

ADMINISTRATION OF DAMAN & DIU (U.T.)
DISTRICT INDUSTRIES CENTRE

Udyog Bhavan, 1st Floor, Bhenslore, Nani Daman – 396 210

No. DIC/DMN/Housekeeping/17-18/ 08/000 DIC Dated: / 12 / 2017
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LIMITED TENDER NOTICE

The General Manager, DIC, Daman on behalf of the President of India, invites tender to **outsource Housekeeping services at Udyog Bhavan, Bhenslore, Nani Daman** from registered service providers having at least three years experience in the field and valid license from Labour Department of the Union Territory of Daman & Diu and also having ESI/EPF/PPF and PAN/TAN No. from the concerned Government Department. The Tender Notice is also available on www.daman.nic.in

Sr. No.	Description	EMD (in the form of FDR)	Tender Fees (Non-refundable)
1.	Manpower / Materials & Equipments for Housekeeping and Gardening etc. at Udyog Bhavan, premises and its surrounding at Bhenslore, Nani Daman (Cleaning of parking lot Ground floor & common Space with stairs)	Rs. 20,000/-	Rs. 500/-

Terms & conditions:

1. Last date of submission of Tender Bid in hard copy upto 15/01/2018 by 15.00 hrs.
2. Submission of EMD in the form of DD/FDR of Nationalised bank and other supporting documents i.e. copy of valid licence from competent authority, copy of Valid Registration and copy of PF/PAN/TAN of Income Tax etc. and terms and conditions duly signed in hard copy to the undersigned by RPAD/Speed Post/by hand on or before 15/01/2018 upto 16.00 hrs.
3. Tender Inviting Authority shall not be responsible for any postal delay.
4. Tender fees will be payable in cashless mode at DIC, Daman.
5. Detailed Terms and conditions are annexed herewith as Annexure-I


(Krishan Kumar)
General Manager, DIC,
Daman.

Copy to:-

1. The NIC, Daman, with request to upload on website of Administration of Daman & Diu.

ANNEXURE - I

**U.T. ADMINISTRATION OF DAMAN AND DIU
DISTRICT INDUSTRIES CENTRE,
UDYOG BHAVAN, BHENSLORE, NANI DAMAN
DAMAN – 396 210.**

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No. DIC/DMN/HKS/TENDER/2017-18/

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Dated /01/2018

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Man Power for 8x5 Housekeeping Services at Udyog Bhavan, Bhanslore, Nani Daman (As per Annexure "A") along with Materials (Broom, Phenyl, Bucket, etc.) Housekeeping chemical and consumable articles.

TERMS AND CONDITIONS

1. The Udyog Bhavan, at Bhenslore, Nani Daman comprises of various blocks such as full area of ground + Three Floors along with parking area, staircase of /Common/General places of each Department & 2 Nos. Lifts on 2 sides.
2. The service providers' person shall not claim any benefit / compensation / absorption / regularization of service with office under the provision of Industrial Disputes Act,. 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the service provider to this office.
3. The period of outsource is initially for a period of one year from the date of commencement and further renewal for the period of one year but not extending three years subject to satisfaction of work performance and same rates and prescribed by competent authority
4. The persons supplied by the agency should not have any adverse Police records / criminal cases against them. The agency should make adequate enquiries and certify about the character and antecedents of the persons whom they are recommending. The Department may dismiss or remove any person or persons, employed by the service provider, who may be incompetent or because of his/her/their misconduct. The service provider shall forthwith comply with such requirement.
5. The manpower engaged by the service provider should be healthy, physically fit and free from communicable diseases. The agency should quote consolidated lump sum rates per month including wages and other statutory liabilities and benefits such as PF, ESI etc. available to the employees under Labour / Minimum Wages Act.
6. The rate should be quoted in the prescribed form given by the department. (As per Annexure B)
7. The bidder should have a License from Labor & Enforcement Officer, U.T. of Daman & Diu, Daman.
8. The service provider shall be responsible for the attendance of their staff in the department. In case any staff of the agency remain absent or is granted leave by them, they will send/arrange substitute, otherwise twice of rate per person per day as accepted will be deducted from the bill of the agency.
9. The service provider has to provide uniforms and the Photo Identity Cards to the persons employed by him/her during the office hours. These cards are to be constantly displayed.
10. The service provider shall provide substitute immediately in case any of its personnel are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.
11. Office shall not be liable for any loss, theft, burglary or robbery of any personal belonging equipment or vehicles of the personnel of the service provider.

12. The deployed personnel should be polite, positive and efficient, while handling the assigned work and their actions should promote goodwill and enhance the image of this office. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
13. The service provider shall not assign, transfer, pledge or sub-contract the performance of services without the prior written consent of this office.
14. The work order can be terminated by either party giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the work order then one month's wages etc. and any suitable amount due to the fault of agency shall be forfeited by this office.
15. On the termination of the agreement as mentioned above, the agency will withdraw all its personnel and clear their account by paying them all their legal dues. In case of any dispute on account of termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.
16. The person deployed shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangement, administrative/ organizational matters as all are of confidential / secret nature.
17. The service provider shall ensure deployment of suitable people from proper background after collecting proofs of identity like driving licences, bank account details, previous work experience, proof of residence and recent photograph and withdraw such employees who are not found suitable by the office for any reasons whatsoever immediately on receipt of such request.
18. The character and antecedents of such personnel should be verified by the service provider before their deployment and a certification to this effect submitted to this office. The service provider shall ensure proper conduct of his person in office premises, and enforce prohibition of consumption of alcoholic drinks, pan, smoking, loitering without work.
19. The service provider shall engage the necessary person as required by the office from time to time. The person engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their salary and other dues included EPF, Bonus, Work Compensation policy, Other Liabilities every month incident upon this contract. Also compliance of statutory obligations such as Minimum Wages Act.1948. shall be responsibility of the Agency solely. The salary paid as per Minimum Wages Act has to be deposit by RTGS to the personal account
20. **The working hours would be in two shifts i.e. 8.00 a.m. to 12.00 noon and 2.00 p.m. to 6.00 p.m. (However, working hours can be changed by DIC Daman at any stage).**
21. The transportation, food, medical and other requirements i.e. statutory or whatsoever in respect of each personnel of the service provider shall not be borne by this office.
22. In case of any theft or loss or property due to negligence or carelessness of your personnel, firm/agency will be fully responsible and it will have to make good of the losses so incurred to this office otherwise the same will be deducted from the security deposit to be deposited by you.
23. The service provider will submit the bill in triplicate in the first week of the following month for payment.
24. The service provider shall provide substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.

25. Payment to the service provider would be strictly on certification by the officer with whom he/she attached with that his/her services were satisfactory and attendance.
26. As per Minimum Wages Act the copy of Provident Fund Challan paid should be attached with monthly bill submitted to the department. Attendance will be marked on attendance Roll and bill will be prepared strictly as per attendance Roll.
27. The firm must have their respective office in the U.T. Of Daman, and submit the complete address proof of the same.
28. The service provider shall be contactable at all times and messages sent from the office to the service provider shall be acknowledged immediately on receipt on the same day.
29. The successful bidder should furnish a Security Deposit equivalent to 10% of contract amount in form of FDR of Nationalized Bank of one year validity in favour of The General Manager, DIC, Daman. This office will not pay any interest on the earnest money / security deposit against the contract in its custody.
30. The agency will be responsible for the payment of statutory liabilities such as PF and other charges etc. if any, in respect of persons deputed in the department and will submit the deposit challans showing the individual figure of deposit for the previous month along with remuneration bill. The agency will have to observe all the rules and regulations pertaining to PF and Labour Laws as applicable.
31. Income Tax applicable, if any, as per income tax rules shall be deducted from the monthly bill (Gross amount) of the agency.
32. All payment made by the Department shall be after deduction of tax at sources wherever applicable as per the provisions of Income Tax Act.
33. The agency will be responsible for obtaining a licence / renewing the licence as the case may be, from the Licensing Authority under the Contract Labour (Regulation and Abolition) Act, 1970 and the department shall not be responsible for any damage / losses on this account.
34. In case the service provider discontinues the contract before the expiry of the period his security deposit shall be forfeited.
35. The service provider shall at all times indemnify and keep indemnified the department against any claim on account of disability / death of any of its personnel caused while providing the services within / outside the site or other premises of the department which may be made under the Workmen's Compensation Act, 1923 or any other Acts or any other Statutory modifications hereof or otherwise for or in respect of any claim for damage or compensation payable in consequence of any accident or injury sustained by the worker or the personnel of the service provider or in respect of any claim, damage or compensation under labour laws or other laws or rules made there under by any person whether in the employment of the service provider or not, who provided or provides the service at the site or any other premises of the department shall be as provided hereinbefore.
36. The service provider shall at all times indemnify and keep indemnified the department against any claim by any third party for any injury, damage to the property or person of the third party or for any other claims whatsoever for any acts of commission or omission of its employees or personnel during the hours of providing the services at the department's premises or before and after that.
37. **Scope of the work of housekeeping personnel are as under:**
 - a) The agency shall provide 3 persons for the proper cleanliness, gardening and maintenance of the premises and surroundings of Udyog Bhavan during working hours.

- b) Agency shall provide sufficient numbers of equipment and materials required for Housekeeping, Cleanliness and Gardening.
- c) The House keeping personnel shall be required to be present during office duty hours at District Industries Centre, Udyog Bhavan, Bhenslore, Nani Daman (As per Annexure-A)
- d) The House keeping agency shall maintain the registers and comply with the local administration rules and regulations while employing contract workers.
- e) The House keeping agency shall pay all taxes to the Government.
- f) The agency will not allow or permit the employees to participate in any trade union activities or agitation in the premises.
- g) The Distract Industries centre, Udyog Bhavan, Bhenslore, Nani Daman shall pay the amount of monthly bill by **PFMS** in the agency's name and not to his personal Account. As such the agency shall own the full responsibility for regular payment of wages to the employees and for compliance of statutory liabilities.
- h) The house keeping agency should provide adequate number of housekeeping personnel as and when required or advised by the General Manager, DIC, Daman.
- i) The rates should be quoted along-with all kind of liquid, materials, equipment etc.

j) The main duties and responsibilities of housekeeping staff shall be as under :-

- I. Cleanliness/maintenance comprises of various blocks such as full area of ground floor along with parking area, staircases and General/Common places of all Department on all the three floors, gardening etc. including Lifts on both sides.
- II. Washing of floors with soap solution wet mopping and dusting of washable walls, windows, wall hung light, ventilators, glass panes, ceiling fans etc. once in a week.
- III. Maintenance of bathrooms and toilet, scrubbing of walls, washing of W.C. and wash basins with vim and acid daily in the morning.
- IV. Any Housekeeping personnel found drunk while on duty will not be allowed to perform duty that day and a fine of Rs. 150/- (Rupees One Hundred Fifty only) per person per incident will be imposed for the same and will be deducted from the bill of the agency.
- V. If any Housekeeping personnel are found without uniform and name plate, then a penalty of Rs. 100/- per person will be imposed and will be deducted from the bill of the contractor.
- VI. The amount of Earnest Money paid by the Tenderer(s) whose tenders are not accepted will be refunded to them by Cheque or Demand Draft (as may be convenient to the Tender Inviting Officer if the amount is above Rs.5000/-) drawn on an branch of State of India or its subsidiary Schedule Bank. Where this mode of payment is not possible the amount will be refunded at the cost of the Tenderer.
- VII. The right to accept or reject without assigning any reasons any or all tenders in part or whole is reserved with the Tender Inviting Officer and his decision(s) on all matters relating to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.
- VIII. If the Tenderer / Bidder, whose tender is accepted, fails to execute the contract within stipulated time the Earnest Money Deposit of such tenders will stand forfeited to the Government.

39. The tenderer, providing housekeeping services in Udyog Bhavan, Bhenslore, Nani Daman should be a reputed firm with a proven track record. Preference will be given to those who have well experience in the service providing housekeeping sector.

40. The tenderer should provide addresses of DIC, Udyog Bhavan, Bheslore, Daman where they provide housekeeping services and certificate from previous customer need to be attached.
41. The rates quoted should be inclusive of all taxes, materials, liquid, etc. and no extra charge for any item will be paid on the rates quoted.
42. Each bill in which any kind of tax is charged must contain the following certificate on the body of the bill.

43. Additional Terms and Conditions will be incorporated if needed to safeguard the interest of the Department.
44. The Department shall not be responsible for any delay / loss or non receipt of tenders by post / courier service.
45. No unsolicited correspondence shall be entertained after the submission of the offer.
46. No separate agreement will be required to be signed by the successful tender(s) for the purpose of this contract for providing housekeeping services. Rates tendered / offered in response to the concerned tender notice shall be considered as acceptance of all above terms and conditions for supply for all legal purpose.
47. In case of any dispute in respect of the tender, all legal matters shall be instituted within the jurisdiction of Daman.
48. (a) The successful Tenderer will have to pay within 10 days from the date of demand, an amount equal to 10% of the total value of contract amount, that may be order, as the amount of security deposit.

(b) Non-receipt of Security Deposit within stipulated time limit will result in automatic cancellation of the order for work without any intimation.

(c) However in case if the Security Deposit may not have been deposited, the full Security Deposit as may be due from the agency will be recovered from the bill(s).

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(Krishan Kumar)
General Manager,
DIC,Daman

Place :

Date :

NOTE : Please return one copy of this terms and conditions duly signed with seal of firm along with tender.

ANNEXURE – A

DETAILS OF HOUSEKEEPING AREA FOR UDYOG BHAVAN, BHENSLORE, NANI DAMAN.

Sr. No.	Name of the area
1.	Ground Floor with parking area
2.	First floor with staircase and common/General areas of the concerned departments
3.	Second floor with staircase and common/General areas of the concerned departments
4.	Third floor with staircase and common/ General areas of the concerned department
5.	2 lifts on both sides
6.	Garden area around the campus

Place:

Dated:

Signature of Tenderer
Name of tenderer with
Seal of the Agency.

ANNEXURE – B

FINANCIAL BID

Sr. No.	Particulars	No. of staff required	Rate per person per month	Total rate per month (Rs.)
A 1.	Charges for man power for housekeeping (As per basic rate of wages under minimum wages act, 1948 of U.T. of Daman & Diu	03		
2.	EPF			
3.	Bonus			
4.	Work Compensation Policy			
5.	Other Liabilities			
6.	Service charges _____ %			
7	TOTAL OF A (Rs.)			
B 8	Charges for Housekeeping cleaning materials and equipments i.e. (Brooms, phenyl, buckets etc.)			
9.	TOTAL OF B (Rs.)			
10.	TOTAL OF A & B (Rs.)			
11.	Service Tax @			
12.	GRAND TOTAL Rs.			

Please note that, for finalization of contract, the tenderer whose grand total of Sr. No. 12 above are the lowest compared to other tenderers will be considered as the lowest tenderer.

Place:

Dated:

Signature of Tenderer
Name of tenderer with
Seal of the Agency.