

**TARIFF AUTHORITY FOR MAJOR PORTS,  
4<sup>TH</sup> FLOOR, BHANDAR BHAVAN, M.P.ROAD, MAZGAON,  
MUMBAI -400 010.**

D-31013/1/2005-TAMP[454]

Dtd.16.05.2013

**TENDER DOCUMENT FOR OUTSOURCING HOUSEKEEPING SERVICES IN THE TARIFF AUTHORITY FOR MAJOR PORTS, MAZGAON,MUMBAI FOR THE PERIOD FROM 01.07.2013 TO 30.06.2015 (PERIOD OF 2 YEARS) SERVICE PROVIDERS/ AGENCIES/FIRMS.**

Sealed tenders are invited from the service providers/ Agencies/Firms having valid Registration Certificate, including registration with the Regional Labour Commissioner, up to date, VAT clearance certificate and having similar line of business for more than 2 years of out-sourcing of Housekeeping/Cleaning services in Govt. offices/reputed corporate offices.

2. The services of Housekeeping & cleaning are required to be undertaken in our office premises situated at 4<sup>th</sup> floor, Bhandar Bhavan, M.P.Road, Mazgaon, Mumbai 400 010 admeasuring 1419.27 Sq.Mtrs

**Schedule of Tender**

- **Tender No: D-31013/1/2005-TAMP[454] dtd.16.05.2013**
- **Last date and time of sale of tender document: - 24.05.2013 up to 17.00 hrs.**
- **Last date and time of receipt of tender :- 31.05.2013 up to 15.00 hrs.**
- **Tender Forms can also be freely downloaded from the Authority's website [www.tariffauthority.gov.in](http://www.tariffauthority.gov.in).**
- **Date and time of opening of Tender :- 03.06.2013 at 15.30 hrs.**

**Venue :- Tariff Authority for Major Ports, Bhandar Bhavan, 4<sup>th</sup> Floor, Muzawar Pakhadi Road, Mazgaon, Mumbai – 4 00 010. Mumbai**

**(D.S. Bhople)  
Section Officer (Administration)**

## TENDER DETAILS

<b>Central Govt. Ministry / Department/</b>	<b>Ministry of Shipping</b>
<b>Name of the Tendering Organization</b>	<b>Tariff Authority for Major Ports, Mumbai</b>
<b>Type of Organization</b>	<b>Autonomous Body under Ministry of Shipping, Govt.of India</b>
<b>Tender Title</b>	<b>Outsourcing contract for Housekeeping and Cleaning Services</b>
<b>Tender Ref. No.</b>	No-D-31013/1/2005-TAMP[454] Dated : 06.05.2013
<b>Product Category</b>	<b>Services</b>
<b>Tender Value</b>	₹.35,000.00
<b>Tender Document Cost</b>	<b>Nil</b>
<b>Tender Type</b>	<b>Two Bid</b>
<b>Enter Location</b>	<b>O/O the Tariff Authority for Major Ports, Mumbai</b>
<b>Announcement Date</b>	<b>16.05.2013</b>
<b>Last date of Document Collection</b>	<b>24.05.2013 upto 17.00 hrs</b>
<b>Last date of Submission</b>	<b>31.05.2013 up to 15.00 hrs</b>
<b>Opening date</b>	<b>03.06.2013 at 15.30 hrs</b>
<b>Work Description</b>	<b>Housekeeping &amp; Cleaning contract</b>
<b>Pre-Qualification</b>	<b>Tenderer having experience of similar work</b>
<b>Sector</b>	<b>Port Sector Regulatory Authority</b>
<b>State</b>	<b>Maharashtra</b>

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Sealed tenders are invited from the service providers/ Agencies/Firms having valid Registration Certificate, including registration with the Regional Labour Commissioner, up to date, VAT clearance certificate and having similar line of business for more than 2 years of out-sourcing of Housekeeping/Cleaning services in Govt. offices/reputed corporate offices.

2. The services of Housekeeping & cleaning are required to be undertaken in our office premises situated at 4<sup>th</sup> floor, Bhandar Bhavan, M.P.Road, Mazgaon, Mumbai 400 010 admeasuring 1419.27 Sq.Mtrs

3. The contract will cover performance of the following items of works along with supply of necessary materials:

- i) Sweeping and wet mopping of the entire office area with phenyl, including reception area, all cabins, lift lobby on the 4<sup>th</sup> floor & ground floor, stair case ( 4<sup>th</sup> floor only), etc every day.
- ii) Collecting all garbage and dumping the same outside the main gate every day at the place allotted by BMC for the purpose.
- iii) Cleaning of furniture, glass doors at the Reception and in the office premises every day.
- iv) Cleaning of all toilets with phenyle every day in the morning and at periodical intervals during the working hours .
- v) Preparing tea/coffee and cleaning of cups, plates, glasses etc.
- vi) Delivery of local letters as and when required.
- vii) Maintenance of indoor plants etc.
- viii) Cleaning of glass doors of cabins, windows, fans, tube lights etc as and when required.
- ix) All fixed glass sections of Cabins of Chairman, Member, Secretary & Director & other officers should be cleaned on a month to month basis with proper safety norms.
- x) All housekeeping related work.
- xi) Supervision of work by frequent visit of your Supervisor.

4.1 The tenders should be submitted in two sealed covers consisting of–

(i) **First sealed cover should be superscripted “Detailed Technical Bid” and should contain**

- (a) Copy of Registration of Service provider under Shops & Establishment Act or other relevant Act/Rules.
- (b) Copy of EPF Registration of the Service Provider.
- (c) Copy of ESI Registration Certificate of Service Provider.
- (d) Copy of Labour License of the Service provider.
- (e) Copy of Service Tax Registration of the Service provider.
- (f) Copy of PAN/TAN card of the Service provider or firm.
- (g) Latest list of clients with copies of few work orders for similar nature of work.
- (h) Proof of similar work experience in Govt.offices/corporate offices

(ii) The second sealed envelope superscribed “ **Detailed Financial Bid” should contain only rates which are to be quoted on monthly basis and should contain**

- (a) Monthly fixed charges showing the number of persons who will perform the work on regular basis.
- (b) Other Taxes, Duties & incidental charges if any for the said services.

4.2. The technical bid and the financial bid should be put in two separate sealed envelopes superscribing in the envelope “Technical Bid” for Housekeeping & Cleaning Contract” and “Financial Bid” for Housekeeping & Cleaning Contract” respectively. Both the sealed envelopes of Technical Bid and Financial Bid should be submitted in a single sealed envelope addressed to the Section Officer, Tariff Authority for Major Ports, Bhandar Bhavan, 4<sup>th</sup> floor, M.P. Road, Mazgaon, Mumbai – 400 010 superscribing the envelope “Quotation for House Keeping & Cleaning Contract”. The quotation duly completed in all respect should be submitted in the office of the Authority on or before **31 May,2013 by 15.00 Noon.**

4.3. The technical bids of the contractors will be opened immediately at **15.30 PM on 03.06.2013** in the office of the Authority. The interested bidders may be present during opening of the technical & financial bids if they so desire. The technical bids which are complete in all respects only will be considered for evaluation, and the financial bids only of the technically qualified vendors will be opened. The financial bids of other vendors will not be opened.

4.4. The financial bids of the eligible bidders will be opened on **07.06.2013 at 11.00 A.M.** after completing the technical bid evaluation.

5. The quotation should be complete in all respect. Incomplete quotation will be treated as invalid and will not be considered.

6. The Authority reserves the right to cancel any or all the bids without assigning any reason thereof.

7. Cleaning should be completed in office cited premises prior to opening of office hours i.e.9.15 AM so that work in office does not get interrupted in the middle for cleaning purpose and periodical cleaning of toilets, pantries, etc should be done on recurring basis at periodical intervals on daily basis. The cleaning of Ceiling Fans, glass panels in officer's cabin, washing of floors etc, are to be performed on a holiday or on regular days without affecting the work of the officers. As and when called on to work on Saturday or on an official holiday, your workers should be made available for cleaning the office premises and no extra compensation will be payable for the said work.

8. The persons supplied by the Agency should not have any Police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of persons will be verified by the Service Provider before their deployment through local police, collecting proofs of residence, previous work experience and recent photograph and a certification to this effect submitted to this office. The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The service provider shall withdraw such employees who are not found suitable by the office for any reason immediately on receipt of such a request.

9. The service provider shall engage necessary persons as required by this office from time to time. The said persons engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their salary every month.

10. The service provider's person shall not claim any benefit/compensation/absorption/regularization of services from/ in this office under the provision of Industrial Disputes Act,1947 or Contract labor(Regulation & Abolition) Act,1970. Undertaking from the persons to this effect shall be submitted by the service provider to this office.

11. The service provider's personnel shall be polite, cordial, positive and efficient, while handling the assigned work. The service provider shall be bound to prohibit and prevent any of their employees from being intoxicated while on duty, trespassing or acting in any detrimental or prejudicial to the interest of this

office. The decision of the Chairman of this office upon any matter arising under the clause shall be final and binding on the agency.

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12. The functional control over the personnel deployed by the Agency will rest with this office and the disciplinary administrative / Technical control will be with the Agency.

13. This office may require the service provider to dismiss or remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or for his/her/their misconduct and the service provider shall forthwith comply with such requirements. The service provider shall replace immediately any of its personnel, if they are unacceptable to this officer because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.

14. The service provider has to provide Photo Identity Cards to the person/s deployed by him for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.

15. The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider shall be responsibility of the service provider.

16. The Agency will be wholly and exclusively responsible for payment of wages to the person/s engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund, ESI Act etc., and this office shall not incur any liability for any expenditure whatsoever on the persons employed by the agency on account of any obligation. The agency shall provide particulars of EPF, ESIC of its employees engaged in this office. The agency will comply all statutory provisions of law, rules and regulations of Act and keep this office informed about any amendment in the law from time to time.

17. The period of contract will be for 2 years and the rates quoted will not undergo any change during the period of contract.

18. The service provider will submit the bill in triplicate complete in all respect to Section Officer (Admin), Tariff Authority for Major Ports, 4<sup>th</sup> floor, Bhandar Bhavan, M.P.Road, Mumbai -400 010 in respect of a particular month in the first week of the next month. The payment will be released by the third week of the following month subject to production of documentary evidence towards PF/ESI/Service tax of its staff for the previous month. Tax if any, shall be deducted at source as per the relevant Act.

(D.S.Bhople)  
Section Officer (Admn).