Notice Inviting e-Tender

1. Tender for the Service of
   e-Tenders are invited from the reputed firms/Agencies for Maintenance & House -
   Keeping of Chief Secretariat Building, Puducherry.

2. Tender Fee
   Rs.500/- + 4% VAT

3. Earnest Money Deposit
   Rs.20,000/-

4. This Tender Notice contains
   9 Pages

5. Period of Service
   3 Years from the date of commencement of contract.

6. Inviting Officer
   The Under Secretary to Govt. (Estt.)
   Chief Secretariat, Puducherry.
NOTICE INVITING e-TENDER FOR ENGAGEMENT OF AGENCY/FIRM TOWARDS THE MAINTENANCE AND HOUSE-KEEPING OF CHIEF SECRETARIAT BUILDING.

e-Tenders are invited from the reputed agencies/firms towards the maintenance and House Keeping of the Chief Secretariat, building Puducherry for a period of three years from the commencement of the Contract after issue of work order as per the terms & conditions mentioned in the tender.

MAINTENANCE OF THE CHIEF SECRETARIAT BUILDING AND NATURE OF WORKS.

The Chief Secretariat, Puducherry is functioning at Goubert Avenue, (Beach Road), Puducherry. The Chief Secretariat, consists of three Blocks each with four floors as detailed below. The Officers and staff strength in the Chief Secretariat, Puducherry is about 356. The Chief Secretariat (Establishment) has proposed to entrust the work of House Keeping i.e., cleaning of office, corridors, toilets etc., of the Chief Secretariat, Puducherry to a private agency for a period of 3 years.

2. The Chief Secretariat building consists of officers chambers, section halls, visitors hall, corridors, toilets etc., as follows:-

<table>
<thead>
<tr>
<th>Block</th>
<th>Ground floor</th>
<th>1st floor</th>
<th>2nd floor</th>
<th>3rd floor</th>
<th>4th floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>“A” Block</td>
<td>Chamber – 1 No Section – 2 Nos Toilet – 2 Nos</td>
<td>Chamber – 3 Nos Section – 6 Nos Visitor Hall – 1 No Toilet – 3 Nos</td>
<td>Chamber – 6 Nos Section – 5 Nos Visitor Hall – 1 Toilet – 2 Nos</td>
<td>Chamber – 1 No. Section – 2 Nos Conf. Hall – 1 No Toilet – 3 Nos</td>
<td>Chamber – 2 Nos Section – 2 Nos Toilet – 3 Nos</td>
</tr>
<tr>
<td>“B” Block</td>
<td>Chamber – 4 Nos Section – 1 No Toilet – 4 Nos.</td>
<td>Chamber – 1 No Section – 1 No Toilet – 1 No</td>
<td>Chamber – 4 Nos Section – 5 Nos Toilet – 4 Nos</td>
<td>Chamber – 5 Nos Section – 2 Nos Comm. Hall – 1 No Toilet – 4 Nos</td>
<td>Chamber – 3 Nos Section – 5 Nos Toilet – 4 Nos</td>
</tr>
<tr>
<td>“C” Block</td>
<td>Chamber – 2 Nos Section – 1 No Toilet – 1 No</td>
<td>Comm. Hall – 1 No Section – 1 No Toilet – 1 No</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(32 Officers Chambers, 35 Sections, 33 Toilets, 2 Visitors Hall, 2 Committee Hall and 1 Conference Hall)
3. The Cleaning works in the Chief Secretariat, Puducherry has to be carried out by the House Keeping Agency on regular intervals as per the details given below:

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Places where cleaning works to be carried out</th>
<th>Nature of Work</th>
<th>Required no. of times cleaning works to be carried out.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Floors</td>
<td>Sweeping and Mopping</td>
<td>Daily one time in the morning before 08.00 AM</td>
</tr>
<tr>
<td>2.</td>
<td>Doors, Windows and Glasses</td>
<td>Cleaning</td>
<td>Once in a week</td>
</tr>
<tr>
<td>4.</td>
<td>All the Toilets in the Chief Secretariat,</td>
<td>Cleaning</td>
<td>4 Times daily (2 times in the forenoon and 2 times in the afternoon)</td>
</tr>
<tr>
<td>5.</td>
<td>Clocks and Fans</td>
<td>Cleaning</td>
<td>Once in a fortnight.</td>
</tr>
<tr>
<td>6.</td>
<td>All the Parking area of the Chief Secretariat (Cars and Two wheelers)</td>
<td>Cleaning and Sweeping</td>
<td>Daily once</td>
</tr>
<tr>
<td>7.</td>
<td>Open space in and around the Chief Secretariat, Puducherry</td>
<td>Cleaning and Sweeping</td>
<td>Daily once</td>
</tr>
</tbody>
</table>

**NATURE OF WORKS**

i) Mopping the corridors, sweeping of Office Rooms and Mopping of the office rooms in all floors.

ii) Cleaning of all toilets and sanitation with disinfectant twice in each session Forenoon (8:00 am to 11.00 am) and Afternoon (2:00 pm to 4:00 pm)

iii) Dusting of windows and cleaning of the interior partition.

iv) Dusting the entire building (ceiling, Electrical fittings etc.)

v) Washing of staircases etc.
E- TENDER CONTAINING FOLLOWING TERMS & CONDITIONS

1. GENERAL CONDITIONS:

➢ The online bidder shall digitally sign on all documents uploaded by him and bidder shall be responsible for their correctness and authenticity as per I.T Act.,

➢ The undersigned reserves the right to reject any or all tenders without assigning any reason. Any other officer as may be authorised by him also reserves the right to accept or reject any tender in whole or in part.

➢ No revision of terms or increase in rates will be allowed during the consideration of this tender.

➢ The undersigned is not bound to accept the lower quotation.

➢ The particulars of the tenderer's organizations should be provided in the bid as per Bid document.

➢ Before quoting the rate, the intending tenders shall visit the Chief Secretariat (Establishment), Puducherry to take stock of the scope of work to be carried out. The Clarifications, if any, shall be had from the office of the undersigned during office hours in person or through Phone Number 0413 – 2233280, 2233222. Extension: 280, 222.

➢ Conditional offers, offers not conforming to the terms and conditions and the ones not submitted in the prescribed format(s) will be rejected.

➢ EPF and ESI to be recovered from the work persons and the challan to be submitted before the undersigned every month.

➢ Canvassing whether directly or indirectly in connection with tenders is strictly prohibited and the tenders submitted by the agencies/firms who resort to canvassing are to be rejected.

➢ The tender for rendering of maintenance and Housekeeping in the schedule is in accordance with all aspects of e-procurement policy of the Government and terms and conditions and instructions of the e-tender notice.

➢ The NIT shall form part of contract/agreement document. The Department will not be responsible for any failure, malfunction or breakdown of electronic systems used during the e-procurement process.
2. SPECIFIC CONDITIONS:

- The engagement of House Keeping work in the Chief Secretariat, shall be for a period of three years from the date of commencement of contract.

- The Cleaning/sanitation work has to be carried out according to details of work in the e-tender notice.

- There shall be a minimum of two workers engaged in each floor and totally 22 workers in all floors in three Blocks (A, B & C) as per the requirement of work. Out of 22 workers of engagement, **male workers must be minimum 2 Nos.**

- The Agency shall comply with provisions of minimum wages Act, rules and notifications issued from time to time.

- The cleaning materials shall be supplied to the House Keeping agency by the Chief Secretariat.

- The House Keeping Agency shall be provided with a Log Book to obtain signature from the floor-in-charge after every day cleaning.

- The engagement of House Keeping is liable for cancellation, if there is any adverse remarks noticed regarding cleaning works.

- All the workers engaged in House Keeping must be compulsorily in uniform with hand gloves, face mask and wear I.D Card supplied by the Agency.

- Segregation and disposal of waste shall be specified.

- The Character and antecedent of the workers and supervisors will be got verified by the Police authorities before they are engaged by the agency.

- **The firm/agency registered in Puducherry only will be allowed to participate in the tender. The tender document of the firms/agency other than from Puducherry will not be considered.**

- Conditional offers will be rejected.

- The rates must be quoted only in the BOQ after downloading it from the website.
3. The tenderer will be able to download the Notice Inviting Tender and other related documents from the website viz., [https://pudutenders.gov.in](https://pudutenders.gov.in).

The bidders can upload the bid document online by verifying the tender assignment works from the website, only after obtaining the valid e-Token and Digital Signature Certificate (DSC).

The tenderer who had downloaded the e-Tender Schedule from the website shall submit the Tender Schedule online before the scheduled time of submission. Both the DD’s one for EMD and another for Tender fee are to be scanned and uploaded in the e-tender and **the DD’s in physical form are to be submitted to**

The Under Secretary to Govt.(Estt.),
Chief Secretariat,
Puducherry.

in a sealed envelop superscribed with words “EMD and Tender fee for the Maintenance and House Keeping of the Chief Secretariat, Puducherry”, on or before 3.00 P.M on 20.11.2014. The scanned copies of the DD’s shall be uploaded in the website also.

4. Tender Schedule:

- Availability of NIT and Tender document from 6.00 P.M on 24.10.2014.
- Pre-Bid Meeting on 30.10.2014@ 3.30 P.M
- Bid Submission start time – online for the e-tender is 03.11.2014 @ 11.00 A.M,
- Bid Submission closing time – online for the e-Tender is 20.11.2014 @ 3.00 P.M,
- Date & Time of opening of Tender is 20.11.2014 @ 4.00 P.M,

Tenderers are requested to stick on the date and time limit specified above strictly.

The Under Secretary to Govt.(Estt.), Chief Secretariat, Puducherry reserves the right to change the opening time and date of the e-tender. The undersigned reserves the right to accept or reject any tender without assigning any reason thereof. In case, if any dispute, the decision of the undersigned, will be the final.
5. **Pre-Bid Meeting**

Tenderers may please note that a Pre Bid Meeting will be held on 30.10.2014 at 3.30 P.M in the Committee Hall, 3rd floor, "B" Block, Chief Secretariat, Puducherry wherein all the clarifications with regard to Technical/ Commercial conditions shall be given. Tenders all are requested to attend the Pre Bid Meeting.

6. **Validity of the Offer**

The rates quoted will have to be valid for the contract period of three years and no additional cost for any reason or at any cost shall be charged.

7. **Earnest Money Deposit & Tender Fee**

The bidder shall furnish, as part of its bid, a refundable EMD in the form of A/c payee demand draft of Rs.20,000/- (Indian Rupees twenty thousand only). The demand draft should be drawn on a nationalized bank valid for three months and in favour of "The Under Secretary to Government (Establishment)" payable at Puducherry. The name of the Agency/firm has to be written in the back side of the demand draft without fail. The bid will be disqualified if the EMD is not submitted. The tenders without the EMD in the form of "Demand Draft" shall be summarily rejected. In the case of an Agency not selected, their EMD will be returned/ refunded within two months of the finalization of tender without any interest. The earnest money deposit of successful tenderer will be treated as Security Deposit. The Security Deposit will be released after the completion of the contract period.

The Tender fee of Rs.500/- + VAT @ 4% shall be submitted in a separate demand draft in the favour of "The Under Secretary to Government (Establishment)" payable at Puducherry" as per the provisions contained in the website for e-Tender.

8. **PAYMENT TERMS**

Payment shall be made to the agency at the end of every month after verification of Log Book, on certification that the assigned works have been executed in accordance with the Work order.

9. **Amendment to Bid Documents**

The amendments if any will be notified in official "Website" and these amendments will be binding on bidders/tenders.
10. CANCELLATION OF CONTRACT:

The undersigned reserves the right to cancel the work order placed on the successful tenderer if:

a) The tenderer commits a breach of any of the terms and conditions of the tender/work order.

b) The tenderer goes into liquidation voluntarily or otherwise, and their security deposit will be forfeited.

11. Instructions for Submission of Bids:

The Bidders are requested to attach the following details:

i. Cover (A) (Technical Bid)

THE TENDERER SHOULD FURNISH THE FOLLOWING SCANNED CERTIFICATES/DOCUMENTS IN COVER "A" IN THE FOLLOWING ORDER:

a. Scanned copy of E.M.D & Tender fee.


c. Certificate of registration of the Firm (Labour Contract) with latest status of renewal issued by the Labour Department, Puducherry.

d. Copies of EPF/ESI Registration Certificate.

e. Period of standing in the trade (House Keeping) should be not less than five years.

f. Copies of certificates in proof of the past satisfactory House Keeping work done in any office complex/factory etc.,

g. Copies of certificates in proof of availability of work force.

h. Signed certificate as specified in Annexure as a token of acceptance of all the terms and conditions of the tender.

Note: Failure to produce any of the documents would entail rejection of their quotation. The Financial Bid (BOQ) will be admitted for opening only if the scanned copy of the above said documents are properly placed/uploaded.

ii. Cover "B" (Financial Bid) shall contain only the BOQ.

OPENING OF FINANCIAL BID (BOQ)

The Financial Bids (BOQ) of only technically qualified bidders will be opened on a specified date.

Note:

1. The rates should be quoted only in the BOQ in the website.
2. For further details and assistance in e-bidding, the Tenders may contact the “e-Procurement Cell”, 3rd floor, Chief Secretariat, Puducherry. The Help Desk number is (0413-2220225). For their own benefit, it is suggested that the Tenders may contact the above telephone number for training.
iii. The bidders need to submit their comprehensive bids – Technical bid (Copies of documents as mentioned vide para 11 (i) in same order “a” to “h”) and EMD & Tender Fees (as mentioned at para No.3) – in two separate sealed envelopes one Technical Bid and other for E.M.D & Tender Fee and then put these two envelopes in one big envelope superscribing as “e-Tender for the engagement of agency/firm towards the maintenance and House Keeping of the Chief Secretariat, Puducherry.” and addressed to the Under Secretary to Government (Establishment), Chief Secretariat, Puducherry and reach the undersigned, on or before 3.00 P.M on 20.11.2014. (Closing date)

12. Tender Opening:

- On the scheduled time and the date of opening, the Under Secretary to Govt.(Estt.), Chief Secretariat, Puducherry authorizes the opening of tender on the notified time. Tenderer can access the particulars, after opening of tender in the website. The department will not be liable for any delay in submission of tender.

- If the opening day of tender happens to be Public Holiday, the same will be opened on next working day.

- The work order will be issued to the successful tenderer on acceptance of their tender.

- Agreement shall be drawn between the successful tenderer and the Under Secretary to Govt.(Estt.), Chief Secretariat, Puducherry on acceptance and finalization. Tenderer should quote their rate and adhere to the terms and conditions of this tender.

Besides the above, the tenderer should furnish a certificate as specified in Annexure as a token of acceptance of all the terms and conditions of the tender and upload the same with the tender. Otherwise the tender will not be considered under any circumstances.
ANNEXURE

DECLARATION-I

"I/We _________________________ do hereby declare that the workers engaged by my agency/firm shall be paid the statutory minimum wages and they will be covered under the statutory provisions of E.P.F, E.S.I. etc., and will comply with all the Labour Laws in force."

SIGNATURE OF THE TENDERER. WITH SEAL.

DECLARATION-II

"I/We _________________________ the undersigned certify that the terms and conditions of tender are accepted and that in the event of selection of my/our rates, the contract in the prescribed form will be entered into".

SIGNATURE OF THE TENDERER. WITH SEAL.