

2017

**QUOTATION INVITED
FOR**

**Providing a services of House Keeping
To Regional Ayurveda Research Institute for Mother and Child Health
(A unit of CCRAS, Ministry of AYUSH, Govt. of India)**

Near Gharkul Parisar, Nandanwan, Nagpur-440009

E-mail: amhri-nagpur@gov.in

R.A.R.I.M.C.H., NAGPUR

E-mail: amhri-nagpur@gov.in

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क्षेत्रीय आयुर्वेदीय मातृ एवं शिशु स्वास्थ्य अनुसंधान संस्थान

REGIONAL AYURVEDA RESEARCH INSTITUTE For MOTHER AND CHILD HEALTH

(केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद, नई दिल्ली द्वारा संचालित
आयुष मंत्रालय, भारत सरकार)

(Under Central Council for Research in Ayurvedic Sciences
Ministry of AYUSH, Govt. of India)

घरकुल परिसर के पास, एन.आय.टी. कॉम्प्लेक्स, नंदनवन, नागपूर-440 009

Near Gharkul Parisar, N.I.T. Complex, Nandanvan, NAGPUR - 440009 (MS)

F.No. 2-12/2017-18/RARIMCH-Ngp/House keeping/Admn./

Dated: 24TH May 2017

Quotation No. 01/2017-18

Sealed quotations are invited from the registered firms having PAN/TAN/Service Tax / numbers in the name of the firm only and having adequate working experience in Govt. and Public Undertakings for providing **services of 3 Nos. of House Keeping.**

The terms and conditions of the Annual Contract will be as under:-

1. Tenders not confirming to the conditions specified in this document will be summarily rejected and no correspondence thereon shall be entertained whatsoever.
2. The tender forms should clearly be filled in ink legibly or typewritten giving full address of the tenderers . The tenderer should quote in figures as well as in words. The rates and amount tendered by him /them without cutting or overwriting. The tender should be signed by the tenderer himself/themselves.
3. The tenderer should take care that the rate and amount are written in such a way that interpolation is not possible. No blanks should be left which could otherwise make the tender liable for rejection.
4. In case of non compliance of any of the clause/terms, the Central Council For Research in Ayurvedic Sciences, Ministry of AYUSH will have the right to impose penalty as deemed fit and employ staff at the contractor's cost and risk and may forfeit the security in full or in part The decision of the authority of Regional Ayurveda Research Institute for Mother and Child Health, Nagpur, in this regard shall be final and binding.
5. The Regional Ayurveda Research Institute for Mother and Child Health, Nagpur reserve the right to cancel/reject full or any part of the tender which generally do not fulfill the conditions stipulated in the matter.
6. Tenderers submitting tenders would be considered to have considered and accepted all the terms and conditions. No enquiries verbal or written shall be entertained in respect of acceptance or rejection of the tender.

7. Any act on the part of the tenderer to influence anybody in the said Department is liable for rejection of his tender.
8. The successful contractor will provide a non-judicial stamp paper of Rs.100/-for preparing the rate contract agreement.
9. That the agency shall not engage any sub-contractor or transfer the contract to any other person.
10. Agency should co-ordinate with the Fire Fighting Department in case of emergency/fire.
11. The tenderers will submit the following information/document.
 - (a) Details of registration and category of the firm ,PF registration details and a photocopy thereof. (b) No. of employees engaged by the tenderer in proceeding 12 months. (c) P.F. registration (d) ESI registration details and a photocopy thereof (e) Details of registration with Labor Commissioner and a photocopy thereof. (f) Latest Income Tax Clearance Certificate and a photocopy thereof. (h) Details of other organizations with documentary evidence where the tenderer company has provided manpower for this work.
12. The contract shall be awarded for a period of one year can be extended on satisfactory performance.
13. The Institute will deduct Income Tax at Source under section 194-C of the Income Tax Act, 1961, from the Contractor.
14. The contractor shall be solely liable for payment of service tax and all other taxes and levies as may be subsequently imposed.
15. The contractor shall seek Instruction from Assistant Director of the RARIMCH, Nagpur for any other officer authorized by him for the purpose (“Authorized Officer”).
16. The rates quoted shall be inclusive of costs and charges for manpower, transport, Supervision, cleaning equipments, a machinery like vacuum cleaners, scrubbers, mops etc. and consumable articles like naphthalene balls, toilet papers, liquid soaps. Ariel blocks etc. hydrochloric acid, phenyl, room dusters, brunties, insecticides and labour. The laborers are prohibited from bathing and washing of clothes. The Service charges, Service Tax, VAT, if applicable, should shown separately.
17. The duty timing will be from 7.00 A.M. to 3.00 P.M. & 12 to 8 PM .
18. The contractor shall carry out the cleaning services in the prescribed timing but the same can be changed at the discretion of the competent authority of Regional Ayurveda Research Institute for Mother and Child Health, Nagpur the Authorized officer. Failure to do so shall result in on-payment for the day/days for which the attendance sheet is not furnished.
19. Each tenderer should visit the various areas and study the details and nature of services before sending his tender.

20. The contractor shall provide the staff of minimum 3 Safaiwalas and a Supervisor for House Keeping Services. They will have Identity Card with photographs and proper uniforms to be supplied by the contractor.
21. If the services rendered by the contractor is found unsatisfactory, the same shall be brought to his notice and still if no improvement is found, then penalty can be imposed, which will be deducted from the monthly bill . The services of the contractor can be terminated by giving one months notice. Police verification of all these staff to be engaged should have been done before engagement / replacement of the working employee & submitted to the Institute .
22. The contractor shall produce the monthly bills in quadruplicate along-with deposit of PF & ESI if any.
23. The minimum age of the employees should be 18 years and above and upto 45 years.
24. The contractor shall comply with all Labour Rules and Regulations and “Contract Labour Wages Act, Bonus Act 1965,PF Act 1952.
25. The details which are to be undertaken under House Keeping by the agency are detailed as below:-

Sweeping of all the floors of the building stair cases, front & back of the building in the compound, removal of waste paper and other waste material garbage, refuse from the cook, pantries etc. of the Regional Ayurveda Research Institute for Mother and Child Health, Nagpur and burning of same outside the office premises, Daily mopping services by ordinary duster/poucha, two times, including room, passage, stair cases, cleaning of furniture(steel/wooden)cupboard etc., Maintenance and acid cleaning of toilets, wash basins, sanitary fitting, pantries and stair cases before with services of plumber as and when required. Fresher spray in all rooms, toilets and corridors. Cleaning of ashtrays/tables/chairs/sofas in different rooms. Cleaning of windows, glasses, frames and air conditioning grills, cleaning of panels, posters, painting. Vacuum cleaning of carpeted floor weekly, cleaning of fans and partitions. Removing choke from the drain lines upto septic tank. Terraces should be kept clean. Sweeping and cleaning with cleaning powder of good quality of reputed firm and then disinfecting all the toilets, urinals and wash basins in the entire building daily. The toilet seats and tiles will be cleaned with proper cleaning material. Cleaning and removal of choking pipes, drains and manholes, if any in the premises and roof daily. These will include drains and toilets etc. in the building and in the compound. Periodic dusting of walls and roofs and covered space and removal of the cobweb from all the building occupied by the Regional Ayurveda Research Institute for Mother and Child Health, Nagpur when required, but at least once in a month.
26. The Agency should have a experience of minimum five years for House Keeping in Government/Semi-Government/Autonomous Bodies etc. copy of the order executive may be enclosed with the offer.
27. Any failure in carrying out the work properly will attract penalty which will be decided by the authority and the recovery of penalty will be made from the monthly bill of the contractor.
28. Deposit of one month salary of staff as earnest money and will be released after satisfactory completion of the contract. Renderer to submit satisfactory completion certificates from

the clients/Employer in support, failing which the amount of security deposit will be forfeited.

29. In the event of any dispute regarding contract, the decision of the Competent Authority of The Regional Ayurveda Research Institute for Mother and Child Health, Nagpur will be final and binding.
30. Tender document cost/-(Non refundable) is Rs.100 (Rs.One hundred) and EMD is Rs. 10000/- (Rs.Ten thousand) payable to Regional Research Institute,Nagpur should be deposit along with the quotation.
31. Assistant Director to right to postponed and/or extend the date of receipt of tender or to withdraw the tender notice without assigning any reason thereof in such as event bidder shall not be entitled to any compensation, in any form whatsoever.
32. The rate may be quoted separately for housekeeping personal in Annexure-I

The quotation completed in all respect may be sent to the Assistant Director Incharge, Regional Ayurveda Research Institute for Mother and Child Health, Gharkul Parisar, Nandanwan, Nagpur-440009 in a sealed cover and dropped in the tender box placed on the 1st floor of the Institute main building in a dispatch section by 14.06.2017 at 11.a.m. positively. The tender will be opened in the presence of company's representative at 3.00 p.m. on the same day. All pages along with declaration should be signed by the competent authority of the agency.

**Assistant Director in-charge
RARIMCH, Nagpur**

Check list of Particulars of the Company		
Sl.No.	Particulars	Yes/No/Number
1.	Registration and category of the firm	
2.	Tender document cost and EMD	
3.	PF registration details and a photocopy thereof	
4.	No. of employees engaged by the tenderer in proceeding 12 months	
5.	ESI registration details and a photocopy thereof	
6.	Details of registration with Labor Commissioner and a photocopy thereof	
7.	Latest Income tax Clearance Certificate and a photocopy thereof	
8.	Bank Solvency Certificate.	
9.	Details of other organizations with documentary evidence where the tenderer company has provided manpower for this work.	

DECLARATION

I, Son / Daughter of Shri
 Proprieter / Partner / Director / Authorized
 Signatory of Competent to sign this declaration and execute
 this tender document.

1. I have carefully read and understood all the terms and conditions of the tender vide letter No. F.No. 2-12/2017-18/RARIMCH-Ngp/Housekeeping/Admn Dated: 24-05-2017 and hereby convey my acceptance of the same.

2. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

The rates quoted separately for House Keeping Personnel and for material as given below:-

S. No.	Description	Wages per month	PF	ESI	Other charges, if any(details should be given)	Total per employee	Total for all employees
1	Safaiwala (three person)						
2	Services Charges						
3	Cost material						
	Total						

Date:
Place:

Signature of Authorized person
Full Name:
Company's Seal:)