

NOTICE INVITING TENDER ENQUIRY

1. Indian Maritime University, Visakhapatnam Campus, Gandhigram, Visakhapatnam invites Tender Enquiries from the experienced agencies in Housekeeping and Horticultural Services to the Visakhapatnam Campus of the Indian Maritime University.
2. The cost of the tender document is Rs.500-00(Rupees Five Hundred only) payable by way of Demand Draft on any Nationalised/Schedule Bank in favour of Indian Maritime University, Visakhapatnam Campus, payable at Visakhapatnam. The tender document can also be downloaded from the website www.nsdrc.com in such case the cost of the tender document shall be submitted along with the Technical Bid.
3. Sealed Tender Enquiries prepared in accordance with the general conditions enumerated in this tender and completed in all respect shall required to be submitted to the Director, Indian Maritime University, Visakhapatnam Campus, Gandhigram, Visakhapatnam not later than the date and time mentioned.
4. All Tender Enquiries must be accompanied by Earnest Money Deposit (EMD) of Rs.75000 (Rupees Seventy Five Thousand only)
5. The Tender Enquiry Document is not transferable.
6. **Schedules for Invitation to Tender Enquiry:**
 - a) Place of issue of Tender Enquiry Document and address at which the Tender Enquiry Documents are to be submitted

Director
Indian Maritime University
Visakhapatnam Campus
Gandhigram
Visahapatnam - 530 005

Phone: 0891- 2578360-64
Fax : 0891- 2577754
 - b) **Date from which the Tender Enquiry Document issued**

From 14.11.2013 onwards (only on working days)
 - c) **Last Date for submission of the Tender Enquiry Document**

On or before 1400 Hrs on 04.12.2013

d) Date of opening of Tender Enquiry Document (Technical)

At 1500 Hrs on 04.12.2013

e) Date of opening of Tender Enquiry Document (Financial)

The opening of the financial bid shall be intimated to the technically qualified tenderers.

f) The Tender Enquiry shall be valid for 90 days.

7. Tender Enquiry Document (Technical) shall be opened on the day and time as indicated in this document. The Tender Enquiry Document (Financial) shall be opened only in respect of tenderers who were qualified in the Technical Bid. Eligible tenderers should send letter of authorization with attested specimen signatures of their representatives deputed to attend at the time of opening of tender enquiry, both for Technical and Financial. Representatives without such authorization not permitted to be present at the time of opening the bid.

8. Definitions used in this Document:

Tenderer: Refers to the Person or the Firm or the Company to whom this Tender Enquiry is issued

IMU Refers to Indian Maritime University, Visakhapatnam Campus at Gandhigram, Visakhapatnam

Contract: Refers to the Agreement entered into between IMU and the successful tenderer including all attachments and annexes thereto and all documents incorporated by reference therein

Contractor: Refers to the successful tenderers who have entered into a contact with IMU for rendering the services.

Service: Refers to various services indicated in this Tender Enquiry

GENERAL CONDITIONS

1. The tender enquiry should be complete in all respects and if the tender is in-complete, the offer would be rejected. The tenderer shall sign and affix seal on all the pages of the tender enquiry document.
2. The Tender enquiry should be submitted in a sealed cover containing covers (I) and (II) separately and super scribed “**Tender for Housekeeping Services to Visakhapatnam Campus of Indian Maritime University**”. The tenderer shall clearly write on cover I as “**Technical Bid** - Housekeeping Services to Visakhapatnam Campus of Indian Maritime University” and on cover II as “**Financial Bid** - Housekeeping Services to Visakhapatnam Campus of Indian Maritime University” and each addressed to “The Director, Indian Maritime University, Visakhapatnam Campus, Gandhigram, Visakhapatnam-530005. The tenderer should also indicate **Name and address on all the covers.**
3. The amount of Earnest Money Deposit is Rs.75000 (Rupees Seventy Five Thousand only) and shall be submitted in the form of Demand Draft drawn on any Nationalised / Schedule Bank in favour of Indian Maritime University, Visakhapatnam Campus payable at Visakhapatnam. The Demand Draft should be enclosed to the Tender Enquiry (Technical) submitted and should not be sent separately.
4. The Earnest Money Deposit (EMD) of the unsuccessful tenderers shall be refunded without any interest on signing of the contract with the successful tenderer. The EMD of the successful tenderer shall also be refunded on submission of Bank Guarantee towards performance of the Contract.
5. EMD of the tenderers forfeited if -
 - i) The tenderer is not willing to abide by the terms and conditions after submission of tender
 - ii) The tenderer does not honour the services required by IMU
 - iii) Withdraws the tender enquiry before receipt of final acceptance
 - iv) Fails to execute an agreement and submission of Bank Guarantee towards security deposit as indicated in this tender within the stipulated time.
6. **Eligibility / Evaluation Criteria:**
 - 6.1 A well established agency within Andhra Pradesh.

Tender Enquiry for Housekeeping Services to Visakhapatnam Campus of Indian Maritime University - Tender No. IMUV/2013-2014/HKS/001 dated 14.11.2013

- 6.2 The Agency must have “**Experience**” of providing Housekeeping and Horticulture Services for at least preceding 3 (Three) Years from the bid due date and out of which bidder must have executed at least one (1) such service, having a minimum value of Rs.20.00 Lakhs.
- 6.3 The bidder should have a minimum turnover of Rs.20.00 Lakhs in similar activities in any one of the 3 (Three) preceding Audited Financial Years.
- 6.4 The tenderers should enclose copies of the following documents or otherwise the offer will be summarily rejected.
- i) Certificate of Registration
 - ii) PF Code Registration
 - iii) ESI Code Registration
 - iv) Permanent Account Number
 - v) Service Tax Registration with Central Excise Authorities
 - vi) Agreements / Work orders in respect of similar services carried out during years 2010-2011, 2011-2012 and 2012-2013 showing the value of work.
 - vii) Performance / Completion certificate in respect of the works carried out during the years 2010-2011, 2011-2012 and 2012-2013
 - viii) Audited Balance Sheet and Profit and Loss Account for the years 2010-2011, 2011-2012 and 2012-2013
- 6.5 Bidders must furnish all relevant certificates / documents / information in support of their credentials to the above eligibility / evaluation criteria along the bid, failing which the bid may be summarily rejected.
- 6.6 IMU reserves the right to accept or reject any or all tenders received at its absolute discretion without assigning any reason whatsoever.
- 6.7 Bids received after the due date and time is liable to be rejected.

7. Services

7.1 Office Complex / Guest House:

- 7.1.1 Sweeping and moping of the entire office on every day including dust proof brushing/ cleaning of coir mats / sweeping the floor area, removal of cobwebs etc.
- 7.1.2 Sweeping and cleaning surface of Toilets and toilet floor, urinal and wash basins with detergent, phenyl and acid twice a day.
- 7.1.3 Wiping of windows, window panes and glass partitions, Venetian blinds and painted doors with suitable cleaning agents once in a week or as frequently as required.

Tender Enquiry for Housekeeping Services to Visakhapatnam Campus of Indian Maritime University - Tender No. IMUV/2013-2014/HKS/001 dated 14.11.2013

- 7.1.4 Moping of floor with soap water daily wherever necessary
- 7.1.5 Providing of Naphthalene balls in all toilets, urinal and washbasins as required and paper napkins
- 7.1.6 Manual dusting and mechanized suction of dust in respect of units, walls, office furniture and curtains
- 7.1.7 Daily collection of waste papers from waste paper basket and dumping at the centralized premises
- 7.1.8 Daily cleaning of all roads and pavements inside the compound
- 7.1.9 Providing soap /soap water near all washbasins at all the times.
- 7.1.10 Placing Towels / napkins near washbasins and to change /replace them duly washed once in three days.
- 7.2 **Residential Quarters/Hostels:**
 - 7.2.1 Daily cleaning of Roads.
 - 7.2.2 Daily cleaning of parking area.
 - 7.2.3 Daily cleaning of staircases in the two Residential blocks/Hostels.
 - 7.2.4 Cleaning of terrace (roof) of the Residential quarters/Hostels once in a week.
 - 7.2.5 Cutting and disposing of grass grown in the surrounding area of the Residential quarters/Hostels.
 - 7.2.6 Daily collecting and disposing off debris in the surrounding area of Residential quarters/Hostels.
 - 7.2.7 Daily collection of garbage from Residential quarters/Hostels and disposal.
 - 7.2.8 Daily Cleaning of Toilets and bathrooms in the Hostel Blocks.
 - 7.2.9 Sweeping of Hostel blocks to be carried out daily and moping to be carried out on alternate days.

Tender Enquiry for Housekeeping Services to Visakhapatnam Campus of Indian Maritime University - Tender No. IMUV/2013-2014/HKS/001 dated 14.11.2013

7.3 Garden:

- 7.3.1 Daily watering including regular manuring and application of adequate and requisite pesticides for proper maintenance of lawns, garden and flower pots.
- 7.3.2 Trimming and grooming of creepers /climbers, hedge plants on regular basis.
- 7.3.3 Lawn mowing and removal of wild weeds from the lawns / garden regularly.
- 7.3.4 Maintenance of garden in the residential quarters/hostels including watering, manuring etc.,

7.4 Miscellaneous:

- 7.4.1 Undertaking of all Housekeeping/Horticultural activities as informed by IMU from time to time.
- 7.4.2 The persons engaged by the contractor shall have no claim or right whatsoever, with regard to employment with IMU.
- 7.4.3 The contractor shall indemnify IMU from all statutory and general obligations.

7.5 Material:

- 7.5.1 The items required for each month for Housekeeping Services as indicated below.

| Sl. No. | Description of the item | Brand | Unit | Quantity |
|----------------|------------------------------------|-------------------------|-------------|-----------------|
| 1 | White Scented Phenyl | Maha/Spark/ Dr/Jesi | Liters | 50 |
| 2 | Hand Washing Liquid | Dettol/Lifebuoy/Santoor | Liters | 08 |
| 3 | Cleaning Acid | Quality Brand | Liters | 15 |
| 4 | Naphthalene Balls | Maha | Kg | 02 |
| 5 | Odonil (50gms) | Odonil | Nos. | 20 |
| 6 | Detergent Powder | Rin/Ariel/Surf Excel | kg | 30 |
| 7 | Toilet Cleaner (700ml) | Harpic | bottles | 08 |
| 8 | Colin (500 ml) | Colin | bottles | 02 |
| 9 | Polish Cloth (2'x2'size) | Good quality | Nos. | 30 |
| 10 | Mop cloth (2'x2' size) | Good quality | Nos. | 30 |
| 11 | Air Fresheners (200ml) | Sandal / Jasmine | Nos. | 04 |
| 12 | Mop Sticks (cotton) - Flat 2m long | Good quality | Nos. | 04 |
| 13 | Mop Sticks (cotton)- Round 2m long | Good quality | Nos. | 08 |
| 14 | Soft Brooms (Big size) | Good quality | Nos. | 24 |
| 15 | Hand Brooms (Big size) | Good quality | Nos. | 30 |
| 16 | Bleaching Powder | Good quality | Kgs. | 04 |
| 17 | Steel Scrubbers (25g) | Good quality | Nos. | 20 |

Tender Enquiry for Housekeeping Services to Visakhapatnam Campus of Indian Maritime University - Tender No. IMUV/2013-2014/HKS/001 dated 14.11.2013

| | | | | |
|----|--|----------------------|--------|----|
| 18 | Green scrubbers | Good quality | Nos. | 10 |
| 19 | Lizol (500ml) | Lemon / 3 in lemon | Nos. | 16 |
| 20 | Soaps (Cloth) 250g | Rin/Ariel/Surf Excel | Nos. | 04 |
| 21 | Soaps (Dish) 750g | Sabina / Vim | Nos. | 04 |
| 22 | Gamaxin Powder | Good quality | Kgs. | 03 |
| 23 | Sponges | Good quality | Nos. | 12 |
| 24 | Black phenyl | Maha/Spark/ Dr/Jesi | liters | 10 |
| 25 | FOSROC Reebok lens (multipurpose cleaning agent) 1 ltr | FOSROC | liters | 15 |

If any of the above items are not delivered, the bills will not be reimbursed.

- 7.5.2 The following items required for Horticulture Services shall be provided as per the requirement from time to time, which shall be reimbursed. In addition to the below, Red Soils and Manure of 2 loads each has to be provided for every six months. The same shall be reimbursed after production of bill.

| Garden | |
|------------------------|-----------------------------|
| Gamaxine/Ants powder | Monocrotophos |
| Urea | Sevin |
| Potash | Rose mix |
| Phosphorus10% granules | Coco mix |
| Oil Cake | Gunny Rope |
| Nimkalena | Coconut Rope |
| NPK15-15-15, | Salt rock |
| NPK12-6-6 | Zinc Phosphate |
| Rogar | Other pesticides, Chemicals |
| Malathian | |

- 7.5.3 The services of horticulturist may be deployed by the contractor as and when required for which an amount of Rs.1000-00 (Rupees One Thousand Only) per visit will be reimbursed upon submitting the bill.
- 7.5.4 The following tools required for Horticulture Services shall be provided as one time requirement and the same shall be reimbursed on production of Bills and Delivery Challan.

| | | |
|---|---------------------------|---------|
| 1 | Scissors (Big size) | 02 Nos. |
| 2 | Telugu word BORUGULU | 10 Nos. |
| 3 | Telugu word KODAVALI | 10 Nos. |
| 4 | Telugu word PARALU | 02 Nos. |
| 5 | Telugu word GUNAPAM | 01 No. |
| 6 | Telugu word GODDALI (AXE) | 01 No. |
| 7 | Telugu word PALLUPARA | 01 No. |

Tender Enquiry for Housekeeping Services to Visakhapatnam Campus of Indian Maritime University - Tender No. IMUV/2013-2014/HKS/001 dated 14.11.2013

| | | |
|----|---------------------------------------|---------|
| 8 | Telugu word KATHI for tree cutting | 02 Nos. |
| 9 | Telugu word PARALU for Drain cleaning | 02 Nos. |
| 10 | Telugu word PANJA | 01 No. |
| 11 | ROSE Cans for watering the plants | 02 Nos. |
| 12 | Bamboo sticks (Appx. 3 meters) | 30 Nos. |
| 13 | Plastic buckets of size 20 Ltrs | 10 Nos. |
| 14 | Plastic buckets of Size 10 ltrs. | 10 Nos. |
| 15 | Plastic buckets of size 5 ltrs. | 10 Nos. |
| 16 | Plastic mugs | 15 Nos. |
| 17 | Toilet cleaning brush | 24 Nos. |
| 18 | Dust collecting pans (plastic) | 15 Nos. |

7.5.3 The materials for the housekeeping requirements should be handed-over on or before 5th of each month failing which a penalty of 2% will be levied on the monthly bills.

7.5.4 The cost of material provided for Housekeeping and Horticultural as specified above, shall be reimbursed on the basis of actual supply/usage based on the certification.

8 Personnel, Uniform and Wages

8.1 The successful tenderer shall deploy **20 (Twenty)** personnel in all as detailed below.

| | | |
|------|---|---------|
| i) | Supervisor cum Guest house caretaker with knowledge and experience in Housekeeping and Horticulture | 1 No. |
| ii) | Qualified Electricians (ITI qualified with three years Experience or person with Five Years experience in the relevant field) | 4 Nos. |
| iii) | Qualified Plumber (ITI qualified with three years Experience or person with Five Years experience in the relevant field) | 1 No. |
| iv) | Carpenter | 1 No. |
| v) | Labourers / Gardeners | 13 Nos. |

8.2 The successful tenderer shall ensure all the personnel to be in proper and prescribed clean and tidy uniform at all times at no extra cost.

8.3 The personnel engaged should be provided with an Identity Card.

8.4 The personnel engaged by the successful tenderer (Contractor) shall have no claim or interest or right whatsoever with regard to employment with IMU.

8.5 The Contractor (successful tenderer) shall ensure strict discipline and decorum amongst his personnel during work period at IMU.

Tender Enquiry for Housekeeping Services to Visakhapatnam Campus of Indian Maritime University - Tender No. IMUV/2013-2014/HKS/001 dated 14.11.2013

- 8.6 The successful tenderer has to submit the Police Verification of candidature /conduct of the personnel prior to deployment into work in IMU.
- 8.7 As and when required for any other works related to IMU the contractor has to supply the required labour on day to day basis or on lump sum basis for the additional jobs/ works for which the management of IMU shall reimburse separately on submission of the bills, on successful completion of the jobs/ works by the contractor. While the jobs / works are being executed by the contractor and in the event of any accident/ untoward incident, the management of IMU is in no way connected and it shall be the sole responsibility of the contractor only, and for all practical purposes, the labour /workers engaged for the above works / jobs shall be the workers of the contractor.
- 8.8 The Management reserves the right to reduce the number of personnel shown under clause 8.1 above or increase the number of personnel over and above the personnel engaged as and when needed for a shorter duration or till the end of the contract.
- 8.9 Wages to the Personnel so engaged by the contractor shall not be less than the rates notified in the **“Gazette Notification” issued by the Central Government Notification** from time to time with regard to minimum wages applicable to the respective categories and adopt the latest revisions with regard to Provident Fund and ESI etc. Overtime has to be paid as per Government norms in respect of personnel engaged for beyond stipulated working hours.
- 8.10 The payments to the housekeeping personnel should be made on or before 7th of each month. Failure to comply with the requirements may invite a penalty of 2% on the monthly bills.
- 8.11 Wage slips to be provided to the housekeeping personnel for each month of payment of salary.
- 8.12 The statutory requirements such as ESI and PF are to be paid to the respective authorities on or before 15th of each month failing which a penalty of 2% shall be levied on the monthly bills.
- 8.13 The requirement of personnel as specified in (a) above can vary based on the requirements of IMU. In such case, the charges quoted by the tenderer shall be proportionate with reference to the actual personnel provided.
9. The Tender Enquiry Document (Financial) opened only in respect of tenderers who were qualified in the Technical Bid. After evaluation of the Price bids of the tenderers qualified technically, IMU would intimate the award of Contract to the successful tenderer. The successful tenderer shall enter into an agreement / a Contract covering the entire scope of services with IMU within one week from the date of award of the work.

Tender Enquiry for Housekeeping Services to Visakhapatnam Campus of Indian Maritime University - Tender No. IMUV/2013-2014/HKS/001 dated 14.11.2013

10. An amount equivalent to 10% of the Contract Value shall be retained from the monthly bills of the Contractor towards Performance Security and the same shall be returned on completion of 60 days beyond the date of the completion of all contractual obligations.
11. The contractor shall indemnify IMU for any theft, loss, damage, and deterioration loss of product, material or property arising from any act of negligence on the part of the Personnel so deployed.
12. Upon the complete fulfilment of the contract by the Contractor to the satisfaction of IMU, the Bank Guarantee Bond discharged and returned to the Bank.

TECHNICAL BID

1. Name of Tenderer : _____
2. Status : _____
(Proprietary / Partnership : **Indicate whether documentary proof enclosed**
Society / Company) : **Yes / No**
(Enclose documentary Proof)
3. Address of Registered Office : _____

- Phone No : _____
Fax no. : _____
Email : _____
4. Address of Local Office : _____

- Phone No : _____
Fax no. : _____
Email : _____
5. PF Code No. : _____
(Attach documentary proof) : **Indicate whether documentary proof enclosed**
Yes / No
6. ESI Code No. : _____
(Attach Documentary proof) : **Indicate whether documentary proof enclosed**
Yes / No

Tender Enquiry for Housekeeping Services to Visakhapatnam Campus of Indian Maritime University - Tender No. IMUV/2013-2014/HKS/001 dated 14.11.2013

7. Service Tax Registration No : _____
 (Attach Proof of Registration) : Indicate whether documentary proof enclosed
 Yes / No
8. Permanent Account Number : _____
 Issued by the Income Tax : Indicate whether documentary proof enclosed
 Authorities : Yes / No
 (Attach copy of the PAN Card)
9. Turnover of agency for last three : Year Turn Over
 Years (attach audited balance : 2010-2011 Rs. _____
 Sheet and profit and loss :
 Account for last three financial : 2011-2012 Rs. _____
 Years i.e., 2010-2011, 2011-2012 :
 And 2012-2013 : 2012-2013 Rs. _____
10. Income Tax Returns for the : Indicate whether documentary proof enclosed
 Financial Years 2010-2011 :
 2011-2012 and 2012-2013 : Yes / No
11. Details of Housekeeping Jobs : Indicate whether documentary proof enclosed
 carried out during last three :
 years i.e., 2010-2011, 2011-2012 : Yes / No
 and 2012-2013 including value :
 of each job with a consolidated :
 statement as per Annexure :
 (Attach documentary Proof)
12. Satisfactory Performance : Indicate whether documentary proof enclosed
 Certificates from the organisations :
 During the last three years i.e. : Yes / No
 2010-2011, 2011-2012 and :
 2012-2013 :
 (Attach documentary Proof)

Place:

SIGNATURE OF THE TENDERER WITH SEAL

Date:

Annexure to the SI.No.11 of the Technical Bid

DETAILS OF HOUSEKEEPING JOBS CARRIEDOUT

| Sl. No. | Organisation | Period | | Details of Jobs Carried out | Order Value Rs. |
|---------|--------------|--------|----|-----------------------------|-----------------|
| | | From | To | | |
| | | | | | |

Place:

SIGNATURE OF THE TENDERER WITH SEAL

Date:

Annexure to the SI.No.12 of the Technical Bid

DETAILS OF PERFORMANCE CERTIFICATES
IN RESPECT OF HOUSEKEEPING JOBS PERFORMED

| Sl No. | Organisation | Period | | Reference of Performance Certificate |
|--------|--------------|--------|----|--------------------------------------|
| | | From | To | |
| | | | | |

Place:

SIGNATURE OF THE TENDERER WITH SEAL

Date:

Tender Enquiry for Housekeeping Services to Visakhapatnam Campus of Indian Maritime University - Tender No. IMUV/2013-2014/HKS/001 dated 14.11.2013

**SCHEDULE OF RATES FOR HOUSEKEEPING SERVICES
(PRICE BID - BREAK-UP FOR MANPOWER RATE)**

| Sl. No | Particulars | Supervisor cum Guest House Caretaker (Rate per Person per Month) (In Rs.) | Qualified Electrician (Rate per Person per Month) | Qualified Plumber (Rate per Person per Month) | Carpenter (Rate per Person per Month) | Labourers/ Gardeners (Rate per Person per Month) (In Rs.) |
|--------|------------------------------|---|---|---|---------------------------------------|---|
| 1 | Basic Rate (Minimum Wage) | | | | | |
| 2 | Provident Fund @ 13.61% | | | | | |
| 3 | ESI @ 4.75% | | | | | |
| 4 | Leave Wages | | | | | |
| 5 | Total per month (in Figures) | | | | | |
| 6 | Total per month (in Words) | | | | | |

PRICE BID

| Sl. No | Particulars | No. of Personnel | Rate per month (In Rupees) | Total Per month (Rs. in Figures) | Total Per month (Rs. in Words) |
|--------|---|------------------|----------------------------|----------------------------------|--------------------------------|
| 1 | Supervisor cum Guest House Caretaker | 1 | | | |
| 2 | Qualified Electrician | 4 | | | |
| 3 | Qualified Plumber | 1 | | | |
| 4 | Carpenter | 1 | | | |
| 5 | Labourers/Gardeners | 13 | | | |
| 6 | Total (Col. 1 to 5) | | | | |
| 7 | Cost of Material | | | | |
| 8 | Total (Col. 6 to 7) | | | | |
| 9 | Service Charges (Percentage to be Indicated) | | | | |
| 10 | Total (Col.8 to 9) | | | | |
| 11 | Service Tax (Percentage to be Indicated) | | | | |
| 12 | Grand Total (in Figures) (Col. 10 to 11) | | | | |
| 13 | Grand Total (In Words) | | | | |

Place:

Date :

SIGNATURE OF THE TENDERER WITH SEAL

Undertaking for Non Black Listing and Non Banning
(On non-judicial stamp paper worth Rs.50)

(A) I/We _____
(Name of firm) do hereby undertake that our company / firm has not been black listed / banned by any Government (Government of India / State Government) & their subordinate Departments for participation / submission of tenders.

Place :

Date :

Signature of Authorized Signatory

Name of Signatory
Designation with seal

(B) I/We _____ (Name of firm) do hereby undertake that our company / firm has been black listed / banned by _____ (Name of Government / Department) & required information as below :

- (i) Cause of black listing / banning
- (ii) For which item _____
- (iii) Period of black listing / banning.
- (iv) Latest Status of black listing / banning

Place:

Date :

Signature of Authorized Signatory

Name of Signatory
Designation with seal