

F. No. A-11015/12/2015-SDE
Ministry of Skill Development & Entrepreneurship
Government of India

2nd Floor, Shivaji Stadium Annexe Building
Shaheed Bhagat Singh Marg
New Delhi - 110 001

Dated : 02nd September, 2016

Subject : Invitation to Tender for Annual Maintenance Contract for Housekeeping/Sanitation Services in the Ministry of Skill Development and Entrepreneurship, 2nd Floor, Shivaji Stadium Annexe Building, Shaheed Bhagat Singh Marg, New Delhi – 110 001.

Ministry of Skill Development & Entrepreneurship invites 'Sealed Bids' for housekeeping services from reputed agencies fulfilling the criteria laid down in Techno-commercial bid format at Annexure-1. The job specifications and scope of work are given in Annexure-2. The format for Financial Bid at Annexure-3. The contract period will initially be for a period of one year extendable on satisfactory performance and mutual consent on same terms and conditions on yearly basis by another two years.

The bids are to be sent in two parts – one sealed enveloped superscribed as '**Techno-Commercial Bid**' giving details in the format as per Annexure-2, and second envelope superscribed as '**Financial Bid**' in the format at Annexure-3. The two sealed envelopes as above will be placed in another sealed envelope superscribed as '**BID FOR HOUSEKEEPING SERVICES**'. The bids shall be signed by a person duly authorized on behalf of the bidder firm and shall be sent to :-

The Under Secretary (GA)
Ministry of Skill Development & Entrepreneurship
Government of India
2nd Floor, Shivaji Stadium Annexe Building
Shaheed Bhagat Singh Marg
New Delhi - 110 001

3. The sealed bids will be received by MSDE upto **3:00 p.m. at 23.09.2016**. Any bid MSDE received after the prescribed deadline shall not be considered irrespective of rates. The Techno-Commercial bids will be opened on the same date at 4:00 p.m. in the presence of the representatives of the bidders present. Date of opening of financial bids of such firms which meet the prescribed prequalification criteria will be notified separately.
4. (a) The tenderer should quote his service charges in Rupees per day per person in such a way that gross service charge in Rupees per billing month should be more than the amount of Income Tax to be recovered from total payment from such monthly bill which is aggregate of Wages (Fixed), EPF (Fixed), ESI (Fixed), Service Charge (As quoted) and Service Tax (As applicable). It may be noted that the rate of Income Tax will be computed @ 2 % of the total payment i.e. at the highest applicable rates irrespective of the status of the tenderer as an individual contractor/ firm/ trust.



5. **The EMD shall be forfeited:**

- (a) if the bidder withdraws his bid during the period of bid validity.
 - (b) In the case of successful bidder, if he fails to furnish the required Performance Guarantee within the specified time limit.
6. The EMD of successful bidder shall be retained towards making of the security for the performance of the contract and shall only be discharged after submission of the required Performance Guarantee.
7. The bid shall remain valid for a period of 3 months from the date of receipt of the bid.
8. The Bidder should inspect the site before filling in and submitting the tender to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof. Tender must be submitted in original and without making any additions, alternations, and as per details given in other clauses given hereunder. The requisite details shall be filled in by the Bidder in the Tender Document wherever required.

9. **RATES AND PRICES**

- 9.1 Bidders should quote the rates in the format given at Annexure-3. Incomplete bids will summarily be rejected. All corrections and alterations in the entries of tender papers will be signed in full by the Bidder with date. No erasing or over-writings are permissible.
- 9.2 All statutory duties and taxes (including excise and customs) VAT and other may be clearly specified. Price quoted shall be firm and including all taxes whatsoever may be. Any variation in rates, prices or terms during validity of the offer shall require forfeiture of the EMD.
- 9.3 No additional freight or any other charges, etc, would be payable.

10. **TERMS OF PAYMENT**

Payment will be released on monthly basis within a fortnight after receipt of bill and certification by Administration Wing that the services provided during the month are satisfactory.

11. **LIQUIDATED DAMAGES**

Ministry reserves the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other agency at the cost, risk and responsibilities of bidder and excess expenditure incurred on account of this will be recovered by Ministry from Security Deposit or pending bill or by raising a separate claim.

