

No.

Tender Fee : Rs.500/-

South Central Zone Cultural Centre, Nagpur
(Ministry of Culture, Government of India)



TENDER DOCUMENT

FOR

Procurement of Housekeeping Service

(**Note:-**Submission of Technical Bid./ Financial Bid. In Annexure A to L 'Annexure - C & L Fin. Bid.' enclosed with the tender document in mandatory. Failure to submit in original is liable to rejected.)

(Cost Value of Work: Rs.23.00 Lakh)

56/1, Civil Lines, Opp. MLA Hostel, Nagpur-440001

Tel: 0712-2562974, 2565107 Fax: 0712-2560966

Email: director@sczcc.gov.in

Website: www.sczcc.gov.in

South Central Zone Cultural Centre, Nagpur

(Ministry of Culture, Government of India)

56/1, Civil Lines, Opp. MLA Hostel, Nagpur-440001

Notice Inviting Tenders

Sealed Tenders are hereby invited by the Director, SCZCC, 56/1, Civil Lines, Opp. MLA Hostel, Nagpur-440001 from the agencies who provide Security services.

Sealed tenders are invited only from those vendors who can furnish following details without which their bids will be summarily rejected:

1. Firm's Registration Number
2. EPF Registration Number
3. ESI Registration Number
4. PAN Number
5. GST Registration
6. Photo copies of documents in support of Sl. Nos. 1 to 5 above.

Name of Work : Providing Housekeeping Services for
South Central Zone Cultural Centre
56/1, Civil Lines, Opp. MLA Hostel,
Nagpur-440001

Time allowed for completion : 12 Months

Tender Fee : Rs.500/-

Earnest Money Deposit : Rs.70,000/-

Security deposit : Rs.2,50,000/-

Note: This tender schedule should be returned with all papers intact without detaching any part of the document.

The DIRECTOR, SCZCC, Nagpur, reserves the right to reject any or all tenders or to allot part of the works to different agencies, without assigning any reason thereof.

DIRECTOR
South Central Zone Cultural Centre
56/1, Civil Lines, Opp. MLA Hostel,
Nagpur-440001

Tender Notice No. SCZCC/ADMN/39/TENDERS/HKT/2019

| | | |
|-----|-------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I | Authority, Designation and Address | The Director , South Central Zone Cultural Centre, 56/1, Civil Lines, Opp. MLA Hostel, Nagpur-440001 Website: www.sczcc.gov.in |
| II | Name of the work and Place of execution | Providing Housekeeping Services for SCZCC, Nagpur |
| III | Tender documents - Place and due date for obtaining tender | Tender documents can be downloaded from website / or obtained from the address mentioned in column I above between 02/12/2019 to 12/12/2019 up to 05.00 p.m. during office hours. |
| IV | Due Date, time and place of submission of Tender | Last Date of submission: 13/12/2019 Time: 4.00 P.M. Place : At the address mentioned in column I |
| V | Date, time and place of Tender Opening | Tech. Bid Opening: 16/12/2019 Time: 3.00 P.M. Place : At the address mentioned in column I Financial Bids: Date will be intimated separately |
| VI | Any other important criteria specified by the tender inviting authority | Tender received after due date and time will be rejected. Bidder should ensure that the Quotation are Sealed while submission of documents. |

Sealed tenders are invited in the form of technical bid and price bid for providing Housekeeping Services for SCZCC, Nagpur from well-established reputed firms/registered Housekeeping Agencies. The bid should be sealed by the bidder and duly superscribed as Tender No: SCZCC/ADMN/39/TENDERS/HKT/2018 and name of the tender with due date for submission.

Intending eligible bidders may download the tender documents from the official website i.e. www.sczcc.gov.in. They must ensure that requisite tender fee/cost is enclosed in the form of Account Payee Demand Draft from any of the commercial bank in favour of "The Director, SCZCC, Nagpur", with their tender, failing which the tender will be treated as incomplete and will be ignored.

The EMD & Tender fee (Demand Draft) should be enclosed with the technical bid of tender document.

**Director
SCZCC, Nagpur**

DISCLAIMER

The information contained in this Tender document or information provided subsequently to the bidder(s) or applicants, whether verbally or in documentary form, by or on behalf of SCZCC, Nagpur, is provided to the bidder(s) on the terms and conditions set out in this TENDER document and all other terms and conditions, subject to which such information is provided.

This TENDER document is not an agreement and is neither an offer nor an invitation to offer by SCZCC, Nagpur. This TENDER is to invite proposals from applicants who are qualified to submit the bids ("Bidders"). The purpose of this TENDER is to provide the Bidder(s) with information and to assist them in formulation of their proposals (Bids). This TENDER does not claim to contain all the information, which each Bidder may require. Each Bidder should, at its own costs, without any right to claim reimbursement, conduct its own investigations, analysis and should check the accuracy, reliability and completeness of the information in this TENDER and wherever felt necessary obtain independent advice. SCZCC, Nagpur, makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this TENDER. SCZCC, Nagpur, may in its absolute discretion, but without being under any obligation to do so and without prejudice to its rights, update, amend or supplement the information in this TENDER.

The information contained in this TENDER document is selective and is subject to update, expansion, revision and amendment. SCZCC, Nagpur, does not undertake to provide any bidder with access to any additional information or to update the information in this TENDER document or to correct any inaccuracies if any therein, which may become apparent. SCZCC, Nagpur, reserves the right of discretion to change, modify, add to or alter any or all of the provisions of this TENDER and/or the bidding process, without assigning any reasons whatsoever. Such change will be intimated or made accessible to all bidders or can be accessed through website of SCZCC, Nagpur. Any information contained in this TENDER document will be superseded by any later written information on the same subject made available/accessible to Bidder(s) by SCZCC, Nagpur.

Information provided in this TENDER is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. SCZCC, Nagpur, does not own any responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. Further, SCZCC, Nagpur, also does not accept liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this TENDER.

SCZCC, Nagpur, reserves the right to reject any or all the expression of interest / proposals / Bids received in response to this TENDER at any stage without assigning any reason whatsoever and without being liable for any loss/injury that Bidder might suffer due to such reason. The decision of SCZCC, Nagpur, shall be final, conclusive and binding on all the Bidders/parties directly or indirectly connected with the bidding process.

Bidder's Responsibilities

The Bidder is responsible for the following:

- a) Having taken steps to carefully examine all of the Bidding Documents;
- b) Having acknowledged all conditions, local or otherwise, affecting the implementation of the contract;
- c) c) Having made an estimate of the facilities available and needed for the contract to be bid, if any;
- d) Having complied with its responsibility to inquire or secure Supplemental/Bid Bulletin(s) if made available.
- e) Ensuring that it is not "blacklisted" or barred from bidding by the GOI/State Governments or any of its agencies, offices, corporations or autonomous bodies.
- f) Ensuring that each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
- g) Authorizing the Head of the Contracting Institute or its duly authorized representative/s to verify all the documents submitted;
- h) Ensuring that the signatory is the duly authorized representative of the Bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Bidder in the bidding, with the duly notarized Certificate attesting to such fact, if the Bidder is a corporation, partnership, cooperative, or joint venture.
- i) The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents.
- j) It shall be the sole responsibility of the Bidder to determine and to satisfy itself by such means as it considers necessary or desirable as to all matters pertaining to the contract to be bid, including: (a) the location and the nature of this Contract; (b) climatic conditions; (c) transportation facilities; and (d) other factors that may affect the cost, duration, and execution or implementation of this service contract.
- k) The Contracting Institute shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by the Contracting Institute.
- l) Before submitting their bids, the Bidder is deemed to have become familiar with all existing laws, decrees, ordinances, acts and regulations which may affect this Contract in any way.
- m) The Bidder should note that the Contracting Institute will accept bids only from those that have paid BS/EMD and the nonrefundable tender fee for the Bidding Documents at the office indicated in the Invitation to Bid.
- (n) Complying with existing labour laws & standards.

Eligibility & Qualification Requirements and Evaluation Methodology

1.1 ELIGIBILITY CRITERIA

The following shall be the minimum eligibility criteria for selection of bidders technically.

a. Legal Valid Entity:

The Bidder shall necessarily be a legally valid entity either in the form of a Limited Company or a Private Limited Company registered under the Companies Act, 1956. Bidder in the form of Sole Proprietorship, and Partnership is permitted. A proof for supporting the legal validity of the Bidder shall be submitted.

b. Registration:

The Bidder should be registered with the Income Tax and also registered under the labour laws, Employees Provident Fund Organisation, Employees State Insurance Corporation.

c. Clearance:

The Bidder should also have clearance from GST Department, and Income Tax Department. Relevant proof in support shall be submitted.

1.2 Documents supporting the Minimum Eligibility Criteria

(i) In proof of having fully adhered to the minimum eligibility criteria at 1(a), attested copy of Certificates of Incorporation issued by the respective registrar of firms/companies.

(ii) In proof of having fully adhered to minimum eligibility criteria at 1(b), attested copies of PAN, Labour Registration, EPFO Registration, ESIC Registration, GST registration shall be acceptable.

(iii) In proof of having fully adhered to minimum eligibility criteria at 1(c), attested copies of Clearance Certificate (Last three years returns) from Sales/Service Tax Department, Income Tax Department shall be acceptable for the last 3 Financial year 2016-17, 2017-18, 2018-19 and non-blacklisting certificate

1.3 Qualification CRITERIA

1 a. Number of years in Operations /Experience: The Bidder shall have minimum 10 (ten) years experience of operation in the similar field.

b. EPFO and ESIC challan: The Bidder should have subscribed regularly EPFO and ESIC

subscription of his employees to concerned organization.

2. The bidder should be in business of providing Housekeeping / Hospitality Management / Technical Services for a minimum period of 10 years as on 31.03.2019.

3. The bidder must have an average annual turnover of at least Rs. 50 lakhs in the last three financial years.

4. The bidder must be a profit making organization during each of the last three financial years in housekeeping services.

5. The bidder must have minimum employee strength of 25 people (on Pay Roll). (Copy of valid registration and licenses with concerned Labour Authorities and valid ESI & PF registration to be attached. (Copy of up to date remittances to ESI & PF Authorities to be also attached)

6. Bidder should have all relevant licenses to provide housekeeping services.

7. Bidder should have valid ISO /OHSASA/SA certification for providing housekeeping services.

8. Valid Shop Act license to provide Housekeeping services clearly mentioned in license.

9. The bidder must have Experience of successfully completed similar works **during last 10 years either of the following: -

a. Three similar completed works costing not less than the amount equal to 40% of the estimated tender cost.

or

b. Two similar completed works costing not less than the amount equal to 50% of the estimated tender cost.

or

c. One similar completed work costing not less than the amount equal to 80% of the estimated tender cost.

Similar Works Experience*:-** Past experience and satisfactory completion of “Providing Housekeeping Services” during the last Ten (10) years

1.4 Safety Measurers

Bidder will be solely responsible for any loss of material, property, life of individual etc. due to any causes/ accident during the course of tender period and during the course of office hours or outside duty hours.

2.1 Documents supporting the Qualification Criteria

The Bidder shall be required to produce attested copies of the relevant documents in support of Clause 1.3 in addition to the documentary evidences of Clause 1.2 for being considered during technical evaluation.

- (i) In proof of having fully adhered to qualification criteria at 1.3, attested copy of the audited Balance Sheets and Profit & Loss A/c for the completed three financial year i.e. for 2016-17, 2017-18, 2018-19. The bidder has to submit the relevant turnover certificate as per format given in Annexure-F.
- (ii) In proof of having fully adhered to qualification criteria at 1.3 (attested copy of EPFO & ESIC Challans duly submitted to concern organisation for last 3 months (i.e. Sep, Oct & Nov 2019) shall be acceptable.
- (iii) **Note: The bidders who do not fulfill the above Qualification Criteria shall be rejected during the Evaluation of Technical Bid.**

3.0 TECHNICAL EVALUATION OF SERVICE FACILITIES (SEGREGATED TYPE)

3.1 Bidder qualifying in criteria mentioned in clause 1.3 will be eligible for further evaluation. The committee formed by the SCZCC will visit at least 2 to 3 sites of each bidder and shall assign the marks, based on the following parameters.

3.2 The bidder who is qualified in the technical bid evaluation stage shall only be called for opening of commercial bids. Contracting Organization shall intimate the bidders, the time/ venue for the commercial Bid opening by e-mail/ telephonically.

3.3 No objection of any sort will be entertained after opening of Tech Bid/ Financial Bid.

3.4 L1 Bidder will be selected based on the Service charges quoted. The Bidder whose financial / Price Bid is accepted will have to enter into an agreement with

SCZCC, Nagpur, as per pro forma given within eight days from the date of issue of work order, on court fee stamp of Rs. Five Hundred cost of the stamp shall be borne by the bidder.

4.0 FINANCIAL BID EVALUATION AND DETERMINATION OF THE SUCCESSFUL BIDDER

4.4.9 In case of two or more bidders are evaluated as L-1 and the percentage in price bid is also equal then the bidder having the highest turnover during financial year 2016-17, 2017-18, 2018-19 shall be awarded the contract.

5.0 TENDERING PROCESS:

5.1 The tenders are invited on a two-bid system i.e. the Qualifying bid (technical bid including tender fee and EMD) and the Financial bid:

- (i) The tender form for Technical bids prescribed at Annexures (Attached) complete in all respect (Including Tender fee and EMD) should be submitted in sealed cover super scribed – **“Technical Bid - Providing Housekeeping Services” and Tender number.**
- (ii) **Exemption of EMD:** The firm or the bidder who have valid registration with National Small Industries Corporation (NSIC) as on the date of submission of bids are exempted from payment of EMD. If exemption from submission of tender fee is claimed, valid supporting document as required, if not submitted along with techno-commercial bid, then the offer will be considered as non-responsive and will not be processed further.
- (iii) The tender form for Financial bids prescribed at Annexure-C & L (Attached) complete in all respect should be submitted in sealed cover super scribed – **“Financial Bid – Providing Housekeeping Services” and Tender number.**
- (iv) The above two sealed covers should be put together in another big cover/envelope which should be sealed properly. The cover shall be and super scribed as **“Tender No: SCZCC/ADMN/39/TENDERS/HKT/2018 and Name of Tender “Providing Housekeeping Services” and addressed to**

“The Director,
South Central Zone Cultural Centre,
56/1, Civil Lines, Opp. MLA Hostel, Nagpur-440001”

Further, the sentence **“NOT TO BE OPENED”** before due date and time of tender opening, should also to be indicated on this envelope. If the outer big envelope is not sealed and not marked properly as above, SCZCC will not take any responsibility for its misplacement, premature opening etc. The Envelope should be dropped in the Tender Box at SCZCC in the above address on or before the due date and time.

5.2.1 Contents of the Technical Bid: The tender form for Technical Bid is as per Annexure, complete in all respects.

The bidder In this regard should submit the following documents in the Technical Bid:

- (i) Financial status: The annual turnover of the bidder for the last three Financial years 2016-17, 2017-18, 2018-19. (Copies of I.T. returns, P & L A/c and balance sheet duly certified by chartered accountant to be enclosed)

- (ii) The bid should be accompanied by two separate Demand drafts for Tender Fee for **Rs.500/- (non-refundable)** and EMD of **Rs.70,000/- (Rupees Seventy Thousand Only)**. The bid received without tender fee and Bid Security (EMD) will not be considered.
- (iii) Copies of documentary evidence of similar work carried out during the last 10 years, (Eligibility criteria) alongwith the value of work completed.
- (iv) Copies of the following documents to be enclosed:
 - a. Copy of PAN Card,
 - b. Copy of GST registration certificate.
 - c. Copy of Registration / Incorporation of the firm/company
 - d. Registration details with Labour Commissioner i.e. EPF/ESIC
 - e. Other related documents, like non blacklisting certificate.

5.2.2 Contents of Financial Bid: The financial bid shall contain the financial details of the tender as per Annexure C & L.

INSTRUCTIONS TO BIDDERS

1. INTRODUCTION

1.1 Definitions:

- (a) "SCZCC" means South Central Zone Cultural Centre, Nagpur.
- (b) "Bidder" means any registered entity engaging in business such as a Public Ltd, Proprietorship, partnership, private concern or corporation who participates in this tender and submits its bid.
- (c) "Housekeeping Agency" means any registered entity engaging in business such as a Public Limited, proprietorship, partnership, private concern or corporation who are providing the Housekeeping Services under the contract.
- (d) "Scope" means standards of works mentioned in page 15, which the Housekeeping Agency is required to take during the contract period.
- (e) "Price" means the price payable to the Housekeeping Agency under the work order for the full and proper performance of its contractual obligations.
- (f) 'Parties' mean SCZCC as one part and the Housekeeping Agency as the other part

The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents. Failure to furnish all information required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect, will be at the bidder's risk, and may result in rejection of the bid.

1.2 CLARIFICATION OF THE BID DOCUMENTS BY THE HOUSEKEEPING AGENCY:

A prospective bidder, requiring any clarification of the Bid Documents shall notify SCZCC in writing or by Fax at SCZCC's mailing address indicated in the Invitation for Bids. The clarification will be accepted till 2 (two) days before from the due date of tender. The reply will be communicated to respective bidders.

2. PREPARATION OF BIDS

- 2.1 Clause by Clause compliance demonstrating substantive responsiveness to all the conditions by signing and stamping on all the pages of the original bid document by authorized person(s),
- 2.2 The financial bid shall contain price schedule in which the values will be filled in the appropriate columns.
- 2.3 Conditional bids will not be accepted.
- 2.4 The Housekeeping Agency shall submit their tender, only after carefully examining the whole of the tender documents and the conditions of tender and of contract, scope of work etc.

Note: All the documents submitted (whether original or photocopy) in the bid must be legible & self-attested.

3. BID PRICES:

- 3.1 The Service Charges to be charged by the Housekeeping Agency should be clearly indicated, based on the wages structure given in the tender, which the selected tenderer will have to adhere. However the tender will be decided or rejected on the basis of past performance/ experience.
- 3.2 Prices indicated on the Price Schedule shall be entered in the following manner:
- (i) The service charges shall be quoted clearly.
 - (ii) All the taxes and levies included in the rate quoted shall be clearly mentioned.
 - (iii) It should be ensured that the no amounts are written in such a way that interpretation is not possible. No blank space should be left.
- 3.3 Any short coming in the payment structure by contractor will lead to cancellation of contract.

4. EARNEST MONEY DEPOSIT:

- 4.1 The bidders shall furnish, as part of his bid, a EMD for an amount of Rs.70,000/- (Rupees Seventy Thousand Only) in the form of Demand Draft/ Banker Cheque from any Nationalized Bank in favor of "SCZCC – The Director, South Central Zone Cultural Centre," payable at Nagpur. The BS/EMD will bear no interest whatsoever. The EMD & Tender fee should be enclosed with the Technical Bid of tender document.
- 4.2 The bid security is to protect SCZCC against the risk of bidder's conduct, which would warrant the bid security's forfeiture.
- 4.3 A bid not secured in accordance with Para 4.1 shall be rejected by SCZCC being non responsive at the bid opening stage and returned to the bidder.
- 4.4 The bid EMD of the unsuccessful bidder will be discharged /returned to them at the earliest / 30 days after award of contract/order. The BS of successful bidder will be retained as Retention Money and the same will be returned after one month from the date of settlement of final bill without any interest.
- 4.5 The bid security may be forfeited:
- (a) If a bidder withdraws his bid during the period of bid validity or makes modifications to his tender which are not acceptable to SCZCC.
 - (b) In the case of a successful bidder, if the bidder fails to sign the contract and does not furnish the security deposit.
 - (c) Failure to fulfill the contract terms & conditions

4.6 SECURITY DEPOSIT:

The selected Housekeeping Agency shall furnish a Security Deposit in the form of Bank Guarantee (from any one of the Nationalized Bank or SBI) or by Demand Draft for Rs.2,50,000/- (Rs. Two Lakh Fifty Thousand only) 10% of the total Contract Value of one year. This Security Deposit should be furnished within 10 days of the issue of the Contact. This Security Deposit will not bear any interest .The Security Deposit will be refunded after satisfactory completion of the contract. In case the Security Deposit is to be furnished in the form of Bank Guarantee, it should be valid for 2 months beyond the contract period for lodging the claims, if any The Bank Guarantee should be furnished in the format prescribed by SCZCC only.

5. PERIOD OF VALIDITY OF BIDS:

Bid shall remain valid for 90 days from the date of bid opening prescribed by SCZCC.

6. FORMATS AND SIGNING OF BID:

- 6.1 All pages of the Technical bid and Financial Bid, shall be signed by the person or persons signing the bid. The bids submitted shall be sealed properly.
- 6.2 The bid shall contain no insertions, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person or persons signing the bid.

7. LATE BIDS:

Any bid received by SCZCC after the due date & time for submission of bids prescribed by SCZCC shall be rejected.

8. OPENING OF BIDS BY SCZCC:

- 8.1 SCZCC shall open bids in the presence of bidders or their authorized representatives who choose to attend, at 3:00 P.M. on Tender opening date. The bidder's representatives, who are present, shall sign in a register. Authority letter to this effect shall be submitted by the bidders before they are allowed to participate in bid opening.
- 8.2 Maximum two representatives for any bidder shall be authorized and permitted to attend the bid opening.
- 8.3 The date fixed for opening of bids, if subsequently declared as holiday by the SCZCC, Nagpur, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on the next working day, time and venue remaining unaltered.

8.4 The Two bid tendering process comprises of the following:

- (i) The *technical bids* will be opened in the first stage, at 3:00 P.M. on Tender opening date and the same will be scrutinized and evaluated by the competent committee/authority with reference to parameters prescribed in the tender documents and the offers received from the bidders.
- (ii) In the second stage, the *financial bids* of only the technically accepted offers (as decided in the first stage above) will be opened for further scrutiny, evaluation, ranking and placement of contract. The financial bids of the eligible bidders will be opened after intimating the date and time to bidder through mail/fax, etc.,

9. CLARIFICATION OF BID DOCUMENTS BY SCZCC

To assist in the examination, evaluation and comparison of bids, SCZCC may at its discretion, ask the bidder for the clarification of its bid. The request for clarification and the response shall be in writing. However, no post bid clarification at the initiative of the bidder shall be entertained after opening of the tender.

10. TENDER EVALUATION:

- 10.1 SCZCC shall evaluate the bids to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.
- 10.2 Tender committee will scrutinize the bids based on the eligibility criteria and technical specification compliance. The technically qualified bidders only will be called for financial bid opening.

- 10.3 Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by SCZCC. If there is a discrepancy between words and figures, the amount in words shall prevail. If the Housekeeping Agency does not accept the correction of the errors, his bid shall be rejected.
- 10.4 The evaluation and comparison of responsive bids shall be done only on the Service Charges offered, inclusive of all Levies & Taxes i.e., as indicated in the Price Schedule of the Bid Document.**
- 10.5 SCZCC may waive any minor non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.
- 10.6 L1 Bidder will be selected based on the Service charges quoted. The Bidder whose financial / Price Bid is accepted will have to enter into an agreement with SCZCC, Nagpur, as per pro forma given within eight days from the date of issue of work order, o court fee stamp of Rs. Five Hundred. Cost of the court fee stamp shall be borne by the bidder.
- 11. CONTACTING SCZCC:**
- 11.1 No bidder shall try to influence SCZCC on any matter relating to its bid, from the time of tendering till the time the contract is awarded.
- 11.2 Any effort by a bidder to influence SCZCC in SCZCC's bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.
- 12. SCZCC'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:**
- SCZCC reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the bidder or bidders. **Any deviations / irrelevant specifications in this tender will not be accepted.** Final decision of accepting or rejecting any/all bid(s) will be at the discretion of SCZCC.
- 13. PLACEMENT OF ORDER:**
- SCZCC shall consider placement of order on the bidder whose offer has been found technically and financially acceptable. SCZCC shall have full rights to place order fully or partially of the total requirement.
- 14. AWARD OF CONTRACT:**
- 14.1 SCZCC reserves the right to terminate the contract if the services are found unsatisfactory with two month notice.
- 14.2 SCZCC reserves the right to disqualify the Housekeeping Agency for a suitable period who fail to execute the services. SCZCC reserves the right to blacklist a bidder for a suitable period, in case, he fails to honor his bid without sufficient reasonable grounds.
- 14.3 The Housekeeping Agency shall strictly comply with the terms and conditions of contract. In case of violation of any of the terms, the contract shall be liable for cancellation immediately.

15. JURISDICTION:

The civil court, Nagpur, will be the jurisdiction in case of any dispute regarding this bid.

16. ARBITRATION:

If, a dispute arises out of or in connection with this contract, or in respect of any defined legal relationship associated therewith or derived there from, shall be settled amicably between the parties through negotiations and conciliation whether during the existence of the contract and after the completion or abandonment of the contract. In case the parties are not able to settle the dispute or difference through negotiations and conciliation, such dispute or difference shall be referred to a sole arbitrator who would be appointed by the Director, SCZCC, Nagpur, as per the Arbitration & Conciliation Act,1996. The venue of the arbitration shall be at Nagpur. The language of the arbitration proceedings shall be in English.

MANPOWER REQUIREMENT (As per Minimum Wages Act.)

1.1 The approximate requirement of manpower for Garden Services at SCZCC, Nagpur is given below.

| Unskilled | Semi-skilled | Skilled | Supervisor |
|-----------|--------------|---------|------------|
| 10 | - | - | - |

- Person for Office cleaning - 03
- Person for Premises cleaning - 03
- Person for Toilet cleaning - 02
- Labour for general work (Ladies) - 02

Total Manpower Requirement - 10

1.2 The requirement of manpower may vary at the discretion of Director, South Central Zone Cultural Centre, Nagpur

1.3 The monthly wages payable to manpower shall be as per Annexure-C

1.4 SCOPE OF THE CONTRACTOR

1. Housekeeping material including cleaning material like zadu, phenyle, naphthalene Balls, zadu, hand wash, acid etc. will be provided by contractor
2. Dress (Uniform), Gumboot, Raincoat, Hand gloves, Umbrellas, Helmets all safety equipment's to be provided by the contractor.
3. Lawn mower, edge cutter secateurs, Trolley, etc. will be provide by the contractor.
4. Nursery to be maintained by contractor (minimum ½ acre area)
5. Dry fallen branches and sudden fallen branches of tree by winds to be removed immediately.
6. Garden area of the Institute will always be maintained.
7. Dry leaves will always be decomposed and never shall be burnt.
8. Cleaning of drainage, if any within premises will be the responsibilities of contractor.
9. You are required to quote seperate garbage lifting rates per vehicle per week for twice in a week.

1.5 SCOPE OF CONTRACTING ORGANIZATION:

- 1 Manure, insecticides, soil, seeds, new saplings/ plants etc.to be provided by the institutions for gardening purpose.
- 2 Store room with lock and key arrangement.to be provided by the institutions
- 3 Area to be earmarked for the nursery and also for the decomposing of dry leaves.

1.6. The Administrative/Agency charges should be quoted on percentage basis as per Annexure-L, considering above scope of work and manpower requirement

**ANNEXURE – A (To be attached with Tech bid)
 BIDDER INFORMATION FORM**

| | |
|---|--------------------------------------------------------------------------------------------------------------|
| 1 | NAME OF THE COMPANY |
| 2 | NAME AND DESIGNATION OF AUTHORISED PERSON |
| 3 | COMMUNICATION ADDRESS |
| 4 | PHONE NO./MOBILE NO. |
| 5 | FAX No. |
| 6 | E-MAIL I.D. |
| | PARTICULARS DETAILS OF THE BIDDER'S REPRESENTATIVE |
| 1 | NAME F OF THE CONTACT PERSON |
| 2 | DESIGNATION |
| 3 | PHONE NO. |
| 4 | MOBILE NO. |
| 5 | E-MAIL I.D. |
| 6 | Attached copies of original documents of Articles of Incorporation or Registration of Firm named in 1, above |

Date :-

Signature of the Authorised Signatory

Place:-

Designation :(Office seal of the Bidder)

Annexure-B (To be attached with Tech bid & Financial Bid)

BID FORM (To be printed on Bidder's letterhead)

No:

Date:

To,
The Director,
South Central Zone Cultural Centre,
56/1, Civil Lines, Opp. M.L.A. Hostel,
Nagpur 440 001

Ref: Invitation for Bid No. TENDER NO._____

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents, including Agenda issued in accordance with Instructions to Bidders.
2. We offer to execute in conformity with the Bidding Documents for providing **Housekeeping Services** for The Director, South Central Zone Cultural Centre, 56/1, Civil Lines, Nagpur 440 001
3. Our bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and maybe accepted at any time before the expiration of that period.
4. If our bid is accepted, we commit to submit a performance security in accordance with the Bidding Documents.
5. We also declare that Government of India or any other Government body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.

Yours sincerely,
Authorised Signatory

Full Name and Designation

Note: Authorized person shall attach a copy of Authorization for signing on behalf of Bidding company.

(To be attached with Financial Bid in original and not on companies letter head)

Financial Bid for Housekeeping Services

Monthly Minimum Wages payable as per categories under minimum wages act:

| Sr. No. | Particulars | Unskilled Employee |
|---------|---------------------------------------------------|--------------------|
| 1. | Basic wages | 13598 |
| 2. | VDA | 2080 |
| 3. | Gross Total | 15678 |
| 4. | P.F. (13.36%) of Sr. no. 3 | 2094.58 |
| 5. | E.S.I.C. (4.75%) of Sr. no. 3 | 744.70 |
| 6. | Bonus (8.33%) of Rs.7000/- | 583.10 |
| 7. | Total | 19100.38 |
| 8. | Service charges (on Sr. no. 7) Minimum 3% | |
| 9. | Total (Sr. no 7 + Sr. no 8) | |
| 10. | GST (on Sr. no. 9) | |
| 11. | Total: (Sr. no 9 + Sr. no 10) | |

1. Total - A is for 26 working days in a month.
 2. Variable DA shall be made applicable as per Govt. Order.
 3. Payment for all categories will be calculated as per the actual working days in a particular month i.e. 30 days as per daily wages rate.
- No overwriting, corrections, etc. are permitted in the Financial Bid. If found, bid shall liable for rejection.
 - Submission of financial Bid. on any other form or on paper, letter head will not be acceptable in any case and will be rejected.
 - No columns shall be left blank. Service charges charged cannot be negative or zero
 - In case the minimum wages are revised as per labour laws , the contractor is not entitled for revision of his service charges .They will remain fixed at that amount

ANNEXURE-D (Required to be submitted by the successful bidder)

BID SECURITY FORM

(For Bank Guarantee)

Where as _____
(here in after called the tenderer)has submitted their offer dated _____ for the providing of Manpower service for Gardening works against the Contracting Institute's Tender No. SCZCC/ADM/39/TENDERS/HKT/2019 . KNOW ALL MEAN by these presents that WE _____ of

_____ having our registered office at _____ are bound un to **SOUTH CENTRAL ZONE CULTURAL CENTRE,NAGPUR** (here in after called the "Contracting Organization") in the sum of Rs. 2,50,000/- (Rupees Two lakh Fifty Thousand only). For which payment will and truly to be made to the said Contracting Institute, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of _____ 20_____.

THE CONDITIONS OF THIS OBLIGATION ARE:

| | |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (1) | If the tenderer withdraws or amends or modifies or impairs or derogates from the Tender in any respect within the period of validity of this tender. |
| (2) | (a) If the tenderer having been notified of the acceptance of his tender by the Contracting Organization during the period of its validity. If the tenderer fails to furnish the Performance Security for the due Performance of the contract. OR (b) Fails or refuses to accept/execute the contract. |

We undertake to pay the Contracting Organization up to the above amount upon receipt of its first written demand, without the Contracting Organization having to substantiate its demand, provided that in it demand the Contracting Organization will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank and address of the Branch

Note: Whenever the bidder chooses to submit the Bid Security in the form of Bank Guarantee, then he should advise the banker issuing the Bank Guarantee to immediately send by Registered Post (A.D.) an unstamped duplicate copy of the Guarantee directly to the Contracting Organization with a covering letter to compare with the original BG for the correctness, genuineness, etc.

ANNEXURE-E (To be enclosed with Tech. Bid on companies letter head)

No Relation Certificate

I.....son of resident of.....
hereby certify that none of my relative (s) called for hiring manpower/ laborers for the usage of South Central Zone Cultural Centre, Nagpur vide Tender No: SCZCC/ADMN/39/TENDERS/HKT/2019 is / are employed in SOUTH CENTRAL ZONE CULTURAL CENTRE, NAGPUR. In case at any stage, it is found that the Information given by me is false / incorrect, SCZCC shall have the absolute right to take any action as deemed fit / without any prior intimation to me.

Signed.....
For and on behalf of the Bidder
Name
Designation
Date.....

**Annexure – F (To be attached with Tech Bid on companies letter head duly signed/
certificated by Chartered Accountant)**

**TURNOVER CERTIFICATE SHOWING TURNOVER DURING LAST THREE
FINANCIAL YEARS 2016-17, 2017-18, 2018-19**

As specified in Clause 1.3 (b) & 2.1 (ii)

Note: This is only a standard form. Details are to be finished in this format in the form of typewritten statements duly certified by the Chartered Accountant which shall be enclosed in Technical bid. Please mention the Grand total and Average Annual Turnover.

| Sr. No. | Name of work | Amount put to Tender/Tendered cost | Agreement No. | Date of Commencement and Date of Completion (If work completed) | Amount of work done during each of last three financial years (Rs. In Lakhs) | Amount of work still remaining to be executed | Remarks |
|---------|--------------|------------------------------------|---------------|-----------------------------------------------------------------|------------------------------------------------------------------------------|-----------------------------------------------|---------|
|---------|--------------|------------------------------------|---------------|-----------------------------------------------------------------|------------------------------------------------------------------------------|-----------------------------------------------|---------|

Signature and seal of contractor

Signature and Seal of Chartered Accountant

Annexure-G (To be enclosed in original along with tech Bid)

WORK EXPERIENCE CERTIFICATE

As Specified in Clause 1.3 (a) & 2.1 (i)
(Attach certified copies of work done Certificates)

NAME OF THE CONTRACTOR:

Note: This is only a standard form. Details are to be furnished in this format in the form of type written statements which shall be enclosed in Technical bid.

Annexure-H (To be attached in original with Tech Bid duly stamped and signed)

Documents supporting Eligibility criteria and Qualification requirement and other supporting documents

| Sr. No. | Description Particulars | Copy Attached |
|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Documents Supporting Eligibility Criteria | | |
| 1. | Name of the Organization/Firm, Location of Head Office with complete address with Telephone/Fax Nos. | Yes/No |
| 2. | Branch address in Maharashtra | |
| 3. | Constitution and Nature of firm (State whether sole proprietor/partnership firm/limited company) | |
| 4. | Year of Establishment | |
| 5. | Registration Number under applicable act with a copy of registration certificate with validity date | Yes/No |
| 6. | Name and Address of Directors, in case of Company: Name and Address of Sole Proprietor Name and Address of Partners in case of partnership firm | |
| 7. | (a) Name of Bankers and branch with full address (b) Type of account and Number (c) Name(s) of Person (s) operating the account (enclose banker's certificate). | Yes/No |
| 8. | EPF Code Number with Photo Copy of Certificate. | Yes/No |
| 9. | ESI registration Number with Photocopy of certificate | Yes/No |
| 10. | Copies of certificates/allotment letter of Service Tax | Yes/No |
| 11. | Copies of certificates/allotment letter of PAN/ TAN Number | Yes/No |
| 13. | Copy of Last Income Tax return for the Financial year 2016-17, 2017-18, 2018-19 | Yes/No |
| 14. | Certificate of non-blacklisting | |
| Documents supporting Qualification Criteria | | |
| 15. | Copies of Experience certificate as described in Annexure "G" | Yes/No |
| 16. | Copies of balance sheet and P &L A/c and Income Tax Return for the last 3 Financial year 2016-17, 2017-18, 2018-19 duly certified by the CA | Yes/No |
| 17. | Turnover certificate as specified in annexure" F" | |
| 18. | Attested copies of manpower wages roll and EPFO challan as described 4.2.1 (iii) | Yes/No |
| 19. | Copies of ISO and other quality related certificate, if any | Yes/No |

| | | |
|------------------------|----------------------------------------------------------------------------------------------------------------|--------|
| 20 | PSARA License | |
| 21. | ISO /OHSASA/SA certification | |
| Other Documents | | |
| 22. | List of Arbitration Cases (if any) | Yes/No |
| 23. | Bank draft for Earnest Money of Rs. 70,000/- | Yes/No |
| 24. | Bank Draft for Tender Fees of Rs.500 | Yes/No |
| 25. | Wages details as per Annex. C with copy of Ministry of Labour & Employment order as per Minimum Wages Act 1948 | Yes/No |
| 26. | Annexure "A" ,"B","C","D" ,"E" ,"F","G" and "H" | Yes/No |

Annexure-I (To be submitted by the successful bidder)

PERFORMANCE SECURITY FORM

(To be executed on non Judicial stamped paper of an appropriate value)

| | |
|-----------------------|-------|
| Date : | |
| Bank Guarantee No : | .. |
| Amount of Guarantee : | |
| | *** |
| | |
| | .. |

Guarantee Period : From to.....

| | |
|--------------------------|-------|
| Guarantee Expiry Date : | |
| Last date of Lodgement : | |
| | |
| | |

WHEREAS office of the Director, **SCZCC, NAGPUR** having its office at 56/1, CIVIL LINES, NAGPUR 440 001 (hereinafter referred to as “**The Owner**” which expression shall unless repugnant to the context includes their legal representatives, successors and assigns) has executed a binding to the contract on [*Please insert date of acceptance of the letter of acceptance(LoA)*] (“**Contract**”) with [*insert name of the Successful Bidder*](hereinafter referred to as the “**Contractor**” which expression shall unless repugnant to the context include its legal representatives, successors and permitted assigns) for the performance, execution and providing of manpower services (“**Manpower Services**” shall have the meaning ascribed to it in the Contract] based on the terms & conditions set out in the Tender documents number [*insert reference number of the Tender Documents*] Dated: - [*insert date of issue of Tender Documents*].....and various other documents forming part thereof.

AND WHEREAS one of the conditions of the Contract is that the Contractor shall furnish to the Owner a Bank Guarantee from a scheduled bank in India having a branch at **NAGPUR** for an amount equal to 10% (ten percent) of the total Contract Sum (the amount guaranteed under this bank guarantee shall hereinafter be referred to as the “**Guaranteed Amount**”) against due and faithful performance of the Contract including the performance bank guarantee obligation and other obligations of the Contractor for the supplies made and the services being provided and executed by under the Contract. This bank guarantee shall be valid from the date hereof up to the expiry of the Contract Period including any extension thereof.

AND WHEREAS the Contractor has approached [*insert the name of the scheduled bank*] (here in after referred to as the “**Bank**”) having its registered office at [*insert the address*]..... and at the request of the Contractor and in consideration of the promises made by the Contractor, the Bank has agreed to give such guarantee as hereunder:-

(i) The Bank hereby undertakes to pay under this guarantee, the Guaranteed Amount claimed by the Owner without any further proof or conditions and without demur, reservation, contest, recourse or protest and without any enquiry or notification to the Contractor merely on a

demand raised by the Owner stating that the amount claimed is due to the Owner under the Contract. Any such demand made on the Bank by the Owner shall be conclusive as regards the amount due and payable by the Bank under this bank guarantee and the Bank shall pay without any deductions or set-offs or counterclaims whatsoever, the total sum claimed by the Owner in such Demand. The Owner shall have the right to make an unlimited number of Demands under this bank guarantee provided that the aggregate of all sums paid to the Owner by the Bank under this bank guarantee shall not exceed the Guaranteed Amount. In each case of demand, resulting to change of PBG values, the Owner shall surrender the current PGB to the bank for amendment in price.

(ii) However, the Bank's liability under this bank guarantee shall be restricted to an amount not exceeding [*figure of Guaranteed Amount to be inserted here*]

..... only)

(iii) The Owner will have the full liberty without reference to the Bank and without affecting the bank guarantee to postpone for any time or from time to time the exercise of any powers and rights conferred on the Owner under the Contract and to enforce or to forbear endorsing any powers or rights or by reasons of time being given to the contractor which under law relating to the Surety would but for the provisions have the effect of releasing the surety.

(iv) The rights of the Owner to recover the Guaranteed Amount from the Bank in the manner aforesaid will not be affected or suspended by reasons of the fact that any dispute or disputes have been raised by the contractor and / or that any dispute(s) are pending before any office, tribunal or court in respect of such Guaranteed Amount and/ or the Contract.

(v) The guarantee herein contained shall not be affected by the liquidation or winding up, dissolution, change of constitution or insolvency of the Contractor but shall in all respects and for all purposes be binding and operative until payment of all money due to the Owner in respect of such liability or liabilities is effected.

(vi) This bank guarantee shall be governed by and construed in accordance with the laws of the Republic of India and the parties to this bank guarantee hereby submit to the jurisdiction of the Courts of New Delhi for the purposes of settling any disputes or differences which may arise out of or in connection with this bank guarantee and for the purposes of enforcement under this bank guarantee.

(vii) All capitalized words used but not defined herein shall have the meanings assigned to them under the Contract.

(viii) NOTWITHSTANDING anything stated above, the liability of the Bank under this bank guarantee is restricted to the Guaranteed Amount and this bank guarantee shall expire on the expiry of the Warranty Period under the Contract.

(ix) Unless a Demand under this bank guarantee is filed against the Bank within six (6) months from the date of expiry of this bank guarantee all the rights of the Owner under this bank

guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities hereunder.

(x) However, in the opinion of the Owner, if the Contractor's obligations against which this bank guarantee is given are not completed or fully performed by the Contractor within the period prescribed under the Contract, on request of the Contractor, the Bank hereby agrees to further extend the bank guarantee, till the Contractor fulfills its obligations under the Contract.

(xi) We have the power to issue this bank guarantee in your favour under Memorandum and Article of Association and the Undersigned has full power to do so under the Power of Attorney Dated: *-[date of power of attorney to be inserted]*.....
..... granted to him by the Bank.

Bank Corporate Seal of the Bank
By its constituted Attorney Signature of a
person duly authorized to sign on behalf of
the Bank

ANNEXURE-K (To be submitted by successful bidder)

Contract Form

Contract No. _____ Date: _____

THIS CONTRACT AGREEMENT is made on _____ day of _____ year _____ BETWEEN

(1) South Central Zone Cultural Centre, Nagpur an autonomous body under the Ministry of Culture,

Government of India having its registered office at 56/1, Civil Lines, Nagpur 440 001 (here in after called “the Contracting Organisation”), and

(2) _____, a corporation incorporated under the laws and having its principal place of business

at _____ (hereinafter called “the Contractor”). WHEREAS the Contracting Organization invited bids for providing manpower services and has accepted the Bid for the providing of these Services as per the schedule of rates of Contractor charges given in Annexure-J

NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

01. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

02. The following documents shall constitute the Contract between the Contracting Institute and the Contractor, and each shall be read and construed as an integral part of the Contract:

| | |
|-----|---------------------------------------------------|
| (a) | This Contract Agreement |
| (b) | General Conditions of Contract |
| (c) | Special Conditions of Contract |
| (d) | Manpower Requirements and scope of work |
| (e) | The Contractor’s Bid Annexure B |
| (f) | The Contracting Institute’s Notification of Award |
| (g) | |

03. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

04. In consideration of the payments to be made by the Contracting Institute to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Contracting Institute to provide manpower services as given in scope of work

05. The Contracting Institute hereby covenants to pay the Contractor in consideration of the provision of the Services, the Contract Price or such other sum as may become

payable under the provisions of the Contract at the times and in the manner prescribed by the Contract. IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Union of India on the day, month and year indicated above.

For and on behalf of the **SOUTH CENTRAL ZONE CULTURAL CENTRE, NAGPUR**

| | | |
|--------------------|---|-------|
| Signed | : | _____ |
| in the capacity of | | |
| in the presence of | | |

| | | |
|--------------------|---|-------|
| Signed | : | _____ |
| in the capacity of | | |
| in the presence of | | |

For and on behalf of the Contractor

| | | |
|--------------------|---|-------|
| Signed | : | _____ |
| in the capacity of | | |
| in the presence of | | |

ANNEXURE-L (This is required to be submitted in original and not on the letter head)

(To be sealed in separate envelope marked as “Financial Bid”)

PRICE BID FORM

Only Administrative/Agency charges are to be quoted. SCZCC shall bear the liability of Service Tax and other statutory charges as applicable from time to time on the bills payable by the Institute. TDS will be recovered as per the prevailing rate on gross billed amount.

Administrative Charges to be quoted taking into consideration following parameters.

1. Cost of pesticide, fertilizer, manure, phenyl, naphthalene Balls, zadu, hand wash and other required materials.
2. Cost of disposal of dry leaves and sudden fallen trees/branches
3. Cost for repair and maintenance of tools and equipment's
4. Providing tools and equipment's
5. Cleaning of drainage, if any within premises will be the responsibilities of contractor.
5. Monthly wages payable shall be as per Annexure-C of tender Document.

| Particulars | Rate in Percentage* |
|------------------------------|---------------------|
| Administrative/Agency Charge | _____ % |

* Percentage of total monthly wages payable to employed manpower.

Date:

Signature of Contractor

With Name, Address with rubber stamp