

State Project Implementation Unit

(Technical Education Quality Improvement Program –III, Dept. Of Tech. Edu. Govt. Of Raj.)

(World Bank Assisted Program of Ministry of HRD, Government of India)

Office: Center for Electronic Governance, Jhalana Doongari, Jaipur- 302004

Phone No. 0141-2701006; Email: spfuraj@gmail.com , Website: <http://www.spfuraj.ac.in>

Dated: 25/01/2017

To

The Interested Bidders.

Subject: Quotations for award of contract for providing Messenger and Housekeeping Services for the Office of State Project Implementation Unit (SPIU), Jaipur

Sir/Madam,

Office of State Project Implementation Unit (SPIU) is inviting sealed quotations from experienced and reputed Manpower Agencies for providing 01 Messenger and Cleaning Services for the office as per the detailed terms and conditions given in **Annexure - I**.

2. The messenger is required initially for a period 6 months or till the time the requirement is provided by National Project Implementation Unit (NPIU) whichever is earlier.
3. With regard to the Housekeeping services, the agency is advised to visit the office of SPIU, Jaipur between 10 AM to 5 PM to ascertain the quantum of housekeeping work and submit their quotations accordingly.
4. The manpower will have to be supplied by the agency within 10 days from the date of award of Contract.
5. Only those who fulfill the below mentioned minimum criteria need submit their bids:
 - a) The agency must be in the field of supply of manpower and cleaning services during last three years. In support the agency must submit company registration certificate.
 - b) The agency must submit at least 1 (One) copy of work order for providing the manpower services to Government Departments/ PSUs/ other reputed national level institutions.
 - c) The interested Firms/bidders should also be registered with the Government authorities such as ESI, EPF, Labour and Income Tax Authorities and a copy each of the registrations shall be attached with the bid.
 - d) The firm should not have been blacklisted by any Ministry/Department of the Government of India. The tendering firms/ bidders shall have to submit notarized affidavit on a stamp paper of Rs. 50/- to this effect that they have not been blacklisted or their business dealings with the Government Ministries/ Departments have not been banned as per Annexure II.
 - e) The agency should be willing to take up the Contract on the terms and conditions at Annexure-I.
 - f) Bids should be valid for a minimum period of 90 days from the date of bid opening

6. The tenders shall be submitted in two sealed covers.

(A) The first sealed cover should be superscribed "Technical bid for providing Messenger and Cleaning Services for the office SPIU Jaipur" and should contain:

- (I) All documents as per eligibility criteria clause 5 of this quotation document.
- (II) Acceptance of terms and conditions at Annexure-I
- (III) Undertaking toward non blacklisting as per Annexure II
- (IV) The proforma at Annexure-III (duly filled in)
- (V) All other required documents mentioned in Annexure-III.

The absence of any of the above mentioned documents in technical bid would result in the rejection of the entire tender.

(B) The second sealed envelope superscribed "Price Bid for providing Messenger and Cleaning Services for the office SPIU Jaipur " should contain a detailed of rates quoted for providing messenger and cleaning services strictly as per Annexure IV.

(C) The technical and financial bids should be packed in separate envelopes super scribed "Tender for Providing Messenger and Cleaning Services for the office SPIU Jaipur

7. The interested bidders, who are fulfilling the criteria, may submit the quotations at SPIU Office at Center for Electronic Governance, Jhalana Doongari, Jaipur- 302004 latest by 2nd February 2018 upto 1500 Hrs

8. The bids received after the last date and time will be summarily rejected.

9. The technical bids will be opened by the Tender Opening Committee on 2nd February 2018 at 1600 Hrs in the office of SPIU at Center for Electronic Governance, Jhalana Doongari, Jaipur- in the presence of the participating bidders, who may like to be present. The technical bid will be analyzed as per the eligibility criteria and the financial bids of only those bidders whose technical bids are found to be in order will be opened. The notice regarding opening of financial bid shall be informed to only the technically qualified bidders.

10. The firms should take special care to prepare the technical bids as well as financial bids. Omission of any of the required documents would result in the rejection of their entire tender. It may also be noted that failure of any firm to quote as per Price Bid shall result in summary dismissal of the bid, even though the firm is found technically qualified.

11. SPIU is reserves the right to cancel any or all the Tenders without assigning any reason therefor.

Yours faithfully,

(Sundeep Kumar)
State Project Coordinator
TEQIP, Jaipur

Encl:

- Annexure I – Terms and Conditions
 - Annexure II – Undertaking toward non blacklisting
 - Annexure III – Check list of document
 - Annexure IV – Price Bid
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TERMS AND CONDITIONS

- (1) The bidder shall bear all costs associated with the preparation and submission of their bid, and EdCIL will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
- (2) The persons engaged by the Agency should not have any adverse Police records/criminal cases against them. The Agency would be responsible to make adequate enquiries about the character and antecedents of the persons before their engagement for the purpose. The Character and antecedents of each personnel will be got verified by the service provider before their deployment through the local police. Proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect should be submitted to this Office. The service provider will also ensure that the personnel deployed are medically fit. The Service Provider shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request from this Office.
- (3) The service provider shall engage necessary persons as required by this office from time to time. The said persons 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/wages in time i.e. before 6th day of every month. There is no master & servant relationship between the employees of the service provider and this office and further the engaged person of the service provider shall not claim any absorption.
- (4) The service provider's personnel shall not claim any benefit/compensation/ regularization or services from this Office under the provision of Industrial Dispute Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.
- (5) The service provider's personnel shall not divulge or disclose to any persons of any details of office, operation process technical know-how, security arrangements, and administrative/ organisational matters as all are confidential/ secret in nature.
- (6) The service provider's personnel working should be polite, cordial, positive and efficient while handling the assigned work and their action shall promote goodwill and enhance the image of this Office. The service provider shall be responsible for any act of indiscipline on the part of the personnel deployed by him.
- (7) That the personnel deployed shall not be below the age of 18 years.
- (8) The service provider will have to remove from the office, any debarred persons, who are found incompetent or for his/her/their misconduct and the service provider shall forthwith replenish such requirements. The service provider shall replace immediately any of its personnel, if they are unacceptable, to the Office because of any security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from this office.
- (9) The service provider shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
- (10) The transportation, food, medical and other statutory requirement in respect of each personnel of the service provider shall be borne by the service provider.

- (11) Working hours would be normally from 9.30 AM to 6.00PM during working days including 30 minutes lunch break in between. However, in exigencies of work, they may be required to sit late and the personnel may be called on Saturday, Sunday and other Gazetted Holidays, if required. They may be paid extra wages by the Service Provider on the basis of a Certificate provided by the office as per the rates approved.
- (12) That the agency shall be responsible for payment of wages to each worker employed by him as Contract Labourer and such wages shall be paid before expiry of such date as may be prescribed.
- (13) It is obligatory on the Contractor to ensure that wages paid should not be less than the minimum rates fixed by the Government, from time to time and all statutory requirements such as Provident Fund, Employees State Insurance and Bonus etc. must be incorporated in salary.
- (14) The service provider will submit the bill in triplicate in respect of a particular month in the first week of the next month. The payment will be released by the third week of the following month after deduction of taxes deductible at source under the law in force.
- (15) Payments to the service provider would be strictly on certification by the officer with whom personnel is attached that his services were satisfactory and attendance as per the bill preferred by the service provider.
- (16) No wages/remuneration will be paid to any staff for the days of absence from duty.
- (17) That the agency on its part and through its own resources shall ensure that goods, materials and equipment's etc. are not damaged in process of carrying out services undertaken by it and shall be responsible for act of commission or omission on the part of its staff or its employees etc. If this Office suffers any loss or damage on account of negligence, defaults or theft on the part of the personnel of the agency, then the agency shall be liable to reimburse pecuniary value of loss, as decided by this Office for the same. The agency shall keep SPIU fully indemnified against any such loss or damage.
- (18) SPIU will maintain an attendance register in respect of the Messenger deployed by the agency on the basis of which wages/ remuneration will be decided in respect of the staff at the approved rates.
- (19) The successful bidder will enter into an agreement with SPIU for providing messenger and cleaning services.
- (20) The agreement 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 agreements then one month's wages etc. and any suitable amount due to the agency from SPIU shall be forfeited.
- (21) On the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts 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.
- (22) Any legal dispute arising out of the above contract shall be settled in the jurisdiction of the High Court of Jaipur.

UNDERTAKING

This is to confirm that we M/s _____ (give full address) have not been blacklisted in any of the government department and public sector undertaking /enterprise in India and central Vigilance commission, in last three year (2014-2015, 2015-2016 & 2016-2017) or before release of quotation document.

If the above information found false at any stage after the placement of Award letter, State Project Implementation Unit (SPIU), Jaipur will have full right to cancel the Award letter. All the direct and indirect cost related to the cancellation of the order will be borne by us besides any legal action by SPIU which may be deemed fit at that point of time.

Authorized Signatory

Note: *The undertaking regarding the non blacklisting of firm is to be submitted on a non-judicial stamp paper of Rs. 50/- (Fifty only).*

Checklist of documents to be submitted by the agency

S.No	Particulars	Reply	Page No. of the document enclosed
1	Name of the Agency/ Firm/ Company/ Society		
2	Date of establishment of the agency (attach copy of the registration letter)		
3	Detailed office address of the Agency with office telephone number, Fax number and Mobile number and the name of the contact person(s)		
4	Whether registered with all concerned Government authorities (PF/ESI etc.) (Copies of all certificate of registration to be enclosed.)		
5	PAN/ TAN Number (Copy to be enclosed)		
6	GST Number if applicable (Copy to be enclosed)		
7	To submit a notarized affidavit on a stamp paper of Rs. 50/- that they have not been blacklisted or their business dealings with the Government Ministries/ Departments have not been banned strictly as per Annexure IV		
8	Experience in dealing with Government Departments. (Indicate the names of the Departments and attach copies of contract orders placed on the agency)		
9	Whether a copy of the terms and conditions (Annexure-I) duly signed in token of acceptance of the same is attached?		

Signature of the authorised signatory of the Tenderer with seal of the Firm.

PRICE BID

No.....

Dated

To

State Project implementation Unit (SPIU)
Center for Electronic Governance,
Jhalana Doongari, Jaipur- 302004

Subject : Quotations for award of contract for providing Messenger and Cleaning Services.

S.No	Item head	Amount Quoted (Rs.)
1.	Wage payable to 01 Messenger for 8 hours of duty per day as per Minimum wages (including EPF, ESI, GST and agency Service Charges)	
2.	Housekeeping service for office of SPIU Jaipur (including EPF, ESI, GST and agency Service Charges)	
Total Amount		

Total Amount In Words (Rupees.....)

Signature of the authorised signatory
of the Tenderer with seal of the Firm.

Note:

- 1. Discount or any other offers affecting the package price must be mentioned here only. Discount or any other offers affecting the package price mentioned at any other place of the bid will not be considered.*
- 2. Bids shall be evaluated based on total price quoted by the bidders.*