

Tender Fee: Rs.590/-



**Society for Applied Microwave Electronics Engineering
and Research (SAMEER)
Centre for Electromagnetic Environmental Effects (E3),
Visakhapatnam**

(An autonomous R&D Laboratory under Ministry of Electronics and IT,
(MeitY), Government of India)

Plot No.40, APIIC Industrial Park, NH-16,
Gambheeram Village, Anandapuram Mandal,
Visakhapatnam, Andhra Pradesh – 531163

Tel: 0891-2867612, Fax: 0891-2867601

Email: purchasevizag.sameer@nic.in,

Website: ce3.sameer.gov.in

**Tender Document for providing House-Keeping Services to
SAMEER-CE3, Vizag
{For a period of two years}**

Tender No. SMR_E3_VIZ/PUR/GN005/2020-21/LT

SAMEER - Centre for Electromagnetic Environmental Effects (E3),
Plot No.40, APIIC Industrial Park, NH-5, Gambheeram Village, Anandapuram Mandal,
Visakhapatnam, Andhra Pradesh – 531163

Tender Notice for Providing House Keeping Services for SAMEER, Visakhapatnam.**INDEX**

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*Note: *Relevant to workers, Method of payment, Compliance of Labour Regulation, Period of Contract, etc. can be included in General Terms and Conditions:*

1. Qualifying Information

Sl. No.	Details to be submitted along with Tender
01	Status of Ownership of the firm a) Proprietary b) Partnership c) Company
02	Statutory Registration details a) Central Labour Authorities b) State Labour Authorities c) ESI d) EPF e) GST f) PAN
03	No. of Manpower (Qualified, Skilled & Semi skilled) available with the firm as on date as per the Muster Rolls, PF Account Numbers and copies of ESI Card.
04	Annual Turnover of the Firm for the Last 3 Years. (Submit us audited financial reports for the last three years)
05	No. of years of experience in similar contract execution. Client Details are to be provided along with copies of experience certificate, work orders etc.
06	EMD is to be submitted along with Technical Bid for an amount of Rs.15,000/- (Rupees Fifteen thousand only)
07	Number of Live contracts on hand

All the above stated credentials are to be supported with the documentary evidence for evaluating the offer. Otherwise offer will be summarily rejected.

Tender Notice**Tender Notice No. SMR E3 VIZ/PUR/GN005/2020-21/LT**

I	Authority, Designation and Address	The Programme Director, SAMEER - Centre for Electromagnetic Environmental Effects (E3), located at Plot No.40, APIIC Industrial Park, NH-16, Gambheeram Village, Anandapuram Mandal, Visakhapatnam, Andhra Pradesh-531163. Website: ce3.sameer.gov.in
II	A. Name of the work/Purchase: B. Place of execution	Providing Housekeeping services on outsource basis for SAMEER, Visakhapatnam Visakhapatnam
III	Tender documents - Place and due date for obtaining tender	Tender documents can be downloaded from website / or obtained from 25.08.2020 to 20.10.2020 at the address mentioned in column.
IV	Due Date, time and place of submission of Tender	Due Date: 22.10.2020 Time: 17.00 P.M. Place: At the address mentioned in column I
V	Date, time and place of Tender Opening	Opening : 23.10.2020 Time: 10.30 A.M. Place: At the address mentioned in column I
VI	Any other important criteria specified by the tender inviting authority	Tender received after due date and time will be summarily rejected.
VII	EMD	15,000.00
VIII	Tender Fee (Including GST)	590.00
IX	Bank details for payment of EMD / Tender Fee in case of NEFT Payment	Bank A/c No. 33954630614 Bank Name: SBI IFSC Code: SBIN0004362 Branch: MADHURAWADA (04362)

Sealed tenders are invited for providing Housekeeping services on outsourcing basis for SAMEER- Centre for Electromagnetic Environmental Effects (E3), Visakhapatnam from well-established reputed firms / registered Service Providers for providing Housekeeping services. The bid should be sealed by the bidder and duly super scribed as Tender No: SMRE3_VIZ/PUR/GN005/2020-21 and name of the tender with due date for submission.

The intending eligible bidders may download the tender document from the official website i.e. ce3.sameer.gov.in. The Tender Fee is payable by way of NEFT / DD. They must ensure that requisite tender document fee of Rs.590/- including 18% GST (Rupees five hundred and ninety only including GST) is enclosed in the form of Account Payee Demand Draft from any commercial bank in favour of SAMEER – Centre for Electromagnetic Environmental Effects (CE3), Vizag or NEFT UTR details with their tender, failing which the tender will be treated as incomplete and will be ignored. The EMD and the Tender Fee Demand Drafts / NEFT (UTR) details should be enclosed with the Technical Bid of the Tender document.

PROGRAMME DIRECTOR

SAMEER - Centre for Electromagnetic Environmental Effects (E3),
Visakhapatnam, Andhra Pradesh - 531163

Note: This tender schedule should be returned with all papers intact without detaching any part of the document.

DISCLAIMER

The information contained in this Tender document or information provided subsequently to the bidder(s) or applicants whether verbally or in documentary form, by or on behalf of SAMEER, Vizag, is provided to the bidder(s) on the terms and conditions set out in this TENDER document and all other terms and conditions, subject to which such information is provided.

This TENDER document is not an agreement and is neither an offer nor an invitation to offer by SAMEER, Vizag. This TENDER is to invite proposals from applicants who are qualified to submit the bids ("Bidders"). The purpose of this TENDER is to provide the Bidder(s) with information and to assist them in formulation of their proposals (Bids). This TENDER does not claim to contain all the information, which each Bidder may require. Each Bidder should, at its own costs without any right to claim reimbursement, conduct its own investigations, analysis and should check the accuracy, reliability and completeness of the information in this TENDER and wherever felt necessary obtain independent advice. SAMEER, Vizag, makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this TENDER. SAMEER, Vizag, may in its absolute discretion, but without being under any obligation to do so and without prejudice to its rights, update, amend or supplement the information in this TENDER.

The information contained in this TENDER document is selective and is subject to update, expansion, revision and amendment. SAMEER, Vizag, does not undertake to provide any Bidder with access to any additional information or to update the information in this TENDER document or to correct any inaccuracies if any therein, which may become apparent. SAMEER, Vizag, reserves the right of discretion to change, modify, add to or alter any or all of the provisions of this TENDER and/or the bidding process, without assigning any reasons whatsoever. Such change will be intimated or made accessible to all Bidders or can be accessed in website of SAMEER, Vizag. Any information contained in this TENDER document will be superseded by any later written information on the same subject made available/accessible to Bidder(s) by SAMEER, Vizag.

Information provided in this TENDER is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. SAMEER, Vizag, does not own any responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. Further, SAMEER, Vizag, also does not accept liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this TENDER.

SAMEER, Vizag, reserves the right to reject any or all the expression of interest / proposals / Bids received in response to this TENDER at any stage without assigning any reason whatsoever and without being liable for any loss/injury that Bidder might suffer due to such reason. The decision of Programme Director, SAMEER, Vizag, shall be final, conclusive and binding on all the Bidders/parties directly or indirectly connected with the bidding process.

SECTION 'A' – TECHNICAL BID**PART-I****1. THE ELIGIBILITY CRITERIA**

- 1.1 The bidder should be a registered and Bonafide Agency having similar experience of at least four (4) years with minimum having 1-year experience in Central / State Govt. Organizations / PSUs.
- 1.2 Average annual financial turn over during the last 3 years ending 31st March of previous financial year should be at least 10% of order value.
- 1.3 Proof of similar experience during the last four (4) years in the field
- 1.4 Any contractor having any legal suit/criminal case pending against its proprietor or any of its Directors (in the case of Private Ltd. Company) or having been earlier convicted on grounds of moral turpitude or for violation of laws in force shall not be eligible.

2. TENDERING PROCESS:

- 2.1 The tenders are invited on a two-bid system i.e. the qualifying bid (technical bid including tender fee and EMD) and then the financial bid:
 - (i) The tender form for Technical bids prescribed at Annexure–I (Attached) complete in all respect (Including Tender fee and EMD) should be submitted in sealed cover super scribed – **“Technical Bid – Providing House-Keeping Services for SAMEER, Visakhapatnam”**.
 - (ii) **Exemption of EMD:** The firm or the bidder who have valid registration with National Small Industries Corporation (NSIC) as on the date of submission of bids are exempted from payment of EMD. If exemption from submission of EMD is claimed then valid supporting documents to be submitted along with technical bid, failing to submit supporting documents then the offer will be considered as non-responsive and will not be processed further.
 - (iii) The tender form for Financial bids prescribed at Annexure–II (Attached) complete in all respect should be submitted in sealed cover super scribed – **“Financial Bid – Providing House-Keeping Services for SAMEER-CE3, Visakhapatnam”**.
 - (iv) The above two sealed covers (technical bid & financial bid) should be put together in another big cover/envelope which should be sealed with wax. The cover shall be and super scribed as **“Tender No: SMR/E3/VIZ/PUR/GN005/2020-21/LT** and Name of Tender “Providing House-Keeping Services for SAMEER-CE3, Visakhapatnam” and addressed to

“The Programme Director,
SAMEER - Centre for Electromagnetic Environmental Effects (E3),
Plot No.40, APIIC Industrial Park, NH – 16, Gambheeram Village,
Anandapuram Mandal, Visakhapatnam – 531163,
Andhrapradesh.

Further, the sentence “**NOT TO BE OPENED**” before due date and time of tender opening, should also to be indicated on this envelope. If the outer big envelope is not sealed and marked properly as above, SAMEER will not take any responsibility for its misplacement, premature opening etc. The Envelope should be dropped in the Tender Box at SAMEER in the above address on or before the due date.

2.2 **Contents of the Technical Bid:** The tender form for Technical Bid is as per Annexure-I, complete in all respects.

The bidder In this regard should submit the following documents along with Technical Bid:

- (i) Financial status: The annual turnover of the bidder for the last three years. (Copies of I.T. returns, P & L A/c and balance sheet to be enclosed)
- (ii) The bid should be accompanied by two separate Demand drafts or NEFT (UTR) details for Tender Fee for **Rs.590/- (non-refundable) including 18% GST and EMD of Rs.15,000/- (Rupees Fifteen Thousand Only)**. The bid received without tender fee and EMD will not be considered.
- (iii) Copies of documentary evidence of similar work carried out during the last 4 years, (Eligibility criteria).
- (iv) Copies of the following documents to be enclosed:
 - a. Copy of Registration / Incorporation of the firm/company
 - b. Copy EPF & ESI Registration certificates
 - c. Copy of PAN Card,
 - d. Copy of GST registration certificate.
 - e. Registration & License details (AP State & Central)
 - f. Other related documents,

2.3 **Contents of Financial Bid:** The financial bid shall contain the financial details of the tender as per Section 'B'.

PART-II**INSTRUCTIONS TO BIDDERS****1. INTRODUCTION****1.1 Definitions:**

- (a) "SAMEER" means the Society for Applied Microwave Electronics Engineering and Research (SAMEER), Visakhapatnam.
- (b) "Bidder" means any registered entity engaging in business such as a Public Ltd, Proprietorship, partnership, private concern or corporation who participates in this tender and submits its bid.
- (c) "Agency" means any registered entity engaging in business such as a Public Limited, proprietorship, partnership, private concern or corporation who are providing the Housekeeping Services under the contract.
- (d) "Scope" means standards of works mentioned in Section IV, which the Agency is required to take during the contract period.
- (e) "Price" means the price payable to the Housekeeping Agency under the work order for the full and proper performance of its contractual obligations.
- (f) 'Parties' mean SAMEER as one part and the Agency as the other part

The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents. Failure to furnish all information required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect, will be at the bidder's risk, and may result in rejection of the bid.

1.2 CLARIFICATION OF THE BID DOCUMENTS BY THE AGENCY:

A prospective bidder, requiring any clarification of the Bid Documents shall notify SAMEER in writing or by Fax at SAMEER's mailing address indicated in the Invitation for Bids. The clarification will be accepted till 2 (two) days before from the due date of tender. The reply will be communicated to respective bidders.

2. PREPARATION OF BIDS

- 2.1 Clause by Clause compliance demonstrating substantive responsiveness to all the conditions by signing and stamping on all the pages of the original bid document No. **SMR/E3/VIZ/PUR/GN005/2020-21/LT** by authorized person(s)
- 2.2 The financial bid shall contain price schedule in which the values will be filled in the appropriate columns.
- 2.3 Conditional bids will not be accepted.
- 2.4 The Agency shall submit his tender, only after carefully examining the whole of the tender documents and the conditions of tender and of contract, scope of work etc.

Note: All the documents submitted (whether original or photocopy) in the bid must be legible & self-attested.

3. BID PRICES:

- 3.1 The Service Charges to be charged by the Agency should be clearly indicated.
- 3.2 Prices indicated on the Price Schedule shall be entered in the following manner:
 - (i) The service charges shall be quoted clearly.
 - (ii) The rate quoted shall be clearly mentioned. All the applicable taxes and levies Can be mentioned separately.

- (iii) It should be ensured that the amounts are written in such a way that interpretation is not possible. No blank space should be left.

4. BID SECURITY (EARNEST MONEY DEPOSIT):

4.1 The bidders shall furnish, as part of his bid, EMD for an amount of Rs.15,000/- (Rupees Fifteen Thousand Only) in the form of NEFT / Demand Draft / Banker Cheque from any Nationalised Bank in favour of "SAMEER - Centre for Electromagnetic Environmental Effects(E3)," payable at Visakhapatnam. The EMD will bear no interest whatsoever. The EMD & Tender fee should be enclosed with the Technical Bid of tender document.

4.2 The bid security is to protect SAMEER against the risk of bidder's conduct, which would warrant the bid security's forfeiture.

4.3 A bid not secured in accordance with Para 4.1 shall be rejected by SAMEER being nonresponsive at the bid opening stage and returned to the bidder.

4.4 The bid security/EMD of the unsuccessful bidder will be discharged /returned to them at the earliest / 30 days after award of contract/order. The BS/EMD of successful bidder will be retained as Retention Money and the same will be returned after one month from the date of settlement of final bill without any interest.

4.5 The bid security may be forfeited:

- (a) If a bidder withdraws his bid during the period of bid validity or makes modifications to his tender which are not acceptable to SAMEER.
- (b) In the case of a successful bidder, if the bidder fails to sign the contract and does not furnish the security deposit.
- (c) Failure to fulfil the contract terms & conditions

4.6 SECURITY DEPOSIT:

The successful Agency shall furnish a Security Deposit in the form of NEFT or by Demand Draft for 10% of the total Contract Value of one year. This Security Deposit should be furnished within 10 days of the issue of the Contract. This Security Deposit will not bear any interest. The Security Deposit will be refunded after satisfactory completion of the contract. Security Deposit can be forfeited (partly / fully) in case if GST / EPF / ESI compliance is not met depending upon the cause.

5. PERIOD OF VALIDITY OF BIDS:

Bid shall remain valid for 90 days after the date of bid opening prescribed by SAMEER.

6. FORMATS AND SIGNING OF BID:

6.1 All pages of the Technical bid and Financial Bid, shall be signed by the person or persons signing the bid. The bids submitted shall be sealed properly.

6.2 The bid shall contain no insertions, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person or persons signing the bid.

7. LATE BIDS:

Any bid received by SAMEER after the due date & time for submission of bids prescribed by SAMEER shall be rejected.

8. OPENING OF BIDS BY SAMEER:

- 8.1 SAMEER shall open bids in the presence of bidders or their authorized representatives who choose to attend, at 10.30 A.M. on Tender opening date. The bidder's representatives, who are present, shall sign in a register. Authority letter to this effect shall be submitted by the bidders before they are allowed to participate in bid opening.
- 8.2 A maximum of two representatives for any bidder shall be authorized and permitted to attend the bid opening.
- 8.3 The date fixed for opening of bids, if subsequently declared as holiday by the SAMEER, Visakhapatnam, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened in the next working day, time and venue remaining unaltered.
- 8.4 **The Two bid tendering process comprises the following:**
- (i) The technical bids will be opened in the first stage, at 10.30 AM on Tender opening date and the same will be scrutinized and evaluated by the competent committee / authority with reference to parameters prescribed in the tender documents and the offers received from the bidders.
 - (ii) In the second stage, the financial bids of only the technically accepted offers (as decided in the first stage above) will be opened for further scrutiny, evaluation, ranking and placement of contract. The financial bids of the eligible bidders will be opened after intimating the date and time to bidder through mail/fax, etc.,

9. CLARIFICATION OF BID DOCUMENTS BY SAMEER

To assist in the examination, evaluation and comparison of bids SAMEER may, at its discretion ask the bidder for the clarification of its bid. The request for clarification and the response shall be in writing. However, no post bid clarification at the initiative of the bidder shall be entertained after opening of the tender.

10. TENDER EVALUATION:

- 10.1 SAMEER shall evaluate the bids to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.
- 10.2 Tender committee will scrutinize the bids based on the eligibility criteria and technical specification compliance. The technically qualified bidders only will be called for financial bid opening.
- 10.3 Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by SAMEER. If there is a discrepancy between words and figures, the amount in words shall prevail. If the Housekeeping Agency does not accept the correction of the errors, his bid shall be rejected.
- 10.4 SAMEER may waive any minor non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.
- 10.5 L1 Bidder will be selected based on the Service charges quoted. The Bidder, whose financial / Price Bid is accepted will have to enter into an agreement with SAMEER, Vizag.

11. CONTACTING SAMEER:

- 11.1 No bidder shall try to influence SAMEER on any matter relating to its bid, from the time of tendering till the time the contract is awarded.
- 11.2 Any effort by a bidder to influence SAMEER in SAMEER's bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.

- 12. SAMEER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:** SAMEER reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the bidder or bidders. **Any deviations / irrelevant specifications in this tender will not be accepted.** Final decision of accepting or rejecting any/all bid(s) will be at the discretion of SAMEER.

13. PLACEMENT OF ORDER:

SAMEER shall consider placement of order on the bidder whose offer has been found technically and financially acceptable. SAMEER shall have full rights to place order fully or partially of the total requirement.

14. AWARD OF CONTRACT:

- 14.1 SAMEER reserves the right to terminate the contract if the services are found unsatisfactory with one month's notice.
- 14.2 SAMEER reserves the right to disqualify the Agency for a suitable period who habitually failed to execute the services. SAMEER reserves the right to blacklist a bidder for a suitable period, in case, the bidder fails to honour his bid without sufficient reasonable grounds.
- 14.3 The Agency shall strictly comply with the terms and conditions of contract. In case of violation of any of the terms, the contract shall be liable for cancellation immediately.

15. JURISDICTION:

The civil court, Visakhapatnam, will have the jurisdiction.

16. ARBITRATION:

If, a dispute arises out of or in connection with this contract, or in respect of any defined legal relationship associated therewith or derived there from, shall be settled amicably between the parties through negotiations and conciliation whether during the existence of the contract and after the completion or abandonment of the contract. In case the parties are not able to settle the dispute or difference through negotiations and conciliation, such dispute or difference shall be referred to a sole arbitrator who would be appointed by the Director, SAMEER, Mumbai, as per the Arbitration & Conciliation Act, 1996. The venue of the arbitration shall be at Visakhapatnam. The language of the arbitration proceedings shall be in English.

Part-III**Description of Work and Specifications****1. General:**

1.1 The work contemplated is for the cosmetic maintenance of the Admin. Building, Laboratory Building, Utility Building, EMP Control Room, EMP PAD, Security room, Canteen and Guest House. The total area involved is about 68297 sq.ft and path way area of 9847sq.ft. The specification adopted for the building are following:

- (a) Tile flooring (25% of the area)
- (b) Granite flooring (17% of the area)
- (c) Kota stone (4% of the area)
- (d) Cement flooring (54% of the area)

Large glazed windows are provided in all the rooms. These windows comprise area of 4131sq.ft. In the lobby Glazed Wall Panels and Aluminium Glazed Doors have been provided. All glazing is provided with Polyester Sun control Film. Mirror polished granites sills are provided in main laboratory. All the guestrooms are provided with attached toilets. One toilet is located in the Utility building. All these toilets are provided with ceramic tile flooring and ceramic tile dadoing up to height of 2.1 meters from the floor level & Admin building 3.45 meters from floor level. All the doors are Teak Veneer faced block board shutters with polished teak wood frames and architraves. Apart from this the cleaning of fully upholstered sofa sets in the lounges and other office furniture is envisaged.

1.2. Guest House has one V.I.P Suite, six single bed rooms (all with attached toilets), Guest house dining area and all the rooms are well furnished with sofa, cot, foam beds and pillows. Linen has to be provided and maintained for all these bedrooms on weekly basis or as and when required. Canteen has Kitchen, Vessel washing, Pantry, Canteen staff room, Admin office, Store Room.

1.3. Total used area of campus for sweeping (area of 72030 sq. ft. & horticulture (area of 30914 sq. ft.) and the path way along the campus wall front side of the office.

2. Services

2.1 Daily Service

- a) Sweeping and wet mopping of the floors, passages, corridors, lobbies, landings etc., with the best disinfectants.
- b) Cleaning the toilets, washing the rooms, partitions, Glass panels, doors, waste paper baskets, water coolers, flowers vases, ashtrays etc. Extra care shall be taken while cleaning glass panels to avoid damage to the Sun Control Film. The contents of the waste paper baskets shall be disposed under supervision at the specified spot to be indicated by the Estate Officer.
- c) Cleaning of EMC Chamber its Auxiliary rooms (3 Nos.), with VACUUM CLEANER. Through washing of the corridor & steps, Canteen floor & cooking area, dusting of the entrance & security area, corridors of all the buildings and canteen should be cleaned.
- d) Dusting of Chair, Desk, Racks, Telephone, Tables, Almiras, Pedestal Fan, Room Air-conditioners etc. Deep cleaning of rooms should be done at least once in every month on circulation. Tables & Computer tables in rooms, window panels, portraits, rails, switch boards etc. in the corridor to be wiped every day.
- e) To provide and replace soap, good quality liquid soap, hand-wash sanitizer, room air freshener, toilet tissue paper, wash towels etc. in toilets during working days, on Saturdays also the same shall be done in all toilets. Provide small branded quality shampoo pockets along with soap in the guest house rooms. Apart from this in case any functions are held on holidays, the same shall be attended on instruction from the officer In-charge.
- f) Toilets should be wiped and cleaned twice a day on all working days, & holidays, also. Deep cleaning of toilets should be done at least once in a week, and towels should be changed in toilets daily.
- g) **Linen:** Change of bed sheets, Pillow covers and towels of approved quality shall be carried out in the guesthouse as soon as the rooms are vacated. Also, during continuous occupancy linen should be changed daily.
- h) Providing any other maintenance and cleaning as and when required.
- i) Cleaning of roads, surroundings of the building other frontage area to avoid accumulation of paper bits, cigarette ends, packs, plastics covers, etc.
- j) Care shall be taken while washing floors to avoid spilling / splashing of water on the teak veneered doors. If any stains are found on the doors, it shall be the responsibility of the contractor to clean them properly and wax polishes the doors. Nothing extra will be paid on this account
- k) Room air refresher shall be provided in guest house dining area, guest suits and Programme Director's Office, Visiting Director's Office, Conference Room, Lecture Halls as and when required.
- l) Toilet doors surfaces must be maintained stain free.
- m) All the door handles shall be cleaned to maintain the shine
- n) Taking care of water supply in the campus by operating Pump Sets (Sump & Bore well) daily including holidays.

2.2 Weekly Service

- a) Washing the floors, passages, corridors, lobbies landings, Steps of staircase, etc. with the best detergents
- b) Cleaning / washing of toilets (floors and walls up to dado height) and all sanitary fixtures with Harpic / Deodorants etc. shall be used scented hand wash, soap oil including bottle freshness, odonils, naphthalene bolls etc. the same cleaning work of toilets, floor, window panels, glass partitions of windows & doors to be carried out.
- c) Cleaning of all window panels, glass partitions windows (Glass) and doors (Out sides) with colon solution. This shall be done on a working day.
- d) Cleaning of Car Park, Cycle Park, Garage, transformer room, Concrete porches, Canteen, Security Room and the Path Way along the campus wall front side of the office. Removal of cobwebs in all the rooms inclusive of open areas inside the buildings weekly or as & when required by using suitable brush and scrubbed and wiped with detergent solution and water for removing stains if any.
- e) Brushing of carpet in Conference Room (weekly or as and when required)
- f) Cleaning of PVC tank used for drinking water purposes.
- g) Cleaning of inaccessible places like backside of cupboards, with vacuum cleaner.
- h) Cleaning of the fans, light fittings fitted in Guest House.
- i) Cleaning of front grills of window and split A/C, of the centre with cloth soaked in cleaning agent other than water.
- j) Cleaning of supply and return air grills fitted on all rooms with a dry cloth.
- k) Cleaning of granite pathway with the best detergents.

2.3 Monthly Services

- a) Sweeping of terrace area of 23305 sq ft (Roofs of all buildings)
- b) Cleaning of all rain water pipe holes on the terrace.

2.4 Quarterly Services

Washing and re-fixing window curtains in Guest rooms.

2.5 Other Services

- a) Cleaning of the following:
 - Underground water sump of 2,00,000 Ltrs. Capacity.
 - 3 No's PVC overhead tanks of 60,000 Ltrs. Capacity.
 - Overhead tank of 70,000 ltrs. Capacity
- b) Shifting of equipment and other materials within office campus, whenever required.

2.6 Items to be supplied by the contractor

Towards maintaining the premises clean, the contractor has to supply / use good quality products. A list is given as a guideline. The supplied item shall include the following but not limited to the following:

Service materials:

List of items to be supplied / used (All items should be approved by SAMEER)

1.	Phenol	19.	Candle
2.	Soap Oil & detergent Powder, Shampoo	20.	Match Box
3.	Toilet Cleaner – Harpic liquid	21.	Soft and Hard Broom
4.	Wash Basin Cleaning Powder	22.	Goodnight
5.	Hand wash / sanitizer	23.	Mosquito Mat machine
6.	Bath soap – (Hamam) – sample Size	24.	Dust bins
7.	Room Freshener	25.	Dust pan
8.	Naphthalene Balls	26.	Sponge
9.	Urinal Cubes	27.	Toilet Towels
10.	Toilet Tissue Paper	28.	Pillow cover
11.	Bleaching Power	29.	Colour Bed sheet
12.	Table Cloth	30.	White Bed sheet
13.	Yellow Cloth	31.	Big Towels
14.	Floor Cloth – Kitchen only	32.	Small Towel
15.	Mop bottom	33.	Bucket
16.	Mop Stick	34.	Mug
17.	Scrubber	35.	Insect spray - Hit
18.	Perfume Cake		

Note:

1. **The above said items are consumable / non-consumable shall be purchased by the bidders on monthly basis. The payment for the items purchased will be reimbursed by SAMEER. Supporting bills for the purchase cosmetic items duly certified by SAMEER housekeeping committee, and the gate pass should be enclosed along with monthly bill.**
2. Stock register should be maintained. All items should be in **good quality and branded**. Sub-standard items should not be used.

2.7 Penalty

The following aspects will be checked every month for contractual adherence before the monthly payment is sanctioned:

- a) Sweeping and mopping of floors, passage, lobbies, stair case, etc.
- b) Cleaning of toilets, glass panels, doors, waste paper baskets etc.
- c) Cleaning of EMC Chamber its Auxiliary rooms, with vacuum cleaner
- d) Dusting of chair, tables, room air conditioners etc.
- e) Cleaning of roads and surroundings
- f) Washing of floors, passages etc.
- g) Washing and refixing of window curtains in Guest suite annex, etc.

- h) Providing soap, hand wash, toilet paper, towels for Restrooms and guest rooms etc.

Any shortcomings in the above will result in penalty through deduction in the contract payment upto an extent of 10% for first time and subsequent shortcoming will result in terminating the contract.

2.8 Required Manpower

The Centre has tentative **minimum requirement** of the number of manpower, category wise as given below:

Sl. No.	Category	Approximate No. required
1.	Semi skilled Manpower (House Keeping)	4
2.	Highly skilled Manpower for Canteen (Cook)	1

2.8.1 The House-keeping staff will work under the direction of the Supervisor.

2.8.2 Attendance register in the form of muster roll for deployment of personnel by the contractor should be maintained and submitted along with the bill at the end of each month.

2.8.3 A penalty of Rs.250/- per day will be charged on the Contractor for absence of workers (Per person).

3.0 Terms and conditions mentioned in following clauses are strictly to be adhered to:

3.1 SAMEER, Vizag, will provide the following:

- a) Space to keep the materials in premises.
- b) Permit to use water and electricity, free of cost.

3.2 All the housekeeping persons should wear **uniforms and photo identity card** while on duty provided by contractor.

3.3 Tenderer shall be held responsible for any breaking or loss to any of this Centre's property and shall be compensated by the firm.

3.4 It would be the responsibility for the tenderer to obtain necessary license from Andhra Pradesh state and Central Govt. and ensure compliance of all statutory regulations including labour laws that are in force from time to time, in all matters concerned.

3.5 All housekeeping work can be carried out within the period of **7.00 AM to 6.00 PM** during working days for duration of minimum eight hours.

3.6 Sunday and 3 National holidays are regular holiday. Work during these days and beyond office working hours in any working day can be carried out with prior permission under the supervision of a responsible person from the contractor's side.

- 3.7 All the tools and consumables shall be arranged by the contractor at his own cost. The Vacuum cleaner with necessary accessories has to be provided by the contractor for efficient cleaning of equipment, computer keyboards, window frames, carpets, sofa, etc.
- 3.8 Water and lighting required for the house keeping work will be arranged by the Centre.
- 3.9 If sufficient quantities of cleaning materials are not provided, the Officer in-charge will procure the same departmentally and deduct the cost of such materials from the contractor's bills.
- 3.10 No workman will be permitted either to live inside the campus or to stay in the office premises beyond working hours.
- 3.11 The contract will be terminated without any prior notice if any of firm's employees found indulging in malpractice in our campus.
- 3.12 **The firm shall take Insurance to cover any loss of human beings and any other damages, which may happen during the course of service. SAMEER shall not be liable for the above losses or damages.**

4 License and Registration etc.

The contractor will possess valid and current license to engage and deal with contract labour as provided by AP and Govt. of India for in the Contract Labour (Regulation and abolition) Act 1970 and Rules framed there under. The contractor should keep his license current by renewing the same as per rules on the subject.

5 The Qualification of the workers / Supervisors

The workers drafted for SAMEER work must be from contractor's regular and permanent staff. They must have good health and be free from contagious diseases. Their age shall not be less than 18 year and not more than 50 years. The supervisors should possess minimum qualification of Intermediate/ Graduate and the Canteen worker with minimum SSC / Intermediate.

- 5.1 **The contractor should provide a list of bio-data, local address and photographs of all employees, who will be posted to SAMEER.**
- 5.2 The contractor should get the "Character and Antecedents" of the workers and supervisor verified before engaging them and should be able to produce necessary verification report for each worker.
- 5.3 The contractor will get the workers drafted for duties in SAMEER, medically examined before their employment as to ensure their fitness for the job.
- 5.4 **Identity Cards:** The workers who may be engaged by the contractor from time to time must carry the photo identify card which shall have to be issued by the contractor for the said purpose.

6 Allocation of Work

The workers deployed for SAMEER should carry out specific house-keeping and cleaning task as may be allotted to them by the Supervisor at site who shall be responsible to get the work done to the entire satisfaction of SAMEER.

7 Replacement of Unsuitable Workers

The contractor will immediately replace workers who are observed to be unsuitable or undesirable by SAMEER.

8 Liability for Loss or Damage

Loss or damage to any material or property of SAMEER either through theft or negligence of the workers /supervisors shall be made good by the contractor. The decision whether the loss or damage is attributable to the negligence or misbehaviour of the workers will rest solely with SAMEER Management, and contractor should make necessary payments without demur or objection, soon after receiving the claim from SAMEER.

9 The contractor shall not assign or transfer the contract to any other party.

10 Payment will be deducted on pro-rata basis and as applicable in the event of absent of any housekeeping staff on any day or so; however, it is strongly recommended for a suitable substitute / replacement during one's absence SAMEER shall not be liable for payment of any compensation in the event of any injury, death etc. caused to the housekeeping staff, while on duty at SAMEER premises.

SECTION 'B'**FINANCIAL TERMS AND CONDITIONS**

1. SAMEER will make monthly payment of the agreed sum within 15 days from the receipt of the claim from the contractor. Before making the payment, SAMEER will verify the attendance of personnel. The contractor should pay the workers / supervisions their wages and other benefits in keeping with and without any infringement of the minimum wages Act, Factory Act, payment of wages Act and other such relevant legal requirements.
2. The representative of SAMEER will have a right to inspect the records pertaining to payment of monthly wages and dues to the workers and to supervise actual payment of such wages from time to time.
3. The payment to the workers should be paid before 7th of every month the payment should not in any case be delayed or denied on plea that payment for the month is yet to be received from SAMEER. The Contractor shall submit the monthly bill to SAMEER, along with the copies of attendance register duly certified by the SAMEER, officials. Copies of previous month's wage register as well as EPF deposits challans, EPF Electronic Challan cum Return (ECR) and ESI deposits Electronic Challan cum Return (ECR) 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.
- 4. Period of Contract**
 - 4.1 SAMEER shall consider placement of Work Order on the bidder whose offer has been found technically and financially acceptable. And the contract can be terminated by 1-month notice from Office side and 3-months' notice from Contractor side.
 - 4.2 In the event of such termination the remuneration payable by SAMEER to the contractor in terms of clause shall be limited to the period of agreement as actually worked till date of termination.
 - 4.3 The contract in force can be reviewed on the expiry of two-year (24 months) for extension up to another year on the same terms and conditions and rates, subject to satisfactory performance and mutual acceptance of the said contract.
- 5. Termination of contract on breach of agreement and specific happenings**
 - 5.1 Notwithstanding anything to the contrary stated in the contract SAMEER shall have liberty, at its entire discretion and at any time to terminate the contract forthwith, upon a breach or default of the terms, conditions, covenants and stipulations of the contract either committed by the contractor or by any of his workers or supervisors employed for SAMEER. SAMEER shall be further entitled to terminate the contract forthwith immediately or any time after the happening of any of the following events.
 - 5.2 In case of dispute between the partners of the contractors or the death, or adjudication as Insolvent of any partner of the firm

- 5.3 The liquidation, whether voluntary or otherwise or the passing of an effective resolution for winding up, if the contractor is a company of a co-operative society.
- 5.4 If any attachment is levied and continues to be levied for a period of seven days upon the contractor's effects of any individual partner for the time being of his firm or any member of his co-operative society.
- 5.5 If the contractor or any of his workers / supervisors commits or suffers to be committed, any act which, in the opinion of the Programme Director of SAMEER, whose decision in that behalf shall be final, is prejudicial to the interest of good name of SAMEER, without assigning any reason thereof.
- 6. Compliance of Labour regulations**
- 6.1 The contractor will be responsible for all payments due to the workers drafted for SAMEER work, and SAMEER will in no event be liable in this regard. The contractor should indemnify SAMEER against any such liability and from any proceedings in this regard. The contractor shall be responsible for all any payment of dues to the workers for or under the provisions of:
- (a) Medical treatment for bodily injuries as a result of and in the course of work in SAMEER campus.
 - (b) Workmen compensation Act 1923
 - (c) Shops and establishment Act (Andhra Pradesh State)
 - (d) Payment of wages Act 1936
 - (e) Minimum wages Act
- 6.2 The contractor will make available PF scheme and insurance scheme to his employees as per the Employees Provident Fund Act and the Employees State Insurance Act and be responsible to make monthly deductions on this account from the salary of the employees and credit the same with employer's contributions with the relevant appropriate authorities.
- 6.3 The contractor will also make available to his employee's other benefits like Ex-gratia (Bonus), Uniforms as per Andhra Pradesh State Govt. orders etc.
- 6.4 The Contractor will abide the legal requirement of providing welfare and health measures wherever due for the benefit of the workers.
- 6.5 The contractor will observe and implement all the laws of the land and the rules framed there under and that SAMEER shall in no event be liable or responsible for default that may arise out of non-observance by him of such laws / rules.
- 6.6 The Contractor will also indemnify and keep indemnified SAMEER against any damage and / or injury caused to the premises, or to the properties.
- 6.7 Any acquiescence or waiver by SAMEER of any delay, breach or default committed by the contractor, shall not be deemed to be or considered as estoppels against SAMEER or prevent SAMEER from exercising any of its rights under any of the provisions of the contract.

Annexure-I**Technical Bid for Providing House-keeping services for
SAMEER-CE3, Visakhapatnam.**

To
The Programme Director,
SAMEER-Centre for Electromagnetics Environmental Effects (E3)
Plot No. 40, APIIC Industrial Park, NH – 16,
Gambheeram Village, Anandapuram Mandal,
Visakhapatnam – 531163.

Sir,

Subject: **Providing of Housekeeping services to SAMEER-CE3, Visakhapatnam.**

The undersigned have read and examined in details the tender document in respect of providing Housekeeping services on contract basis; do hereby express our interest to provide such services.

Our correspondence details are:

1	Name of the Company	
2	Address of the Company	
3	Name of the contact person to whom all references shall be made regarding this tender	
4	Designation and address of the person to whom all references shall be made regarding this tender	
5	PAN and GST details	
6	Telephone No. (with STD code)	
7	Mobile No.	
8	E-Mail of the contact person	
9	Fax No.(with STD code)	

Document forming part of the bid:

We have enclosed the following:

1. Form I: Minimum Eligibility
2. Form II: Declaration Letter
3. Form III: Check list
4. Financial Bid (Empty form)
5. Annexure III: Letter of authorization in the name of the contact person representing the company
6. Annexure IV: E-payment mandatory form.

Thanking you,

Yours faithfully,

(Signature of the Authorized Person)
Name & Designation
Business Address & Seal:

TECHNICAL BID
FORM I - MINIMUM ELIGIBILITY

The details in respect of the company are as given under:

1	Name of the Company	
2	Year of Registration / Incorporation	
3	Number of Employees as on _____	
4	Details of prior experience in similar service. Name of the Company / Firm / Agency along with its address and details of contact person to whom Housekeeping services were provided	
5	Details of registration with EPF:	
5	Details of registration with ESI:	
5	Details of registration with GST	
6	PAN number (copy of PAN card should be enclosed)	

Yours faithfully,

(Signature of the Authorized person)

Name :
Designation :
Seal :
Date :
Place :

Business Address:

Phone No. :
Mobile No. :
E-Mail :

TECHNICAL BID
FORM II - DECLARATION

Declaration Letter on official letter head stating the following:

1. We have carefully gone through the various terms and conditions listed in Sections 'A' and 'B' above for providing Housekeeping services for SAMEER, Visakhapatnam. We agree to all these conditions and offer to provide Housekeeping services at SAMEER, Visakhapatnam. 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. We have inspected the Centre premises and have acquainted ourselves with the tasks required to be carried out, before making this offer.
2. I/We having our office at that I/we have never been blacklisted by any State Government/Central Government or any State/Central PSU.
3. We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Yours faithfully,

(Signature of the Authorized person)

Name :
Designation :
Date :
Place :
Phone No. :
Mobile No. :
E-Mail :

Business Address :
Seal :

TECHNICAL BID
FORM III – CHECK LIST

The Tender not accompanying the following documents is liable to be rejected at the time of opening itself:

Sl. No.	Required Documents	Checklist ✓
1.	Copy of Company Registration Certificate	
2.	Copy of Income-Tax Returns for last Three years	
3.	Copy of GST registration Certificate	
4.	Copy of License from AP Govt	
5.	Copy of License from Central Govt	
6.	Copies of work order / purchase order of clients executed earlier	
7.	Client list of the contractor	
8.	Copy of Registration with EPF office	
9.	Copy of Registration with ESI office	
10.	Copy of PAN	
11.	Declaration Letter in Letter head as per Form-II	
12.	Verify Signature & stamp at all the pages of tender documents and enclosed	
13.	Tender fee - Rs.590/- (inclusive of 18%)	
14.	EMD - for Rs.15,000/- {To be enclosed with Technical Bid}	
15.	Please mention Number of years of experience in executing Housekeeping Services:	
16.	if any other things	

Date:

Place:

Annexure-II**Financial Bid for Providing Housekeeping Services to
SAMEER-CE3, Visakhapatnam****Tender No. SMR/E3/VIZ/PUR/GN005/2020-21/LT**

In response to the above and in full agreement of the terms and conditions as stipulated in the tender documents provided for the purpose, we offer our services charges for providing Housekeeping services at SAMEER-CE3 Campus, Visakhapatnam.

Sl. No	Minimum Rates of Basic Wages per day as per the Gazette Notification of Labour Department, AP Govt.				Maximum number of manpower required
(a)	Category	Basic	VDA	Total	(d)
1.	Housekeeping (Semi skilled)	3943	5685	9628	4
2.	Canteen Cook (Highly skilled)	6387	5685	12072	1
Total Persons required					5

(Monthly Service charges in words _____)

Taxes: extra as applicable

Employer contribution of PF, ESI will be as per government norms

No overwriting, corrections, interlineations etc. are permitted in the Financial Bid. If found, bid shall liable to be rejected.

I/WE agree to keep the offer open for acceptance up to 03 months.

I/We shall be bound by the communication of acceptance of the offer dispatched within the time and I/We also agree that if the date up to which the offer would remain open be declared a holiday for the SAMEER, Vizag, the offer will remain open for acceptance till the next working day.

Demand draft No. _____ dated _____ on the ----- for sum of Rs. _____ (Rupees _____) is enclosed with the technical bid as earnest money in the event of my tender being accepted.

I/We agree to furnish a Security Deposit as follows (here indicate the manner in which Security Deposit is deemed to be furnished).

I/We do hereby declare that the entries made in the tender and appendixes/schedules attached with Technical Bid are true and also that we shall be bound by the act of my/our duly constituted attorney, Shri _____ whose signature are appended hereto in the space as specified for the purpose and of any other person who in future may be appointed by me/us his stead to carry on the business of the concern whether any intimation of such charge is given to SAMEER, Visakhapatnam.

Place:
Date:

Name & Signature of the Agency with seal

Annexure-III**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING
(To reach on or before date of bid opening)**

To
The Programme Director
SAMEER
Visakhapatnam

Sub: Authorization for attending bid opening on _____ (date)
in the Tender for provision of Housekeeping Services to SAMEER, Vizag.

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of _____ (Bidder) in order of preference given below:

Order of Preference	Name	Specimen Signature
I		
II		

Alternate Representative

Signature of bidder Or Officer authorized to sign the
bid Documents on behalf of the bidder

Note:

1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

E-PAYMENT MANDATE FORM

To
The Programme Director
SAMEER
Visakhapatnam.

Sir,

Kindly pay any amount due to me /us to our Bank Account as detailed below either by Electronic Clearance / Electronic Fund Transfer mode and the payments shall continue to be made in my/our below mentioned account till a change is requested by me/us. The Service Charges, if any, levied by the bank will be borne by me/us. We also declare that the particulars given below are correct and complete. If the transaction is delayed or not effected at all for incomplete information, I /we would not hold SAMEER, Vizag, responsible.

Sl. No	Item Description	Details
1.	Name of the bidder / Company / firm	
2.	Name of the Bank:	
3.	Name of the Branch:	
4.	Branch Code:	
5.	Branch IFSC Code:	
6.	Type of account:	
7.	Account No.:	
8.	Bank Telephone No. with code:	
9.	Bank Branch address:	

Place:
seal
Date:

Name & Signature of the Agency with