



TENDER NOTICE
FOR PROVIDING HOUSEKEEPING SERVICES PAN INDIA

Date of floating: 24/04/2015

Date of Pre-bid: 15/05/2015 at 10:00 a.m.

Date of Closing: 21/05/2015 at 03.00 p.m.

Date of opening Technical Bid: 21/05/2015 at 03:30 p.m.

Date of opening of Financial Bid: Will be intimated to technically qualified bidder after opening & evaluation of Technical Bids

Tender Fee:Rs.1000/-

Estimated Value of Contract: 1,00,00,000/-

CLIENT:

APPAREL TRAINING AND DESIGN CENTER
(Under the aegis of, APPAREL EXPORT PROMOTION COUNCIL)
P-50, Paridhan Vikas Bhawan Sec-44, Gurgaon - 122003,
Haryana (India) Phone: 0124-4659511 / 4659507
Fax: 0124-4659500

NAME AND ADDRESS OF TENDERER:

SEAL:

TENDER NOTICE FOR PROVIDING HOUSEKEEPING SERVICES ON PAN INDIA

Sealed Tenders in prescribed format are invited from reputed firms for providing "housekeeping services in the premises of "Apparel Training & Design Centre ".Tender document can be downloaded from the website www.atdcindia.co.in or can be obtained from the office of **Apparel Training & Design Centre, National Head Office, Paridhan Vikas Bhawan,P-50,Sec-44,Instiutional Area, Gurgaon (Haryana) -122003**

Scope of Work:

1. Cleaning of floor areas, vertical finishes (walls) Roof and False ceilings, Glass areas, doors and attached fixture, windows with attached fixtures and frames, Rolling shutters, railings, mirrors aluminium grills, pillars, curtains, slabs, cabinets, almirah with attached fixtures, etc. All the covered area including all rooms, corridors, stair-case, associated bath-rooms and toilets of Office on all floors and open area including roads, lawns, paved areas and terrace including overhead water tanks, if any.
2. Washing and cleaning and maintenance of Indoor and Outdoor decorative plants, flower pots, cleaning and maintenance of lawns.
3. Emergency plumbing works pertaining to water supply, distribution and checking of leakages and replacement of leaking taps, etc.
4. Sanitation of bathrooms and toilets including supply of necessary items like liquid soap, naphthaline balls, room freshners, etc. to maintain hygienic atmosphere.
5. Cleaning and maintenance of all the drains within the compound of the Department.
6. Supply of suitable and adequate number of dustbins, cleaning of dustbins and removal/disposal of collected garbage to an approved location, clearance of segregated bio-medical waste as per the prescribed norms of bio-medical waste disposal at designated places.
7. Pest control, mosquito control including winged pests, larva control and rodent control of the entire campus of the Department in all covered and open area.
8. Cleaning of all equipments available in the rooms including telephone sets and accessories, computers and accessories, furniture, signage boards, notice boards, switch boards, Air-conditioners, etc. with dusting or wet mopping or vacuum cleaning.
9. Cleaning of all lighting, indoor as well as outdoor, and electrical fixtures.
10. Cleaning of drinking water coolers, water filters, Desert coolers, etc.
11. Cleaning of lifts (all components).

12. Cleaning of fire-fighting equipments, CCTV and public address systems, etc.
13. Cleaning of all miscellaneous equipments as available or being provided from time to time.
14. The cleaning of carpets, etc. with modern gadgets shall be done once a week.
15. Sweeping/Cleaning and wet mopping of the main hall of canteen/kitchen/pantry shall be done twice a day.
- 16. Any other provisions as advised by the Employer may be incorporated in the agreement. The same shall also be binding on the contractor.**

A pre-bid meeting is fixed for all participating Firms/Vendors on 15/05/2015 at 10:00 am in the **Sameeksha Hall** at above address.

The last date for submission of tenders is **21/05/2015** at **03:00 pm** .

INSTRUCTIONS TO BIDDERS**1. GENERAL:-**

The present tender is being invited for providing Housekeeping Services under which the contractor shall provide uniformed and trained personnel and will use its best endeavours to provide cleanliness of building, equipments, materials and Fixtures in ATDC, monitoring and surveillance of the premises.

2. ELIGIBLE BIDDERS:-

All agencies who are providing similar kind of services for at least last three consecutive years and having annual average turnover of **Rs.30,00,000/-** (30% of the estimated value of the contract) during the last three financial years in the books of accounts.

The bidder should have the experience of completion of similar works in any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or any other State Government or Public Sector Banks or Local Bodies/Municipalities as follows:-

- a. Three similar completed works costing not less than the amount equal to 40% of the estimated cost; or
- b. Two similar completed works costing not less than the amount equal to 50% of the estimated cost; or
- c. One similar completed work costing not less than the amount equal to 80% of the estimated cost.

3. QUALIFICATION OF THE BIDDERS:-

The Bidder, to qualify for the award of contract, shall submit a written power of attorney authorizing the signatories of the bid to participate in the bid.

(a) Memorandum of Understanding shall be provided in case the Bidder comprises of Joint venture/Consortium/Partnership.

(b) Nomination of one of the members of the partnership, consortium or joint venture to be in charge and this authorization shall be covered in the power of attorney signed by the legally authorized signatories of all members of consortium/joint venture/partnership firm;

(c) Details of the intended participation by each member shall be furnished with complete details of the proposed division of responsibilities and corporate relationships among the individual members.

The bidder shall submit full details of his ownership and control or, if the Bidder is a partnership, joint venture or consortium, full details of ownership and control of each member thereof.

Bidder or members of a partnership, joint venture or consortium shall submit a copy of PAN card No. under the Income Tax Act.

Bidder must submit copies of all documents required, duly self-attested, along with technical bid of the tender.

Each Bidder (each member in the case of partnership firm/joint venture/consortium) or any associate is required to confirm and declare with his bid that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other item

or work related to the award and performance of this contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission has been or will be paid and that the tender price will not include any such amount. If ATDC subsequently finds to the contrary, reserves the right to declare the Bidder as non-compliant and declare any contract if already awarded to the Bidder to be null and void.

Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.

4. ONE BID PER BIDDER:-

Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.

5. VISIT OF CENTRES PAN INDIA:-

The bidder is required to provide securities services to ATDC pan India and is advised to visit and acquaint himself with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the ATDC pan India and is aware of the operational conditions prior to the submission of the tender documents.

6. BID PRICES:-

Bidder shall quote the rates in Indian Rupees for the entire contract on a 'single responsibility' basis such that the Tender price covers contractor's all obligations mentioned in or to be reasonably inferred from the Tender document in respect of the Security Services at ATDC pan India

This includes all the liabilities of the contractor such as cost of uniform and identity cards of personnel deployed by the contractor and all other statutory liabilities like Minimum Wages, ESI, PF contributions, service charges, all kinds of taxes etc. which should be clearly stated by the contractor.

7. Payment:-

ATDC will pay monthly wages as worked out every month and service tax thereon after deduction to TDS on receipt of a bill. The bill should be accompanied by a certificate that the relevant laws were complied with for payment of wages and deposit of EPF and ESI contribution.

8. BID SECURITY:-

The contractor shall deposit Bid Security (Earnest Money Deposit) for an amount of **Rs.5,00,000/-** (5% of the estimated value of the contract) in the form of an Account Payee DD, Fixed Deposit Receipt from a commercial bank, or Bank Guarantee from a commercial bank in an acceptable form in favour of "**Apparel Training & Design Centre**" payable at **Gurgaon (HR)** along with the Tender document. The Bid Security will

remain valid for a period of forty-five days beyond the final bid validity period.

9. Refund of Bid Security:

Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.

Bid security of the successful bidder shall be returned on receipt of Performance Security in the ATDC and after signing the contract agreement.

10. Forfeit of Bid Security:

Bid Security shall be forfeited if the bidder withdraws his bid during the period of Tender validity.

Bid Security shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified by the Department.

11. Submission of Bids:-

Bids must be submitted in a cover super scribed as **“Tender for security services in ATDC on Pan India basis”** The cover should contain two covers containing Technical bid and Financial bid in the prescribed forms super scribed as **“Tender for security services at ATDC on Pan India basis – Technical Bid”** and **“Tender for security services at ATDC on Pan India basis – Financial Bid”** respectively.

All the sealed covers shall be addressed to:

**Registrar,
Apparel Training & Design Centre,
National Head Office,
Paridhan Vikas Bhawan,
P-50, Sec-44, Institutional Area,
Gurgaon (Haryana) -122003**

12. Validity of Bid:-

The bids shall remain valid and open for acceptance for a period of 120 days from the last date of submission of tender.

13. Late and Delayed Bids:-

Bids must be received at the address specified above not later than the date and time stipulated in the tender Notice. ATDC may, at its discretion, extend the deadline for submission of bids in which case all rights and obligations of ATDC and the Bidder will be the same.

Any bid received after the deadline for submission of bids, as stipulated above, shall not be considered and will be returned unopened to the bidder.

14. Bid Opening and Evaluation:-

The Technical Bids shall be opened by Committee at 03:30 pm on 21/05/2015 in the presence of the Bidders or of their representatives who choose to attend at the appointed place and time.

Financial bids of only the technically qualified bidders will be opened for evaluation in the presence of qualified bidders.

15. Award of Contract:-

ATDC shall award the contract to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the tender notice.

The successful bidder shall be required to furnish a Performance Security within 15 days as communicated by ATDC (An amount of 5% of the total value of the contract) in the form of an Account Payee DD, Fixed Deposit Receipt from a commercial bank, or Bank Guarantee from a commercial bank from a commercial bank in an acceptable form in favour of "Apparel Training & Design Centre" payable at Gurgaon (HR).

The Performance Security shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended by the contractor accordingly.

16. Period of Contract:

The contract may be valid initially for two years and the Department reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions for such period as may be agreed to, but not beyond further two years.

17. Termination of Contract:

ATDC reserves the right to terminate the contract by giving one month notice in writing without assigning any reason.

On expiry of the contract unless extended or upon termination of the contract under the provisions of the contract, the contractor shall remove his men from the site forthwith. The contractor shall be entitled only to receive payment till the date of the termination of contract. The contractor shall not be entitled to any other payment or compensation.

ATDC at its discretion may terminate whole or part of the contract without any written notice if the contractor refuses to render all or any of the services prescribed in the scope of the work or does not render them within the time or in the manner prescribed by ATDC or becomes incapable of or render them at all.

18. Forfeit of Performance Security:

Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds or the annulment of the award and forfeiture of Bid Security.

ATDC/NHO/ADMIN/HK/2015/TE-

Date: 24/04/2015

**(Dr. Poonam Shankar)
Registrar**

TENDER FOR PROVIDING HOUSEKEEPING SERVICES

TECHNICAL BID

01. Name of the Firm:

02. Office Address:

Tel No. :

Fax No. :

E-mail Address:

03. Name of authorized representative(s):

04. Registration certificate for

PF: Enclosed/Not Enclosed

ESI: Enclosed/Not Enclosed

Income Tax: Enclosed/Not Enclosed

Service Tax: Enclosed/Not Enclosed

05 Turnover during the last three years Year Turn over in Rupees (in words and figures)

2012-13

2013-14

2014-15

Please enclose documentary evidence for above facts

06. Tender fee Rs.1000/- (Non-refundable) is enclosed vide Demand Draft No. -----dated issued by

07. Details of experience in govt./public sector undertaking/Registered Societies during the last three years as per the attached format.

Details of Experience:

Period of Contract:

With dates of commencement and termination covering last 3 years:

Name of Employer/ Address/Tel.No:

Number of Housekeeping Staffs Employed:

To be printed on company letter head**Financial – Bid**

1. Contractor shall provide uniformed and trained personnel and use its best endeavour to provide sanitation and housekeeping services to the Department for providing neat and clean environment. Rates quoted will include all statutory obligations of the contractor under Minimum Wages Act, Contract Labour (R&A) Act, weekly-off replacement charges. Cost of uniform of personnel deployed by the contractor, all kinds of taxes, service charges, etc. of the agency. If the minimum wages is revised by the Government of India, the incremental wages, if applicable, will be provided.
2. The offers/bids which are not in compliance of Minimum Wages Act and any other Labour laws will be treated as invalid.
3. The contract is for two years.
4. The area and number of articles shown above is indicative and the actual quantity may vary.
5. The bidders may quote the rates with the cleaning materials of ISI specifications.

All the columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would be otherwise made the tender liable for rejection.

Sr.No.	Detailed Description	Amount
1.	Minimum wages for each Supervisor, Maid, Men	
2.	Charges for PF, ESI, Gratuity, Training, supervision, Bonus, Uniform, leaves, Reliever cost, Any special allowances, any other statutory obligations, administrative charges, If any.	
3.	Direct Cost to vendor including minimum wages & other charges mentioned at Sr.No.2 for Housekeeping Staffs	
4.	Overheads & profits %	
	Total(Direct Cost + Overheads& profit	

**** State wise Statement showing the cost of One Housekeeping person (8hrs.) must be attached in the above mentioned format.**

Statutory obligations

1. The total requirement (State wise) of housekeeping staff will be provided on later stage.
2. Service tax at the prescribed rates from time to time will be paid by ATDC.
3. The TDS will be deducted from the payments made by ATDC.
4. The minimum wages indicated at serial No.1 of the above table is as per rates published by state govt. This rate will however be revised on account of the revision of rates of minimum wages by state Govt.
5. The contract period is for 1 years initially and will be commenced from the date of issue of work order.