

1. Gujarat Power Engineering & Research Institute (GPRI) invites **“Tender for Providing Housekeeping Services at GPRI”** from reputed agencies. The contract period will initially be for a period of one year extendable on satisfactory performance and mutual consent on same terms and conditions.
2. Tender should be sent by RPAD or Speed Post in sealed envelope with signed and sealed copy of our term & conditions and proper documents on given below address:
Purchase Officer
Gujarat Power Engineering & Research Institute
Nr.Toll Booth, Ahmadabad - Mehsana Express Highway,
Village: Mevad, Ta & Di: Mehsana-384460
Gujarat, India.
Ph No: 9276892833
3. The agency should carefully read, understand and seek clarifications, if any, before filling in and submitting the tender. No claim whatsoever will be entertained for any alleged ignorance thereof.

Last date of submission of tender to GPRI is 18th January, 2019 up to 4:00 p.m. and the tender opening date is 19th January, 2019 at GPRI.

Note: Agency shall remain present on the date & timing of tender opening.

Annexure - I

Name of agency and Agency			
Details of Experience in the similar Field (attach copies from the Agency)			
Details of Experience in the similar Field (attach copies from the Agency)	Period		Organization
	From	To	
Infrastructure available with the Agency (Yes/No)			
Address (with Tel & Mob No)			
Nature of the concerned Sole proprietor or Partnership firm or a Company or a Government Department or a Public Sector Organization) (Attach proof)			
Registration Number of the Firm(attested photocopy of registration should be attached)			
PAN Number of Tenderer/Concern: (attested photocopy of registration should be attached)			
GST Registration No(attested photocopy of registration should be attached)			

Terms & Conditions:-

1. The Housekeeping Staff required may increase or decrease depend upon the requirement of GPERI.
2. The agency will be responsible to provide Housekeeping Staff during leave / absent/ weekly holidays for which no additional amount will be paid.
3. Tender should be enclosed in a sealed cover, subscribed "Tender for providing Housekeeping services at GPERI" and should reach this office on or before the last date and time fixed. Tenders received after will not be considered.
4. The agency shall have to provide 13 nos. of Housekeeping Staff with cleaning materials (As per Annexure – III) at GPERI.
5. **EARNEST MONEY DEPOSIT: (E.M.D.)**
Bidders are required to submit Earnest Money Deposit amount of Rs. 10,000/- with their bids. The EMD is payable by Demand Draft, of any Nationalized Banks, drawn in favour of the Gujarat Power Engineering & Research Institute payable at Mehsana.
6. **REFUND / FORFIETURE OF E.M.D:-**
EMD of the successful/unsuccessful tenderers will be returned without intimation within 60 days of placing of the order to the successful tenderer subject to the unsuccessful bidder returning the original receipt of the EMD together with the advance stamped receipt, to the Purchase Officer of GPERI.
7. **Scope of work:** The agency shall be responsible for cleaning of all the classrooms, laboratories, Library, Seminar hall, conference hall, all offices, workshop, Courtyards, corridors, grounds, roads (inside the campus), toilets, bathrooms, canteen, etc... i.e. all assets and all buildings of GPERI campus.
8. **Penalty:** - In case of breach of any conditions of the contract or not providing cleaning materials as per require qty or suggested brand in every month, the Institute will deduct 5% (of Monthly bill amount) penalty from their Monthly bill amount.
9. The Agency will provide the Housekeeping Staff throughout the year and it will be ensured by the agency to follow all statutory norms prevailing in the state of Gujarat.
10. The Agency will furnish a report of attendance of all Housekeeping Staff deputed for deployment with GPERI along with necessary police verification. This shall also be applicable for those provided on temporary or replacement basis.

- 11.** The Agency shall abide by all Labour Law Rules and Regulations as issued by the Govt and amended from time to time and any other law affecting the services in any way. It will be the responsibility of the agency to meet all the statutory requirements of Central and State Governments for employment of staff as required by the college.
- 12.** The Agency shall be responsible for the conduct of the all the staff deployed by him as per law of the land.
- 13.** Agency should have successfully run the Housekeeping contract in minimum 2 companies or institutes. (Attach the contract copy with tender). This is a desirable condition.
- 14.** The Agency shall get its entire Housekeeping Staff, deployed at GPERI covered under the requisite General Insurance Scheme under the prescribed Act of any additional insurance to cover liabilities under payment of Compensation Act. Any accident to housekeeping staff while working at GPERI shall be the sole responsibility of the Agency and no compensation on any ground will be paid by GPERI, other than wages.
- 15.** The person proposed to be deployed at GPERI should be physically fit and fully capable to understand and carryout all the duties expected from them satisfactorily.
- 16.** The bearer / staff (not below the age of 18 years) employed by the contractor shall have to be medically fit and free from any ailment. The contractor shall not employ young children as prohibited under the law / rules / regulations. Maximum age limit is 50 yrs.
- 17.** The agency should ensure that none of the Housekeeping Staff members has any criminal/legal case pending against him/her in any police station or court of law.
- 18.** The agency will be responsible for providing the housekeeping staff with Uniform/Dress/ID Card as per weather condition which are serviceable will be ensured.
- 19.** Deployed housekeeping staff has not to acquire any kind of liquor and chewing tobacco/gutkha in the campus during the duty. If they are found, the contract will be terminated without giving any prior notice to the agency.
- 20.** That the employees employed by the agency do not have any right to raise dispute/claim/demand before/against GPERI and if any kind of such litigation arises then agency shall be liable to bear for the expenses as a result of such litigation.
- 21.** The Agency will be responsible for any damage/loss or theft caused to the equipment/ property of GPERI or any person residing in the college/hostel premises and will make good any such loss or damage to GPERI /concerned person.

22. The Agency will submit the documents relating to compliance of ESI, EPF & MP Act 1952 and any other relevant law before the clearance of monthly bill, which the GPRI will be empowered to deduct the same at source.
23. The persons proposed to be deployed at GPRI will carry out the duties as per the directions of the management.
24. The agency will furnish a report of attendance of all housekeeping staff deputed for deployment at GPRI along with necessary police verification. This shall also be applicable for those provided on temporary or replacement basis.
25. GPRI reserves all the rights to cancel any or all the offers / bids or to accept any offer without assigning any reasons at any stage of tendering process.
26. The Income Tax as applicable from time to time shall be deducted from the monthly payment of Agency.
27. The decision of the management in terms of functioning of employees deployed by the firm, levying of fines for damages will be final and non negotiable in any manner or any other form of arbitration.
28. The Agency should be registered with EPF, ESI, GST departments, license of housekeeping services and photocopies of the following documents will be attached along with the tender. Tenders received without the details asked for may not be considered : -
 - (a) ESI Registration.
 - (b) PF Registration.
 - (c) ESI, PF and GST latest deposit receipts.
 - (d) PAN Card.
 - (e) Copy of terms and conditions duly signed with seal of the firm, in token of acceptance of terms and conditions.
 - (f) GST Registration Certificate
 - (g) If the vendor fails to enclose any or all of the above documents his offer is liable to be rejected and will not be considered for empanelment.

The Agency will also attach an undertaking having read the above conditions and to abide the same in future if the contract for housekeeping services is awarded to them.

29. **Contract Period:** - The agreement will be initially for a period of 1 (one) year from the date of agreement.

30. Termination:- The Institute reserves its right to terminate this contract after giving one week prior notice in case of unsatisfactory services or non-compliance of any of the condition of this agreement. Further either party can terminate this agreement after giving one month prior notice. If any kind of misbehavior/misconduct by your person is observed during the contract period, the contract will be taken as terminated on the same day.

In the event of termination of contract for unsatisfactory services or non- compliance, Management of the Institute has every rights.

31. Payment Terms & Conditions: - The monthly bills payment will be released only after making salary payment to the Housekeeping Staff at the office site, along with proof of salary payment, proof of PF, ECR for PF , ESI deposited challan. The Institute will make the payment of such bill to you within 30 days from the receipt of the invoice.

32. The Agency should pay Salary to all deployed housekeeping staff on or before 7th of every month.

33. Retention Money:-10% payment will be deducted from the monthly invoice as retention money and the same will be released after successful completion of contract period.

34. Jurisdiction. The contract shall be governed by the Laws of India for the time being in force. The Courts of Mehsana only shall have jurisdiction to deal with and decide any legal or dispute arising out of this contract/terms and conditions.

35. Settlement of Disputes. Any disputes or difference arising out of or in connection with the Contract/Terms and Conditions shall be to the extent possible settled amicably between the parties. If amicable settlement cannot be reached then all disputed issues shall be settled by arbitration.

36. Arbitration. In the event of any dispute or difference arising under this Contract, the matter shall be referred to the Arbitrator to be nominated by the Principal, GPRI and whose decision will be final and binding on both the parties. The venue of arbitration will be GPRI subject to as aforesaid the Arbitration Act, 1940 and the rules there under and any statutory modification thereof for the time being in force shall be deemed to apply to the Arbitration proceedings under this Contract.

Seal of the Firm

Signature of the Authorized

Annexure - IIFinancial Bid

Sr. No.	Particular	Qty	Working Hours	Rate (per month)	GST	Total Rate after GST (per month)	Total Amount (per month)
1	Housekeeping Staff (With cleaning materials as per Annexure - III)	13 nos	8 hrs				
TOTAL AMOUNT (for 13 nos staff with cleaning materials) (per month):-							

Signature & seal of authority

<u>Annexure - III</u>			
Cleaning Material List (per month)			
Sr. No	Material (brand)	Unit	Qty
1	Floor Cleaner	Ltr	35
2	Glass Cleaner	Ltr	10
3	Toilet Bowl Cleaner	Ltr	30
4	Hand Wash (Dettol)	Ltr	10
5	Ceramic-Tiles/Wall Cleaner	Ltr	10
6	Room Freshener (Godrej)	Ltr	5
7	Naphthalene Balls/white/colour	kgs	2
8	Ordinal	Nos	10
9	Sunny	Nos	10
10	Yellow duster	Nos	12
11	Cloth duster	Nos	24
12	Feather brush	Nos	5
13	Pinza Mop duster	Nos	15
14	Floor Squizee	Nos	12
15	Platform Squizee	Nos	5
16	Window Squizee	Nos	5
17	Spray Bottle	Nos	12
18	Micro Fibre Mop (dry)	Nos	5
19	Micro Fibre Mop (Vet)	Nos	5
20	Scotch Brite	Nos	24
21	Pinza refill	Nos	15
22	Dry Mop Cloth	Nos	22
23	Dust Pan	Nos	12
24	Floor duster	Nos	12
25	Pump / Plunger	Nos	5
26	Soft Broom	Nos	12
27	Hard Broom	Nos	12
28	Bucket	Nos	12
29	Vacuum Cleaner	Nos	1

30	Floor cleaning scrubber machines	Nos	1
31	Fenile	ltr	20
32	Toilet roll	nos	10
33	combo brush	nos	6
34	Acid	ltr	5
35	Gemecin powder	kgs	10
36	Nirma detergent powder	kgs	5
Note: Above quantity may vary as per season and weather condition.			