



**TENDER DOCUMENT
FOR
HOUSE KEEPING SERVICES**

At

**MAHARASHTRA AIRPORT DEVELOPMENT COMPANY LTD.,
8TH & 11TH At FLOOR WORLD TRADE CENTRE-1,
CUFFE PARADE, MUMBAI – 400 005.**

July 2021

INTRODUCTION:

MAHARASHTRA AIRPORT DEVELOPMENT COMPANY LTD. (MADC), was constituted in the year 2002 by Government of Maharashtra (GOM) as a Special purpose company to develop, maintain and operate the airports in the state of Maharashtra.

NOTICE INVITING TENDER:

The MADC, Mumbai invites sealed tenders under "**TWO BID SYSTEM**" for selection of an expert agency for the purpose of hiring Housekeeping services at the MADC, Head office at 8th & 11th floor, Centre 1, World Trade Centre, Cuffe Parade, Mumbai – 400005 in order to maintain the proper housekeeping services at MADC H.O.

Time schedule for tender process:

Sale of tender document commence from	26/07/2021 : 3.00 P.M.
Last date for receipt of duly filled in tenders	29/07/2021 : 5.00 P.M.
Date and Time of the opening Technical Bids	30/07/2021 : 11.00 A.M.
Date and Time of the opening Financial Bids	Will be notified to the technically qualified tenderers

"**TWO BIDS SYSTEM**" shall be followed for this tender. Tenderer should take due care to submit the tender in accordance with requirement in sealed covers. Bids received shall be evaluated as per the Criteria prescribed in the tender document. MADC will not entertain any modifications subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their Acceptance to all the clauses of Bid Evaluation Criteria, General terms and conditions and compliance to the Scope of Work requirement etc.

However, MADC reserve the rights to get clarifications from the bidders for the submitted documents, for which correspondence shall be done via E-mail/Letter by MADC and bidder to submit clarifications/required info within 48 hours of the E-mail/Letter received from MADC.

Tender Fee & EMD:

Bidder should submit Tender Fee & EMD on or before the last date of submission of bid physically at Mumbai H.O. before office closing time. Bidders whose Tender Fee & EMD are received physically will only be considered for opening of technical bid.

The tender document is not transferable to any other person. The tender document can be downloaded from website www.madcindia.org.

Only physical tenders will be accepted.

Terms and Conditions:

1. The Tender Fee & Earnest Money in the form of Demand Draft/Pay Order should be after the date of publishing of tender date, payable in favour of “**MADC Ltd. Mumbai**” and submitted to MADC office physically on/ or before the last date of submission of bid i.e. : 29/07/2021 @ 5.00 P.M.
2. MADC shall have the authority to cancel the tender process if MADC does not find a suitable tender. MADC shall have the right to call for fresh tender in such circumstances, wherein tenderers who have bid in the previous tender, shall have the right to participate in the fresh process. The tenderers shall have no right to challenge the authority and decision of MADC to cancel the tender process for the reasons deemed fit by MADC.
3. The site can be inspected any time during working hours on any working days. No extra money shall be payable by MADC for non-awareness of the site conditions and constraints.

Submission of Bids

A. The interested bidder/agencies should submit their tender physically at Maharashtra Airport Development Co. Ltd., 8th floor, World Trade Centre-I, Cuffe Parade, Mumbai 400 005 and the bids along with copies of all the relevant certificates, documents, etc. in support of their technical & price bids on or before **29/07/2021 @ 5.00 P.M.**

B. The Firm should ensure that it complies with the requirements as per works before applying for tender.

C. The technical bid will be opened at MADC, Mumbai H.O. The Financial bid will be opened on the date which will be communicated to only those bidders who are found to be technically qualified after evaluation of technical bids.

D. The interested firms are advised to **read carefully the entire tender document before submitting their tender** and the tender documents should in prescribed format and if found incomplete in any respect shall be summarily rejected.

Earnest Money Deposit: Rs 10,000/-

Cost of tender document Rs 500/-

A. GENERAL TERMS AND CONDITIONS:-

1. Tender shall be submitted in physical form only. If submitted in any other form the same shall be summarily rejected.
2. Tenders received without prescribed Tender Fee & Earnest Money shall not be considered.
3. The schedule issued with the form of tender listing the services to be rendered must not be altered by the tenderer. If found the tender will be summarily rejected.
4. **The Tenders should be submitted in two bids systems: Physically at MADC office.**
 - i) The first is “**Technical Bid**” duly filled in with supporting documents, the Acceptance of Terms and conditions and copy of Tender Fee & Demand Draft for E.M.D.

- ii) The second "**Financial Bid**" should contain only rates to be quoted in prescribe format at Annexure-V in tender document and submitted in separate sealed envelope.
 - iii) Financial Bid of qualified tenderers in technical bid will be opened later and the date will be informed accordingly.
5. The Earnest Money Deposit of the successful Tender shall be liable to be forfeited if he does not fulfil any of the following conditions:
 - i) An Agreement is signed by him in the prescribed form with in 7 (Seven) days of the receipt of letter awarding the contract.
 - ii) The House Keeping Services will commence from next day of issuance of LOA or as decided by the Consultant (Admin).
6. The bids should be valid in the case of all the tenders for at least 90 days from the date of opening of the tender and if any tenderers withdraws or alters the terms of the tender during the period, the Earnest Money Deposit shall be forfeited.
7. In case of any accident to the personnel employed by the agency during the 24 Hours, the agency alone is liable to pay workmen's compensation and any other statutory dues or payments and the MADC is not liable for any payment of such kind.
8. The contractor shall be responsible for engaging adequately material for housekeeping as well as trained manpower required for providing good House Keeping service in office premises.
9. The agency should deploy energetic and experienced housekeeping personnel between the age group of 20-50 and preferably Marathi/Hindi speakers. If any person is not suited to the duty, the house keeping agency must replace such person immediately.
10. The bidder must employ adult and skilled labour only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities.
11. The employees of the contractor should possess sound health and be free from any diseases, especially contagious and frequently recurring diseases and they should be in uniform while on duty.
12. The Contractor will, prior to the commencement of the operation of contract, make available to MADC, the particulars of all the employees who will be employed, such particulars inter-alia should include age, date of birth and permanent address of the employees etc.
13. The Contractor shall obtain adequate insurance policy/policies in respect of his workmen to be engaged for the work, towards meeting the liability of compensation arising out of death/injury/disablement at work etc.
14. The Contractor shall be responsible for the safety and security of the Personnel deployed for duty in the office.
15. The Housekeeping Contract shall remain valid for a period of **One Year** and it may be renewed on mutually acceptable terms and conditions for one more years. The contract once awarded can be terminated by either party after giving one month notice to the other party. Nevertheless, MADC may terminate the contract of the contractor without any notice in case the contractor commits a breach of any of the terms of the contract. MADC's decision that a breach has occurred will be final and shall be accepted without demur by the Contractor.

16. The Contractor shall be liable with regard to compliance of all the laws regulation, rules and directions given by any statutory authority with regard to safety, labour laws or any other laws including registrations with Contract Labour Regulation Act, Workmen's Compensation Act, Minimum Wages Act, Payment of Wages Act, Provident Fund Act, Employees State Insurance (ESI) Act, GST Registration, Municipal Registrations etc., copies of all such statutory registrations shall be enclosed to the tender.
17. The Contractor shall, keep necessary books of accounts and other documents for the purpose of this condition as may be necessary and shall allow inspection of the same by a duly authorized representative of MADC.
18. The Contractor shall be responsible to maintain the equipments and other articles supplied by the MADC in good condition. In case of any damage, he shall be responsible to carry out the repairs without any delay to avoid any interruption in service. Cost of repairs shall be borne by the Contractor him-self. The decision of the Consultant(Admin)/Advisor(admin) shall be final and binding on the contractor.
19. MADC shall in no way be responsible for any default with regard to any statutory obligation and the Contractor will indemnify MADC in case of any damage or liability, which may arise on account of action of contractor.
20. Services to be provided by contractor are indicated in the *Annexure-I* attached.
21. Tender shall be accompanied by the relevant documents including the following:-
 - i) Certificate in support of experience for having undertaken this kind of business along with a list of organizations where the Contractor is currently providing / has provided House Keeping Services.
 - ii) Work-plan indicating the requirement of staff and the deployment pattern of staff proposed and other details for the efficient satisfactory performance of the contract.
 - iii) Certificates in support of all statutory registrations.
22. The work shall be carried out so as to keep ready by the office opening time and keep the office clean till and after the closing time of office.
23. Care must be taken to ensure while carrying out the work so that no fittings, fixtures, furnishings are damaged. Any damages done to the same or any other property will have to be repaired / replaced by the contractor, failing which the same will be got done at his risk and cost. The decision of the Consultant (Admin)/Advisor (Admin) shall be final and binding on the contractor.
24. If any theft or loss of property is reported by any Department / Section due to the negligence or improper action of any trespass of unauthorized persons, the house keeping agency shall be responsible and the MADC shall have the right to recover damages from the payment dues & the Security Deposit of the agency.
25. All work shall be carried out with due regard to the convenience of MADC officers. There shall be no discrimination on type of official job assigned to its person under unavoidable circumstance. The orders of the all officer shall be strictly observed. The Contractor will work in close co-operation and co-ordination with instruction given by Consultant (Admin) /Advisor (Admin).
26. The contractor will not charge any additional payment to provide the cleaning services on holidays, Sunday and odd hours during MADC functions.
27. All the housekeeping material (like naphthaline balls, wet/dry cloaths, freshners toiletries, mops, brooms etc. details mentioned in *Annexure-II* attached.) to be used shall be got

approved by the Consultant(Admin)/Advisor (Admin) before starting the work

28. The Contractor shall be fully responsible about the conduct of his employees and shall ensure that their behavior with officers is always good and cordial. If it is found that the conduct or efficiency of any person employed by the contractor is unsatisfactory, the contractor shall have to remove the person concerned and engage a new one within (48) hours of intimation. The decision of the Consultant (Admin)/Advisor (Admin) in this regard shall be final and binding on the contractor.
29. MADC is not bound to provide any mode of transport in respect of men or material required for the contract.
30. For attendance purpose Housekeeping Staff have to report to Consultant (Admin)/Advisor (Admin).
31. The Contractor shall submit monthly bills to Consultant(Admin)/Advisor(Admin), which will be scrutinized and recommended through Administration section of MADC H.O, if found in order. Copies of previous month's wage register as well as PF challans and ESI deposits should also be submitted with every bill. Photo copies of annual insurance policy under the Workmen's Compensation Act should be submitted in the first month of award of contract.
32. The payment of wages shall be disbursed by the contractor to his workmen before 5th of every succeeding month. No amount shall be deducted from the wages of the workmen by way of commission of any sort.
33. The contractor shall at all times indemnify and keep indemnified the Principal Employer the Head of the Office and its Officers Servants and Agents for and against all third party claims whatsoever (including time not limited to property loss and damage, personal accident, injury or death of / or property or person of any sub-contract and or the servants or agents of the contractor any sub-contractor(s) and or the owner and the contractor shall at his own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act / Fatal Accident Act, Personal Injuries, Employees State Insurance Act, PF Act and / or their Industrial Legislation from time to time in force.
34. The payment shall be released on monthly basis after satisfactory completion of the job and for the work actually done on submission of bills in duplicate by the contractor. The bills should be accompanied by same certificate as MADC may prescribe from time to time.. However, in the event there is any query, objection or dispute with regard to any bill or a part thereof, the contractor shall not be entitled to any interest to be paid for late payment till such time that the query, objection or dispute is resolved.
35. The contractor will be entitled for payment of amount as agreed by MADC per month after deducting TDS as per the existing rates including the cost of men and material for performance of the duties mentioned in this contract of one year beginning from the date of awarding the service contract. GST shall be paid as applicable on monthly bills.
36. The payment shall be made by MADC every month of the related amount on presentation of bill for such payment by the contractor in the first week of each succeeding month. The payment due to the contractor will be released on monthly basis after satisfactory completion of the job and for the work actually done on submission of bill in duplicate by the contractor. The bills should be accompanied by such certificates as MADC may prescribe from time to time.
37. In the event of failure in maintaining the Housekeeping Services on any day up to the desired standard in part or full, the contractor is liable to be penalized @ Rs.1,000/- (Rupees One thousand only) per day which shall be recovered from the bills or otherwise deducted out of security deposit. For purpose of imposing penalty, the decision of Consultant (Admin)/Advisor (Admin) will be final and binding on the contractor and shall not be subject to dispute or arbitration.

38. The contractor shall deposit **3 months amount as per the quoted amount in financial bids** towards Security Deposit with MADC. No interest shall accrue on this deposit, which will be returned after the successful completion of contract and after adjusting dues if any of the Contractor to MADC. The EMD of successful tender will be converted as security deposit and balance security amount will be deposited within the 07 days after receiving the work order. The EMD of unsuccessful tenders will be refunded within a reasonable time after finalization of the contract.
39. The said EMD submitted by the contractor along with the bid shall be forfeited if he does not fulfil any of following conditions:
 - i) This Agreement/Awarding Letter is to be signed by him in the prescribed form within 10 (Ten) days of the receipt of letter awarding the contract.
 - ii) Agency failed to submit security deposit within 10 days form issue of letter of award.
 - iii) The Housekeeping service is to be commenced from next day of the receipt of the after signing of agreement.
40. The workmen employed by the contractor shall be directly supervised and controlled by the Contractor and shall have no relation whatsoever with MADC. Such workmen shall also not have any claim against MADC for service or regularization of services by virtue of being employed at MADC against any temporary or permanent posts at MADC.
41. The work executed shall be to the satisfaction of the Consultant (Admin)/Advisor(Admin) or other senior officers of MADC.
42. The contractor shall ensure that either he himself or his representative is available for proper Administration and supervision at the works at least once in a month.
43. The contractor undertakes to deposit all statutory payments such as EPF, ESI, Service Tax and other dues within the stipulated time as required by law and comply with all other provisions. The agency should give EPF, ESI Cards immediately and shall submit EPF, ESI & Service Tax Challans relating to the previous month to the Indenting Office exclusively along with its bill for the current month.
44. All the workers engaged by the Contractor for carrying out tasks under this contract, shall be deemed to be the employees of the contractor's agency. The Agency shall be solely responsible for their wages, fringe benefits, conduct, duty roster, leave-records, relievers etc., The Agency shall also provide its Workers photo -identity cards which shall be checked by the MADC officials as and when necessary.
45. MADC shall not be responsible for the release of benefits, such as Provident Fund, ESI, Pension benefits or allowances. Any changes in the minimum wages act or in any other labour legislation or other statutory obligations during the validity period of the contract shall be the responsibility of the Contractor. However, MADC may hold certain amount from bill of contractor till the dues are paid to his persons working in MADC.
46. MADC shall in no way be responsible for any default with regard to any statutory obligations and the contractor will indemnify MADC in case of any loss or damage or liability, which may arise on account of action of the contractor.
47. The Housekeeping contractor shall ensure that the staff engaged by him shall not smoke beedis, cigarettes or take alcoholic drinks and nor they are allowed to chew pan, tobacco items etc. with in office hours when they are on their duty at MADC premises.
48. The staff of the contractor should posses sound health and be free from any diseases, especially contagious and frequently recurring diseases. They should be in uniform while on duty.

49. MADC, reserves the right to award contract for the above services either to one party or more than one party. MADC also reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders without giving any notice or assigning any reason and not bound to accept the lowest. In case L-1 is more than one, then the past performance of the Tenderer will be the criteria for selection and it would be at the discretion of the Administration Deptt. as constituted by VC&MD, MADC. Decision of VC&MD, MADC shall be final in all respects and will be acceptable to all the tenderers.
50. Any attempt at negotiation direct or indirect on the part of a tenderer with the authority to whom he has submitted the tender or the authority who is competent finally to accept it after he has submitted his tender or any endeavor to secure any interest for an actual or prospective tenderer or to influence by any means the acceptance of a particular tender may render the tender liable to exclusion from consideration.
51. **In case of default**, Contractors who violate the terms of the contract and whose contracts are terminated, should be considered for blacklisting by the Competent Authority of MADC for a significant time before they are considered again.
52. The decision of the VC&MD, MADC in any matter relating to this contract shall be final.
53. The contractor shall be responsible for the payment of wages and allowances as per **Government of India Minimum Wages Act** (employment of sweeping and cleaning excluding activities prohibited under the employment of manual sewages and construction of dry latrines (prohibition) Act 1993 and all statutory dues to the persons employed by him for providing the housekeeping services. The contractor shall be further responsible for proper discipline of the employees engaged by him and their work, besides observing other obligations.
54. Sub-contracting of the contract is strictly prohibited.
55. Any other payments likewise Uniform, Shoe, Leave Salary, Bonus, etc., should be met by the contractor only. MADC has no liability towards the above.
56. Material cost to be borne by contractor & he shall keep adequate quantity in stock. In case material is not available timely penalty change will be applicable @ Rs. 1000/day.
57. **Corrupt or Fraudulent Practices**
it is the policy that the Employer requires all bidders, suppliers and contractors and their representative observe the highest standard of ethics during the procurement and execution of such contracts. In pursurance of this policy, the Employer:
 - (a) Defines for the purpose of this provision the terms set forth as follows.
 - (i) “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly of anything of value to influence improperly the action of another party;
 - (ii) “fradulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to misleads, a party to obtain a financial or other benefits or to avoid an obligation.
 - (iii) “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the action of another party;
 - (iv) “coercive practice” is impairing or harming or threatening to impair or harm directly or indirecty any party or the property of the party to influence improperly the action of a party;

- (v) “Obstructive practice” is
 - (i) Deliberately destroying falsifying, altering or concealing of evidence material to the investigation or making false statement to investigators in order to materially impede an investigation into allegation of a corrupt, fraudulent, coercive or collusive practices and/or threatening or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or
- (b) Will reject a proposal for award if it determines that the bidder recommended for award has, directly or through an agent engaged in corrupt fraudulent collusive coercive or obstruction practice in competing for the contract in question.
- (c) Will sanction a firm or individual including declaring ineligible either indefinitely or for a stated period of time to be awarded a future contract in MADC if it at any time determines that the firm has directly or through an agent engaged in corrupt fraudulent collusive, coercive or obstructive practices in competing for, or in executing the contract.
- (d) Bidder should not be found guilty under corrupt & fraudulent practice in last 2 years in MADC or other Govt. agency. An undertaking to this effect to be submitted by bidder.

JOB SPECIFICATIONS AND SCOPE OF WORK:

A. AREA COVERAGE FOR HOUSEKEEPING SERVICES

1. Rendering housekeeping service in MADC, Mumbai as per the area indicated below.
8th Floor – Appx. 8296 Sqft (gents and ladies toilet area included)
11th Floor (Unit No.4 – 478 Sqft and Unit No.7 – 1214 Sqft).
Floor plan enclosed for reference.

B. BROAD DETAILS OF SCOPE OF WORK:

1. Cleaning, sweeping, moping and wiping of floors, on daily basis from Monday to Saturday or as required by Consultant (Admin)/Advisor (Admin). Cleaning activity shall start in the evening at 6:30 PM or after the office hours completed.
2. Thorough cleaning of all toilets using required detergent by putting naphthalene balls and air purifier in all urinals, wash basins, wall tiles and WC area.
3. Cleaning and dusting of entire furniture, partitions, wooden cabin walls, railings, doors, windows venetian blinds, racks, sofas, computers, telephones, curtains, walls etc. with dry/wet cloth, feather brush and duster.
4. Lifting, carrying and disposing the dead rats, insects etc. if found inside and around the office area.
5. Clearing of any choking's in the nani trap of toilets and kitchen etc.
6. Removal of beehives and cobwebs/spider webs from the corners of walls, furniture, cleaning partition wall, cleaning of ceiling roofs, cleaning of storage etc.
7. The bidder must employ adult and skilled labour only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. In order to maintain quality services and minimize operational problems, the bidder must rotate the staff once in six months with prior written intimation to MADC.
8. Proper registers/records (Attendance, Wages, etc.) for the jobs carried out on daily, weekly, fortnightly and monthly basis will be maintained and will be countersigned by the MADC consultant(admin) at regular intervals and finally at the end of each mon
9. The Contractor shall submit to MADC a list of all workers engaged to carry out the contract work, indicating name, age, home address, qualifications, etc., and would also intimate as and when any change takes place.
10. The bidder should possess or procure needful material required for smooth housekeeping services. No additional cost towards this will be borne by MADC.

C. PROVIDING WORKFORCE;

The bidder has to provide workforce in sufficient numbers to maintain the office infrastructure as required and of quality to ensure workmanship of the degree specified in the job order and to the satisfaction of the Consultant (Admin)/Advisor (Admin). Tentative requirement of workforce to be deployed during office hour is given hereunder:-

- a) Fulltime – 2 No.
- b) Part time – 3 Nos.

The bidder shall ensure that all the workforce deployed wear uniform as fixed by MADC while on duty.

D. WASTE DISPOSAL MANAGEMENT:

The bidder will ensure collection, mechanized screening / segregation of dry and wet garbage in the earmarked area. The bidder will also ensure segregation of bio degradable and non-bio degradable garbage. Finally, the bidder will arrange for disposal of garbage at such a place as may be permissible by world Trade Centre.

In case complaints is received from WTC about improper handling disposal of garbage/waste, penalty @ Rs. 500/- per complaint will be deducted from the contractors bill.

E. SUPPLY OF MATERIAL AND CONSUMABLES:

All materials/consumables other related item is to be provided by the Agency have to be of reputed brands or in conformity with the specification/makes keeping in view good quality/standard after discussion and finalization with Consultant (Admin). The firm shall assess the quantity of consumables to be used and supply them in advance and store them at MADC on fortnightly basis.

F. SCHEDULE OF ACTIVITIES:

SR. NO.	AREAS	ACTIVITIES	SCHEDULE
1.	Reception, Corridors, Floors, Sofas Main Glass Doors & Windows	(a) Sweeping Mopping with phenyle, Remove Garbage in bins Dusting Tables/ Chairs, Clean Glass doors & windows with Colin spray, (b) Deep cleaning	Daily- Twice Reception – Three times daily
2.	General Working Area, Partitions, Furniture, Computers, Doors, Wipdows, Window A.C. Grill	(a) Sweeping Mopping with phenyl, Glass cleaning with Colin Spray, Dusting Furniture (b) Deep Cleaning	Daily Daily
3.	Executive Cabins, Sofas, Window, cubicals, blinds of windows	(a) Dusting Furniture & Equipments (b) Floor Swiping & Mopping (c) Cleaning Glass Door & Windows (d) Dusting & Vacuuming Chair & Sofa (e) Provide Air freshener	Daily Daily Daily Daily Daily
4.	Conference Rooms, Board Rooms & Meeting Rooms	DO	Daily
5.	Toilet Blocks	Sweeping with water & Mopping with phenyl, clean W. C. with harpic liquid provide Naphthalene Cubes, Balls in urinals, Air Freshener, dettole hand wash, cleaning wall tiles & sanitary fixiture etc.	Daily- 3 times (& as required)
6.	Pantry Rooms	Sweep & Mopping floor, Clean Platform, Water purifier Refrigerators.	Daily
7.	Server Rooms, Network Rooms, Xerox Rooms,	Sweeping & mopping floors, Dusting & Cleaning Furniture/Equipments/Panch/Book Rack/Windows/Doors/Instruments etc.	Daily or (As & when required)
8	Cleaning ceiling, corners of wall, storages internally	(a) Dusting Furniture & Equipments (b)Dusting & Vacuuming	Once in a week.

ANNEXURE-II

List of Housekeeping Materials to Be Used

Sr. No.	Particulars	Quantity/per month
1.	DETTOL HAND WASH	As required
2.	HARPIC	
3.	ACID	
4.	COLIN	
5.	GARBAGE BAGS	
6.	TOILET BRUSH	
7.	URINAL CUBES	
8.	NEPHTLIN BALLS	
9.	SOFT BROOM	
10.	WIPER (BIG & LONG SIZE)	
11.	ODONIL (ORIGINAL)	
12.	WET MOPS	
13.	ROOM FRESHNER	
14.	SCOTCH BRITE	
15.	HIT (RED)	
16.	VIM/RIN/SURF	
17.	DRY MOPS	
18.	GLASS DUSTER	
19.	HARD BROOM WITH BAMBOO	
20.	FLOOR CLEANER LIQUID	
21.	Any other item necessary for keeping good hygienic condition in office.	

Name & Signature of House Keeping Contractor:

Address: _____

Seal of Agency _____

UNDERTAKING BY THE HOUSE KEEPING CONTRACTOR

I/We have carefully gone through the various terms and conditions listed in the above for provision of Contract for Housekeeping Services at MADC, Mumbai H.O on monthly basis. I/We agree to all these conditions and offer to provide Housekeeping Services at MADC. I/We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. I/We have acquainted ourselves with the tasks required to be carried out, before making this offer. I/We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Name & Signature of House Keeping Contractor:

Address: _____

Seal of Agency _____

Phone No. (O): _____

(R): _____

(M): _____

Place: _____

Dated: _____

TECHNICAL BID FOR PROVIDING HOUSEKEEPING SERVICES

1. **Name of the Tenderers firm**
2. **Office Address**
Telephone No. Fax No.
E-mail Address
3. **Name & Design of authorized representative(s) with Ph. No.**
4. **Type of Firm**
5. **Registration Certificate (Please enclose photo copies)**
 - i) E.P.F. Regn. No.
 - ii) E.S.I. Regn. No.
 - iii) GST Regn. No.
 - iv) Labour License (Central) Regn. No.
 - v) PAN CARD / GIR No.

6. Annual Gross Turnover during the last 2 consecutive years should be minimum 05 Lakh in each financial year i.e. 05 Lakh in 2017- 2018, 05 Lakh in 2018-2019 & 05 Lakh in 2019-2020. The rganisation should provide required documentary proof in support thereof such as IT Return, Audited Balance Sheet for the above:

Financial Year	Amount
2017-2018	
2018-2019	
2019-2020	

(Please enclose copies of ITR/Audited Balance Sheet and P&L A/c. etc.

1. Letters of satisfactory performance from 2 of reputed clients must be attached for providing House Keeping Services certify that the services are professional.
2. Details of minimum two years of experience of similar works in Government / Public Sector undertaking / Registered Societies / Universities / Research Institutions / Educational Institutions / IT Industries as per the attached format **(Please use separate sheet, if required)**. Out of that the agency is having at least one housekeeping related work currently in his hand.

(Pl. submit copies of evidence i.e. Work Orders, corresponding satisfactory job, completion certificates from clients specifying value and period of work order enclose) (Pl. specify)

(MANDATORY).

Year	Name of the Employer, Address, Contact Person Name with Tel. No. & Mobile No.	Name of Office	Details of Experience, Similar works period of Contract with dates of Commencement and Termination covering last 3 years	Area under house keeping	Total No. of Cleaners	Nature of Work (House Keeping Works Only)

1. Validity:

The Tender shall be valid for a period of 90 days from the date of opening of the tenders for the purpose of evaluation of tender.

2. Additional information, if any (attach separate sheet if required):

**Signature of Authorized person
of the Firm/Agency with stamp**

Dated: _____

Place: _____

FINANCIAL BID
(CONTRACT FEES FOR HOUSE KEEPING SERVICES)
(Should be sealed in separate covers dully superscripted)

S. No.	Particulars	Amount in Rs
1.	Lump-sum contract fees per month to be quoted by the bidder as per the condition mentioned in this contract and including material, statutory taxes but excluding GST	

Note: a. Cost towards Uniform, Shoe, Leave Salary, Bonus and etc., should be met by the contractor from above charges only. MADC has no liability towards the above.

b. Goods & Services Tax (GST) as per prevalent rules shall be paid by MADC, if applicable

I accept the above terms & Conditions

(Full Signature of Contractor)