

**TENDER FOR OUTSOURCING OF HOUSEKEEPING AND  
CLEANING SERVICES TO TARIFF AUTHORITY FOR  
MAJOR PORTS, MUMBAI**

**Tender No. : D-31013/1/2019-TAMP/659**  
**Date of Issue : 31.12.2019**  
**Date of closing : 16.01.2020**

**TARIFF AUTHORITY FOR MAJOR PORTS**  
**(Autonomous Body under Ministry of Shipping, Government of India)**  
4<sup>th</sup> Floor, Bhandar Bhavan, Muzawar Pakhaddi Road, Mazgaon, Mumbai - 400 010.

## **TARIFF AUTHORITY FOR MAJOR PORTS**

**(Autonomous Body under Ministry of Shipping, Government of India)**

4<sup>th</sup> Floor, Bhandar Bhavan, Muzawar Pakhaddi Road, Mazgaon, Mumbai - 400 010

### **NOTICE INVITING TENDER FOR OUTSOURCING OF HOUSEKEEPING AND CLEANING SERVICES TO TARIFF AUTHORITY FOR MAJOR PORTS, MUMBAI**

1. Sealed tenders in conformity with the tender call notice are invited by **the Tariff Authority for Major Ports** from the service providers / Agencies / Firms having valid Registration Certificate, including registration with the Regional Labour Commissioner, EPF Registration, ESI Registration, Goods and Service Tax (GST) Registration and PAN Card and having similar line of business for more than 5 years in the Central Government/ State Government / PSUs / Autonomous Bodies / reputed Private Organisations in Mumbai. The service providers should have local Offices at Mumbai to ensure satisfactory fulfillment of contractual obligations.
2. The Service Providers / Agencies / Firms having good track record, proof of qualified manpower and relevant experience are eligible to apply. They should produce satisfactory work completion certificate for a minimum of two preceding years.
3. The services of Housekeeping and cleaning are required to be undertaken in our office premises situated at 4<sup>th</sup> Floor, Bhandar Bhavan, Muzawar Pakhaddi Road, Mazgaon, Mumbai-400 010 admeasuring 1419.27 sq. mtrs.
4. The period of contract is for 3 (three) years, and can be extended for a maximum period of two (2) years based on satisfactory performance, by amendment of the original contract as may be mutually agreed to, and also subject to necessary approval of Competent Authority.
5. Service charges in % quoted by the agency would be valid for a period of three year only. No requests will be entertained for increasing the Service Charges during the validity of the contract. Statutory increase in Wages and / or DA etc. is to be monitored by the Agency, if any changes take place during the contract period and inform to this office with the relevant orders from time to time.
6. **The Agency has to appoint a supervisor to act as one point contact to manage personnel and coordinate with Tariff Authority for Major Ports. Payment for the supervisor to be borne by the agency. The supervisor has to coordinate with the officer of TAMP in Administration Section for day to day activities (Viz. attendance of manpower deployed, absentee's statement, alternate arrangement etc.)**
7. The Housekeeping Staff will have to be supplied by the Agency immediately on award of Contract.
8. The tender document can also be obtained from the website of the Authority [www.tariffauthority.gov.in](http://www.tariffauthority.gov.in) free of charge.

9. The tenders should be submitted in two sealed covers as indicated below:
- (i). The first sealed cover should be superscripted “**Technical Bid**” and should contain
    - (a). Checklist of documents submitted (**Annexure-II**)
    - (b). The Proforma at **Annexure-III** for Technical Bid duly filled in stamped and signed by the tenderer.
    - (c). Agency profile including details of previous experience of manpower supply to Central Government / State Government / PSUs / Autonomous Bodies / Reputed Private Organisations.
    - (d). Stamped and Signed copy of **Annexure-I** for acceptance of terms and conditions.
    - (e). Demand Draft for Earnest Money Deposit.
    - (f). Any other required relevant documents.
  - (ii). The second sealed envelope superscripted “Financial Bid” should contain service charges in % per person per month and material cost at which housekeeping and cleaning services will be provided. (**Annexure-IV**). Goods and Service Tax applicable from time to time will be paid.
  - (iii). Both the sealed covers should be placed in the main sealed envelope superscripted “Tender for Outsourcing of housekeeping and cleaning services”. The sealed tenders must be submitted in the name of **Administrative Officer, Tariff Authority for Major Ports, 4<sup>th</sup> Floor, Muzawar Pakhaddi Road, Mazgaon, Mumbai-400 010**. The schedule of the tender is given below:

**Tender No. D-3013/1/2019-TAMP/659**

Sl. No.	Description	Date	Time
1	Last date and time of collecting / obtaining of tender document	15.01.2020	10.00 hrs.
2	Last date and time of receipt of tender	16.01.2020	15.00 hrs.
3	Date and time of opening of Technical Bid	16.01.2020	15.30 hrs.
4	Date and time of opening of Financial Bid of the successful bidder	23.01.2020	15.00 hrs.

- (iv). Amount of Earnest Money deposit ₹ **10,000 (Rupees Ten Thousand Only)** in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee in favour of "**Tariff Authority for Major Ports**" must be submitted along with technical bid, failing which the bid shall not be considered. EMD of unsuccessful bidders will be refunded without any interest there on, after finalization of the contract.

- (v). The Tender Committee will open the technical bid at Tariff Authority for Major Ports, Bhandar Bhavan, 4<sup>th</sup> Floor, Muzawar Pakhadi Road, Mazgaon, Mumbai – 400 010 in the presence of participating bidders, who may like to be present on the date prescribed in the tender.
- (vi). Tenders received after the due date and time will be summarily rejected. Incomplete and conditional tenders shall not be accepted. No communication in this regard will be entertained.
- (vii). Any other documents considered necessary by the tenderer in support of their bid.

10. The Technical Evaluation Committee will assess the ability of the agencies to render the requisite services based on its past record, profile and on such other criteria (the details of which are given at **Annexure-V**) and only those found fit will be eligible for financial bid opening.

11. The bidders are required to submit self-attested copies of valid Registration Certificate, EPF Registration, ESI Registration, PAN Card and up-to date GST filing alongwith the bid documents, failing which the tender shall be declared as non-responsive and thus liable for rejection.

12. The outsourcing of Housekeeping and cleaning services is purely on Temporary basis and the Tariff Authority for Major Ports reserves the right to outsource (or) not to outsource the positions advertised.

13. To assist in the analysis, evaluation and computation of the bids, the Competent Authority, may ask bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.

14. The rates for outsourcing of Housekeeping and cleaning services that may be required for the proposed services shall not be less than the rates of minimum wages prescribed by the Government from time to time under Contract Labour (R&A) Act, 1970 and the Minimum Wages Act 1948. The Agency is bound to intimate TAMP immediately in case of change in the minimum wages enhanced by the Government, wherever applicable.

15. **Adherence to Labour Laws/Rules:** The firm/contractor shall comply with all Labour Laws, Rules and Acts in relation to its employees and ensure payment of minimum wages to the personnel engaged on outsourcing basis as per the notifications issued by Government of Maharashtra from time to time in compliance with the provisions of Minimum Wages Act and the Contract Labour (Regulation & Abolition) Act, 1970. The payment of wages by the contractor to its employees shall be made by ECS and a certificate in the firm's letter head be furnished to this Authority every month alongwith a copy of the Acquaintance Roll duly signed by the concerned employees, in confirmation of payment of minimum wages/agreed salary and compliance of Labour Laws etc. in each case.

16. The service charges in percentage per person per month and material cost to be payable should be indicated in detail as per the enclosed **Annexure-IV**.

17. The bidders are required to quote their **service charges in percentage both in words and figures and put their signature**; they should also sign on any overwriting or any correction made in the tendered rate.

18. The **cleaning materials cost will not form the base for deciding the L1 vender. Only service charges is the criteria for awarding the housekeeping & cleaning contract** in the TAMP Office.

19. After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions and who has quoted the **lowest Service Charges %** after complying with all the Acts / provisions stated / referred to for adherence in the tender. In case two or more agencies are found to have quoted the same **Service Charges %**, the Tariff Authority for Major Ports shall decide about the Agency to which the offer shall be granted based on the report on the past performance of the bidders and length of experience etc. The decision of the authority shall be final. Tariff Authority for Major Ports has the power to select on the same rate any of the willing agency(ies) found to have quoted the same service charge in %, in case, the agency with lowest rate at any stage after award of contract fails to perform successfully / satisfactorily.

20. EMD shall be forfeited if successful bidder fails to undertake the work or fails to comply with any of the terms & conditions of the agreement. EMD shall be refunded to unsuccessful bidders after award of the Contract.

21. Tariff Authority for Major Ports, Mumbai reserves the right to accept or reject any or all bids without assigning any reasons. Tariff Authority for Major Ports, Mumbai also reserves the right to reject any bid which in its opinion is non-responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.

22. The period of the contract may be extended maximum by **two years**. **The extension shall be one year at a time at the existing rates and terms and conditions** after the successful / satisfactory completion of initial contract & based on the manpower requirement at that time or may be curtailed / terminated before the contract period owing to deficiency in service or substandard quality of the manpower deployed by the selected Company / Firm /Agency. This office, however, reserves right to terminate the contract without assigning any reason thereof at any time after giving one week notice to the selected service providing Company / Firm / Agency.

23. The bidders while submitting tender shall furnish an affidavit along with the tender about the authenticity of the tender document. **Conditional tenders will not be accepted under any circumstances by the Authority.**

24. **Award**

- (i). Successful bidder has to sign a contract with TAMP.
- (ii). Successful bidder has to deposit security deposit (**refundable without interest after completion of contract**) equivalent to one month's bill amount, as will be approved.
- (iii). EMD will be released subsequently on completion of contract without any interest thereon.

**(Administrative Officer)**  
**Tariff Authority for Major Ports, Mumbai**

**Annexure - I**

**Terms and Conditions for award of contract to provide the services of Housekeeping and Cleaning**

1. The Contract will cover performance of the following items of works along with supply of necessary cleaning / sanitary materials:

- (a). Sweeping and wet mopping of the entire office area with phenyl / floor cleaner, 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. This covers includes the admeasuring area of 1419.27 sqr.mtr.
- (b). Collecting all garbage and dumping the same outside the main gate every day at the place allotted by BMC for the purpose.
- (c). Cleaning of furniture, glass doors at the Reception and in the office premises every day.
- (d). Cleaning of all toilets with phenyl every day in the morning and at periodical intervals during the working hours.
- (e). Preparing tea/coffee and cleaning of cups, plates, glasses etc.
- (f). Delivery of local letters as and when required.
- (g). Maintenance of indoor plants etc.
- (h). Cleaning of glass doors of cabins, windows, fans, tube lights etc as and when required.
- (i). 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.
- (j). All housekeeping and cleaning related work.
- (k). Supervision of work by frequent visit of your Supervisor.

2. All consumable, detergents, chemicals, like (Naphthalene ball, Room freshener, mosquito/insect repellent, liquid soap, Colin, phenyl) equipment's, machineries, gloves, mask etc. shall be arranged by the bidder as per the material list attached alongwith proforma for financial bid.

3. 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.

4. 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 each person recommended by them. The character and antecedents of each person provided by the service provider Agency is to be verified by the service provider Agency before their deployment after investigation by the local police, collecting proofs of identity like driving license, bank account details, past work experience, proof of residence and recent photograph and a certification to this effect will be submitted to this Authority by the service provider Agency. The service provider Agency will also ensure that the personnel deployed are medically fit and will keep a record of certificate of their medical fitness, The service provider Agency shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request.
5. The service provider Agency shall engage necessary persons as required by the TAMP from time to time. The said persons engaged by the service provider Agency shall be the employees of the service provider Agency and it shall be the duty of the service provider Agency to pay their wages every month. **There is no master & servant relationship between the employees of the service provider Agency and this Authority and further that the said persons of the agency shall not make any claim for employment in TAMP.**
6. The service provider Agency's persons shall not claim any benefit/ compensation/ absorption/ regularization of services from this Authority under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation and Abolition) Act, 1970. Undertaking from the persons to this effect shall be required to be submitted by the service provider Agency to this Authority.
7. The persons of the service provider Agency shall not divulge or disclose to any persons any details of office, operation process, and technical know how, security arrangements, administrative/ organizational matters.
8. The service provider Agency's personnel working should be polite, cordial, positive and efficient while handling the assigned work and their action shall promote and enhance the image of this Authority. Service provider Agency shall be responsible for any act of indiscipline on the part of the persons deployed by them. The agency shall be bound to prohibit and prevent any of their employees from being intoxicated while on duty, trespassing or acting in anyway detrimental or prejudicial to the interest of this Authority. The decision of the Authority on any matter arising under the clause shall be final and binding on the agency.
9. The persons deputed by service provider Agency shall not be below the age of 18 years.
10. The functional control over the personnel deployed by the Agency will rest with this Authority and the disciplinary/administrative/Technical control will be with the Agency.
11. This Authority may require the service provider Agency to dismiss or remove from the office, any person or persons, employed by the service provider, who may be found to be incompetent or for his/ her/ their misconduct and the service provider shall forthwith comply with such requirements. The service provider Agency shall replace immediately any of its personnel if they are found to be unacceptable to this Authority because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.

12. The service provider Agency shall ensure proper conduct of his persons inside the office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking and tobacco or any other prohibited substances.

13. The service provider has to provide Photo Identity Cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately. **The service provider shall provide good uniform, shoes / sandals to the Staff deployed to this office from time to time at the cost of the service provider.**

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

15. The service provider Agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable 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 will be required to provide particulars of EPF & ESI of its employees engaged in this office. The Agency will comply with 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.

**16. The service provider Agency will submit the Pre-receipted bill in duplicate along with the challan copies for payment of EPF, ESI etc. also the copies of payment paid to employees during previous month with signature for receiving the same should be enclosed, without which the bill will not be considered for payment. However, in such a case it will be the responsibility of the contractor to make payments to the concerned employees with in the stipulated time.**

17. Payments to the service provider Agency would be strictly on certification by the Administration with whom personnel is attached that his services were satisfactory and attendance as per the bill prepared by the service provider Agency.

18. No wages will be paid to any person deputed by the service provider Agency in respect of the day(s) of absence from duty.

19. The service provider Agency will provide the required personnel for a shorter period also in case of any exigencies as per the requirement of this Authority.

20. The service provider Agency shall provide a substitute in advance if there is any probability of the persons leaving the job due to his/ her own personal reason. The payment in respect of the overlapping period of the substitute shall be responsibility of the service provider Agency.

21. The service provider Agency shall be contactable at all times and shall acknowledge immediately messages received on the same day. The service provider Agency shall strictly observe the instructions issued by the Authority in fulfillment of the contract from time to time.

22. This Authority shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider Agency.



23. That the Agency on its part and through its own resources shall ensure that, the goods, materials and equipments etc., are not damaged in the process of carrying out the services undertaken by it and shall be responsible for any act (s) of commission or omission on the part of its staff and its employees, etc. If this Authority suffers any loss or damage on account of negligence, defaults or theft on the part of the employees/ Agents of the Agency, then the Agency shall be liable to reimburse to this Authority for the same. The Agency shall keep this Authority fully indemnified against any such loss or damage. For any accident or casualty occurred during the course of working to any staff deployed by the Agency, the liability that will arise out of the accident will be borne by the Agency. The responsibility will remain with the Agency and this office will in no way be responsible for it or any other clause mentioned above.

24. Attendance of the staff deployed by the contractor will be signed in the register provided by the agency. This Authority will monitor the attendance of the personnel deployed by the agency on the basis of which wages/ remuneration will be decided in respect of the person/s at the approved and agreed rates.

25. The personnel may be called on Saturday, Sunday and other gazetted holidays, if required, for which they will not be paid extra.

26. The wages shall be paid by the agency to their manpower on or before 5<sup>th</sup> on every month for the services rendered during the previous month. The Tariff Authority for Major Ports shall reimburse the agreed amount on production of monthly bill (in duplicate) towards services rendered along with attendance sheet. The claims in bills regarding Employees State Insurance, Provident Fund and Goods and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned month bill. A requisite portion of the bill/whole of the bill amount shall be held up till such proof is furnished, at the discretion of the Authority.

**27. The Tax Deduction at Source (TDS) shall be deducted as per the provisions of Income Tax Act, as amended from time to time, and a certificate to this effect shall be provided to the agency by the Authority.**

28. The successful bidder shall furnish a Performance Security deposit equivalent to one month salary of Engaged Man Power in the form of Account Payee Demand Draft or Banker's Cheque in favour of "Tariff Authority for Major Ports" safeguarding the interest of this Authority in all respects. The Performance Security deposit will be forfeited in case of supply of manpower being delayed beyond the period stipulated by this Authority or non-compliance of the terms of agreement by the service provider Agency or owing to frequent absence from duty/ misconduct on part of manpower supplied by the Agency and the same will be refunded/returned on termination of the contract without any interest there on.

29. The successful bidder will enter into an agreement with this Authority for supply of suitable manpower as per the requirement of this Authority on these aforesaid terms and conditions on non-judicial stamp paper of ₹100/-. The agreement will be valid for a period of three years commencing from the date of signing of the Contract of Agreement and shall continue to be in force in the same manner, unless terminated in writing. The service charge in percentage quoted by the Agency shall be fixed for a period of three years and no request for any change/ modification in service charges shall be entertained. Any Statutory increase in Wages and / or DA etc. is to be absorbed by the Agency, if any changes take place during the contract period and inform to this office with the relevant orders from time to time.

30. The period of the contract may be extended by **two years. The extension shall be one year at a time at the existing rates and terms and conditions** after the successful / satisfactory completion of initial contract & based on the manpower requirement at that time. The contract may be curtailed / terminated before the contract period owing to deficiency in service or substandard quality of the manpower deployed by the selected Company / Firm /Agency.

**31. The Service Charges in % payable to the agency for providing the requisite manpower will be claimed on of the total monthly wages (as specified earlier) payable to the manpower. In this regard, total monthly wages will be on the basis of actual deployment of manpower during the month.**

32. The service provider Agency shall not assign, transfer, pledge or sublet the contract, without the prior written consent of this Authority.

33. However, the Contract of Agreement can be terminated by either party giving one-month's notice in advance. If the Agency fails to give one-month' notice in writing for termination of the Contract of Agreement then one-month's wages, etc. and any amount due to the Agency from this Authority shall be forfeited.

34. That on the expiry of the agreement as mentioned above, the Agency will withdraw all its personnel and clear their accounts by paying them all their legal dues under intimation to this Authority. In case of any dispute on account of termination of employment or non-employment by the personnel of the Agency, it shall be the entire responsibility of the Agency to pay and settle the same.

35. In the event of any dispute(s) arising touching any of the clauses of the Contract of Agreement, the decision of the Competent Authority of this Authority or the officer authorized by the Authority will be binding on both the parties.

36. The bidders shall have to obtain the required license from the licensing authority of respective Department/Circle/Division/Other units before deployment of personnel in this office.

37. That if any amount is found payable by the service provider towards, wages, allowances and statutory dues in respect of personnel or any loss to this office property, the same shall be adjusted from the security deposit of the extent of the amount so determined reserving right to recover the deficit amount through other modes of recovery including the right to terminate the agreement without notice.

38. This office reserves the right to reject any or all the tenders without assigning any reason whatsoever and the decision of the Competent Authority shall be final and binding on all the bidders.

39. The agencies shall have to supply manpower depending upon the requirements of this office from time to time.

(Administrative Officer)  
Tariff Authority for Major Ports, Mumbai

### **UNDERTAKING BY THE BIDDER**

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Signature of the Tenderer with Seal

Name:  
Designation:  
Address:

Phone No.:

**CHECKLIST OF DOCUMENTS SUBMITTED**

<b>Sl. No.</b>	<b>Documents to be submitted</b>	<b>Submitted</b>	<b>Not Submitted</b>	<b>Remarks</b>
1	Copy of Registration of firms			
2	Copy of Registration certificate of EPF			
3	Copy of Registration Certificate of ESI			
4	Copy of Labour license			
5	Copy of Income Tax Return for last 3 years			
6	Copy of Goods and Service Tax Registration			
7	Copy of PAN/TAN Card			
8	List of clients indicating quantum of work executed with them			
9	Proof of experience			
10	Service Charge (in percentage) quoted as per Annexure-IV.			

**Signature of Bidder Seal of Establishment**

**Full Name of Bidder with address and date**

**Annexure - III**

**Proforma for Technical Bid for providing services of Housekeeping & Cleaning**

Sl. No.	Particulars	To be filled in by the tenderer
1.	Name of the Tender Agency	
2.	Date of establishment of the Agency	
3.	Detailed Office address of the Agency with Office Telephone Number, FAX Number, Mobile Number and the name of the contact person with e-mail ID	
4.	Name and address of the Director/owner of the agency with Tel. / Mobile No and e-mail ID	
5.	Details of EMD: (i) Amount (ii) Draft/ FDR/Bankers Cheque/BG Number (iii) Date (iv) Issuing Bank	
6.	Copy of PAN / TAN Number	
7.	Whether registered with all concerned Government authorities  (a). Labour License  (b). Goods and Service Tax Registration Number  (c). EPF Registration Number  (d). ESI Registration Number  (e). Registration Number under the Shops & Estt. Act etc.	
8.	Length of similar experience in the field with documentary evidence.	
9.	Enclose an affidavit duly certified by the Notary at the location of the agency /head quarter, that the tenderer has never been black listed or punished by any court for any criminal offence/breach of contract and that no police, vigilance enquiry / criminal case is pending.	

10.	Experience in dealing with Central Government / State Government / Autonomous Bodies / PSUs / Reputed Private Organisation (here, indicate the names of the Departments and attach copies of contracts/orders placed on the agency) At least three certificates.	
11.	Whether a copy of the terms and conditions (Annexure-I) duly signed, in token of acceptance of the same is attached?	
12.	Whether Agency Profile is attached?	
13.	List of other clients (may attach separate sheet)	
14.	Proof of financial status of the agency in for the last three years with supported documents (Copy of balance sheet duly certified by Auditors / CAs to be attached)	
15.	Enclose the details of the workforce with infrastructure facilities	
16.	Name and addresses of two responsible persons of standing from whom credentials of the agencies can be verified	
17.	Details of the contract with any two Govt./Public sector etc. with contact person's name & tel./cell No. etc.	
18.	Any other relevant document, desired by the tenderer	

**Note: It is mandatory to attach the attested copy of required certificates/proof with above information.**

**Date :**

**Place :** (Name & Seal of the authorized signatory of the agency)

**ANNEXURE-IV**

**PROFORMA FOR FINANCIAL BID**

**The Service charges (in percentage) quoted in the tender will be** valid for a period of three years from the date of accepting the contract. The agency shall have to supply manpower depending upon the requirements of Tariff Authority for Major Ports from time to time.

<b>Sl. No.</b>	<b>Details</b>	<b>Rate in ₹</b>
1.	a- Minimum wages as per wages act b- ESI- as per rule in force c- EPF- as per rule in force	Will be decided by the Authority in consultation with the Contractor
2.	Goods & Service Tax	As applicable
3.	<b>Service Charges for per month per person</b>	<b>In percentage (%) to be quoted by the service provider.</b>
4.	Material cost per month (list of material is provided as attached)	

- Note:**
- (i). The agency shall have to supply manpower services depending upon the requirement of the Tariff Authority for Major Ports from time to time. Immediate requirement of manpower by TAMP is 4 persons.
  - (ii). Attach the latest Order of Central Government regarding Minimum wages.
  - (iii). The cleaning materials cost is not a base for deciding the L1 vender. Only service charge is criteria for awarding the housekeeping & cleaning contract in the TAMP Office.
  - (iv). All cleaning materials as mentioned at Annexure – IV(A) shall be provided by the agency as per the requirements of every month / quarter and every now and then and the cost of the same shall be reimbursed at the end of the month. The agency should provide all the materials within ₹ 5,000/- per month.

2. I / We accept all the terms and conditions of your Tender Notice referred to above.

Yours faithfully,

(With name & seal of the Authorised Signatory)

Date :

Place :

**Annexure – IV(A)**

**List of cleaning materials required for Housekeeping work in TAMP**

Sl. No.	Description of Materials		Required monthly/ Quarterly
1.	Phenyl (branded)	3 ltrs	Monthly
2.	Odonil (branded)	5 Boxes	
3.	Liquid Soap for hand wash (Branded)	5 lts.	
4.	Vim powder / Liquid / Surf powder	2 kgs.	
5.	White Cloth Duster (good quality)	12 nos.	
6.	Yellow Cloth Duster (good quality)	12 Nos.	
7.	Floor Duster (good quality)	6 Nos.	
8.	Collin cleaner liquid	3 bottle	
9.	Naphthalene balls / Cake (Big/Small)	2 kgs.	
10.	Floor Cleaner (branded)	5 ltrs.	
11.	Toilet Cleaning Liquid (Harpic)	3 ltrs.	
12.	Urinal Cubes	5 pkts.	
13.	Bleaching powder	3 kgs.	
14.	Hard Mob (refill)	8 nos.	
15.	Urinal pad	8 nos.	
16.	Tissue Roll	6 Nos.	
17.	Vim Bar	10 Nos.	
18.	Biodegradable Garbage bag (Big & small)	6 pkt	
19.	Scotch brite	2 pkt	
20.	Broomsticks (Nariyal Jhadoo)	2 nos.	
21.	Broomsticks (Phool Jhadoo)	5 Nos.	
22.	Hand Gloves	12 Nos.	
23.	Face Mask	12 Nos.	
24.	Toilet Brush	8 Nos.	Quarterly
25.	Wiper for toilet	3 Nos.	
26.	Wiper for wash basin cleaning	3 Nos.	
27.	Dry Mob with stick	3 Nos.	
28.	Any other required items as intimated on time to time.		
29.	Bucket & Mug and other required materials for day to day cleaning purpose.		To be Given on award of contract by company's cost.

- Note:**
- (i). The cleaning materials cost is not a base for deciding the L1 vender. Only service charge is criteria for awarding the housekeeping & cleaning contract in the TAMP Office.
  - (ii). All cleaning materials as mentioned above shall be provided by the agency as per the requirements of every month / quarter and every now and then and the cost of the same shall be reimbursed at the end of the month. The agency should provide all the materials within ₹ 5,000/- per month.
  - (iii). Immediate requirement of manpower by TAMP is 4 persons.



**Evaluation of technical bids**

The Technical Bids will be evaluated based on the track record and past experience of the firm in providing similar manpower to Central Government / State Government / PSUs / Autonomous Bodies / Reputed Private Organisations. The weightage for the technical evaluation shall be assigned as under:

<b>Sl. No.</b>	<b>Details</b>	<b>Maximum Marks</b>
01.	Previous experience in providing similar category of manpower to Government/semi Government Agencies / Reputed Private Organisation (10 marks to be assigned per year of previous experience)	50 marks
02.	Clean track record of the Firm during the last five years (10 marks per year if no show-cause notice/debarment notice received (no marks will be assigned for the year during which show-cause notice/debarment notice was received)	50 marks

2. The financial bids will be opened only of those bidders whose technical bids would be complete in all respects as per tender document and such bidders score a minimum of **70 marks (40 marks for similar services and 30 marks for clean track record)** in the technical evaluation. The final selection would be made on the basis of Combined Quality Cum Cost Based Selection (CQCCBS). Further, in case the lowest rate is quoted by more than one eligible firm, the Competent Authority, Tariff Authority for Major Ports shall decide about the Agency to which the offer shall be granted based on the report on the past performance of the bidders and length of experience etc. Such decision by such authority shall be final. Tariff Authority for Major Ports has the power to select on the same rate any of the willing agency(ies) found to have quoted the same service charges in %, in case, the agency with lowest rate at any stage after award of contract fails to perform successfully / satisfactorily.

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**MANDATE FORM FOR PAYMENT THROUGH DIGITAL MODE**

**DETAILS OF ACCOUNT HOLDER**

Name of the Vendor/Beneficiary	
Name of the Bank	
Account Number	
IFSC Code	
PAN Number	
GST Number (if applicable)	
Address (Including City, Pin code etc.)	
Mobile No./email id	

**TENDER DETAILS**

Central Govt. Ministry / Department	Ministry of Shipping
Name of the Tendering Organization	Tariff Authority for Major Ports, Mumbai
Type of Organization	Autonomous Body under Ministry of Shipping, Govt. of India
Tender Title	Outsourcing the services of Housekeeping and Cleaning Contract
Tender Ref. No. & Date	D-31013/1/2019-TAMP/659 Dated : 31.12.2019
Product Category	Services
Tender Value	<b>Existing value is ₹ 68,500/- p.m. (Rupees fifty six thousand only) including applicable tax.</b>
EMD	<b>₹ 10,000/- (Rupees ten thousand only)</b>
Tender Document Cost	Nil
Tender Type	<b>Two Bids</b>
Enter Location	O/O the Tariff Authority for Major Ports, Mumbai
Announcement Date	<b>31.12.2019</b>
Last date of Document Collection	<b>15.01.2020 upto 10.00 hrs</b>
Last date of Submission	<b>16.01.2020 up to 15.00 hrs</b>
Opening of Technical Bid	<b>16.01.2020 at 15.30 hrs</b>
Opening of Financial Bid	<b>23.01.2020 at 15.00 hrs.</b>
Work Description	Outsourcing the services of Housekeeping and Cleaning Contract
Pre-Qualification	Tenderer having experience of similar work
Sector	Port Sector Regulatory Authority
State	Maharashtra