening date : 22.06.2017 at 03.00 PM.
8. Period of Contract : 11 months
9. Earnest Money Deposit (EMD) : Rs. 20,000/- by D.D.

(Exemption will be applicable as per central government rule)

10. Security Deposit : Rs. 50,000/-  
(By DD only) In favour of  
Director, MGIRI, Wardha

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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**

Mahatma Gandhi Institute of Rural Industrialization, (MGIRI), Maganwadi, Wardha is a national institute under the Ministry of Micro, Small and Medium Enterprises, Govt. of India. The north and south campus of institute spread in two campuses.

The cleaning and grass-cutting of north and south campus are the essence of the contract. The employees appointed by the Agency need to be active, alert, and hard-worker. The integrity and trustworthiness of such employees shall be beyond doubt as they will work in both the campus.

**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 obtain all necessary permit / license for running the Establishment authorities such as Municipal Corporation, other local Authorities, State / Central Govt. Department, Labour 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 cleaning and grass-cutting. The

tender shall submit authenticated copy of License/ Registration under the Act, under which it is registered, to undertake the activity.

4. The agency shall be responsible for taking care of all equipment and other equipment available in both the campus.

5. 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.

6. The Agency shall be responsible for keeping neat and clean both the campus of Institute. 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.

7. 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.

8. 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.

9. 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.

10. The Agency should co-operate with all other agencies working in the Campus. It would also ensure that its activities do not disturb officials, participants, and campus resident of MGIRI.

12. 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.

13. All the materials required for cleaning and grass-cutting such as brooms, sickles, etc. will not be supplied by the Institute. Agency should arrange to purchase all required material and equipment required for cleaning and grass-cutting purpose. No reimbursement will be done in this case.

14. The Agency will be responsible for safety and security of all the items available inside the campus.

15. 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.

16. 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.

17. 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.

18. A complete list of workers, 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.

19. 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.

20. 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.

21. 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.

22. 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.

23. 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.

24. 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.

25. In 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.

26. 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 grass-cutting of north & south campus of MGIRI. 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. Total annual expenditure may occurred approx.Rs.15.00 Lakhs.
3. 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.

6. 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

## **E Termination of Agreement**

1. During the currency of this agreement, the Institute shall have the right to terminate this agreement, 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 cleaning & grass-cutting 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. 2/2017-187**

S No	Particulars	To be filled up by the tenderer	
1	Name of the Agency		
2	Detailed office- Address of the Agency office Telephone Number, Fax Number 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)	
14	Attested copy of Solvency Certificate of Rs 10 lakhs	
15	Any other Registration. (if any), (Copy to be enclosed)	

**Signature of Authorised Person &  
Seal of the Agency with Date**

**F INANCIAL BID**  
**APPLICATION PROFORMA**  
**(In Party's Letter Head)**

To

Director,  
MGIRI, Wardha – 442001

**Subject :- Submission of Tender No 2/2017-18 for cleaning , grass cutting, etc of MGIRI campus.**

Sir,

I am pleased to submit the rates for cleaning, grass cutting, etc, for the campus of MGIRI as per your advertisement in Daily .....(Newspaper) dated ..... as below.

**Agency Commission (% basis)**

<b>S No</b>	<b>Name of position (no. of person to be hired)</b>	<b>Rate of wages per day Rs.</b>	<b>Agencies charges/ Commission (including cost of instruments for cleaning and grass cutting) (%) RS</b>
<b>1</b>	<b>Unskilled labours for cleaning, grass cutting, etc. Tentative number of unskilled labour -10 nos</b>	<b>308/-</b>	

**Notes :**

1. The above tabulation should be completely filled in all respect or else the tender will be rejected outright.
2. The rates of wages will be decided by the institute wage committee and communicated to the agency after finalization of tender proposal.
3. Agency commission per month will be calculated based on total basic wages of total number of manpower employed in that month.
4. Agency commission will be paid to the party after wages payment to labours by agency, all mandatory govt. taxes will be deducted from the bill of agency.
5. Institute will reimburse to the agency the total wages of employees, Employer's share of PF and service tax along with the agency's commission.



- 6. Insurance of employees will be reimbursed by the institute at once as per the actual premium.
- 7. Tool/equipment and the material required for cleaning, grass cutting, etc will be borne by the agency and no separate reimbursement will be made for these items.

I have read all the terms and condition mentioned in the tender, 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 at the premises of the Company for the inspection of any Statutory Authority, on demand? Yes/No.
  - A. A Register of Persons Employed/ Xerox Copy
  - B. Muster Roll/ Xerox Copy
  - C. Register of Wages/ Xerox Copy

The License under the provisions of Contractor 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.**